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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?

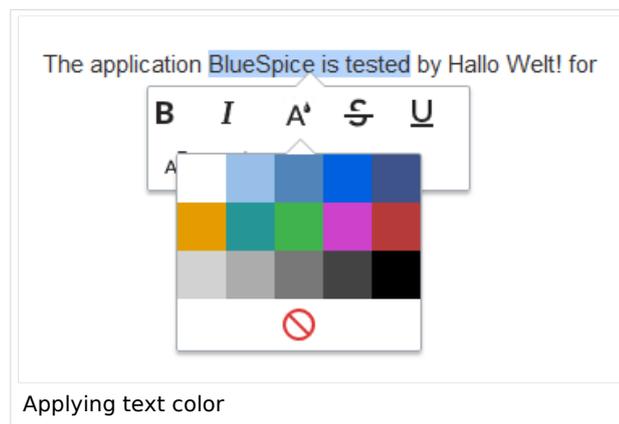


The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

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**.

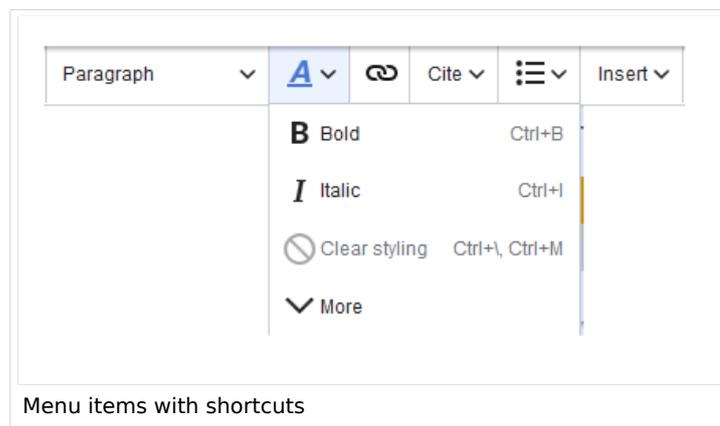


## Shortcuts

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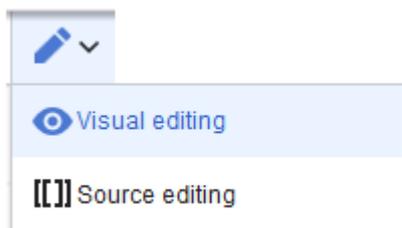
Some functions in the "Insert" menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help pages here in the helpdesk or at mediawiki.org:

- **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

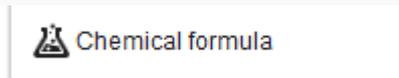
Text formatting	
Undo function	

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> 	

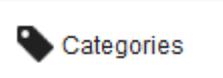
## Insert special content

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  References 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

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

## Insert a file

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

### Contents

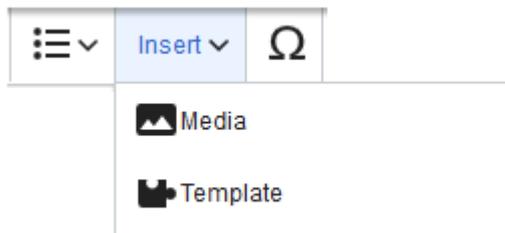
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## How do I upload a file?

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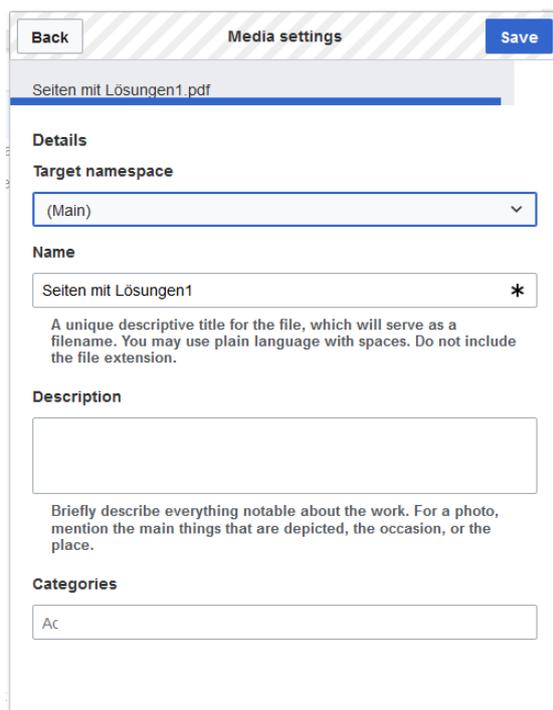
PDF, xls, docx, ... Files in common formats can easily be uploaded to your wiki with VisualEditor and at the same time inserted into a wiki page. You can find out which file types are allowed in your wiki on the page `Special:Upload` in your wiki.

