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Manual:VisualEditor/Images

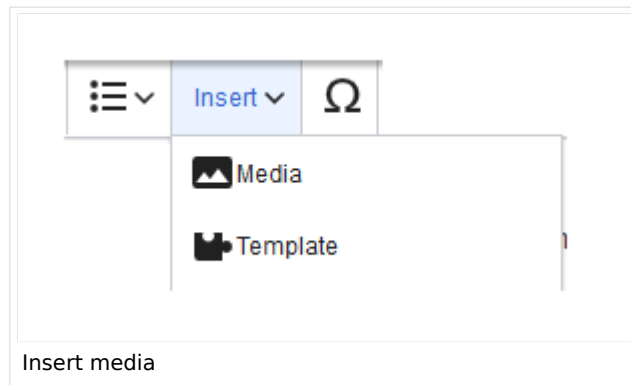
A [quality version](#) of this page, [approved](#) on *26 October 2021*, was based off this revision.

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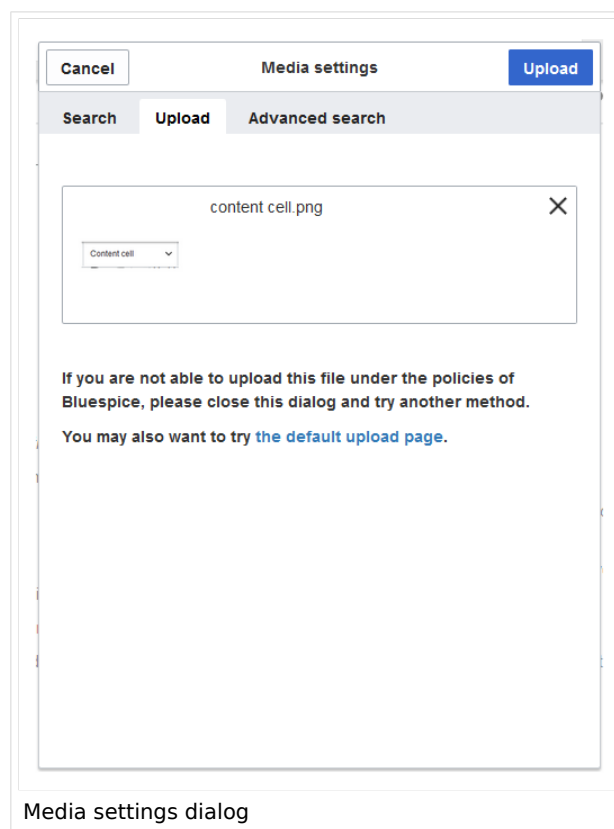
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How to insert an image on a page

In addition to text, images are probably the most important components of typical content pages. With VisualEditor, the images can be uploaded, inserted and formatted all in one step. Images are inserted via the menu item *Insert > Media*.

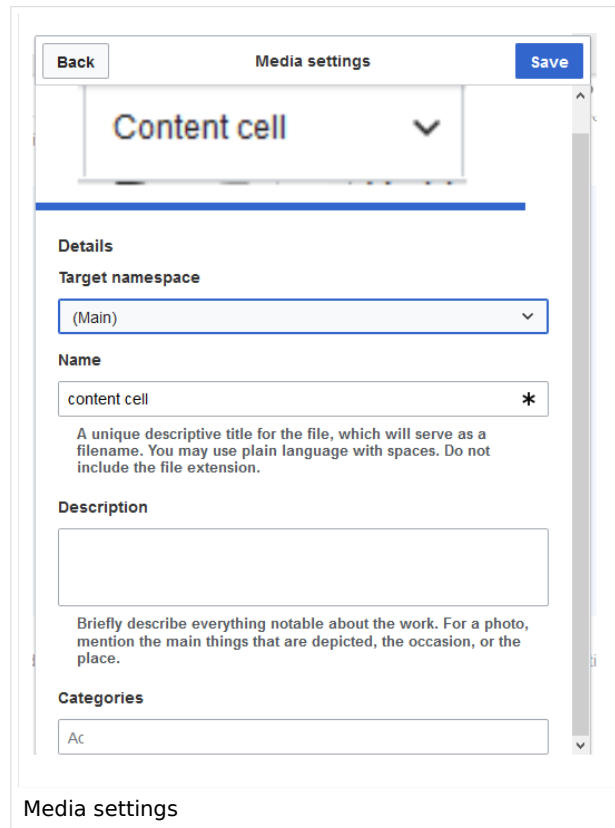


The dialog box *Media Settings* opens.



After uploading, you can edit the image settings: Details, General Settings, and Advanced Settings.

