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## Manual:VisualEditor

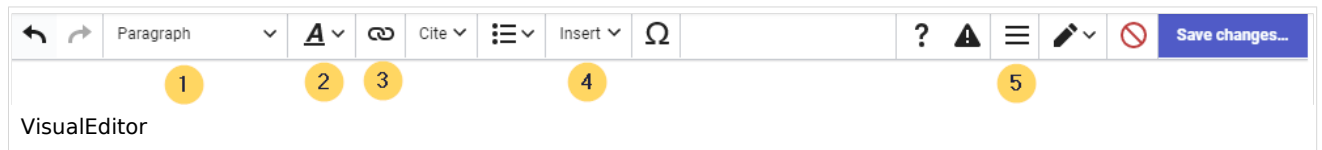
A [quality version](#) of this page, [approved](#) on *1 April 2022*, was based off this revision.

BlueSpice uses the MediaWiki extension VisualEditor as editing tool. This sophisticated editor supports all common edit tasks that you can expect in a wiki environment.

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## What is VisualEditor?



The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

1. **Page structuring** with headings.
2. Consistent **text formatting**.
3. **Linking** of contents.
4. **Inserting special content** (files/media, tables, templates, magic words)
5. Adjusting **page options**.

## Text editing

Typical text formatting options such as **bold**, *italics*, or **text color** are available as a context menu. When you highlight text, a menu with common formatting elements appears. For example, you can apply a different text color.



## Pasting content from your clipboard (ctrl+shift+v)

If you paste content from your clipboard (e.g., copied from MS Word or MS Excel), you usually also paste many unnecessary formatting tags from the original application. To avoid, this you should paste the content as plaintext.

If you already pasted text which resulted in undesirable formatting, you can use the undo function in VisualEditor to remove the content again if you have not yet saved the page or switched between visual and source editing mode.

To paste content as plain text instead, use the shortcut **ctrl+shift+v**.

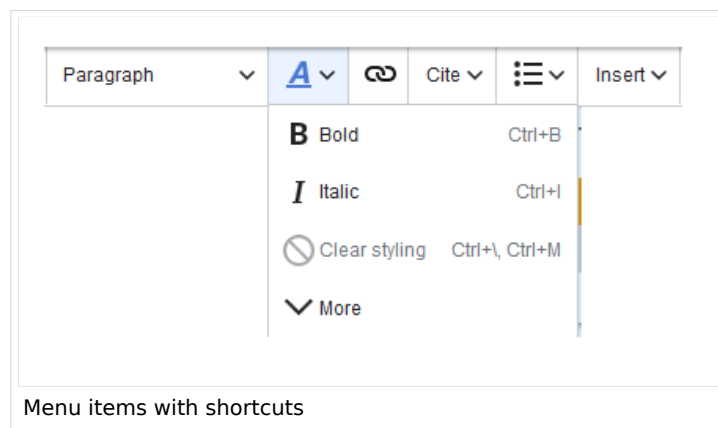


## Shortcuts

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If you want to apply multiple formatting options at the same time, shortcuts are often the quickest way. For example, to show text in bold and italic, highlight the text and press *Ctrl+b* (for "**bold**") and *Ctrl+i* (for "*italics*"). Even a link can be quickly inserted by pressing *Ctrl+k*. Pressing *Ctrl+b* again will cancel the bold. Multiple formats can be removed after text selection with *Ctrl+m*.

All available keyboard shortcuts are marked accordingly in VisualEditor next to each menu item.



**Note:** For a list of all available shortcuts, click on "Keyboard shortcuts" in the Visual Editor help menu (the question mark menu item).

## Inserting other content

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Many typical page elements such as images, files and tables can be integrated into your page from the *Insert* menu.