In VisualEditor, select the menu item "Insert > Media":



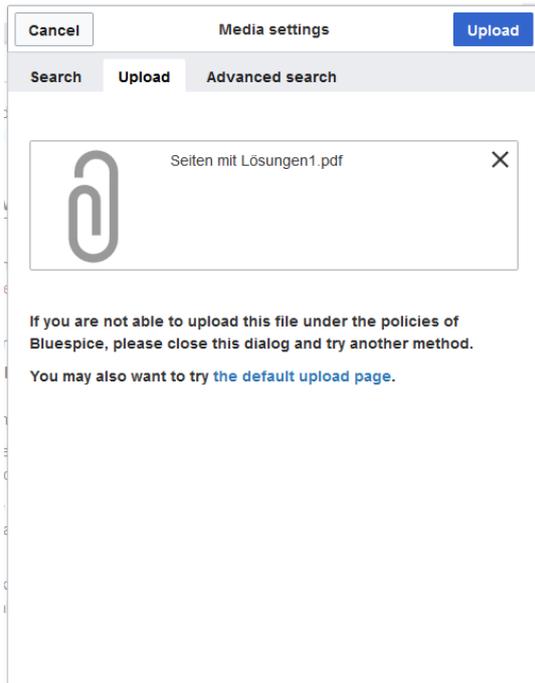
The dialog window "Media Settings" opens. Here,

you can connect files with namespaces and categories:

A screenshot of the 'Media settings' dialog window. The window has a title bar with 'Back', 'Media settings', and 'Save' buttons. Below the title bar, there is a search bar containing 'Seiten mit Lösungen1.pdf'. The main content area is divided into sections: 'Details' with a 'Target namespace' dropdown set to '(Main)'; 'Name' with a text input field containing 'Seiten mit Lösungen1' and an asterisk; a 'Description' section with a large text area and a note: 'Briefly describe everything notable about the work. For a photo, mention the main things that are depicted, the occasion, or the place.'; and 'Categories' with a text input field containing 'Ac'.

The system detects that it is not an image file and displays a corresponding paper clip as a file icon:.

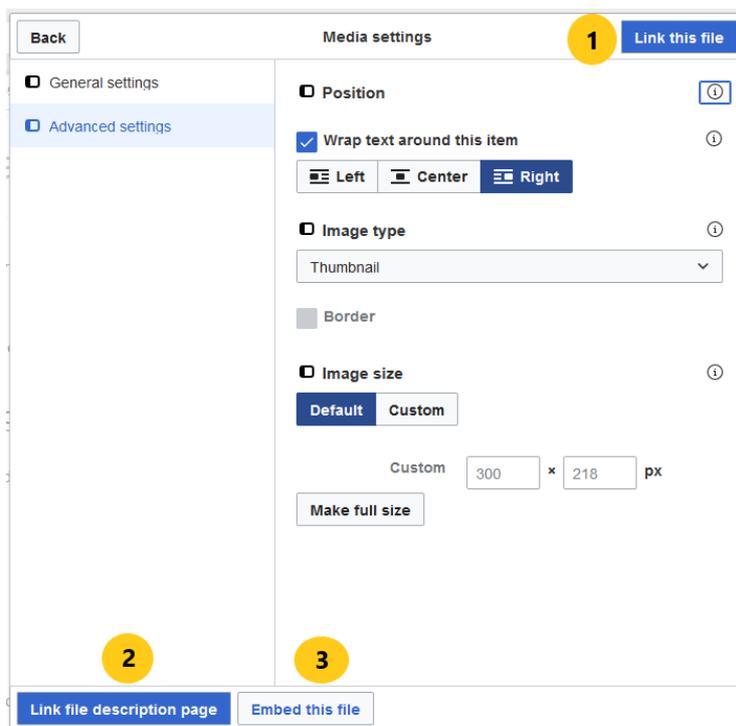
Now click "Upload":



The general and advanced settings are largely identical to [image](#) files. However, there are differences in the linking options, as, for example, a PDF file is not displayed as an image directly on the page.

## Special features when including files

There are three ways to link a file on a page:



- **Link this file (1):** The inserted link opens the file.

- **Link file description page (2):** The link leads to the file page on the wiki. There, you can view the file details or upload a new version of the file.
- **Embed this file (3):** The link inserts a preview image. The preview image opens the file description page when clicked. This only works with PDF and .tiff files.