Details

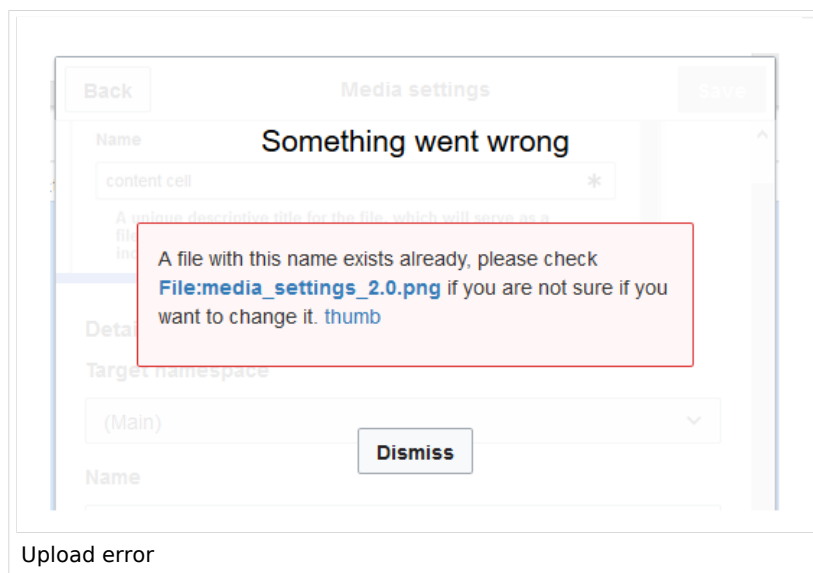


Here you can assign a namespace and categories to a picture.

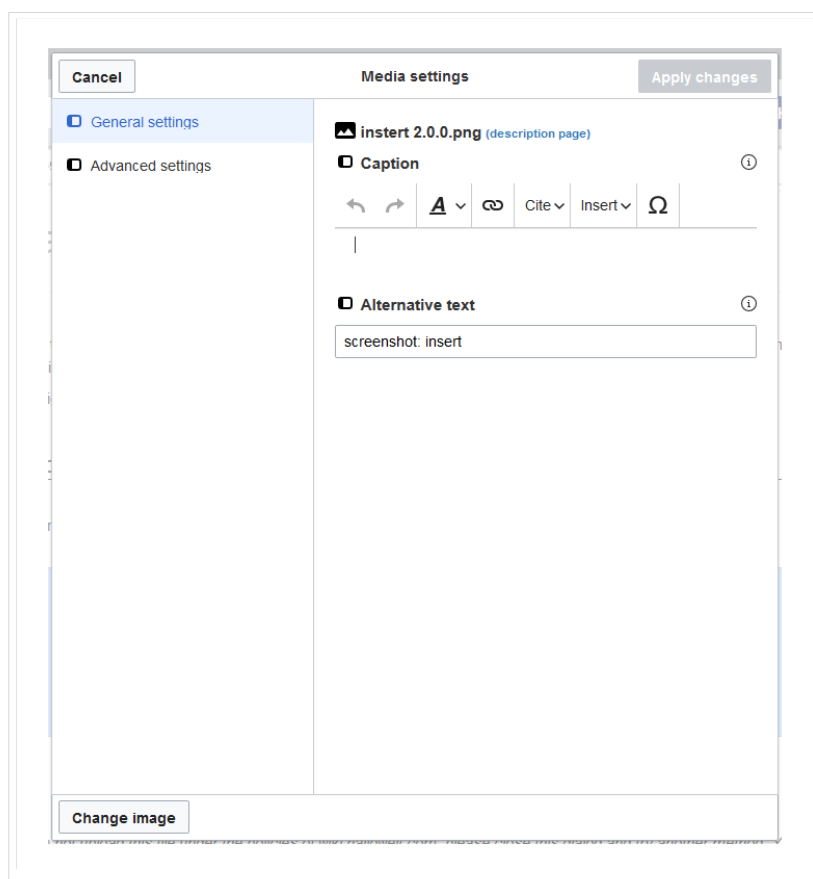
- **Target namespace:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki.
- **Name:** Choose a name that makes it easy to find the image later during an image search. Or simply leave the current file name.
- **Description:** The description is mainly useful for photos or infographics when the image name does not adequately describe the image content.
- **Categories:** Here, the picture can be assigned to categories.

Note: When uploading a new file, you should check the file/page name for unusual special characters (e.g., `"`, `%`, `/`, `<`, `>`, `[`, `]`, `{`, `}`). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki. The special characters `(`, `)`, `&`, `+` can be used and are translated into their equivalent %-hex notation.

Error message when saving: If the image already exists, an error message is displayed. If you want to overwrite the existing file, you can click on the file name and overwrite the file via the image page in the wiki. This is done by clicking the "Upload a new version of this file" link in the "File Versions" section. In VisualEditor itself overwriting an image does not work.



General settings

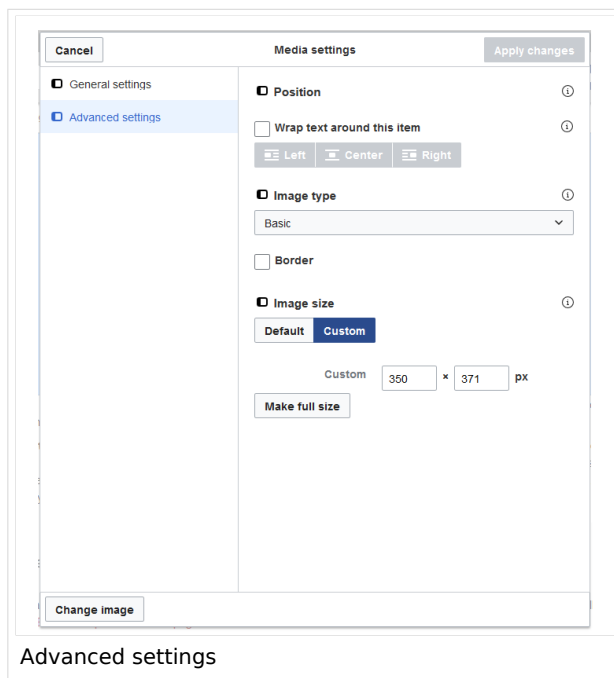


In the general settings, the image descriptions are added.

