

Contents

1. UserManual:Extension/BlueSpiceNamespaceManager	2
2. Manual:Extension/BlueSpiceCategoryCheck	5
3. Manual:Extension/BlueSpicePageAssignments	7
4. Manual:Extension/BlueSpicePageTemplates	10
5. Manual:Extension/BlueSpiceRating	14
6. Manual:Extension/BlueSpiceReadConfirmation	17
7. Manual:Flagged Revisions	20
8. Manual:Namespace	29
9. Manual:VisualEditor	34
10. Reference:BlueSpiceNamespaceManager	42

4 UserManual:Extension/BlueSpiceNamespaceManager

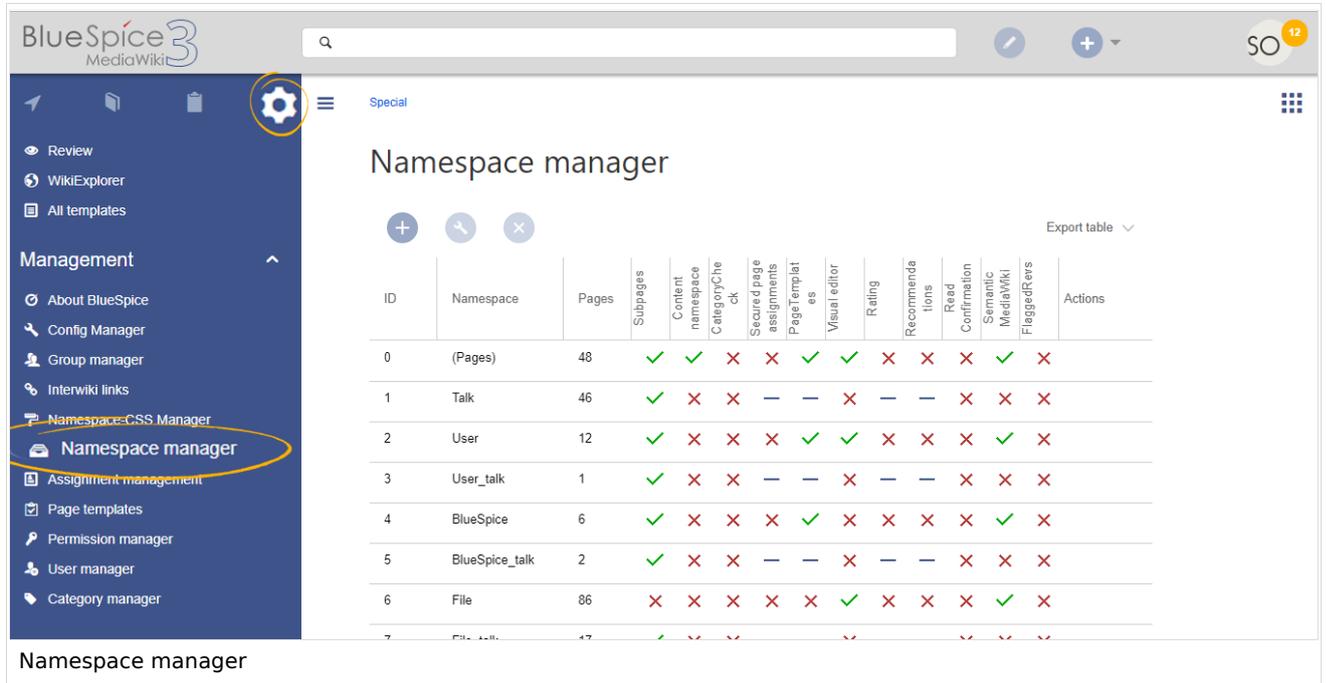
The Namespace manager allows a user with *administrative* rights to create, delete and rename [namespaces](#) and to change the settings of these namespaces. The interface for the user manager is provided by the extension *BlueSpiceNamespaceManager*.

Contents

1 Accessing the Namespace manager	3
2 Creating a namespace	3
3 Editing and deleting a namespace	4
4 Related info	5

Accessing the Namespace manager

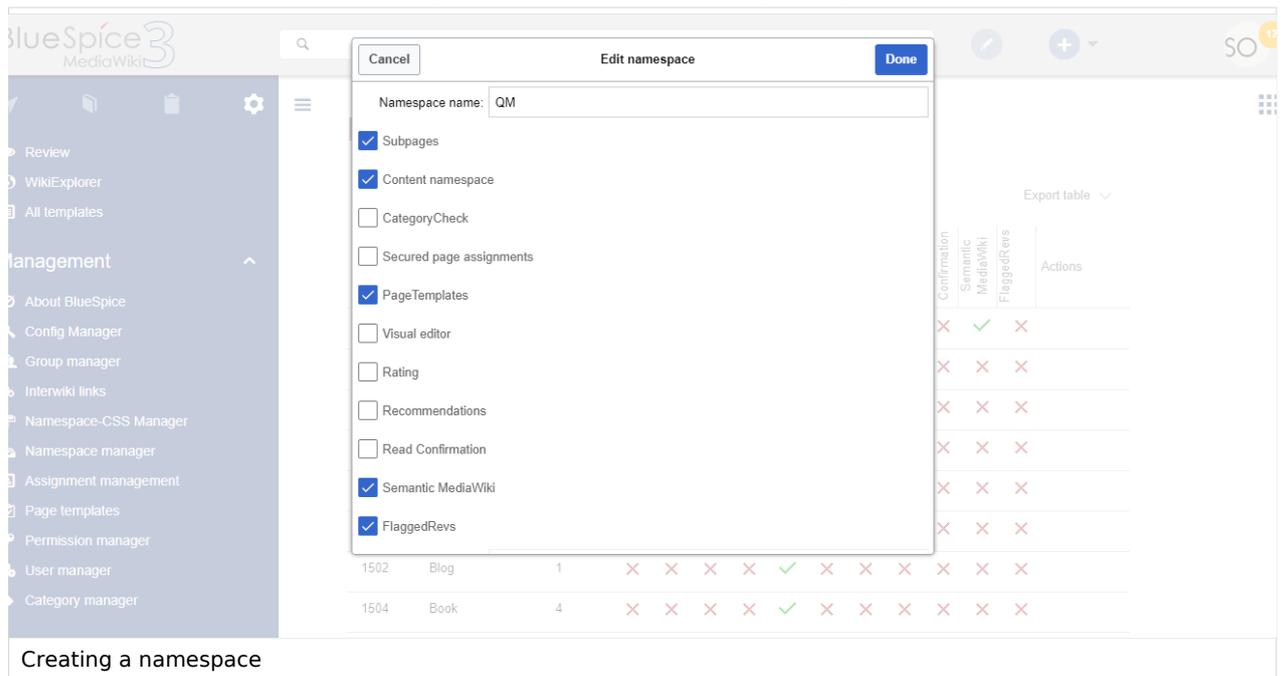
The navigation link to the Namespace manager is located under *Global actions > Management*. This link opens the page *Special:NamespaceManager*.



Creating a namespace

To create a namespace:

1. **Click** the "Plus" icon at the top of the page. A dialog opens.
2. **Enter** the name for the new namespace and select the namespace options.



3. You can activate the following options:

1. *Subpages*: namespace can contain subpages (MediaWiki functionality)
2. *Content namespace*: needs to be checked if users will create wiki pages in this namespace (MediaWiki functionality). See also mediawiki.org/wiki/Manual:ContentHandler.
3. The remaining options activate a number of extensions for the namespace: [CategoryCheck](#), [Secured page assignments](#), [PageTemplates](#), [Visual editor](#), [Rating](#), [Recommendations](#), [ReadConfirmation](#), [Semantic MediaWiki](#), [Approval](#).

The corresponding talk namespace for the new namespace is automatically created. The ID of each namespace is assigned automatically based on wiki settings and existing namespace IDs.

