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4.1 UserManual:Category

You can assign several categories to a page. Categories can be organized as top categories with subcategories. Therefore, it is possible to create a tree structure and thus to build a hierarchical structure.

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What are categories?

Categories work like keywords or tags. Adding categories to a page makes it easier to find the page in the wiki. All pages of the same category are automatically shown on the corresponding category page. For each category that has not been assigned before, the wiki will automatically create a redlink. Once the page has been created by clicking on the redlink, all pages and subcategories are automatically listed on the category page.

Categories are usually created by users. However, in special cases, MediaWiki also assigns auto-generated categories (for example, pages with broken links).

Characteristics

- **Tagging:** Categories tag pages.
- **Multiple categories per page:** A page can be assigned to several categories.
- **Main categories:** Categories can be organized under main categories.
- **Independent of namespaces:** Categories are not contained in namespaces, but are shared wiki-wide.

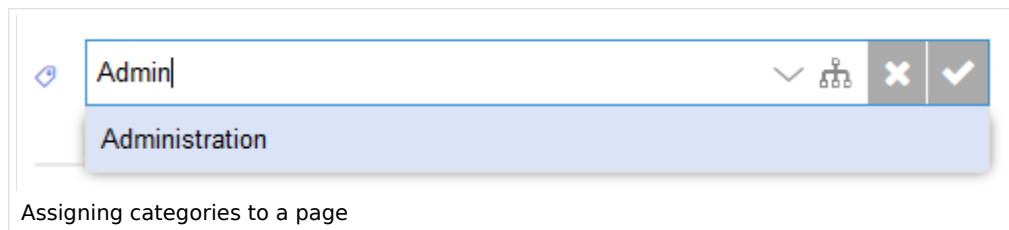
Create and assign categories

To create a category or assign a page to an existing category, there are multiple options:

1. In the title area (view mode)
2. Via the options menu in the visual editor (visual editing mode)
3. With Wikitext (source editing mode)
4. In the "Page Information" fyout of the quality management tools

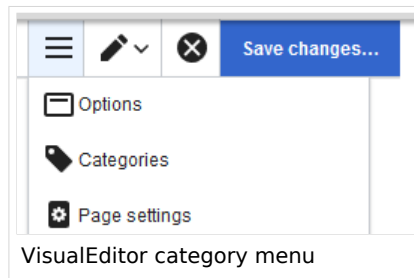
In the title section of the page

The [title section](#) contains the category assignment field. Any user with edit rights can click on the edit link to add or remove categories from the page. To view all existing categories with subcategories, you can click on the tree icon. Once you are done, the categories are confirmed with the check mark.



With Visual Editor

In the page options menu of [VisualEditor](#), you can access a Categories menu item. Here you can add and remove category assignments form the page and also add a sortkey to the category.



In Source code

To add a category in source code, the namespace Category is added before the page name.

```
[[Category:Sales]]
```

Note: On category pages, umlauts are generally sorted all the way to the back, e.g., "Märchen" after "Muh". You can therefore use the variable `{{DEFAULTSORT:sortkey}}` to specify an alternative title to be used for sorting (e.g., `{{DEFAULTSORT:Maerchen}}`).

Links to category pages

Links to a category require a colon **before** the namespace.

Example:

```
[[[:category:new_page]]]
```

If this colon is missing, the article will not be linked to the category page, but the article will be assigned to the corresponding category.

Displays of categories

You can view a list of all wiki categories on the page [Special:Categories](#).

On the page *Category:category_name*, you will find a list of all the pages and media associated with a particular category.

If you have accessed a previously unavailable (redlinked) category page, you can add a category description to the page. That way, users understand the purpose of the category.

Category manager

The easiest way to manage categories and sub-categories is with the Category manager page ([Special:Category_manager](#)). You can navigate to the [Category manager](#) via Global actions.

Related info

- [Category Manager](#)
- <https://www.mediawiki.org/wiki/Help:Categories>

Extension/BlueSpiceCategoryManager

- Error
The provided source article ("Book:User manual 3.1 - incomplete draft") does not exist.

Contents

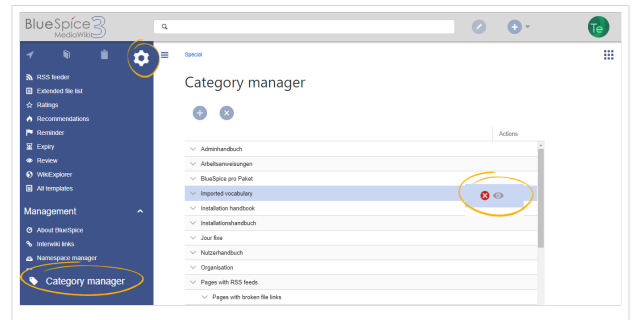
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What is BlueSpiceCategoryManager?