- File formats with a preview option: jpg/jpeg, png, gif, pdf
- File formats without preview option are always inserted as links (e.g., Microsoft Office formats)
- Files can be connected with namespaces and categories

If you want to learn more about inserting these elements, go to the following help pages:

- [Images](#)
- [Files \(PDF, xls, doc, ...\)](#)
- [Tables](#)
- [Templates](#)

## Wiki-specific content

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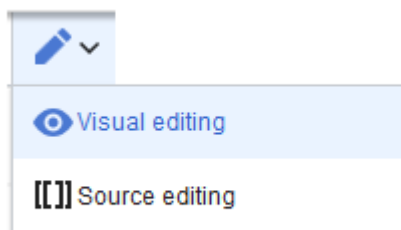
Some functions in the "Insert" menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help pages here in the helpdesk or at mediawiki.org:

- **Comment:** Add comments to the page. These are only visible in the source code.
- **Gallery:** A simple picture gallery can support many process flows.
- **Magic word:** Wiki features such as signature, word counter, category tree or even process diagrams with draw.io can be integrated as a "magic word".
- **Your signature:** Only works on pages that allow signatures. Pages in the Namespace "Pages" are not included.
- **Codeblock:** Programming code is displayed here in clean code blocks, optionally with line numbers.
- **References list:**
- **Chemical formula:** The formula rendering uses an external service via Wikimedia's REST API.
- **Math formula:** An editor opens for entering a mathematical formula.

## Switching between edit modes

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When creating or editing a page, the page loads in visual editing mode. If you are familiar with the code language of MediaWiki ("Wikitext"), you can easily switch to source editing mode using the "Switch editor" button:



## MediaWiki reference

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Since VisualEditor is a standard MediaWiki extension, you can also read a [documentation of functionality on MediaWiki](#). Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor.







## Hints and tips

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VisualEditor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content supports the readability of your wiki content.











## Text formatting

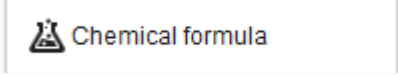
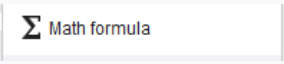

Text formatting	
Undo function	

Text formatting	
	<p>Left arrow: Undo last action (greyed out: there is no last action yet)</p> <p>Right arrow: Restore last action (greyed out: there's nothing to restore yet)</p>
<p>Format Paragraph</p> 	<p>Here text can be defined as heading or specific paragraph type. <i>Note:</i> If you work in a <a href="#">table</a>, the options will change accordingly (content cell and header cell):</p>
<p>Style text</p> 	<p>If no text has been selected before clicking on the " <b>A</b> " button and on a button, the text will be formatted from the current position of the cursor.</p> <p>(<a href="https://mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar">More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar</a>)</p>
<p>Insert hyperlink</p> 	<p>If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:</p> <p><a href="#">[1]</a> To subsequently change the hyperlink description, just click on the link to open the edit menu. In a table, you may need to double-click the cell first and then click the hyperlink again.</p>
<p>cite</p> 	<p>The citation menu is used to insert references (also called itemizations or footnotes) within the text.</p>
<p>Structure</p> 	


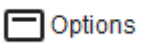
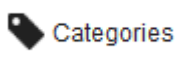
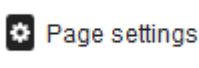
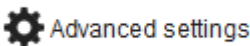
## Insert special content

Paste Special Content	
<p>Insert menu</p> 	<p>Use the "insert" menu to insert various media (images, videos) and text formats:</p>
<p>media</p>	<p>Inserting pictures and videos</p>





Paste Special Content	
 Media	( <a href="#">Details on MediaWiki</a> )
templates  Template	Include a <a href="#">template</a> in the page.
tables  Table	<a href="#">Tables</a> are an important tool for formatting tabular page content.
comment  Comment	Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. The comment can be edited by clicking on it.   <a href="#">Discuss content with...</a> And this is what a comment looks like:
Gallery  Gallery	
Magic word  Magic word	With a "magic word" you can include certain variables or so-called behavioral switches in your page. For example, you can display the word count:  <a href="#">Learn more about the function Magic Word</a> ".  Overview of all <a href="#">Magic Words in the visual editor</a> .
Your signature  Your signature	This option can only be used in discussions. It allows to add a signature at any point of a discussion.
Code block  Code block	With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted:  <pre>&lt;span style="color: red"&gt;red text&lt;/span&gt;</pre>
Refernces list  Refernces list	