Caption: The caption is shown with framed images and thumbnails. Note: If you change an image to frameless and then back to "framed", you need to re-enter the caption.

Alternate text: The alternate text should be entered for each image since it replaces the image in certain contexts. For example, this so-called "alt" text is used by users who work with screen readers. Screen readers are used by users with visual limitations, but search engines can also read this text. In some business areas, the indication of the "alt" text is also required by law. If you are not sure, ask your company accordingly.

Advanced settings



In the advanced settings, you can set the position and image size.

The following settings are possible:

- **Position:**
 - Wrap text around this item:
 - *Left:* The image is displayed on the left side of the text, starting on the first line of the current paragraph.
 - *Center:* The image is displayed centered over the current paragraph.
 - *Right:* The image is displayed to the right of the text, starting on the first line of the current paragraph.
- **Image type:** If you insert an image with VisualEditor, the image is usually linked to the Media Viewer. To suppress the link on an image, you must add an empty link attribute to the image tag in the source code:
 - frameless picture with link (standard): `[[File:adult-chair-company-380769.jpg|frameless]]`
 - frameless picture without link: `[[File:adult-chair-company-380769.jpg|frameless|link=]]`


Image type	Output	Description
Thumbnail	 <p>This is the caption</p>	<p>The preview picture shows the image with a standard width of 300px. The width can be adjusted as required.</p> <p>In addition, the caption is displayed below the picture. A preview icon indicates that the image can be viewed in a larger size.</p>
Frameless		<p>The frameless version shows the picture without a frame. The width can be adjusted as required (here we set the example to 300px).</p> <p>The caption does not appear below the picture.</p> <p>By default, the image is inserted without text wrapping. It will break up</p>




Image type	Output	Description
		<p>a sentence exactly where it is inserted. By default, the image is centered.</p> <p>However, the image size and position can be adjusted as needed.</p>
Frame	 <p>Dies ist die Beschriftung</p>	<p>The framed version is similar to the preview picture. Compared to the preview, the magnifying glass symbol is not displayed and the image is inserted on the page full-size.</p> <p>The size cannot be adjusted.</p>
		<p>The basic version is like the frameless version.</p> <p>By default, text does not wrap, but the text is separated at the point where the image was inserted.</p>

Image type	Output	Description
Basic		The image is inserted in full width, while the frameless image is inserted in miniature image width (300px). The size can be adjusted.

- **Image size:**

- *Standard*: sets the image width to 300px (unless the standard width has been changed in the [user preferences](#)).
- *Custom*: allows setting a custom size.
- *Make full size*: resets the size to the actual image size.

Images and namespaces

You can save pictures and files in the general namespace (*pages*). If pictures should be accessible by all users, you can save these pictures in the main namespace if other namespaces have access restrictions. If you have created additional namespaces, you can also save images in these namespaces if you have the necessary access rights. Images are then only shown to users who have the necessary read permissions in these namespaces.

In the upload dialog, the namespace field always suggests the namespace of the current page for the image upload.

Changing an embedded image

Different image: In the editing mode of the page, it is possible to edit the image with a double-click. Use the "Change image" button to exchange the image with a different image.

Same image with different version: If you want to use a new version of the same image, open the "Special:Upload file" page in a new browser tab (so that you don't lose any changes on your wiki page). There, you can save already existing pictures with the same name again. The original image is kept as a version.

Preferences

A [quality version](#) of this page, [approved](#) on *28 July 2020*, was based off this revision.

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What are user preferences?

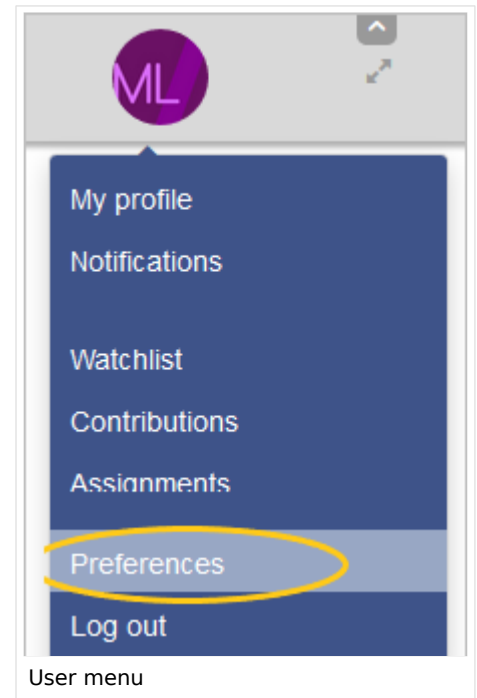
As a BlueSpice user, you can customize a lot of settings to make your wiki experience more personal and more efficient.

For example, you may want to show a real photo of yourself or maybe you prefer a randomly generated image. You can also set when and how you want to be notified about changes that are happening on your wiki. To find content tailored to your needs, you can even exclude entire namespaces from your search results if you only need information from particular areas of your wiki.

Just remember that all settings only affect your own wiki experience (except for your profile information, of course, which is visible to all users).

To access your preferences:

1. **Click** on the user menu.
2. **Click** *Preferences*. This opens the preferences page with multiple tabs.