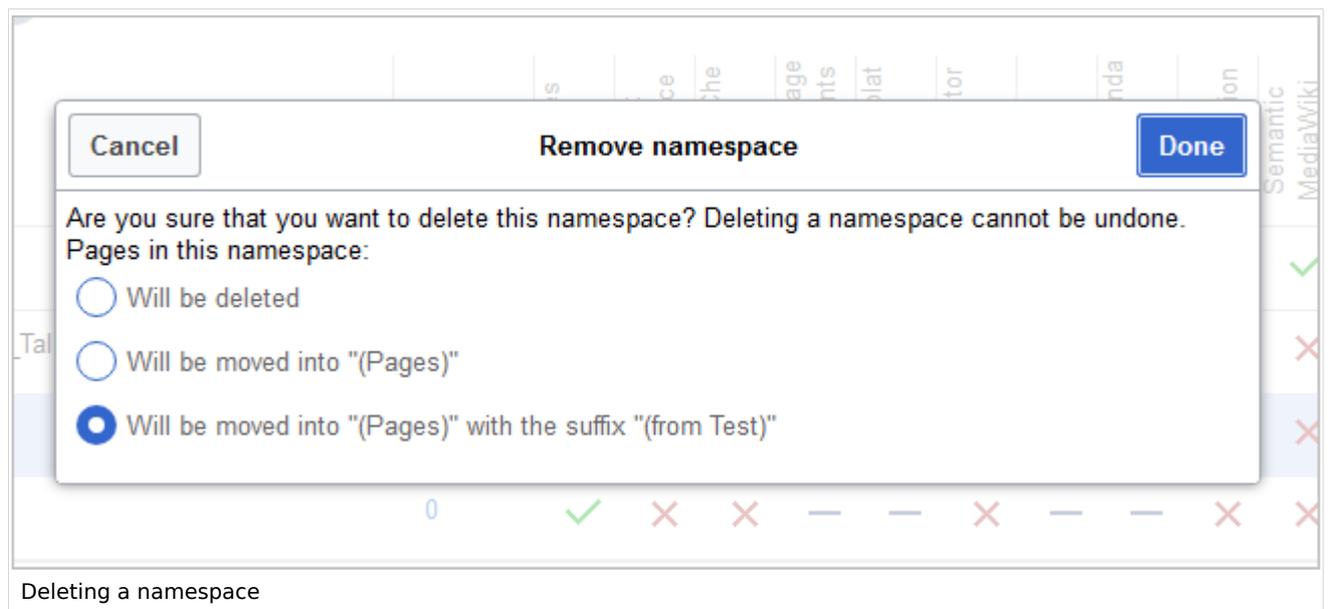
Editing and deleting a namespace

Editing a namespace: A namespace can be edited by clicking on the "wrench" icon in the table row or above the table when a namespace is selected.

Names of talk namespaces or of system namespaces (File, MediaWiki) cannot be changed.

Deleting a namespace: Only custom (user created) namespaces can be deleted.

After clicking on the delete icon, a dialog with the delete options appears.



- *Will be deleted*: deletes the pages in this namespace together with the namespace
- *Will be moved into "(Pages)"*: moves the pages of this namespace into the main namespace
- *Will be moved into "(Pages)" with the suffix "(from [namespace name])"*: moves and appends the pages with "from [namespace]"

Talk namespaces are deleted with their corresponding namespace and cannot be deleted separately.

Related info

- [Reference:BlueSpiceNamespaceManager](#)

CategoryCheck

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

Contents

1 Using the category check	6
2 Related info	7

The extension **CategoryCheck** reminds users to assign a category to a page before saving it.

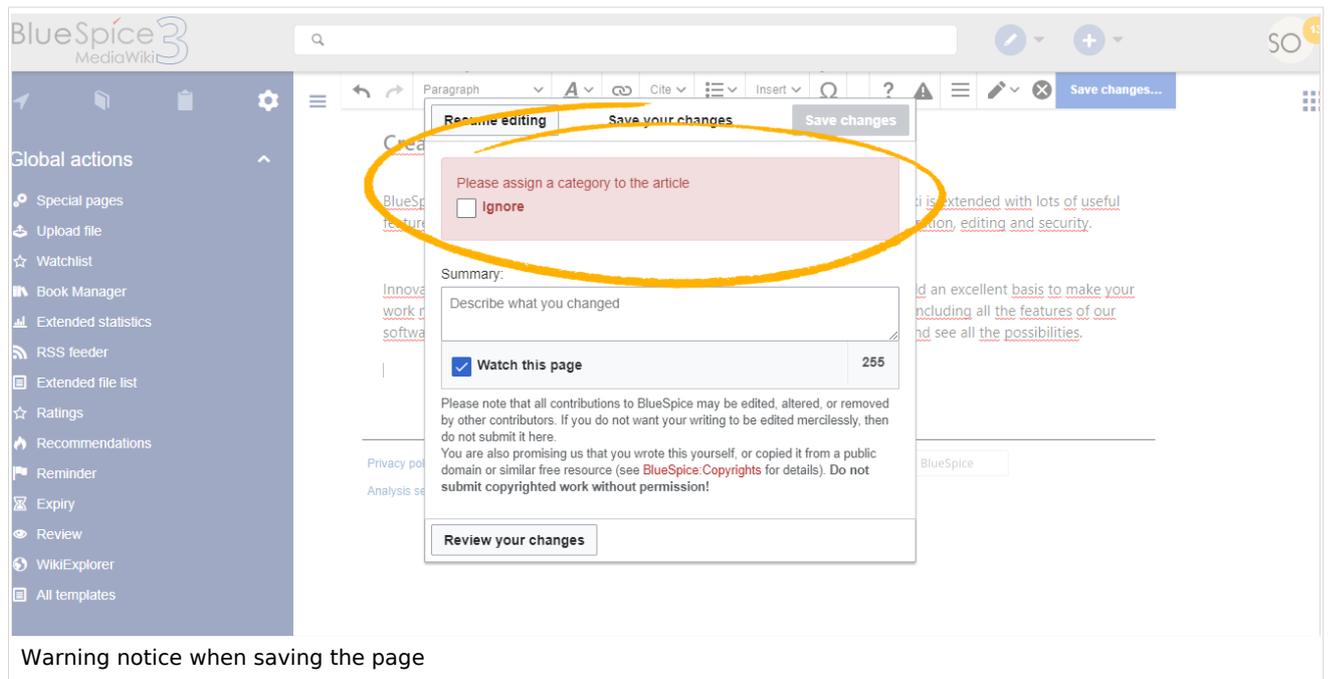
Using the category check

To use this feature, it must first be enabled for individual namespaces in the [Namespace manager](#)

The screenshot shows the BlueSpice 3 interface. On the left, the 'Management' sidebar is visible, with 'Namespace manager' circled in yellow. The main content area displays the 'Namespace manager' table. The table has columns for ID, Namespace, Pages, Subpages, Content, CategoryCheck, Semantic MediaWiki, and FlaggedRevs. The 'CategoryCheck' column for the '(Pages)' namespace is circled in yellow.

ID	Namespace	Pages	Subpages	Content	CategoryCheck	Semantic MediaWiki	FlaggedRevs	Actions
0	(Pages)	57	✓	✓	✗	✓	✗	✗
1	Talk	47	✓	✗	✗	✗	✗	✗
2	User	12	✓	✗	✗	✓	✗	✗
3	User_talk	1	✓	✗	✗	✗	✗	✗
4	BlueSpice	6	✓	✗	✗	✓	✗	✗
5	BlueSpice_talk	2	✓	✗	✗	✗	✗	✗
6	File	100	✗	✗	✗	✗	✓	✗
7	File_talk	17	✓	✗	✗	✗	✗	✗

When saving a page in a namespace that has the category check enabled, the user is reminded to assign a category before saving. This message only appears if the page does not have at least one category assigned. The page can still be saved without assigning a category, but the user must explicitly check the "Ignore" checkbox.



Related info

- [Reference:BlueSpiceCategoryCheck](#)

Page assignments

A [quality version](#) of this page, [approved](#) on *5 May 2021*, was based off this revision.

The extension **PageAssignments** allows users with assignment rights to assign other users to a page.

Contents

1 What are page assignments?	8
1.1 Characteristics	8
2 Assigning a page	8
3 Assignment management	9
4 Secured page assignments	10
5 My assignments	10
6 Related info	10

What are page assignments?

Page assignments are a quick way of giving one or more users informal responsibility and ownership of a page. They are very similar to a [watchlist](#). A user can add a page to their watchlist themselves, but assignments are made by other users.

Page assignments do not change the behavior of the page or grant special rights on a page. For example, the page does not get locked for editing when it is assigned to another user. It is rather a simple mechanism to have users "take a look" at a page. If the feature *Read confirmation* is activated for a namespace, assigned users have to confirm with a checkbox on the page that they have read the page.