Paste Special Content	
<p>Chemical formula</p> 	<p>The formula rendering uses an external service via Wikimedia's REST API.</p>
<p>Math formula</p> 	<p>It opens an editor for entering a mathematical formula.</p> <p><a href="#">[info on MediaWiki]</a></p>
<p>Special Characters</p> 	

## Page options

Page Options	
<p>Options menu</p> 	<p>The options menu allows editing of all page settings.</p>
<p>Options</p> 	<p>This button allows the page settings and page information to be updated simultaneously within a dialog box.</p>
<p>Categories</p> 	<p>Here you assign the page to one or more categories <a href="#">Categories</a>. The page will appear accordingly on all linked category pages.</p>
<p>Page Settings</p> 	<p>Page redirection: When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.</p> <p>This setting can also be used to display or remove the table of contents at the top of the page. The table of contents is automatically generated by the headings on the page. When a page has more than three headings, the table of contents appears automatically by default.</p>
<p>Advanced Settings</p> 	
<p>Languages</p>	



Page Options	
 Languages	
Templates used  Templates used	
View as right-to-left  View as right-to-left <span>Ctrl+Shift+X</span>	Support for languages that are read from right to left. Clicking this button right-side formats the page text. Click again to set the text flush left.
Find and replace  Find and replace <span>Ctrl+F</span>	Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change.

## Troubleshooting: Visual editing is disabled

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If you only see code editing, please contact an administrator of your wiki. The following settings must be checked in this case:

- Global settings via the configuration manager
- Namespace management settings
- Parsoid service on the server

## Category

Redirect to:

- [Manual:Category](#)

## MagicWords

Redirect to:

- [Manual:MagicWords](#)

## Generate page lists (smart lists)

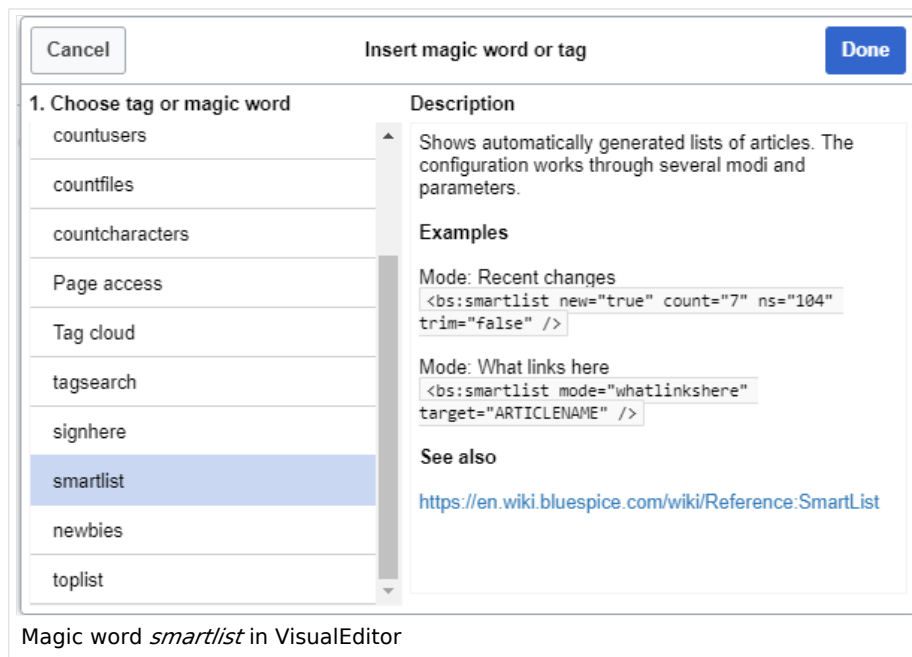
A [quality version](#) of this page, [approved](#) on *26 January 2021*, was based off this revision.