Alternatively, you can access the page *Special:Preferences* directly.

User profile

Basic Information

User image:

[Change profile picture](#)

profile image

- **Real name:** This name is shown throughout the wiki. When users hover over your real name, your profile picture and contact information is shown.
- **Change password:** If your wiki is not connected with the central authentication system of your company, you can manage your password here.
- **User image:**
 - *User image* text field: Enter the webaddress of a picture on another website and click *Save* at the bottom of the page. The profile picture points directly to the external image:
 - *Change profile picture* link: Upload an image to the wiki. Click *Browse* and then *Upload* to create a new profile image. If you click *Generate new avatar*, the system generates a graphic instead.

- **Privacy policy** acceptance checkbox: Select and save this checkbox setting to confirm that you accept the privacy policy. Administrators can review this setting for all users on the page *Special:Privacy_Admin*.

Internationalisation

- **Language:** Users can change their personal language that is used in the layout and menus. BlueSpice currently supports de-formal-German (formal), de-German and en-English.
- **How do you prefer to be described?** Option for setting your gender preferences.

Signature

- **Your existing signature:** shows a preview of your current signature including your profile info when you hover over the link.
- **New signature:** Enter a new name for your signature and save the *Preferences* page.
- **Treat signature as wikitext:** Your signature will be shown as text-only.

Email options

If you provide an email address, you can specify to receive email notifications in addition or in place of wiki notifications. As long as the email address is not confirmed, the system will not send emails. This also affects the settings in the [Notifications](#) tab.

If you want to exclude minor page edits from email notifications, you need to set it under the email options here.

Appearance

Skin

If your wiki has more than one skin, you can choose the layout of your wiki here. It only affects your view of the wiki. All other users see the skin that is selected in their preferences.

Reading preferences

You can set if you want to see quick summaries of a page before you click on a link. This requires that the page has some intro text before the first heading on a page.

Date format

You can set how you would like to see the timestamp on wiki pages, for example the timestamp of a user signature on a discussion page.

Rodrigue (talk) 09:10, 3 December 2019 (CET)

date format example

Time offset

- **Server time:** Shows the server time so that you can compare it to your local time.

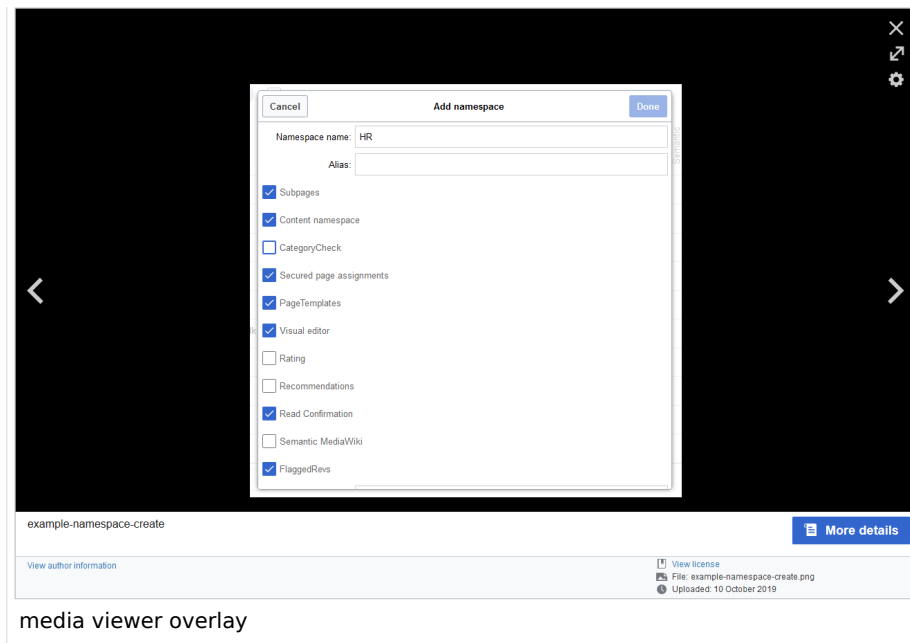
- **Local time:** Shows the time set in the time zone setting.
- **Time zone:** When you select a time zone, your local time will be shown throughout the wiki wherever there is a timestamp.

Files

- **Image size limit:** Sets the maximum size of the preview image on the file description page.



- **Thumbnail size:** Sets the size of the thumbnail image on a page if no custom size is specified in the image settings.
- **Enable Media Viewer:** If this checkbox is not selected, image links on a page will load the file description page rather than the media viewer overlay.