**General Settings:** An alternative text is required if you embed the file on the page. This is done via the corresponding "Embed this file" button. Since a preview image is created here, the alternative text should be used just like with images.

If you link to the file or the file description page, VisualEditor will in both cases inserts the same link text, even though the link will lead to different pages. However, the displayed link text can be changed directly on the page. Just click into the text and change it accordingly.

**Note:** If you place a file link directly on already selected text, VisualEditor will replace the selected text with the file information. It is therefore advisable to insert a file link via VisualEditor when the cursor is located at a blank space.

## Maximum file size

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The maximum allowed file size cannot be configured in the wiki itself. The maximum allowed limit is defined on the server in the php.ini file in the PHP installation. The actual (possibly smaller) limit, however, is set in the BlueSpice installation in LocalSettings.php or another configuration file in the settings.d folder. The default setting is 32 MB.

Contact your wiki administrator if you receive an error message when trying to upload a larger file.

## Avoiding unusual file names

---

**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.

## Related info

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- [Manual:Extension/BlueSpiceInsertFile](#)

## VisualEditor: Insert Images

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

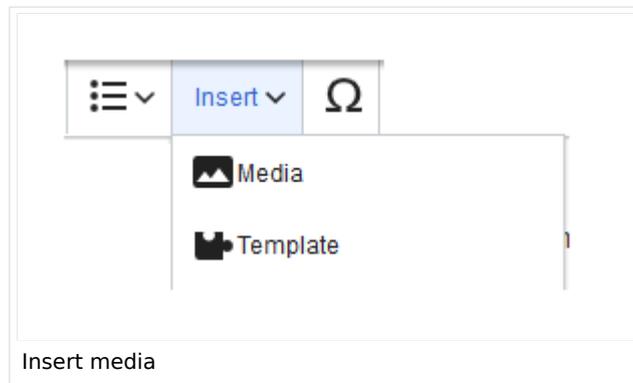
### Contents

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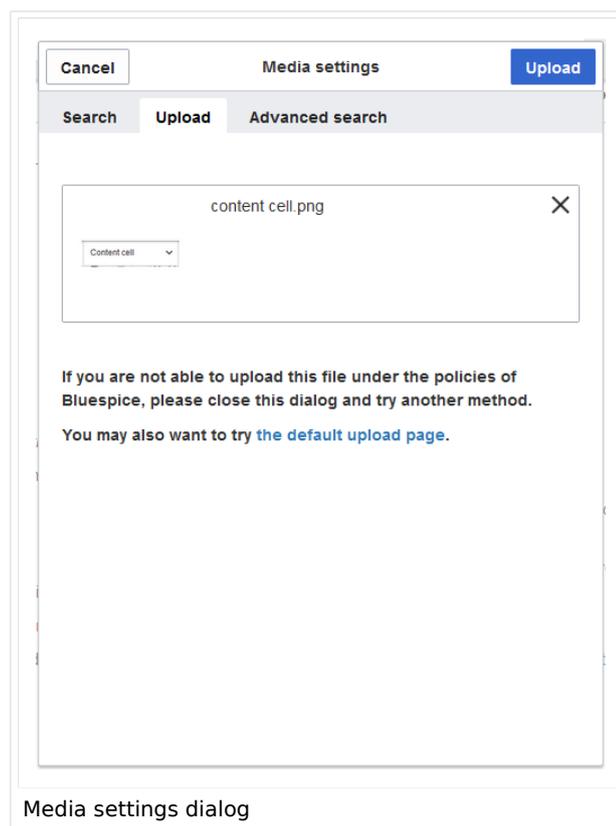
## How to insert an image on a page

---

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*.

