

Contents

1. UserManual:Extension/BlueSpiceInsertLink	2
2. Manual:VisualEditor	7
3. Reference:BlueSpiceInsertLink	15

5.5 UserManual:Extension/BlueSpiceInsertLink

Contents

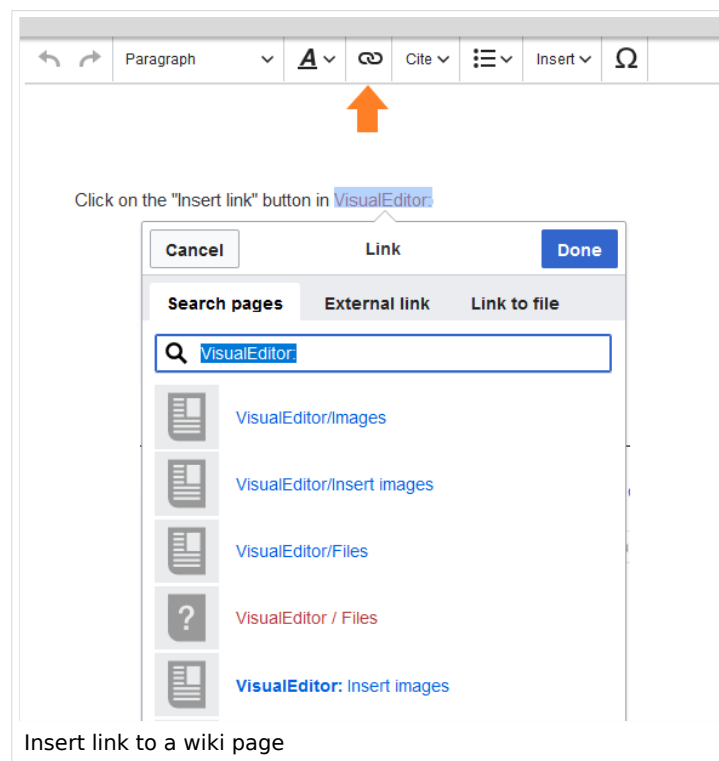
1 How do I create links?	3
2 Link to a wiki page	3
3 Link to an external website	4
4 Link to a file in the wiki	4
5 Link to a file in the local network	5
6 Related info	7

How do I create links?

Linking pages is an important feature of browser-based knowledge documentation. The links often differ in their function. Links connect wiki pages with:

- other wiki pages
- external websites
- files (images, PDF files, Word documents,...)
- files stored on other drives

Use the *Insert link* menu item in [VisualEditor](#) or use the shortcut *Ctrl+K*. In both cases, a dialog box opens.



Link to a wiki page

Internal links connect related pages or other content that provides more information. Page names can exist multiple times in different namespaces. Therefore, under *Search pages*, enter the namespace if the destination page is not in the same namespace as the current page.

If you have selected some text on the page, you will find some page suggestions already listed in the *Search pages* tab. Here, you can adjust the search term accordingly or create a link to a new page.

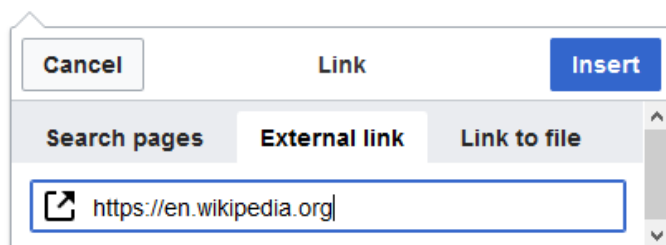
Then click on *Done*.

In the source text, links are created with the following structure:

- **Link to a wiki page:** `[[landing page name|caption]]`
- **Link to a wiki page in another namespace:** `[[namespace:landing page name|caption]]`
- **Link to a category page:** `[[Category:category name|caption]]` To create a link to a category, the source code is preceded by a colon before the category name. In contrast, the link "Category: BlueSpice" would create a category called BlueSpice instead of linking to the category BlueSpice.
- **Interwiki link:** `[[Imdb:tt2709692]]` If your wiki links to other wikis, you can use the tab *Search pages* also to directly link to a page in a related wiki. For example, if your administrator maintains an interwiki link for the IMDb movie database, it can be typed in as in the example above. Ask your administrator which interwiki links are available in your wiki.