BlueSpiceCategoryManager is a special page. It provides a user interface for managing categories on the wiki.

Using BlueSpiceCategoryManager?

BlueSpiceCategoryManager can be located in "Global settings" in left navigation, under section "Management".



Creating a new category

New categories can be created by clicking "Plus" button. This will open a dialog, that will, after entering category name, create the category.

Deleting a category

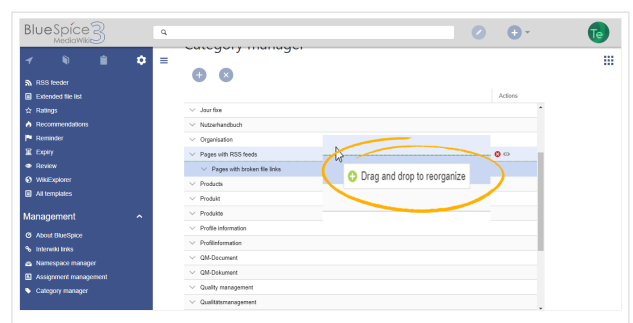
Category can be deleted by:

- selecting a category and clicking delete button above the category list
- clicking delete button inside the category line in the list once the category is selected

Moving a category

Order of categories can be changed by dragging and dropping categories in the list. This is achieved by clicking and, while holding down the mouse button, dragging the category up or down.

In this way, category hierarchy can also be changed. By dropping a category over another category (instead of in between two categories) will create a subcategory of a category over which it was dropped.



See also

[Reference page](#) for this extension

Layout:Titelarea

Redirect to:

- [Layout/Title section](#)

Category manager

A [quality version](#) of this page, [approved](#) on *30 July 2020*, was based off this revision.

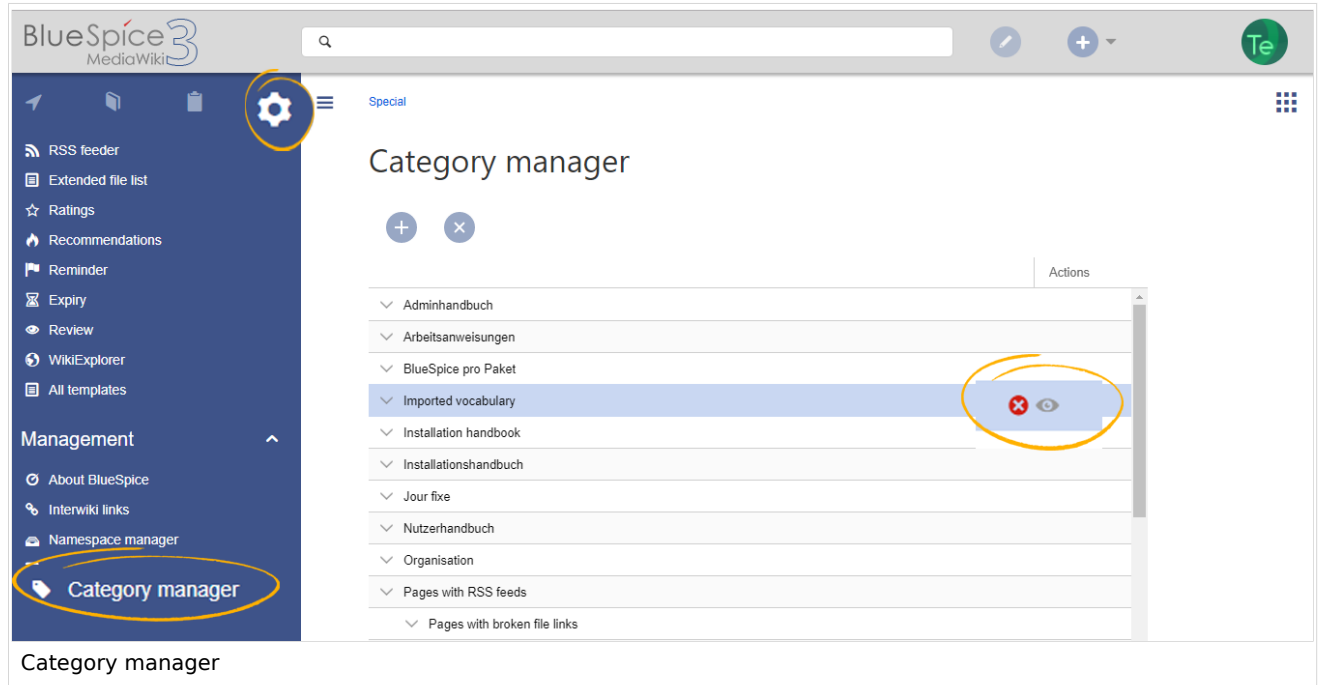
CategoryManager provides a user interface for managing categories on the wiki.