The extension **SmartList** allows to insert a list of pages in a wiki page using the tags *smartlist*, *newbies*, or *toplist*. The selection criteria can be set using a dialog box.

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## Available tags

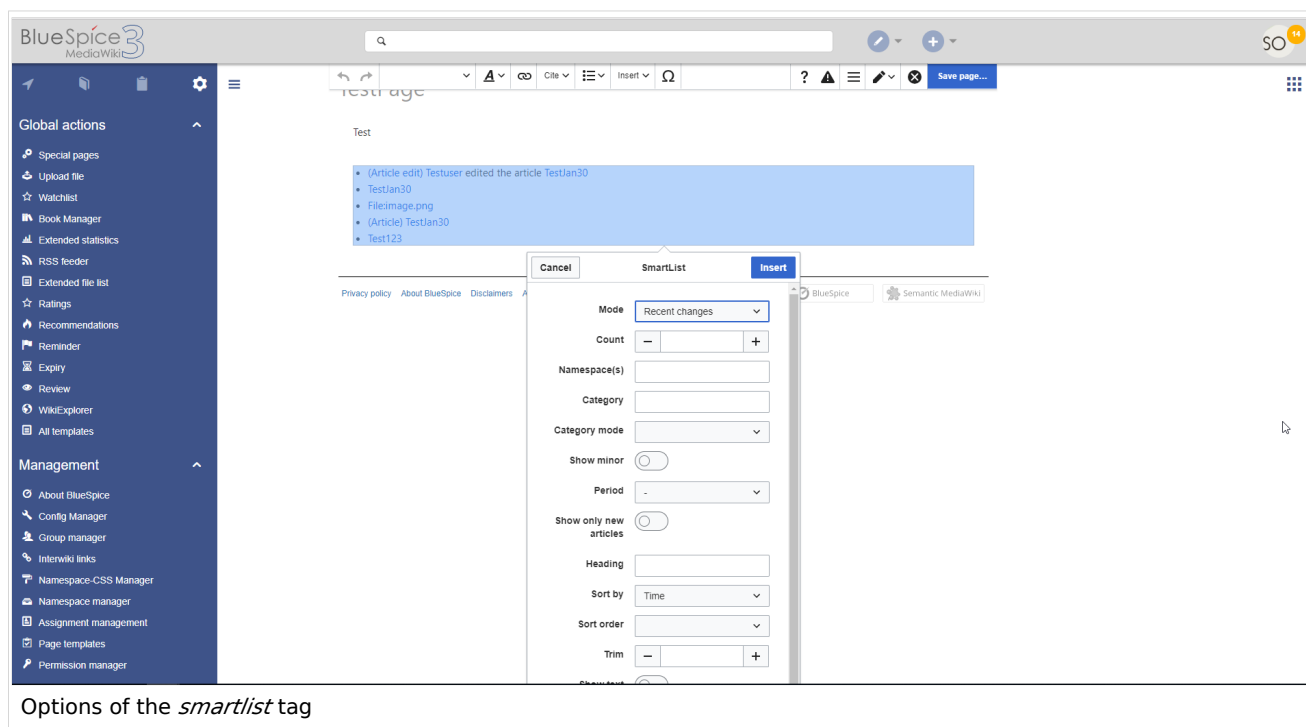


The extension SmartList offers three different tags:

- `<bs:smartlist />` - display a list of pages based on different criteria
- `<bs:newbies />` - display a list of recently registered users
- `<bs:toplist />` - display a list of most visited pages

All of the tags listed above can be added through the menu *Insert* > *Magic word* in [VisualEditor](#). For more information on how to insert magic words, see [InsertMagic](#).