Link to an external website

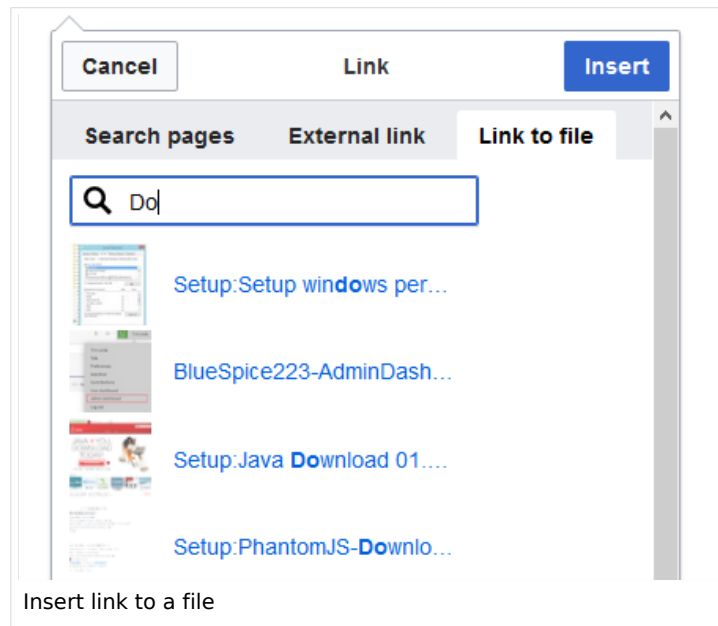
To link to an external website, mark text on your page, e.g. the word "Wikipedia". Press Ctrl+K and switch to the tab *External link*. There you enter the web address. Then click *Insert*.



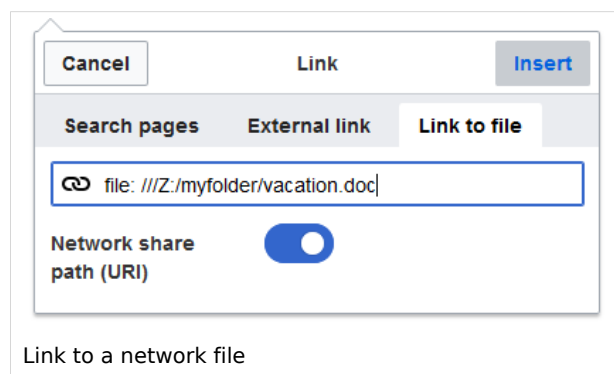
Note: To easily maintain external links on your wiki, use the page [Special:LinkSearch](#). This page allows you to search for external links in your entire wiki. The page also contains a link to the associated Mediawiki help page.

Link to a file in the wiki

To link a file (for example, a picture or a PDF file) in the current page, go to the *Link to File* tab. There, you can search for a file or upload a new file.



- **Search for a file in the wiki and include it as a link:** Enter the file name and select the desired file. Then click on "Paste". A link to the file has been added to the page. You can then change the displayed link text.
- **Link file to a network drive:** If you want to connect to a file on your company network, enter the path under "Link to file" in the text field and activate "Network share path (URI)". The file path is entered using the following syntax - `[[[:file:///Z:/myfolder/vacatio]]`. this only works if your wiki has been configured to work with network files. This function also depends on your individual browser security settings.



Link to a file in the local network

If you want to link to a file on your company network, you can also use the *Link to file* tab.

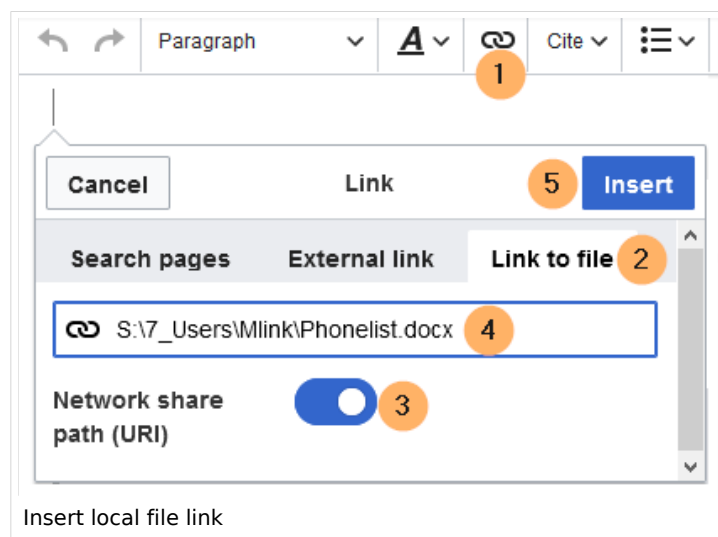
Important! Links to network drives (UNC links) pose a security risk. Therefore, current browsers block these links by default.