Characteristics

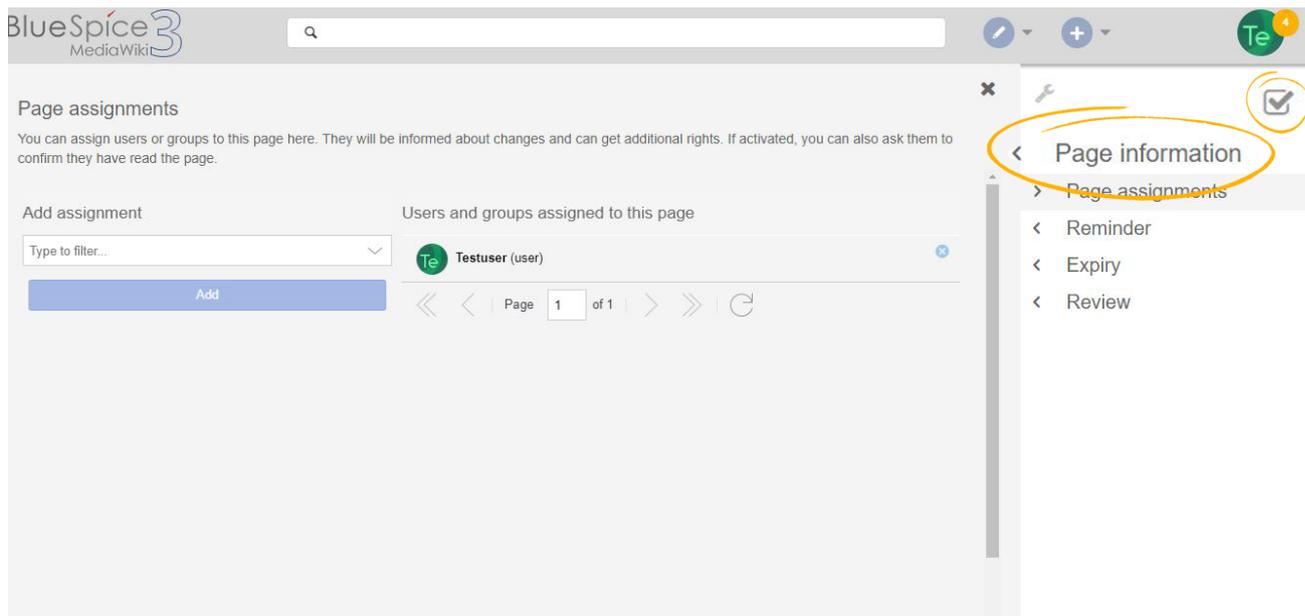
- **Notifications** are sent to assigned users when their page assignment is changed. (This can be deactivated in the user preferences.)
- **Transparency:** Assigned users are listed in the QM tools panel of the page
- **Assignment management:** (`Special:ManagePageAssignments`)
- **Quick access** from the user profile menu
- **Read confirmation:** page shows a read confirmation checkbox for assigned users (optional)

Assigning a page

To assign pages to other users, you need the appropriate rights. These are assigned via the roles *reviewer* and *maintenanceadmin*. Although users with *read* permissions can be assigned to a page, they cannot make changes to the page.

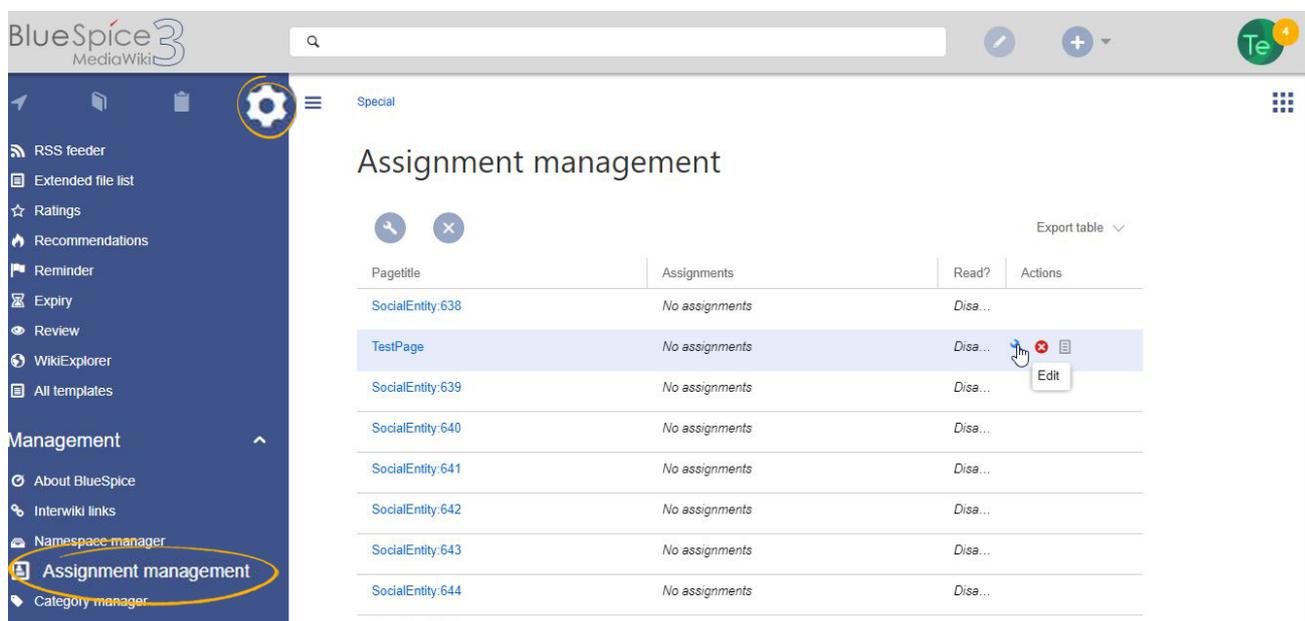
To assign a user or a group to a page:

1. **Click** on *Page assignments* in the *Quality management* toolbar.
2. **Type** a user or group name in the assignments text box. You will get automatic suggestions based on your entry.
3. **Click** the *Add* button.
4. **Add** more users or groups (optional).



Assignment management

Users with assignment rights can see a list of all pages that have assignments. This page (*Special:ManagePageAssignments*) can be loaded from the navigation menu under *Global actions > Management > Assignment management*

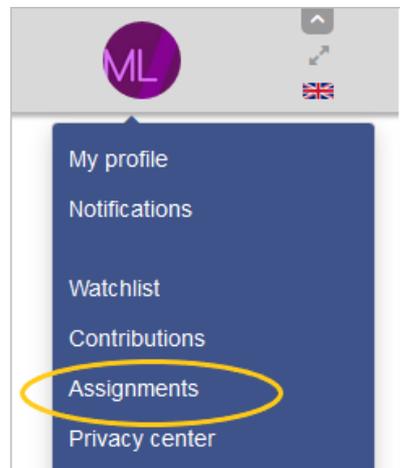


Secured page assignments

In the [namespace manager](#) you can configure that page assignments are secured. If a page is created in such a namespace, the page is only editable for users that are assigned to this page. This means that every new page should be created by a user with *reviewer* or *admin rights*, because only these roles have the necessary rights to make the assignment. If a page is created in this namespace by a user with *edit* rights, this page cannot be edited further by this user, unless he/she is assigned by a to the page.

My assignments

Every user can view the pages they are assigned to by clicking on "Assignments" in their personal menu (by clicking on their image in the upper right corner).



Related info

- [Reference page](#)

Page templates

A [quality version](#) of this page, [approved](#) on *31 August 2021*, was based off this revision.

A page template applies a predefined content structure and layout to new pages. That way, certain page types can be applied during page creation to produce consistent sets of related pages.

Contents

1	When to use page templates	12
1.1	Characteristics of a page template	12
2	Creating a page template	12
2.1	Template fields	13
3	Using page templates	13
4	Configuration	14
5	Related info	14

When to use page templates

Page templates are useful for frequently used content formats such as meeting minutes, reference pages, product descriptions, or short manuals.

When a page is created with a page template, the page becomes "detached" from the original page template. This means that subsequent changes to the template will not affect pages that have originally been created with that page template. This distinguishes page templates from regular [templates](#).

Characteristics of a page template

- can be created by administrators
- can only be used for new pages
- based on templates in the *Template* namespaces
- can be limited to certain namespaces
- substitution of variables is possible
- can integrate with the extension *Page Forms*

Creating a page template

Administrators can create new page templates, as well as edit and remove existing ones in the *Page templates* manager, located under *Global actions*.