## Smartlist



Options of the *smartlist* tag

## Parameters

The SmartList can be limited or extended with the following parameters:

Label	Parameter	Values	Description
Count	<b>count</b>	number	The number of articles to be shown. Default value: 5
Namespace (s)	<b>ns</b>	number or name	Only articles from given namespace will be listed. The namespaces can be entered by IDs or by names. Several namespaces can be named with pipes: ns="0 2 5" or ns="Help User Test". Default: All namespaces are included.
Category	<b>cat</b>	name	Only articles from given category will be listed. Selecting several categories is not possible. Default: All categories.
Category mode	<b>catmode</b>	AND, OR	Show pages if they are in at least one of the categories (OR) or show pages if they are tagged with all categories (AND).
Show minor	<b>minor</b>	true, false	Minor changes (changes marked with an "m" in the recent changes) will not be listed. Default: Minor changes are listed.

Period	<b>period</b>	-, month, week, day	Only changes within given period are shown. Default: No limit.
Show only new articles	<b>new</b>	true, false	Only new pages will be listed. Default: All pages are shown
Heading	<b>heading</b>	text	Adds a heading above the list
Sort by	<b>sort</b>	Title, Time	Sort results by title or by latest edited.
Sort order	<b>order</b>	asc, desc	Ascending or descending sort order.
Trim	<b>trim</b>	number	Long article names are not cropped. Default: The title is cut off after 30 characters.
Show text	<b>showtext</b>	true, false	With this option, a line of the article contents will be shown alongside the title.
Trim text	<b>trimtext</b>	number	"trimtext" sets the number of characters of an article's content shown. This is only relevant when <i>showtext="true"</i> ). <i>Note</i> : trimtext="0" is <u>not</u> possible.
Show namespaces	<b>shows</b>	true, false	If true, the namespace prefix is shown with the page names.
Number with text	<b>numwithtext</b>	number	Anzahl der Artikel die mit Einführungstext angezeigt werden sollen. Nur effektiv wenn <i>showtext=true</i>
Meta	<b>meta</b>	true	The username and date for the last edit are shown.
Target	<b>target</b>	-	Obsolete
Exclude namespace (s)	<b>excludens</b>	number or name	Articles from given namespaces will not be shown. The namespaces can be entered by IDs or by names (comma-separated). Default: All namespaces are included.

### Example output in source code:

```
<bs:smartlist category="ISO9001" new="true" count="7" ns="104" trim="false" />
```

## Newbies

The tag `<bs:newbies />` shows recently registered wiki users.

## Parameters

Label	Parameter	Values	Description
Count - <b>count</b>			The number of users to be shown; the default value is 10.

## Example in wikicode

```
<bs:newbies count="7"/>
```

## Toplist

---

This tag shows a list of the most visited pages.

## Parameters

Label	Parameter	Values	Description
Count	<b>count</b>	number	The number of articles to be shown; the default value is 10.
Namespaces	<b>ns</b>	text, text	Only articles from these namespace will be shown. You can put several namespaces here, separated by commas.
Category	<b>cat</b>	text, text	Only articles from this category will be shown. You can put several categories here, separated by commas.
Period	<b>period</b>	month, alltime	The period that should be used. The default is alltime.

## Example in wikicode

```
<bs:toplist count="7" ns="Help|QM" />
```

## Related info

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- [Reference:BlueSpiceSmartList](#)
- [Reference:BlueSpiceInsertMagic](#)

## Magic words

A [quality version](#) of this page, [approved](#) on *23 November 2020*, was based off this revision.

A "magic word" is a string of text that is recognized by the MediaWiki software. It triggers the software to return the value of a function, such as dates, website statistics or page names.