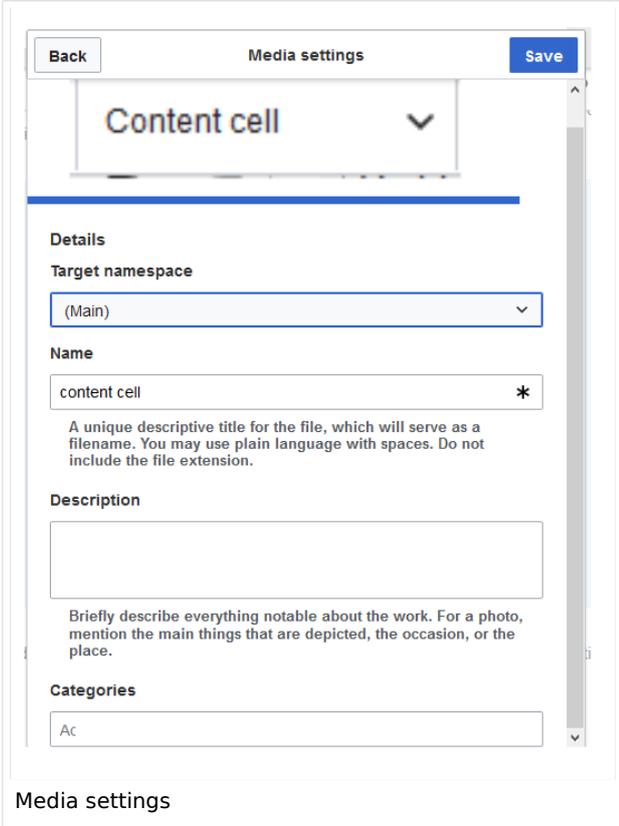


The dialog box *Media Settings* opens.



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

## Details



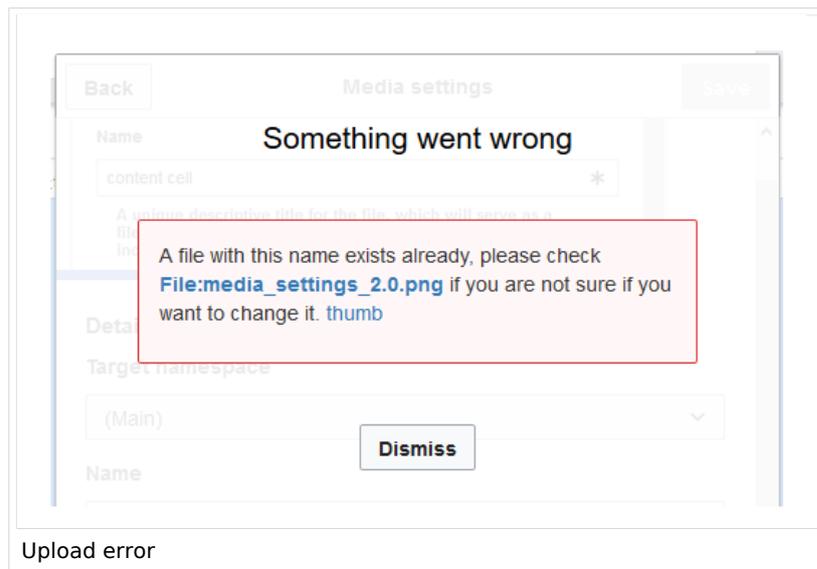
Media settings

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

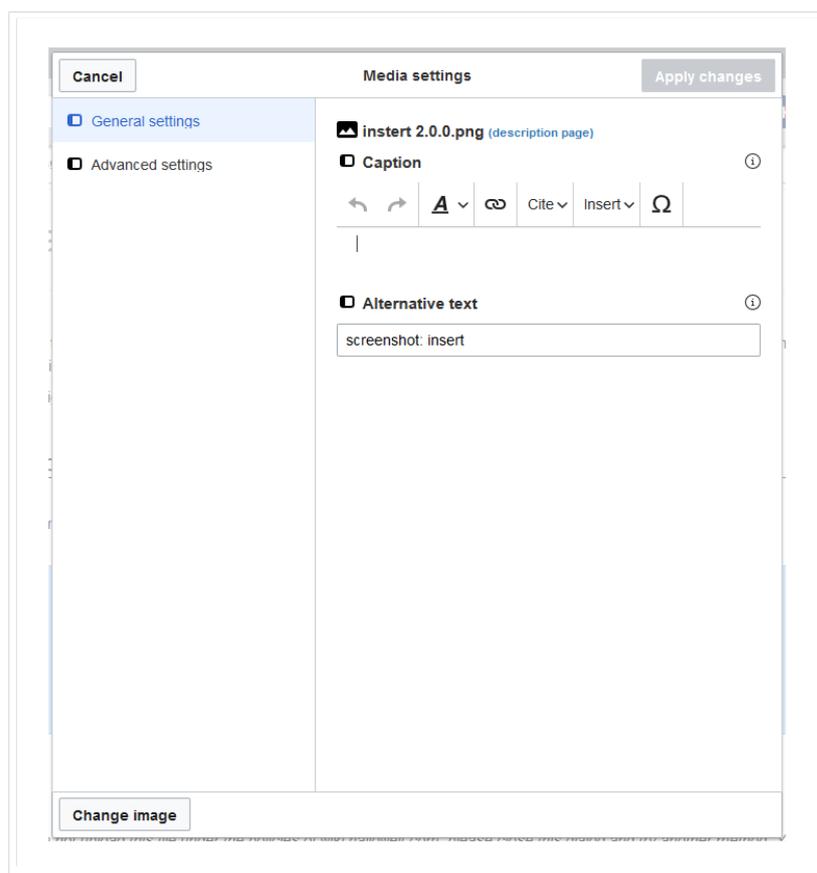
- **Target namespace:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki.
- **Name:** Choose a name that makes it easy to find the image later during 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