The screenshot displays the BlueSpice 3 MediaWiki interface. On the left, a dark blue sidebar contains a 'Management' section with various tools. The 'Page templates' option is highlighted with a red circle. The main content area is titled 'Page templates administration' and features a table with the following data:

<input type="checkbox"/>	Label	Description	Namespace	Template	Actions
<input type="checkbox"/>	Organisation profile	Create and document ...	(Pages)	Template:Organisatio...	

Below the table, there are navigation controls showing 'Page 1 of 1' and 'Displaying 1 - 1 of 1'. At the bottom of the page, there are links for 'Privacy policy', 'About BlueSpice', and 'Disclaimers', along with logos for 'MediaWiki', 'BlueSpice', and 'Semantic MediaWiki'.

Note: Every page template depends on an actual page in the namespace Template. This template must exist before creating a page template.

A new page template can be created by clicking the "Plus" button above the template list.

Template fields

When creating or editing a page template, the following information needs to be provided before the page template can be saved:

- **Name** - the name of the page template
- **Description** - a short description of the page template
- **Namespace** - a list of the namespace where the template is active. If the template should be available on all pages, select *(all)* from the list.
- **Template** - page in the *Template* namespace from which to pull the content.

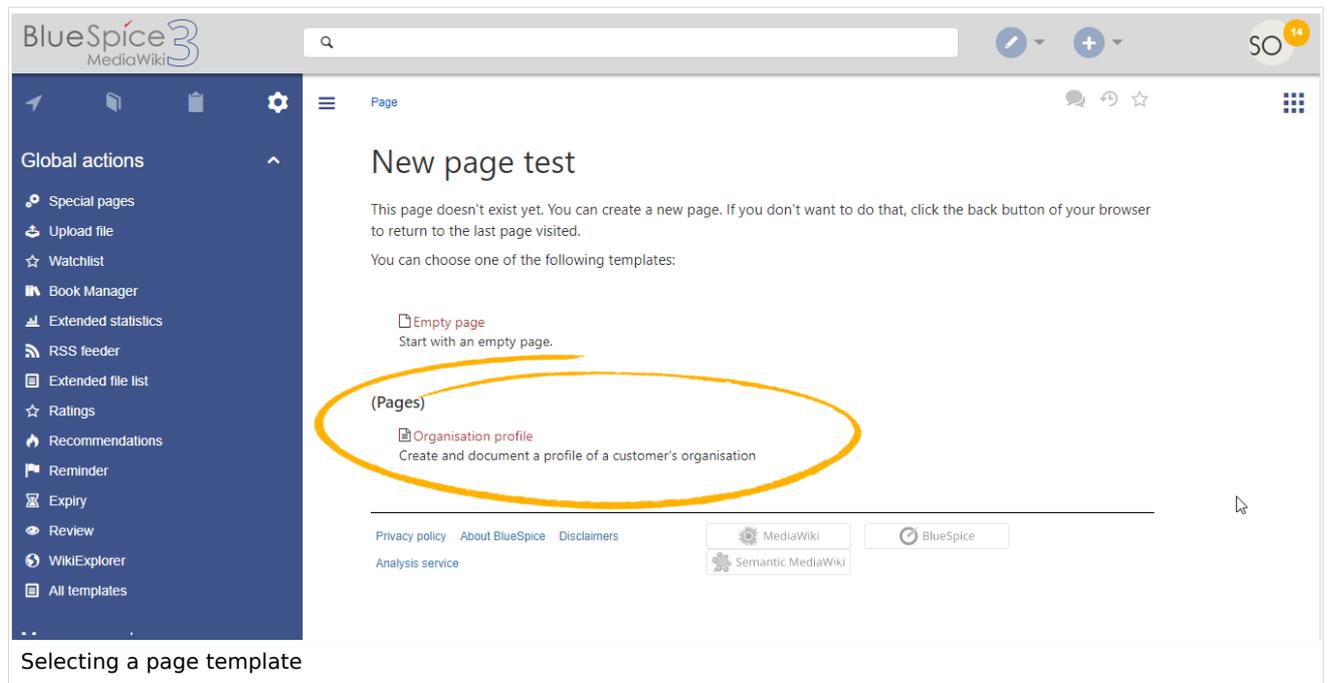
Creating a page template

Using page templates

A list of available templates appears when a user creates a new page. It is usually shown below the "Empty page" default template. Selecting one of these page templates will create the new page that is pre-filled with the content from the actual template page.

There are two important settings:

- **Assigning namespaces (in the page templates administration):** Page templates can be linked to specific namespaces. If a namespace is not added here, the template will not be displayed in that namespace.
- **Namespace manager:** The PageTemplates option for a namespace must be activated in the Namespace manager so that the associated templates are automatically displayed when a new page is created in that namespace (e.g., if the "+" button is used to create the page).



A list of available templates to choose from is displayed below the default "Blank Page" template when a user creates a new page.

Configuration

In the [Config manager](#), you can change the following settings:

- **Force target namespace:**
- **Hide default templates:** Hides the default *Empty page* template.

Related info

- [Reference:BlueSpicePageTemplates](#)

Ratings and recommendations

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

The extension **BlueSpiceRating** allows users to rate a page with up to five stars or to recommend the page.

Contents

1 Rating or recommending a page	16
2 Special pages	16
3 Disabling rating on a page	16
4 Disabling rating in a namespace	16
5 Related info	17

Rating or recommending a page

A user simply selects the amount of stars for a rating. The number of stars are then highlighted in yellow during the selection process. A mouse-click confirms the rating.



Only one rating per user is counted. New votes only change the average evaluation, but not the number of ratings.

Users can change their rating at any time by choosing less or more stars. The average evaluation, as well as the number of ratings is shown next to the page title:



To recommend a page, a user clicks on the link "Recommend". To retract the recommendation, the user clicks on the link again.

Special pages

The special page `Special:Rating` lists all pages that have been rated.

The special page `Special:Recommendations` lists all pages that have been recommended.

Disabling rating on a page

You can also exclude pages from the rating system. You can do this with a so-called "Behaviour Switch". Insert the switch at the bottom of the page in source view: `__NORATING__`

Disabling rating in a namespace

Administrators can turn on the rating feature for individual namespaces. To enable or disable ratings, go to *Global actions > Namespace manager* and edit the namespaces:

Namespace manager

Hide talk namespaces
 Export table ▾

ID	Namespace	Pages	Subpages	Content namespace	Category/Check	Secured page assignments	Page templates	Visual editor	Rating	Recommendations	Read Confirmation	Semantic MediaWiki	FlaggedRevs	Actions
0	(Pages)	357	✓	✓	✗	✗	✓	✓	✓	✗	✓	✓	✓	
1	Talk	77	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	
2	User	16	✓	✗	✗	✗	✓	✓	✗	✗	✗	✓	✗	
3	User_talk	0	✓	✗	✗	—	—	✗	—	—	✗	✗	✗	

Related info

- [Reference:BlueSpiceRating](#)

Read confirmation

A [quality version](#) of this page, [approved](#) on *1 December 2021*, was based off this revision.

The extension **ReadConfirmation** allows to request read confirmations from users. If a user is assigned to a page, a mandatory read confirmation can be added to the page.