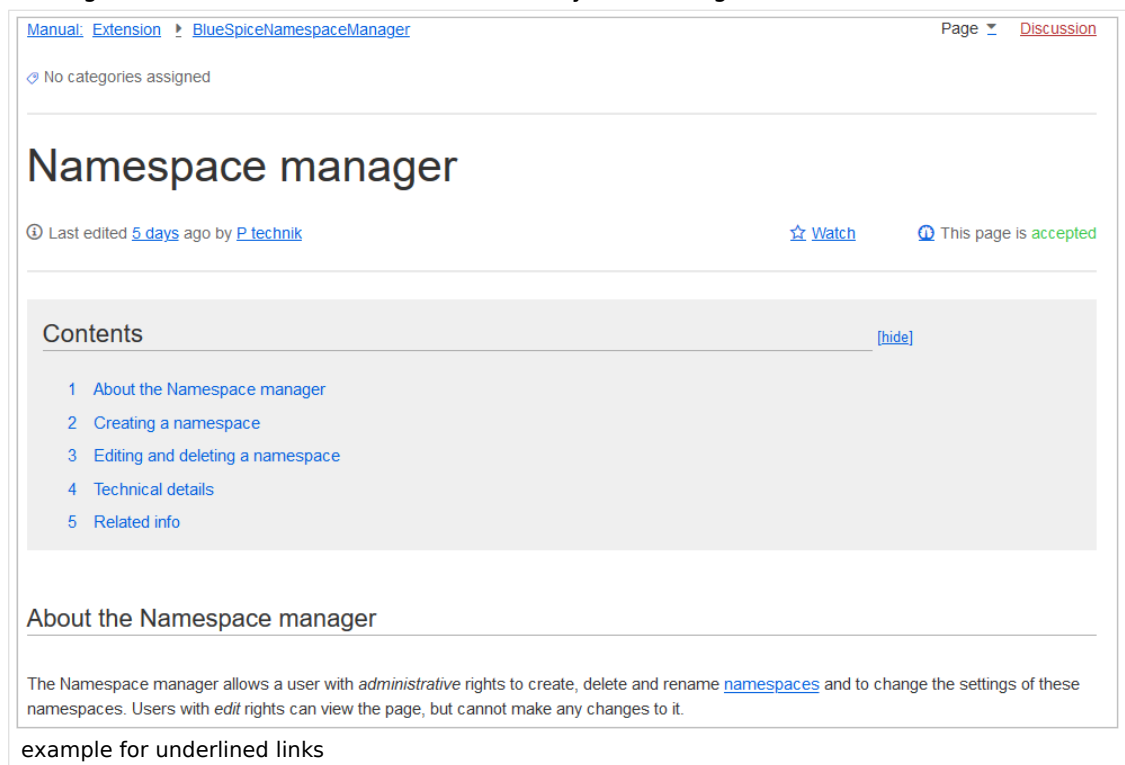


Diffs

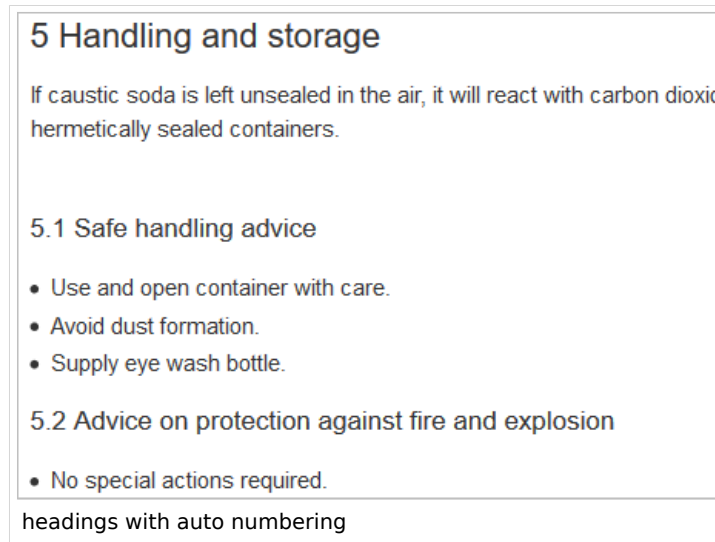
- **Do not show the page content below diffs:** Turns off the [VisualDiff view](#) as well as the wikitext view of revisions. Revisions are only shown in classic view.
- **Don't show diff after performing a rollback:**

Advanced options

- **Link underlining:**
 - *Always:* Underlines all links in the content area of a page, even if the selected skin specifies no underlining. The table of contents is not affected by this setting.

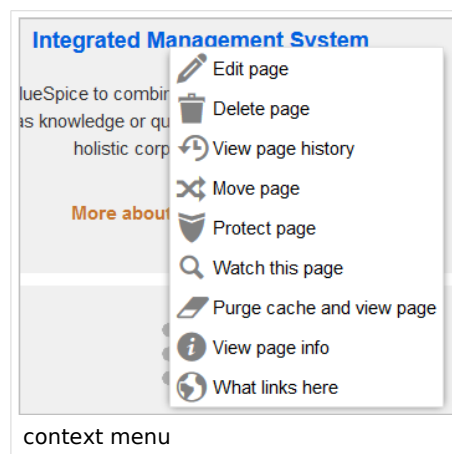


- *Never*: Never underlines links in the content area of a page, even if the selected skin specifies underlining.
- *Skin or browser default*: Keeps the link settings as specified in the skin.
- **Threshold for stub link formatting**: Determines when the target page is considered short enough to change the link color to a page that fits the threshold criteria. If you choose 50 bytes, a link to a page with less than 50 characters (including wikitext), will be marked as a stub link and be shown in a different color. This only works if your wiki skin has a separate color value for stub links defined.
- Show hidden categories:
- **Auto-number headings**: Adds heading numbers to the page headings



Context menu

Page links in the content area of the wiki show a context menu that allows to perform actions on the target page without having to go to the target page first. You can set whether you want to show the context menu with *right-click* or with *right-click + Strg*.



Dashboards

By default, the logo of your wiki links to the main page. You can change this and link to your user dashboard instead.

Player

When a page contains a video, you can set it to autoplay when you load a page.