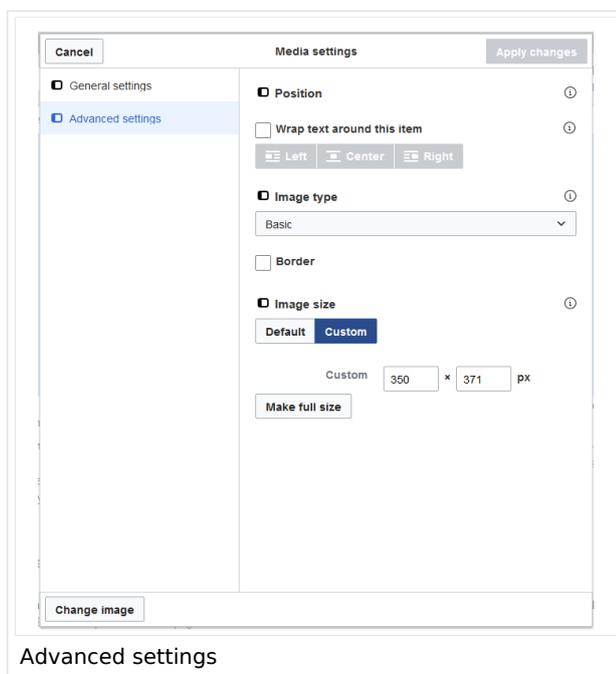


In the general settings, the image descriptions are added.

**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=]]`

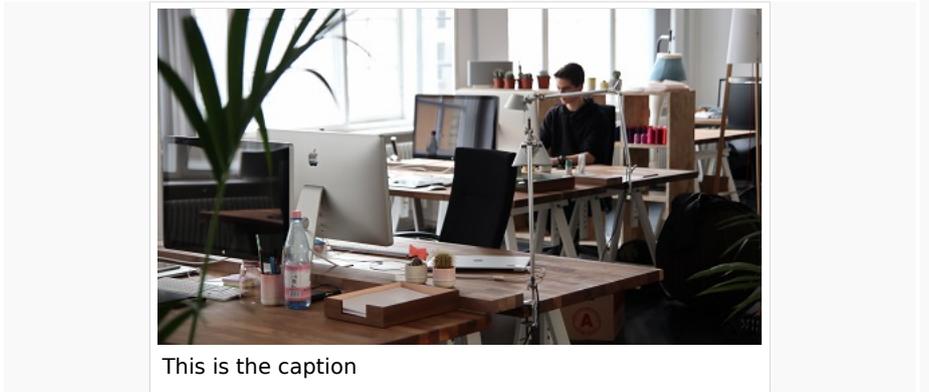
Image type	Output	Description
Thumbnail		<p>The preview picture shows the image with a standard width of 300px. The width can be adjusted as required.</p> <p>In addition, the caption is displayed below the picture. A preview icon indicates that the image can be viewed in a larger size.</p>
Frameless		<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.

## VisualEditor: Insert tables

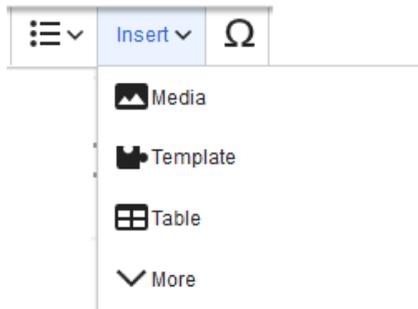
A [quality version](#) of this page, [approved](#) on *26 April 2021*, was based off this revision.