Contents

1 Enabling read confirmations	18
2 Display	18
3 Administration of read confirmations	19
4 Read confirmation in connection with page approval	19
5 Related info	19

Enabling read confirmations

An administrator must enable read confirmations for the namespace the page belongs to. This can be set using the [Namespace manager](#):

Activating read confirmations in a namespace

Display

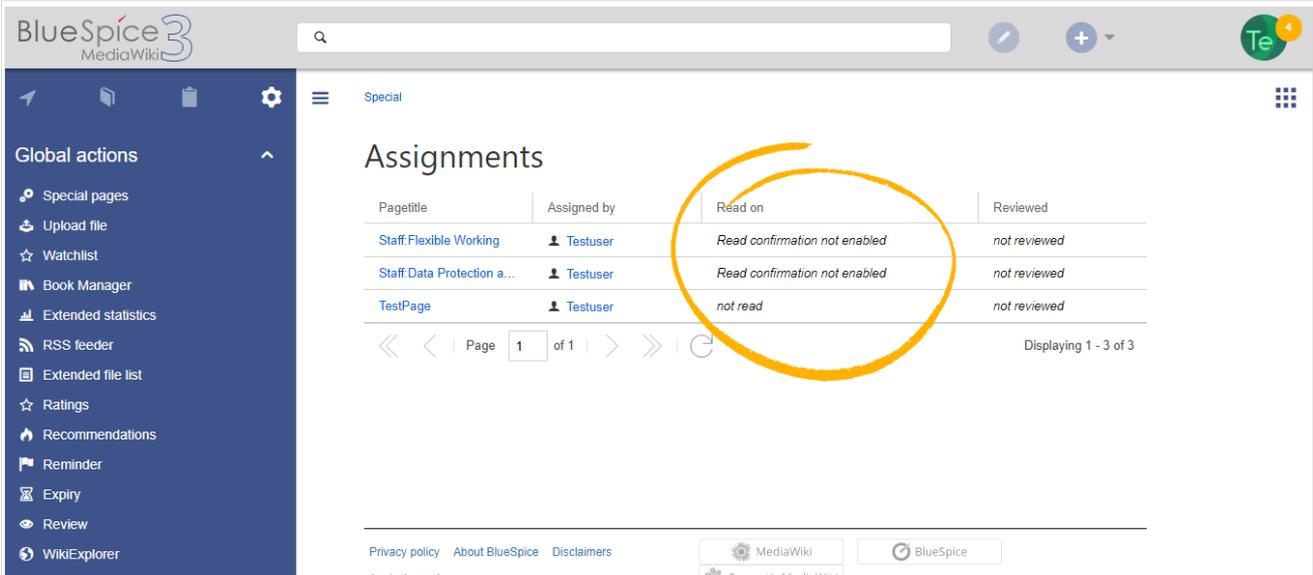
Read confirmation checkbox

When read confirmations are active on a namespace, assigned users see a confirmation prompt. After checking the checkbox *Yes, I have completely read this article* and clicking *Confirm*, the page will be marked as read by that user.

Administration of read confirmations

Wiki admins can see an overview of all read confirmations by navigating to *Global actions > Management > Assignment management*. Read confirmation information is shown in the column *Read on*. A page can have multiple states:

- *Read confirmation not enabled*: BlueSpiceReadConfirmation is not enabled for the namespace to which the page belongs.
- *Not read*: BlueSpiceReadConfirmation is enabled, but the assigned users have not yet read the page.
- *Actions*: In the columns for actions, there are two items related to read confirmations.
 - *Read confirmation log*: Link to the read confirmation log for the page.
 - *Request read confirmation*: Users get a reminder for their read confirmation.



Reviewing read confirmations

Page title	Assigned by	Read on	Reviewed
Staff.Flexible Working	Testuser	Read confirmation not enabled	not reviewed
Staff.Data Protection a...	Testuser	Read confirmation not enabled	not reviewed
TestPage	Testuser	not read	not reviewed

Read confirmation in connection with page approval

If the approval feature is activated in a namespace at the same time, the read confirmation is triggered when a new draft is created. This [can be changed via server configuration](#) so that the read confirmation is required after the draft page has been approved.

Related info

- [Reference:BlueSpiceReadConfirmation](#)

Page approvals (Acceptance)

The extension **FlaggedRevs** is a MediaWiki extension that activates an approval mechanism. New versions of a page are initially marked as drafts and remain so until a user with *review* rights approves the page.

Contents

1	What are page drafts?	21
2	Activating the acceptance feature	21
2.1	Existing pages	21
2.2	New pages	22
3	Accepting a page	22
4	Setting read permissions for drafts	24
5	Changes to embedded templates and files	26
5.1	Approving a resource	27
6	Settings for resources on approved pages	27
7	Effects on Semantic MediaWiki properties	28
8	Quality management overview	29
9	Related info	29

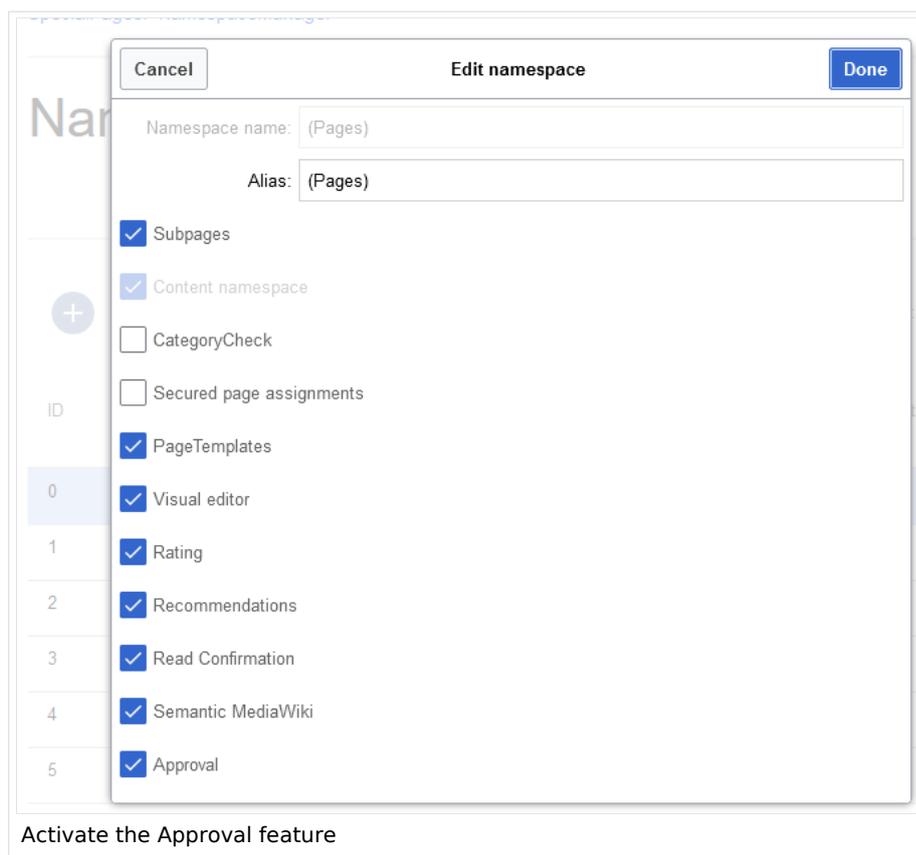
What are page drafts?

In BlueSpice, you can create draft versions of a page. After a page has been edited and saved in draft mode readers of the page will, by default, see the most recently accepted version of the page. This allows editors to work on a draft version until all changes "fit". The changes can then be approved by users with reviewer rights.

By default, all users can see the latest draft version by clicking on the status information of a page or by switching to the [version history](#). It is possible to limit view permissions of drafts to specific user groups.

Activating the acceptance feature

Activating the acceptance feature is done on the namespace level. A user with admin permissions activates the feature in *Global actions > Management > Namespace manager* for individual namespaces. The dialog window opens after clicking the edit icon (wrench) in the *Actions* column. Select *Approval* and click *Done*.



Existing pages

After activating *Approvals* for a namespace, all pages in the namespace are set into *first draft* mode.

The screenshot shows a page titled "Working with drafts". At the top, a purple banner contains the text "There are no accepted versions of this page." with a yellow circle containing the number "1". Below the banner, the page status bar shows "Test: Entwurfsseite" on the left and "Page Discussion" on the right. A link "No categories assigned" is visible. The main content area contains the heading "Working with drafts" and a status bar indicating "Last edited 1 second ago by WikiSysop" on the left and "Watch This page is first draft" on the right, with a yellow circle containing the number "2". The page content includes the text "In progress." and a caption below: "Draft banner notice (1) and page status information in the status bar (2)."

Each page in the namespace now displays a banner at the top of the page with the acceptance status (1) and a quick link to publish the page (2).