Timeline

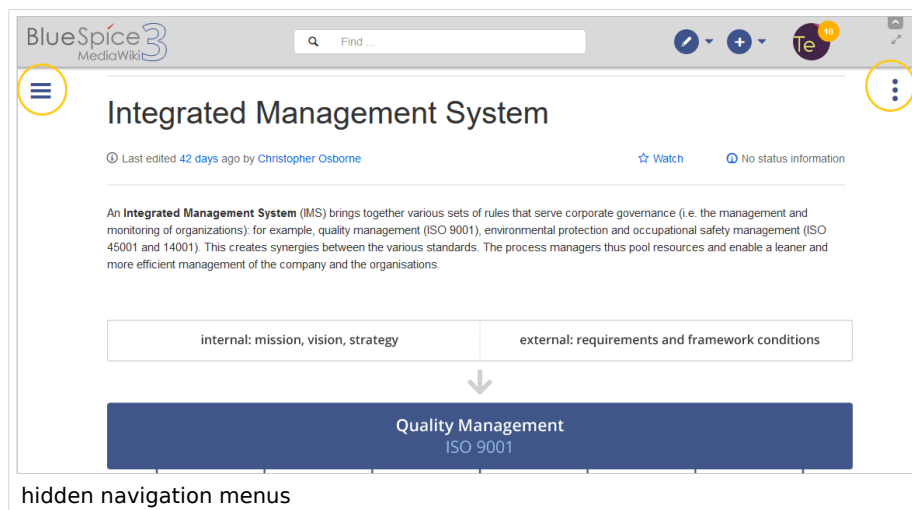
You can set the timestamp on the timeline entries in date format or as age.

Note: It can take up to 24 hours for all timeline entries to show the new timestamp format. When you create a new entry, you should see the changed format immediately.



BlueSpice Calumma settings

- **Automatically hide main menu:** Hides the main menu every time you load a new page.
- **Automatically hide tool menu:** Hides the tool menu every time you load a new page.



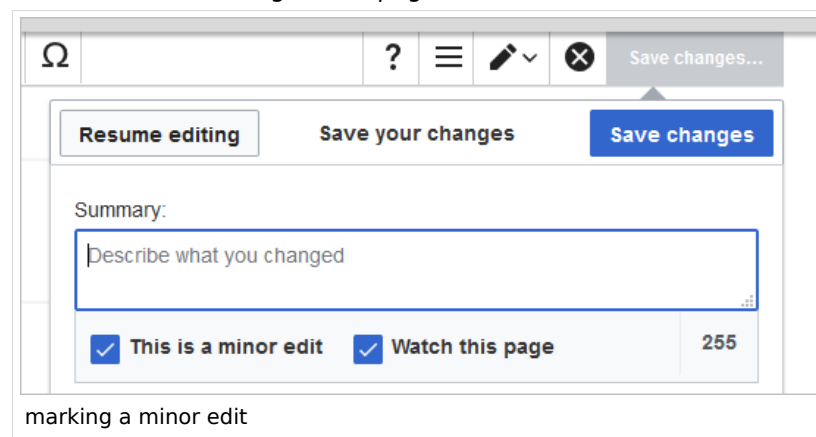
Editing

General options

- **Enable section editing by right clicking on section titles:** Right-clicking a section title with the mouse sets the page in edit mode. The specified section can be edited immediately.
- **Editing pages by double clicking (JavaScript):** Double-clicking on the page sets the page in edit mode. The double-click needs to be inside the text area of the page. Clicking in the title section of a page will not set the page into edit mode.
- **Show the pending changes diff when editing pages:**

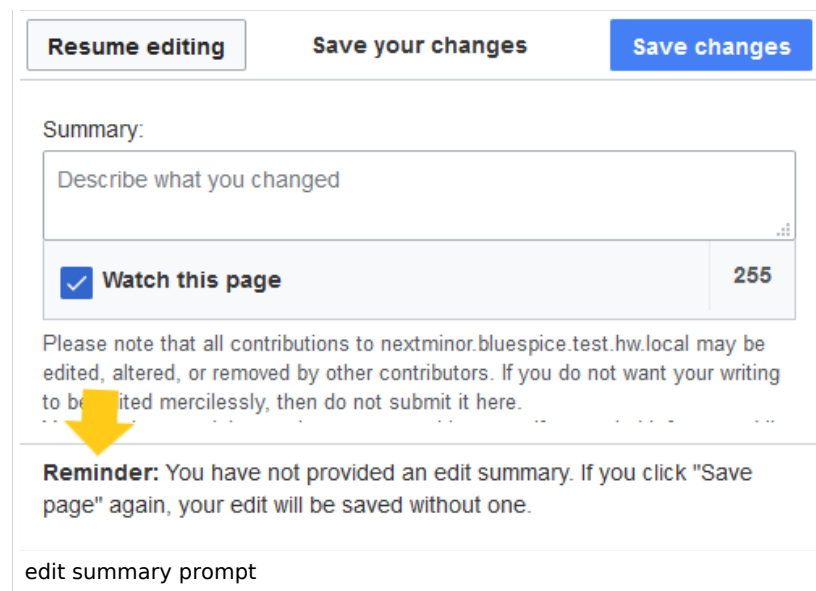
Editor

- **Edit area font style:** Displays source code in monospace, serif, or sans-serif font.
- **Mark all edits minor by default:** This automatically sets the minor flag in the save dialog. It can be selected or deselected in the save dialog on the page itself:



Note: Note: The 'Watch this page' checkbox in the save dialog can be activated or deactivated by default under the preferences tab *Watchlist* under *Advanced options: Add pages and files I edit to my watchlist*.