## Contents

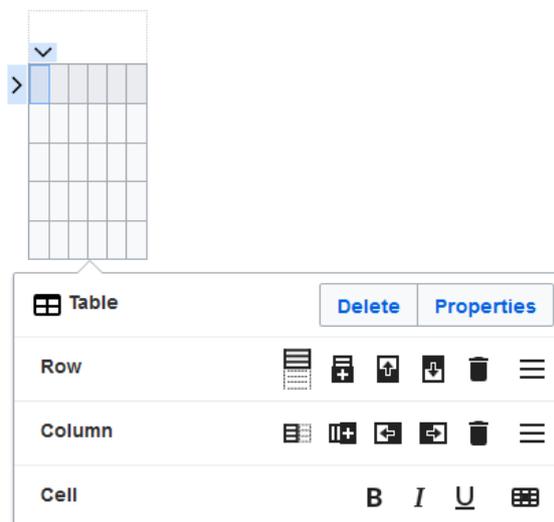
<a href="#">1 Insert a table</a>	22
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## Insert a table

In VisualEditor, choose "Insert > Tables" to insert a table in a page:



After entering the rows and columns, an empty table appears with the edit menu:



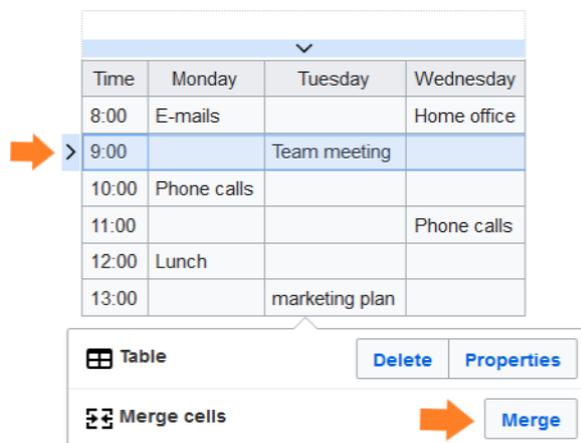
When the mouse rests on a symbol, the respective function is displayed.

Double-click in the cells to insert text:

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

## Merge rows and columns

When you click in a row, an arrow appears at the left edge of the row and at the top of the column. To connect the cells in a row or a column, click on the respective arrow and then in the edit menu on "Merge":

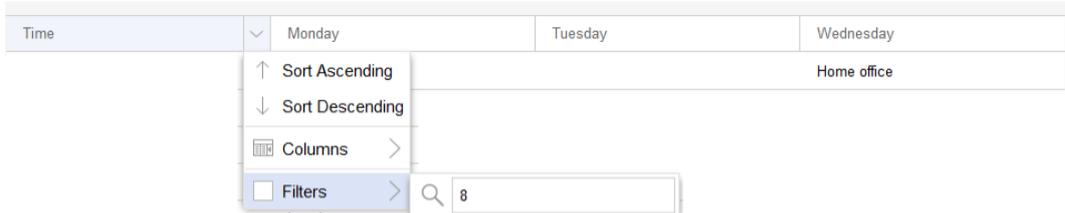


You can also connect individual cells. Hold down the Shift key and click in two or more adjacent cells. Then connect the cells. The cells must be adjacent in a row or in a column so that they can be connected.

## Table properties

In the menu item Properties, there are numerous settings to adjust the functionality and presentation of the table:

Property	Description												
Caption	Shows a header above the table:  <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Weeklyplan</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Monday</th> <th>Tuesday</th> </tr> </thead> <tbody> <tr> <td>8:00</td> <td>Emails</td> <td></td> </tr> </tbody> </table> </div> <p>After disabling the header, it is lost and must be reentered when re-enabled.</p>	Time	Monday	Tuesday	8:00	Emails							
Time	Monday	Tuesday											
8:00	Emails												
Styed (wikitable)	enables the default wiki look after table styles were previously selected												
Sortable	In the first row, a sort function is displayed:  <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <table border="1"> <thead> <tr> <th>Time ▲</th> <th>Monday ◆</th> <th>Tuesday ◆</th> </tr> </thead> <tbody> <tr> <td>8:00</td> <td>Emails</td> <td></td> </tr> <tr> <td>9:00</td> <td></td> <td>Team meeting</td> </tr> <tr> <td>10:00</td> <td>Phone calls</td> <td></td> </tr> </tbody> </table> </div>	Time ▲	Monday ◆	Tuesday ◆	8:00	Emails		9:00		Team meeting	10:00	Phone calls	
Time ▲	Monday ◆	Tuesday ◆											
8:00	Emails												
9:00		Team meeting											
10:00	Phone calls												

Property	Description
	The current sorting is shown in the title bar. Only one of the two sort arrows will appear in the sorted column.
Collapsible	The table can be hidden on the page via a text link.
Collapsed initially	If the "Collapsible" property is active, this determines whether the table is visible or hidden when the wiki page is loaded. T
Exportable	
Filterable	<p>The filter function is activated in the title bar and allows the following actions:</p> <ul style="list-style-type: none"> <li>• Sort table (ascending or descending values of the active column)</li> <li>• Hide table columns</li> <li>• Filter column (only values from the current column are considered here)</li> </ul>  <p>If the filter is activated, the table styles are ignored and the table is displayed in "Filter Style". After deactivating this function, the selected table style is displayed again.</p>
Table style	Here you can load different style sheets for the table.
Use full width for table	The table uses the full width of the wiki page, regardless of the table contents.