It is also possible that your wiki has been configured to disable links to network files.

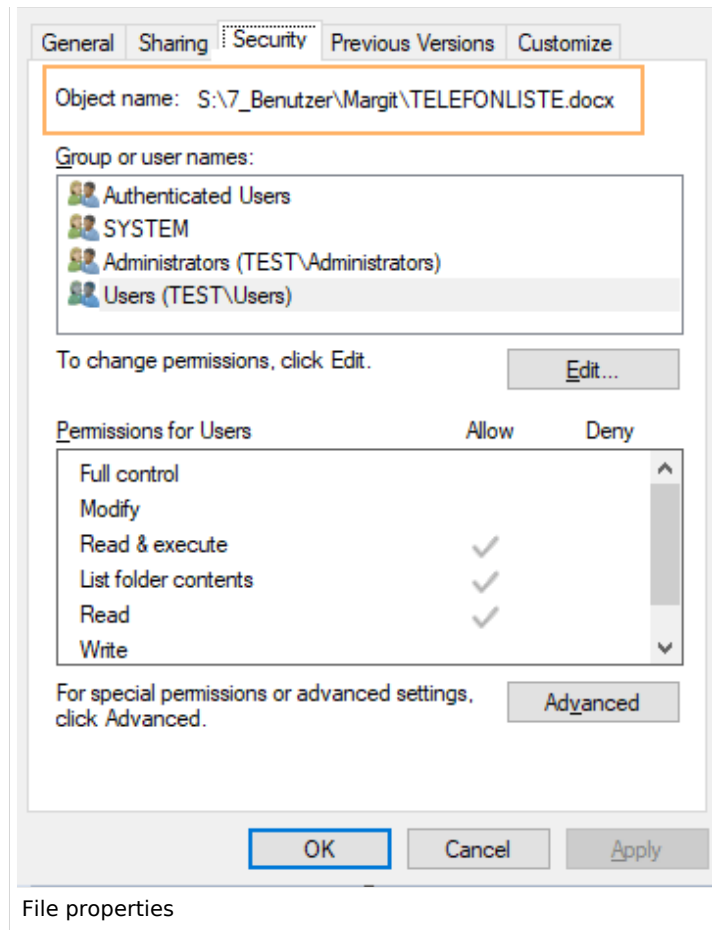
Talk to your IT department if you have any questions about guidelines related to your browser. If your IT department does not offer a solution, files linked in the wiki can still be copied by wiki users and pasted into the address bar of Windows Explorer.

For more info about UNC-Links, see: https://www.mediawiki.org/wiki/UNC_links.

Insert a link to a local network file:



1. **Click** *Insert link* in the visual editor.
2. **Click** on the tab *Link to file*.
3. **Activate** the switch *Netzwerkpfad (URI)*. In the file search field (4) you now see the link symbol.
4. **Enter** the path to your file. You can get this path by right-clicking on the file properties in Windows Explorer. From the tab *Security* you can copy the object name and paste it into the wiki accordingly.



5. **Click** *Insert*. The link is automatically added in the correct format (`file:///S:/7_Benutzer/...`). Whether the link can be directly followed through the browser, depends on your browser security settings and installed add-ons. Talk to your IT department to get help if the links are not active.

Related info

- [Reference:BlueSpiceInsertLink](#)
- [Manual:VisualEditor](#)

Manual:VisualEditor

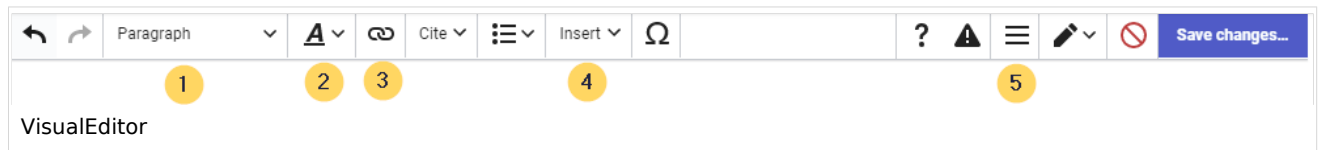
A [quality version](#) of this page, [approved](#) on *1 April 2022*, was based off this revision.