- **Prompt me when entering a blank edit summary:** Displays a text message when you click *Save changes* reminding you to enter a summary description. If you do not enter a description after that, the page will save without the summary the next time you click *Save changes*.



The screenshot shows the bottom of the VisualEditor interface. At the top are three buttons: 'Resume editing' (disabled), 'Save your changes' (disabled), and 'Save changes' (active). Below these is a 'Summary:' section with a text input field containing the placeholder 'Describe what you changed'. Underneath is a 'Watch this page' section with a checked checkbox and the text 'Watch this page', followed by the number '255'. A yellow arrow points to a 'Reminder' box that states: 'Reminder: You have not provided an edit summary. If you click "Save page" again, your edit will be saved without one.' Below the reminder is the text 'edit summary prompt'.

- **Warn me when I leave an edit page with unsaved changes:** When you reload or leave a page with unsaved edits, a warning message is displayed. You can confirm to leave the page or stay on the page and save your changes.
- **Show edit toolbar:** Disables VisualEditor in visual editing mode. Disabling is not recommended, as this reverts the editor back to a previous version of MediaWiki editor.
- **Temporarily disable the visual editor while it is in beta:** You can disable visual editor while it is in [Extension:VisualEditor|beta mode](#). We recommend you do not disable VisualEditor unless you prefer to work with a previous visual editor version.

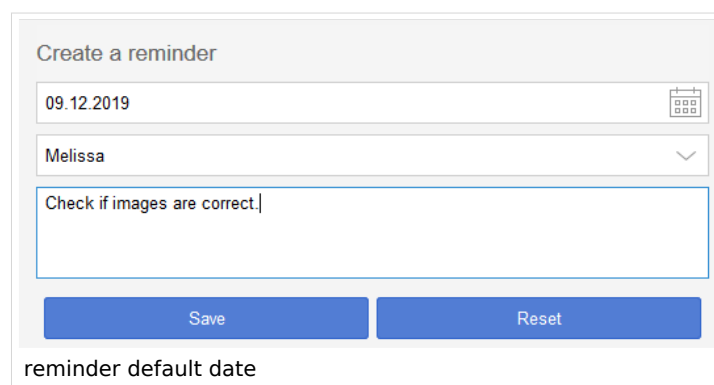
Preview

These preview settings are only applied if you have temporarily disabled VisualEditor and the edit text area is on the same page as the page preview. In BlueSpice 3.1+ you can generally ignore these settings.

- **Show preview on first edit:** The preview of the article is displayed when you click on "Edit"
- **Show preview before edit box:** If this option is deactivated, the preview will be shown under the edit form
- **Show previews without loading the page:**

Reminder

- **Default reminder period:** Prefills the date field for reminders with *current date + x days* specified here.



The screenshot shows the 'Create a reminder' form. It has a title 'Create a reminder' and a date input field with the value '09.12.2019' and a calendar icon. Below the date is a dropdown menu with the value 'Melissa'. Underneath is a text input field with the placeholder 'Check if images are correct.'. At the bottom are two buttons: 'Save' and 'Reset'. Below the form is the text 'reminder default date'.

- **Set reminder on page creation:** When you create a new page, a reminder for that page is automatically created based on the default reminder period you entered.
- **Do not create reminder for the following namespaces:** Excludes namespaces from the automatic reminder on page creation.

Timeline

- **Warn me when I leave an edit of an entry with unsaved changes:** If unchecked, any unsaved changes to a social entity (such as blog entry, comment, microblog or discussion topic) will be automatically lost if you navigate to a different page or reload the page before saving your changes.
- **Skip dialog on discussion creation:** Automatically creates a discussion page when a user adds a discussion directly on a page and the discussion page for the entry does not yet exist. If this checkbox is unchecked, the user has to create the discussion page first before the discussion topic can be posted.

Recent changes

Display options

- **Days to show in recent changes:** You can set how many results are displayed on the page *Recent changes*.
- **Number of edits to show in recent changes,...:**

Advanced options

- **Group changes by page in recent changes and watchlist:**
- **Hide minor edits from recent changes:** Hide minor changes from appearing on your *Recent changes* page. This is useful if pages are saved a lot by a single user without major differences between the edits.

Edit review

- **Basic interface**
- **When to show the stable version...':** *Here you can set to 'Always show the latest version* for each page. This setting is only useful if the [FlaggedRevs](#) feature is active in a namespace. It is a useful settings for users with review permissions who can accept draft versions. Without this setting, the last stable version of a page is shown by default.
- **Show the pending changes diff when viewing the latest pending version:**

Watchlist

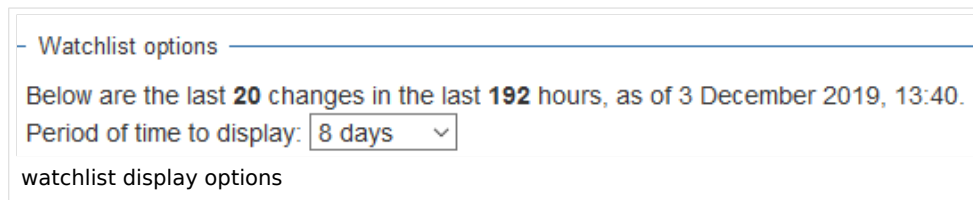
Edit watchlist

- **Edit entries on your watchlist:**
 - *View and remove titles on your watchlist:* Links to the page [Special:EditWatchlist](#) where you can manage your watchlist entries. The watchlist is organized by namespaces.
 - *Edit raw watchlist:* Links to the page [Special:EditWatchlist/raw](#) where you can remove pages by page name from a textbox. This list is also organized by namespaces.
 - *Clear watchlist:* Links to the page [Special:EditWatchlist/clear](#) where you can empty your watchlist with the click of a button.