## Table styles

The following style sheets can be selected in the Table Style menu. Click on a picture to start the gallery:

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Standard

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content (black)

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content (blue)

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content (darkblue)

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Cusco Sky

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Casablanca

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Greyscale

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Greyscale (narrow)

The visual editor makes it easy to format content as a table. The following alternatives for creating tables exist:

- Tables can also be inserted as a csv file on a page (just drag the CSV file onto the page in edit mode)
- Complex tables can alternatively be attached to the page as an xlsx file.

## Manual:VisualEditor/Tables/Examples

A [quality version](#) of this page, [approved](#) on *6 March 2020*, was based off this revision.

Tables are useful for clearly displaying information in the wiki. Just note that multi-column tables are not suitable for display on mobile devices, since table columns cannot wrap.

The background colors and formatting of the tables are copied into the page *MediaWiki:Common.css*:

```
table.portal {border-spacing: 20px 2px; border-collapse: separate;}
table.portal th, table.portal td {padding:10px; border:0; vertical-align:top;}

.tblblue th {background-color:#CADAEA;}
.tblblue td {background-color:#E0ECF8;}

.tyyellow th {background-color:#F7E1B2;}
.tyyellow td {background-color:#E0ECF8;}

.twhite th {background-color:#787878; color:#FFF;}
.twhite td {background-color:#FFF;}

.tgrey th {background-color:#ACB1CF; color:#FFF;}
.tgrey td {background-color:#E6E7EB}
```

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## Design 1

---

Introduction	Important documents
<p>The department <b>Human Resources</b> provides the following content in the wiki:</p> <ul style="list-style-type: none"> <li>• Important announcements</li> <li>• Employee handbook</li> <li>• Information for new employees</li> <li>• Organization charts</li> <li>• Contacts</li> </ul>	<p>What you should know:</p> <ul style="list-style-type: none"> <li>• Data protection guidelines (Status: 1 /2020)</li> <li>• Vacation request</li> <li>• Business trips</li> </ul> <ul style="list-style-type: none"> <li>• All forms</li> </ul>

Insert this code in the source view of the wiki page:

```
{| class="portal tblue" style="width:100%;"
! style="width:50%;" |'''Column 1'''
! style="width:50%;" |'''Column 2'''
|-
| Content column 1
| Content column 2
|}
```

## Design 2

---

Heading	Heading
Content	Content

Insert this code in the source view of the wiki page:

```
{| class="portal tyellow" style="width:100%;"
! style="width:50%;" |'''Heading'''
! style="width:50%;" |'''Heading'''
|-
|Content
|Content
|}
```

## Design 3

---

### Did you know?

Since April 1, 2020, **Ms. Yildiz** supports us with our administrative tasks. We warmly welcome Ms. Yildiz and wish her lots of fun in our department.

### Our mission

We work diligently to provide you with the most important and up-to-date information. Let us know if there are things we can do better.

### Contact

If you have any questions about the content of our wiki pages, please contact **Mr. Baumeister**.

Insert this code in the source view of the wiki page:

```
{| class="portal twhite" style="width:100%;"
! style="width:33%;" | '''Heading 1'''
! style="width:33%;" | '''Heading 2'''
! style="width:33%;" | '''Heading 3'''
|-
| Content column 1
| Content column 2
| Content column 3
|}
```

## Design 4

---

**Box 1**

**Box 2**

**Box 3**

**Box 4**

**Box 5**

**Box 6**

**Box 7**

**Box 8**

Insert this code in the source view of the wiki page:

```
{| class="portalboxes tgrey" style="width:100%;"
|-
| style="width:25%;" | '''Box 1'''
| style="width:25%;" | '''Box 2'''
| style="width:25%;" | '''Box 3'''
| style="width:25%;" | '''Box 4'''
|}
```

```

-
|
| '''Box 5'''
| '''Box 6'''
| '''Box 7'''
| '''Box 8'''
|
|}