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Where to find the category manager

The navigation item *Global settings > Category manager* (in the Management menu) loads the page *Special:Category manager*.



Clicking on the view icon next to a category opens the category page that lists all wiki pages in this category.

Creating a category

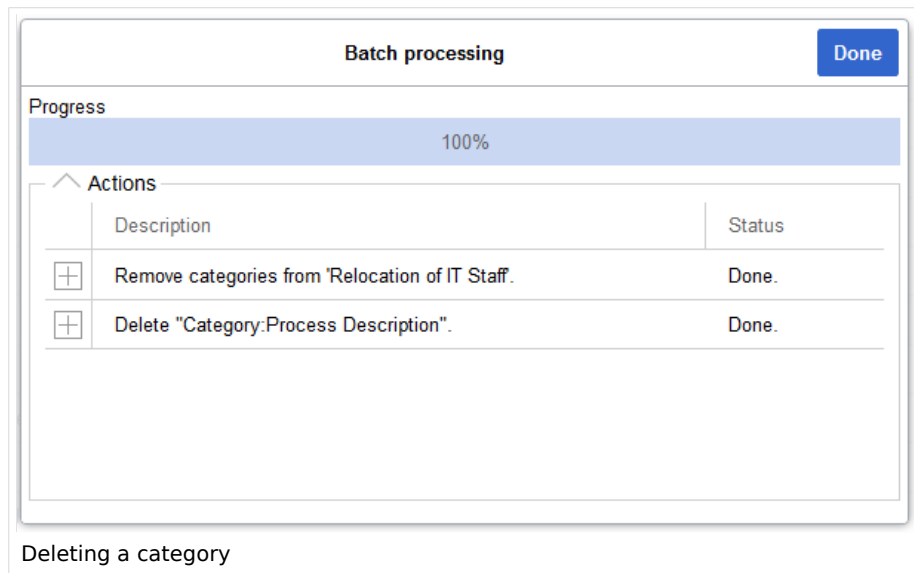
New categories can be created by clicking the "plus" button. This opens a dialog box for creating the category.

Deleting a category

A category can be deleted by:

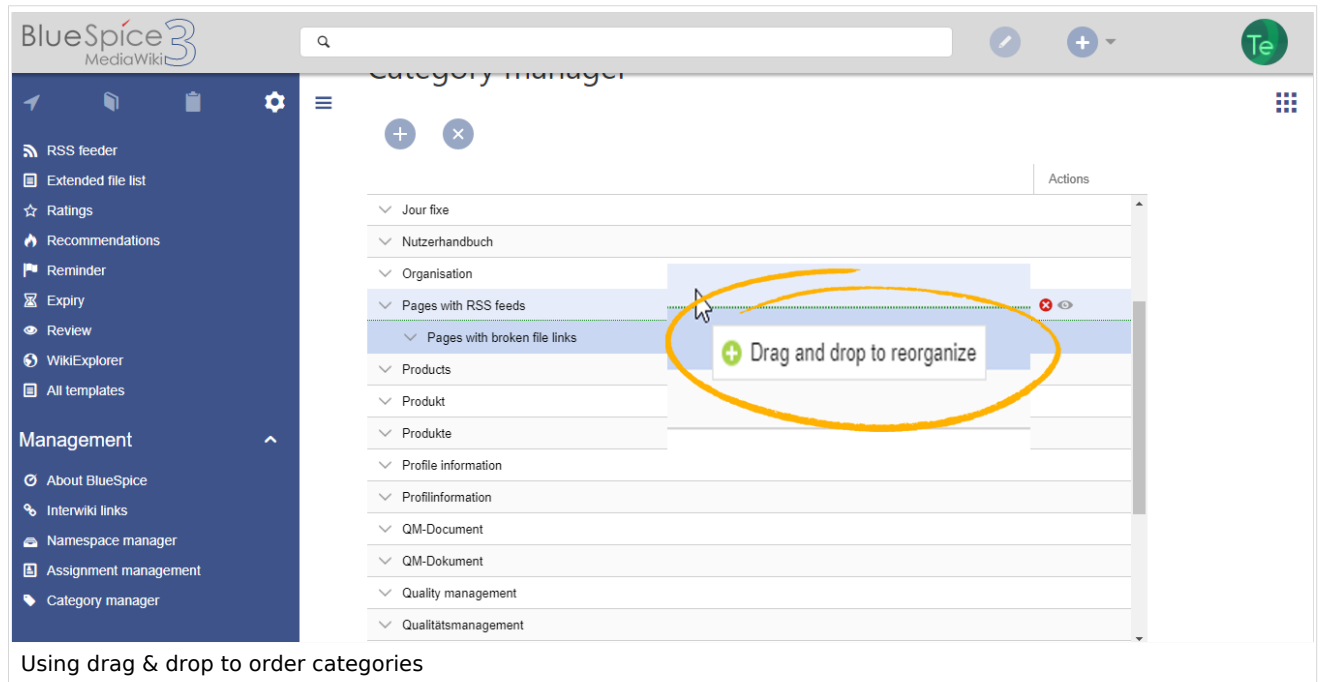
- selecting a category and clicking the delete button above the category list
- selecting a category and clicking delete button inside the category line.