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## Types of magic words

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- **Behavior switch** (or "Double underscore"): `__TOC__`
- **Variable**: `{{FULLPAGENAME}}`
- **Tag**: `<gallery>`
- **Parser function**: `{{#ifeq:x|y|true|false}}`

## The 4 types of MagicWords

---

### Behavior switch

#### Characteristics of a behavior switch

- **Purpose**: controls the layout or behavior of the page
- **Syntax**: `__NOTOC__`

#### Description

A behavior switch includes or omits certain elements of the page. It is also known as "double underscore". Behavior switches can be put anywhere in the source code of the designated page (usually at the end of the page). The behavior switch `__TOC__` produces as output the table of contents exactly where it was inserted on the page.====

### Variable

#### Characteristics of a variable

- **Purpose**: returns information about the page, wiki, or date
- **Syntax**: `{{PAGENAME}}`

#### Description

Variables contain (simple) dynamic data. If a template name conflicts with a variable, the variable is used. For example, you have the variable `{{PAGENAME}}`. In that case, you have to transclude the template with the same name as `{{Template:PAGENAME}}`.

### Parser Function

#### Characteristics of a parser function

- **Purpose**: simple "programming language" for page content (mainly in templates)
- **Syntax**: `{{#if:{{{field|}}} | {{{field|}}} | N/A }}`

#### Description

Parser functions are similar to variables, but take one or more parameters.Example:



```
{{#ifeq:{{type}}|warning
|This is a warning!
|
}}
```

They are used for simple logic only, since they are hard to read and to maintain on a larger scale. If complex logic is required, consider Lua scripts in the "Module" namespace ([mediawiki.org/wiki/Extension:Scribunto](https://mediawiki.org/wiki/Extension:Scribunto)) and invoke using `{{#invoke:...}}`

Parser functions can also be "tag-like", e.g. `{{#ask:...}}` from SemanticMediaWiki. For more information, refer to the MediaWiki help pages [mediawiki.org/wiki/Help:Extension:ParserFunctions](https://mediawiki.org/wiki/Help:Extension:ParserFunctions) and [mediawiki.org/wiki/Help:Magic\\_words#Parser\\_functions](https://mediawiki.org/wiki/Help:Magic_words#Parser_functions).

## Tag

### Characteristics of a tag

- **Purpose:** often used for custom development to process dynamic content
- **Syntax:** `<smartlist />`

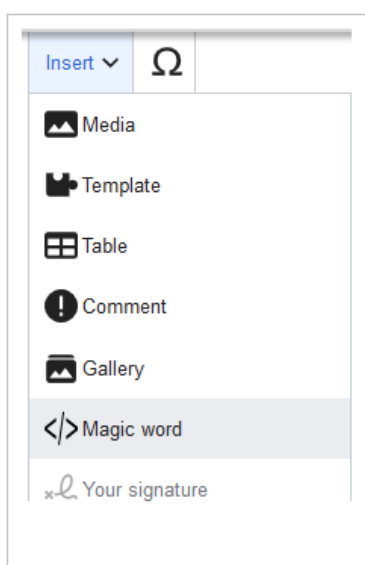
### Description

Tags are implemented in PHP as part of a MediaWiki extension. Tags with "bs:" prefix come from BlueSpice (see [Reference:BlueSpiceTagSearch](#)). All others come from MediaWiki or from third-party extensions, e.g. the extension [SyntaxHighlight](#).

## How to add a magic word

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Magic words are inserted directly in the source code. Some frequently used magic words can also be added directly with the VisualEditor *Insert > Magic word* menu item:



## Related info

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- [mediawiki.org/wiki/Help:Magic\\_words](https://mediawiki.org/wiki/Help:Magic_words)
- [Extension:BlueSpiceInsertMagic](#)

## Template

Redirect to:

- [Manual:Template](#)

## Visual Editor / Tables

Redirect to:

- [Manual:Visual Editor/Tables](#)

## VisualEditor/Files

Redirect to:

- [Manual:VisualEditor/Files](#)

## VisualEditor/Images

Redirect to:

- [Manual:VisualEditor/Images](#)