```

## Manual:VisualEditor/Version comparison

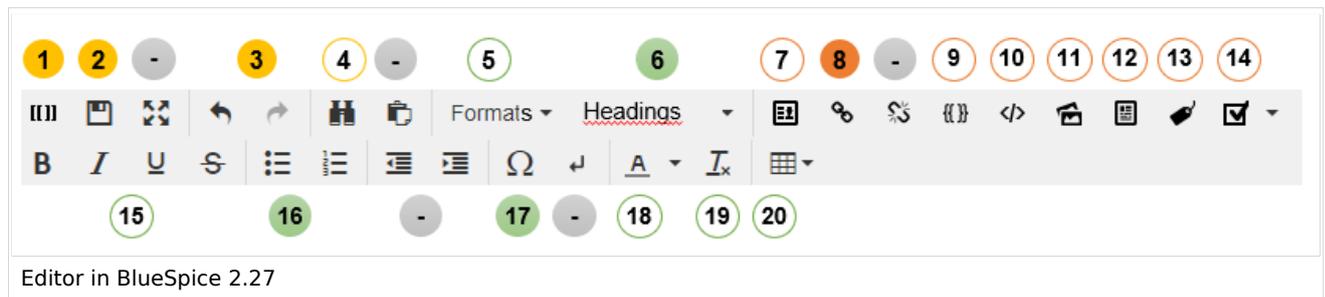
A [quality version](#) of this page, [approved](#) on *11 September 2020*, was based off this revision.

In BlueSpice 3, the editor was replaced with the MediaWiki extension *VisualEditor*. Below is a visual comparison of the menus and a short explanation of their functionality.

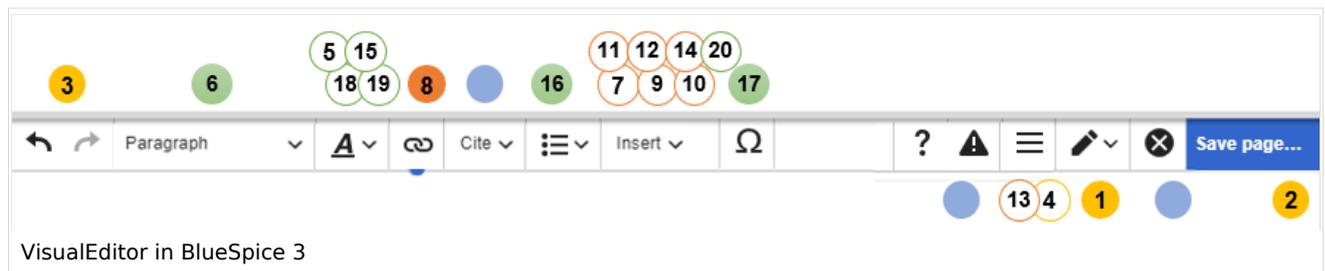
Go to the [main page for VisualEditor](#) to learn how to use the individual menu items in BlueSpice 3.

### Comparison of menu items

If you have worked with BlueSpice 2, you are familiar with the following editor:



The following image shows where the menu functions shifted in VisualEditor in BlueSpice 3:



### Comparison of editor functionality

#### Beschriftung

ID	Funktion
1	Switch between visual editing mode and source editing mode ( <a href="#">wikitext</a> )
	Save the page. Staying in edit mode after saving is not possible in BlueSpice 3. The page

ID	Funktion
2	automatically switches to read mode.
	Full-screen mode - this is set in the <a href="#">main toolbar</a> in version 3
3	Revert changes
4	Find and replace
-	Copying to the clipboard is no longer a menu item. This can be achieved using the shortcut <code>ctrl+c</code> (copy) and <code>ctrl+v</code> (paste)
5	Character formatting - paragraphs can only be formatted left-aligned
6	Create page sections using headings
7	Add signature to page - in BlueSpice 3, this only works for discussion pages
8	insert link
-	remove link - in version 3, this is done with the context menu when clicking on a link
+	new in version 3 (blue circle):Cite (= insert footnote)
9	insert code block
10	Insert magic word / tag
11	Insert image
12	Insert file
13	Add category to page
14	Insert checklist
15	Character formatting
16	Insert list
-	Indent. In version 3, this only works for lists and is located under the menu item for lists (16).
17	Insert special character
-	Force line break ( <code>&lt;br /&gt;</code> -tag is added to the source code)
18	Apply text color
19	Remove formatting
20	Insert table
+	<p>Only in version 3 (lightblue circles):</p> <ul style="list-style-type: none"> <li>• "Question mark": Link to the BlueSpice helpdesk and link to the list of shortcuts.</li> <li>• "Warning sign with exclamation point": This menu items appears context-dependent if there are any status messages regarding the page editing process.</li> <li>• "x"-button: Closes the edit mode. A warning dialog appears if there are unsaved changes on the page. This warning can be deactivated in the <a href="#">user preferences</a>.</li> </ul>