New pages

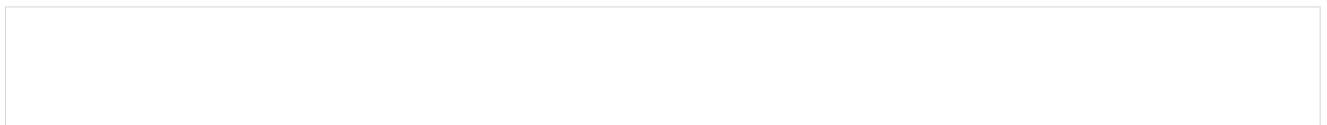
When a new page is created and first saved, it will automatically be visible to all users. Subsequent page edits will be collected in the draft version of the page. If a page is edited and saved multiple times while in draft mode, each edit gets logged in the version history:

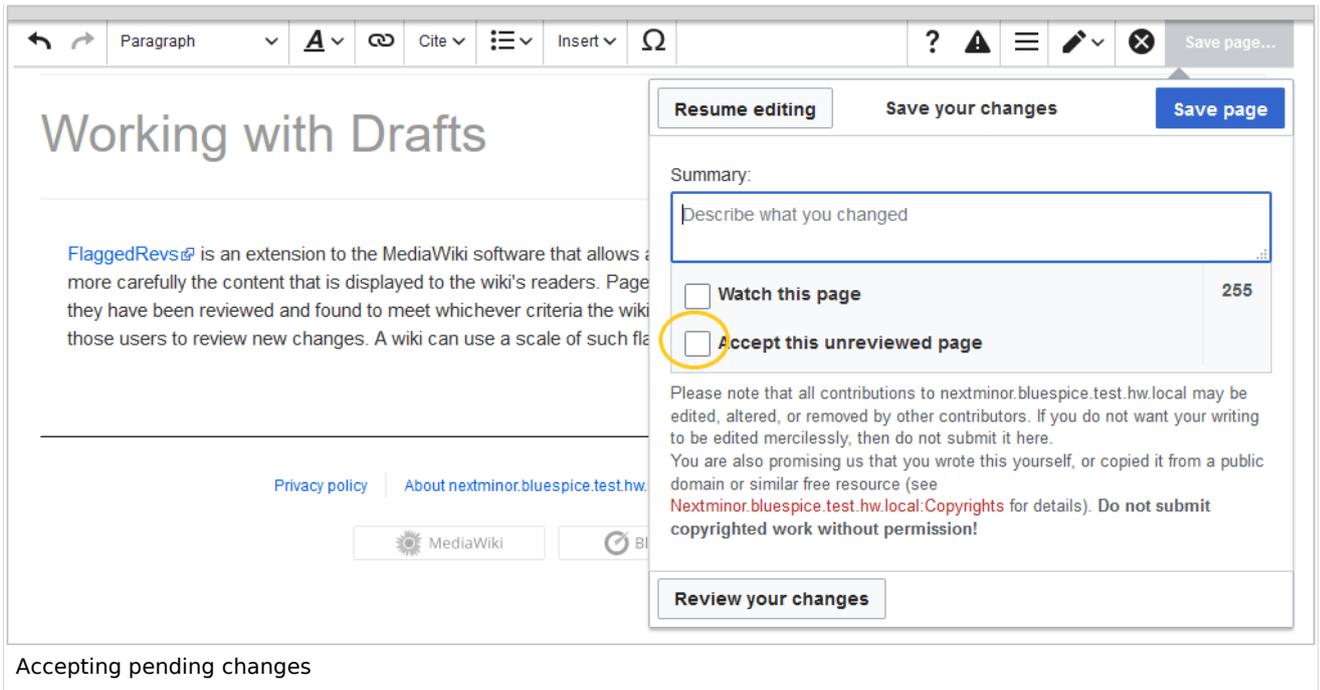
The screenshot shows a list of revisions for a page. The first two revisions are highlighted in orange and have a dotted border, indicating they are draft revisions. The first revision is at 14:04 on 4 November 2019 by WikiSysop, with a size of 1,332 bytes and a change of +486 bytes, marked as "pending review". The second revision is at 14:03 on 4 November 2019 by WikiSysop, with a size of 846 bytes and a change of +213 bytes, also marked as "pending review". The third revision is at 13:36 on 4 November 2019 by WikiSysop, with a size of 633 bytes and a change of +38 bytes, marked as "2017 source edit". Below the list is a button labeled "Compare selected revisions". A caption below the screenshot reads "Draft revisions".

The revisions in draft status have a dotted border and are highlighted in orange. In addition, they are marked as *pending review*. These revisions can be compared before the pending changes of the page are accepted.

Accepting a page

Users with *review* rights can accept a draft page any time they save a page (*Accept this unreviewed page*):

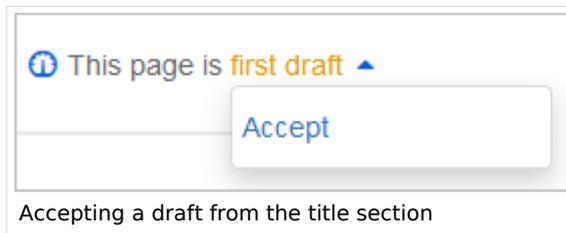




Accepting pending changes

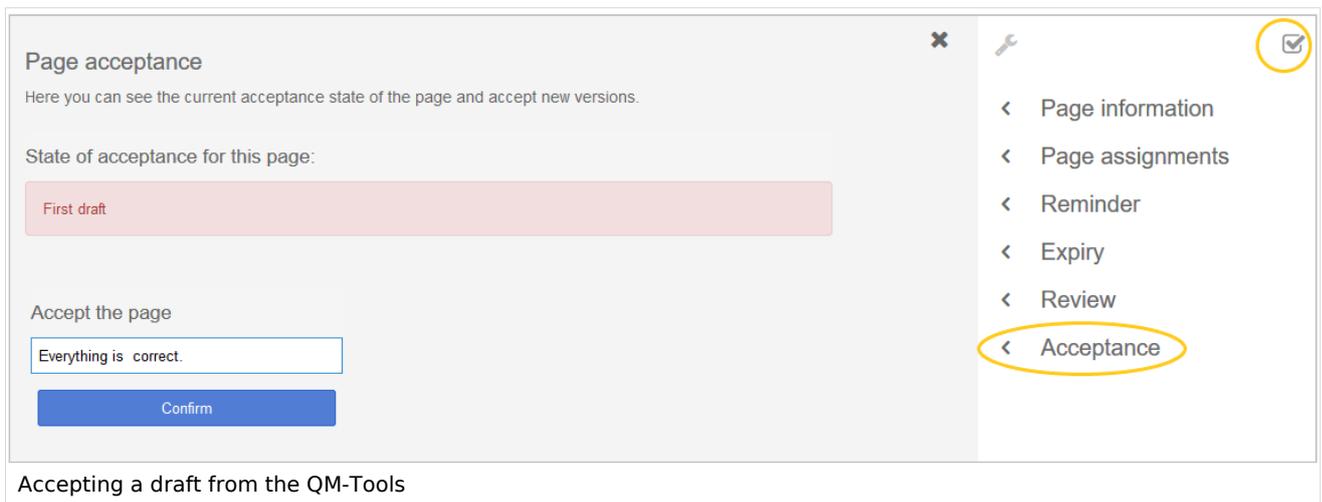
If the page is not accepted at this point, it can be accepted independently from the editing process.

A user with *review* rights can accept the page quickly with the review feature in the title section of the page. The draft message will display an arrow which includes the *accept* function:



Accepting a draft from the title section

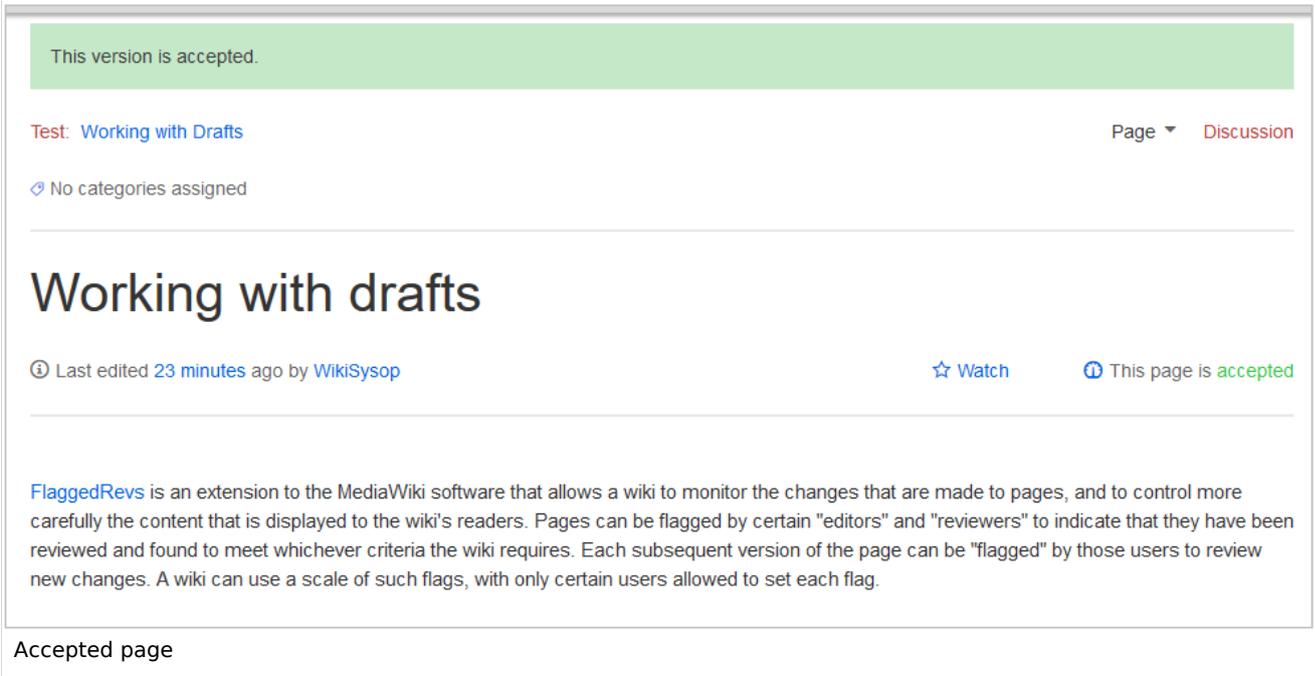
Alternatively, the reviewer can go to the Acceptance page in the Quality Management toolbar instead:



Accepting a draft from the QM-Tools

In both cases, the reviewer can leave a comment. This comment will then be shown in the version history of the page.

The page now shows the page version as accepted.



The screenshot shows a MediaWiki page interface. At the top, a green banner states "This version is accepted." Below this, the page title "Working with drafts" is displayed. To the right of the title, there are links for "Page" and "Discussion". Below the title, it says "No categories assigned". The page content includes a paragraph about "FlaggedRevs" and a status indicator "This page is accepted" with a green checkmark icon. At the bottom of the page content, it says "Accepted page".

Setting read permissions for drafts

By default, all users can see the drafts of a page, even readers.

To hide drafts from readers, the group *user* has to be removed from the configuration. An administrator deletes the group user from "Show unstable pages for the following groups" in *Global actions > Management > Config manager*.

Config Manager

Feature | |

<input type="checkbox"/> Export	BlueSpiceChecklist	<input checked="" type="checkbox"/> Mark checklist changes as minor edit	
<input type="checkbox"/> Skinning		BlueSpiceExpiry	<input checked="" type="checkbox"/> Show watermark for expired pages
<input type="checkbox"/> System			BlueSpiceFlaggedRevsConnector
<input type="checkbox"/> Searching and Navigation	<input checked="" type="checkbox"/> Automatically delete the workflow, when a page was marked as stable		
<input type="checkbox"/> Data analysis	Show unstable pages for following groups		
<input type="checkbox"/> Personalization	<input type="text" value="user X"/>		
<input checked="" type="checkbox"/> Quality assurance			
<input type="checkbox"/> Book			
<input type="checkbox"/> Content structuring			
<input type="checkbox"/> Administration			
<input type="checkbox"/> Editor			

Warning: If the group *user* is removed from the *BlueSpiceFlaggedRevs* configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process.

When the group *user* is removed, only *sysop* and *reviewer* users can access drafts. If you want other groups, for example *editor*, to see draft versions, you need to add them to the configuration and save it:

BlueSpiceFlaggedRevsConnector

Automatically set the page to stable, when the workflow was finished successfully

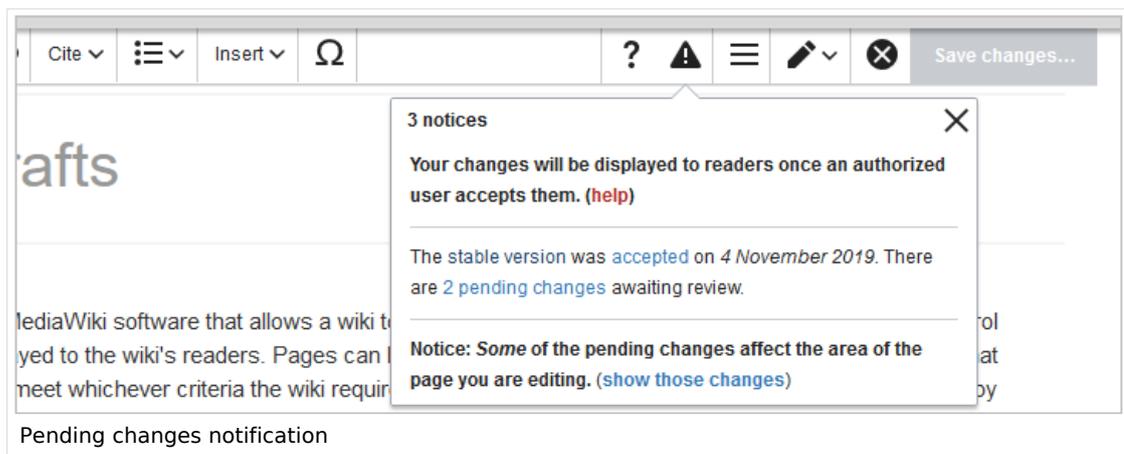
Automatically delete the workflow, when a page was marked as stable

Show unstable pages for following groups

The two checkboxes *Automatically set the page to stable...* (checkbox is available until version 3.1.) and *Automatically delete the workflow...* determine what happens at the end of a workflow, if there is an active **Review** for a page. A page can be set to accepted status by a workflow and the workflow can be deleted after the page is marked as stable.

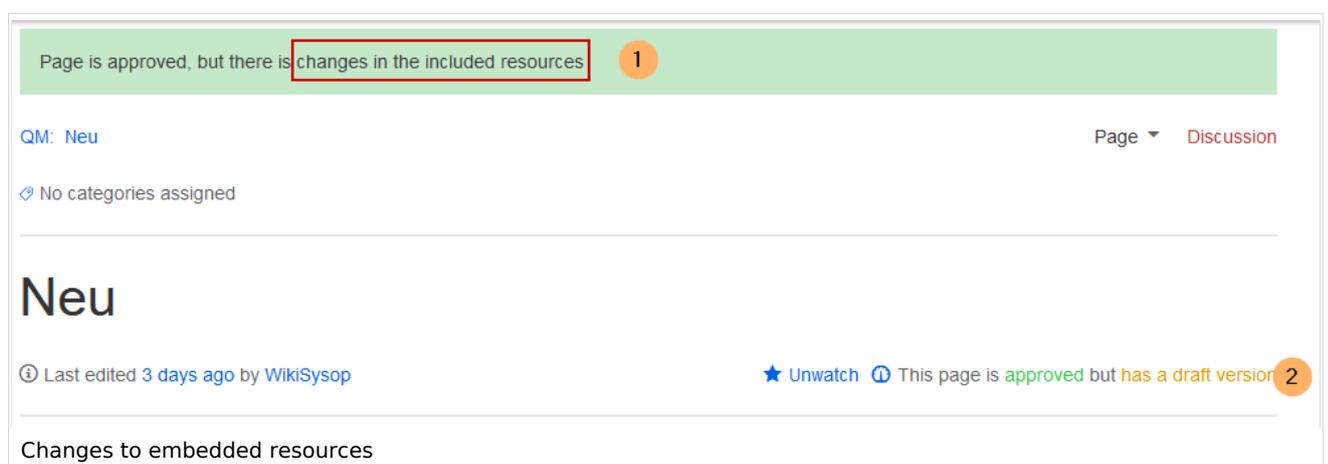
Note: If no user groups are specified in the configuration field, not even reviewers and sysops users will see a visual status indication of a page. They will have access to drafts through the revision history of a page instead.

Anyone with edit permissions will receive a notification that there are pending changes for the page when they access the page in edit mode:



Changes to embedded templates and files

If a page includes templates or files such as images or PDFs and there is a change to these files after the page has been approved, this will also be reflected in the status banner (1) and the QM status information in the title area (2).



If the embedded resources are located in a namespace without its own approval function, the version of the resource at the time of page approval is displayed in the approved version of the page. The draft version accordingly shows the most current version of the embedded resource. To approve the resource change, the page has to be approved again. This creates a new page version.

Approving a resource

Before approving the changed resource(s), you should check which resources are affected.