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.

Contents

1 What is VisualEditor?	9
2 Text editing	9
3 Pasting content from your clipboard (ctrl+shift+v)	9
4 Shortcuts	10
5 Inserting other content	10
6 Wiki-specific content	11
7 Switching between edit modes	11
8 MediaWiki reference	11
9 Hints and tips	11
9.1 Text formatting	11
9.2 Insert special content	12
10 Troubleshooting: Visual editing is disabled	15

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.

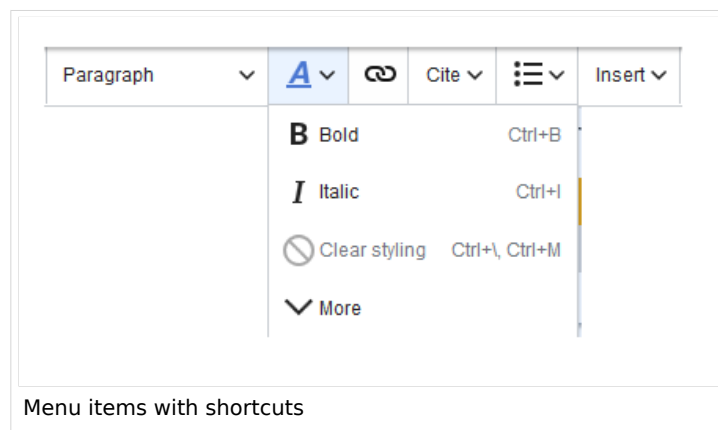
To paste content as plain text instead, use the shortcut **ctrl+shift+v**.



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](#)

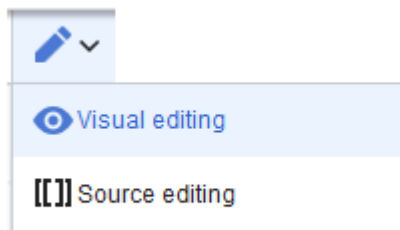
Wiki-specific content

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

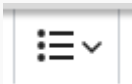
Since VisualEditor is a standard MediaWiki extension, you can also read a [documentation of functionality on MediaWiki](#). Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor.

Hints and tips

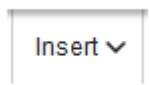
VisualEditor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content supports the readability of your wiki content.

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: Learn more about the function Magic Word . Overview of all Magic Words in the visual editor .
 </> Magic word	
Your signature	This option can only be used in discussions. It allows to add a signature at any point of a discussion.
 Your signature	
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>red text</code>
Code block	
 Code block	
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

Reference:BlueSpiceInsertLink

Extension\ BlueSpiceInsertLink

Overview			
Description:	Dialog box to enter a link		
State:	stable	Dependency:	BlueSpice

Overview			
Developer:	HalloWelt	License:	GPL-3.0-onlyProperty "BSExtensionInfoLicense" (as page type) with input value "</br>GPL-3.0-only" contains invalid characters or is incomplete and therefore can cause unexpected results during a query or annotation process.
Type:	BlueSpice	Category:	Editor
Edition:	BlueSpice pro, BlueSpice Farm, BlueSpice Cloud, BlueSpice free (deactivated)		
View help page			

Features

BlueSpiceInsertLink offers a dialogue to insert links without using wiki code.

Links are inserted from the menu item *Link* in the visual editor toolbar.

Users can link the following targets:

- other wiki pages (with autocomplete function)
- external websites
- files uploaded to the wiki
- files on a network drive

Technical Information

This information applies to BlueSpice 3 . Technical details for BlueSpice cloud can differ in some cases.

Requirements

MediaWiki: 1.31

BlueSpiceFoundation: 3.2

- BlueSpiceVisualEditorConnector: 3.2

Integrates into

- BlueSpiceVisualEditorConnector

Special pages

- [InsertLinkFileChooserJNLP](#)

Configuration

Name	Value
InsertLinkAllowUnMapped	true
InsertLinkEnableJava	false
InsertLinkFilesystemMap	array ()

Hooks

- [BeforePageDisplay](#)