Deleting a category removes the category from all pages that had the category assignment. It also deletes the category page itself.



Re-ordering a category

The category order can be changed by dragging and dropping categories in the list. This is achieved by clicking and, while holding down the mouse button, dragging the category up or down. Dropping a category over another category (instead of in-between two categories) creates a subcategory.



Note: It is not possible to rename a category using the category manager. To rename a category, a wiki administrator can use the special page "Replace".

Related info

- [Reference:BlueSpiceCategoryManager](#)
- [Reference:BlueSpiceCategoryCheck](#)

Manual:VisualEditor

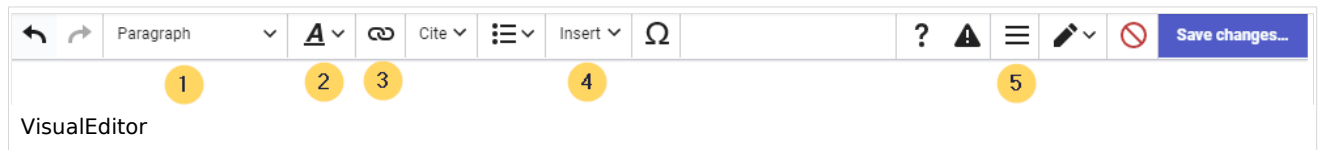
A [quality version](#) of this page, [approved](#) on *1 April 2022*, was based off this revision.

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.

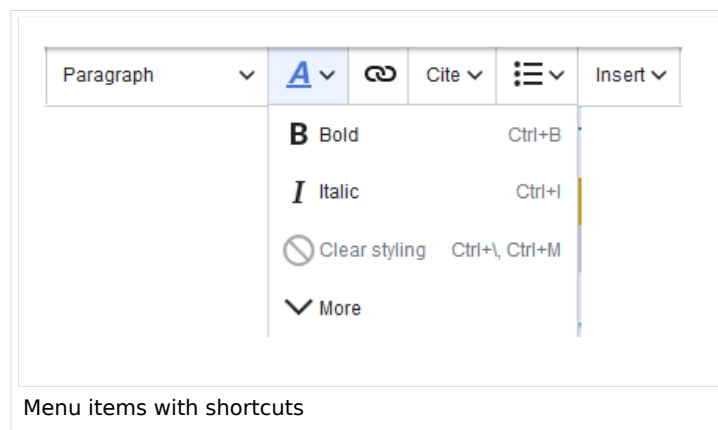
To paste content as plain text instead, use the shortcut **ctrl+shift+v**.



Shortcuts

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

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](#)

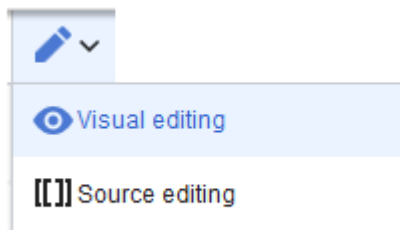
Wiki-specific content

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

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

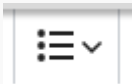
Since VisualEditor is a standard MediaWiki extension, you can also read a [documentation of functionality on MediaWiki](#). Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor.

Hints and tips

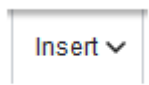
VisualEditor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content supports the readability of your wiki content.

Text formatting

Text formatting	
Undo function	

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

Insert special content

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

Paste Special Content	
 Media	(Details on MediaWiki)
templates	
 Template	Include a template in the page.
tables	
 Table	Tables are an important tool for formatting tabular page content.
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.
 Comment	 Discuss content with... And this is what a comment looks like:
Gallery	
 Gallery	
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:
 Magic word	Learn more about the function Magic Word ". Overview of all Magic Words in the visual editor .
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	With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted:
 Code block	<pre>red text</pre>
Refernces list	
 References list	

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

Page options

Page Options	
 Options menu	The options menu allows editing of all page settings.
Options  Options	This button allows the page settings and page information to be updated simultaneously within a dialog box.
Categories  Categories	Here you assign the page to one or more categories Categories . The page will appear accordingly on all linked category pages.
Page Settings  Page settings	Page redirection: When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly. 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.
Advanced Settings  Advanced settings	
Languages	

Page Options	
 Languages	
Templates used  Templates used	
View as right-to-left  View as right-to-left Ctrl+Shift+X	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 Ctrl+F	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