Display options

- **Days to show in watchlist:** Presets the value in the selection menu Period of time to display on the page *Special:Watchlist*.
- **Maximum number of changes to show in watchlist:** Limits the number of changes that are displayed in your watchlist.

This example shows a default setting of 8 days and 20 changes.



Advanced options

Here, you select all the criteria for automatically adding pages and files to your watchlist and for showing certain changes on your watchlist.

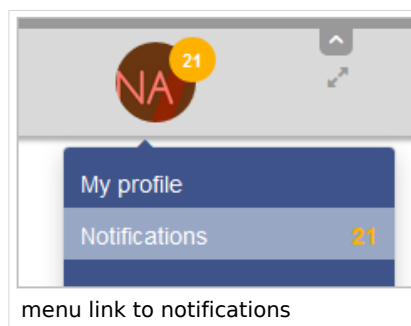
Token

- **Watchlist token:** The token can be used to create a public RSS feed to your watchlist. Anyone who knows this token can access the feed. The syntax for the feed URL is: `https://[YourWikiDomain]/w/api.php?action=feedwatchlist&wlower=[USERNAME]&wltoken=[TOKEN]`.

Notifications

Here you can set how and when you would like to receive notifications in email and/or in the notifications area of your user profile (Web notifications). If you haven't received email notifications yet, make sure that your email address has been verified. This information is available in the *User profile* tab, under the section *Email options*.

To view your Web notifications, go to your User profile menu and select Notifications.

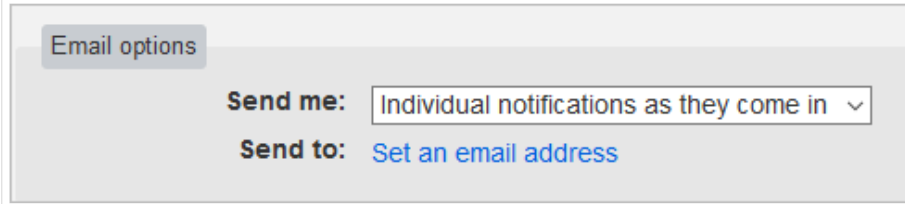


The user profile image in the main toolbar and the *Notifications* menu item show the number of new notifications. Notifications can set for a variety of events, such as new assignments or reminders. You can also select to be notified about changes only in certain namespaces or categories.

To configure which notifications you want to get, click on *Preferences* in the *Settings* menu (3).

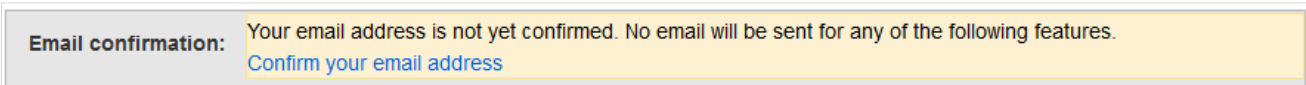
Email options

You can specify how often you receive emails: *never*, *immediately*, *daily*, or *weekly*.



notification email options

If you unexpectedly don't receive emails for notifications, check under the *User profile* tab to make sure that you have already confirmed your email account.



unconfirmed email address

Notify me about these events

Notifications can be displayed in the Notifications page of the wiki. This functionality is provided by the MediaWiki extension *Echo*.

New message indicator

This setting currently has no effect in BlueSpice. It is a configuration setting for the MediaWiki extension [Extension:Echo|Echo](#) (echo-show-alert).

Notifications on namespace events

Select for which namespaces you want to receive notifications.

Notifications on categories

Select for pages in which categories you want to receive notifications.

Review

- **Notify me about changes if I am the owner of a review:** Select if you want to be notified in email of any workflow changes of a review workflow if you are the owner of the review.
- **Notify me about changes if I am the reviewer of a review:** Select if you want to be notified in email of any workflow changes of a review workflow if you are the owner of the review.

Under the settings for *Notify me about these events*, you can set if and how you want to be notified if someone assigns a review task to you.

Extended Search

Here you can set which namespaces you want to include in your search results. This can be useful if you work in only some areas of the wiki or if you are looking for information in a few areas of your wiki only.

Semantic MediaWiki

These user preferences are provided by Semantic MediaWiki. If you would like to change these settings, you can visit the corresponding [help page](#).

Resetting all preferences

If you click *Restore all default settings (in all sections)*, all your customizations on all tabs are reset to their default settings. Since this could affect lots of customized settings, a warning page appears before the reset.

You can use this page to reset your preferences to the site defaults. This cannot be undone.

Restore all default settings (in all sections)

restoring default settings

Use the browser's back button if you do not want to restore the default settings.