1. **Open** the quality management tools (1). Here you can see under Approval that there are changes to resources (2).
2. **Click** on a changed resource (3) to display the changes between the last two versions of the resource.
3. **Click** "*Review now*" (4) under Unapproved changes. This will take you to the draft version of the page. From there you can approve the page in the title area. **Note:** If there are several changed resources, they can only be approved together.

Page approval

Here you can see the current approval state of the page and approve new versions.

State of approval for this page:

Approved

Pending changes

There are pending changes waiting for approval. View now. 4

Changes to included resources since the last page approval

- File:QM:pexels-martin-damboldt-814499.jpg 3

Approving a resource

1

- < Page information
- < Page assignments
- < Reminder
- < Expiry
- < Review
- < Approval 2

Changes to resources

Settings for resources on approved pages

It is possible via server configuration to show embedded resources (i.e., files, templates or transcluded content) that were changed after the page has been released, in a certain version. The following options exist:

Setting	Description
	Shows the resource version that was valid when the page was approved.

Setting	Description
FR_INCLUDES_FREEZE	<p>Warning: The setting FR_INCLUDES_FREEZE for handling the state of included files of an approved wiki page has no long term support by and should not be introduced in a new wiki for that reason.</p>
FR_INCLUDES_STABLE	Always shows the latest approved (stable) version of a resource, even if it was approved after the page was approved (this works only if the resource is located in a namespace with active approval feature).
FR_INCLUDES_CURRENT	Always shows the latest version of the included resource.

Important! Results of a **semantic query**, unlike attribute values **cannot** be "frozen", even if FR_INCLUDES_FREEZE has been set. The query results do not persist in the source text of a page, but are generated dynamically at the time of the query. As a consequence, they are not available for versioning.

Effects on Semantic MediaWiki properties

Wenn in einem Namensraum gleichzeitig mit der Seitenfreigabe auch [Semantic MediaWiki](#) aktiviert ist, sind je nach Freigabestatus der Seite folgende Attribute für SMW-Abfragen verfügbar:

Document state	Available properties
First draft	Current values
Approved	Values of the approved (stable) version
Draft	Values of the approved (stable) version (default setting)
Implicit draft ^[1]	Values of the approved (stable) version

The availability of the semantic properties is determined by the following configuration setting:

```
$msgFlaggedRevsConnectorStabilizeSMWPropertyValues = true;
```

The value for this setting can be set to *false* in the *LocalSettings.php* of the server file system. If set to *false*, the property values of the draft version are used for semantic queries instead of the values for the stable version.

Quality management overview

The Special page *Special:Quality_management_overview* allows users with *admin* or *reviewer* rights to view and filter a list of wiki pages and their review status.

Quality management overview

Export table ▾

Page title	State ↑	Page categories
Manual:What is a wiki	Approved	
Manual:Create pages	Approved	
Manual:Subpage	Approved	
Setup:System requirements	Approved	
Setup:Release Notes	Approved	
Setup:Download	Approved	
Setup:Release History	Approved	
Setup:Portal	Approved	
Manual:Getting started - Login and configuration	Approved	Manual
Manual:Using the Version History	Approved	

Sort Ascending
Sort Descending
Columns >
Filters >

First draft
 Draft
 Approved
 Not enabled
 Implicit draft

Special page Quality management overview

Related info

- [Quality management tools](#)
- [Reference:FlaggedRevs](#)
- [Reference:BlueSpiceFlaggedRevsConnector](#)
- [Manual:Semantic MediaWiki](#)

1. ↑ An approved page has an implicit draft, if there have been changes to embedded resources (e.g., a template or an image) since the last page approval.

Manual:Namespace

A [quality version](#) of this page, [approved](#) on *5 March 2021*, was based off this revision.

Contents

1	What is a namespace?	31
2	Characteristics of a namespace	31
3	Reasons for using namespaces	31

4	BlueSpice standard namespaces	32
5	Accessing pages in a namespace	33
6	Creating a new namespace	33
7	Organizing content without namespaces	34
8	Viewing all pages of a namespace	34
9	Related info	34

What is a namespace?

A **namespace** defines an area in a wiki. You can recognize a namespace by the namespace prefix in the page title:

```
<namespace>:Page title
```

In a wiki, you will find predefined namespaces. In addition, wiki administrators can create custom namespaces as needed.

There are certain aspects of namespaces that are important to consider before creating a namespace. It is therefore important to understand the characteristics of namespaces and the reasons for using a custom namespace.

Characteristics of a namespace

- **Rights management** : Each namespace can contain its own user rights/roles assignments. However, we recommend flat user hierarchies for wikis.
- **Search function** : Search can be limited to individual namespaces.
- **Design** : Namespaces can be styled differently.
- **Flat structure** :Namespaces cannot contain other namespaces
- **One namespace per page** : The same page name in a different namespace creates a new page.
- **Special namespaces:**
 - Main (Pages) - No namespace prefix in page titles
 - Special pages (Special)
 - Images (File)
 - Documents (Media)
 - Discussions (Talk)

Reasons for using namespaces

- **Rights management:** To assign different user permissions to separate content. For example, a company's HR department can use its own namespace to grant only Human Resources personnel access to the pages in that namespace. Here, rights management is the main reason for creating namespaces. However, flat hierarchies are recommended for wikis.
- **Search function:** To exclude pages and files from the [search](#).
- **Design:** To format pages in different wiki areas differently.

We often use the example of cupboards to make clear the principle of namespaces. There are shelves and everyone can look at them and work on something. There are glass cupboards with a lock that you can look into, but only some people have the key to change the contents. Then there are closed wooden cabinets with locks and only selected people can look inside and work in them. And each of these cupboards can look differently.

Note: While users cannot view the pages or files in a namespace for which they have no access rights, they will still see the pages and files listed on the wiki's special pages. They will also see the page names in the search results if the namespace has not been excluded from the search.

BlueSpice standard namespaces

BlueSpice uses, among others, the 15 standard and the two so-called pseudo namespaces from MediaWiki:

ID	Namespace	Function
	Media	Pseudo-namespace for uploaded images and files. Will be replaced by path of the files.
	special	Pseudo-namespace for special pages.
0	(pages)	These are given without a prefix.
1	Talk	talk page. Is created in addition to each article (also in the following namespaces) to speak about its contents. Additional tab (+).
2	User	User page. Will be created for every logged in user.
3	User talk	Cf. talk
4	[Wiki-Name]	Information about the wiki or the current project. Here: BlueSpice.
5	[Wiki-Name] _Talk	Cf. talk
6	Image	Description of a picture and other files. Is automatically supplemented with version information and information about the occurrence of the file
7	File_Talk	Cf. talk
8	MediaWiki	system messages. A complete list can be found under Special: AllMessages. Can only be changed by registered users.
9	MediaWiki_Talk	Cf. talk
10	Template	Templates can be integrated into other pages.
11	Template_talk	Cf. talk
12	Help	Help pages describe how to perform actions in the wiki. No clear separation from the [wiki name] namespace.

ID	Namespace	Function
13	Help_talk	Cf. talk
14	Category	Pages can be assigned to categories, which are then accessible in this namespace.
15	Category_talk	Cf. talk

Standard namespace: A page is assigned to the "Main" namespace, as long as no other namespace is specified.

Pseudo namespaces: The two pseudo namespaces (Media, Special) are used like normal namespaces, but you cannot edit them or add pages to them.

Most pages in the namespaces are created automatically:

- Special pages are generated by the system during installation.
- Media and image pages are created during file upload.
- User pages are created whenever a user acts on the wiki.
- Discussion pages are also created with the corresponding pages.

This leaves only the default namespaces (*Main*), *[wiki name]*, *Template*, *Help* and *Category* namespaces where pages can be freely created.

Note: In the default MediaWiki, the names of these areas are "hard-coded". This means that they have been set in the source code of the MediaWiki and cannot be changed by users.

Accessing pages in a namespace

To access or create a page in a specific namespace, its name is simply placed in front of the page title and separated by a colon:

```
[[Setup:Installation|]]
```

In the example, the pipe symbol (straight line) was also added. It has the effect that the namespace won't be displayed for the link label.

If you provide a namespace that is not known to the wiki, the page is created in the standard namespace Main. The portion of the reference specified as the namespace is then added to the title of the item instead and is not recognized as a namespace label.

Creating a new namespace

You can create additional namespaces by using the Namespace manager under Global actions > Management > [Namespace manager](#). The menu item "Category manager" loads the page `Special:NamespaceManager`.

Organizing content without namespaces

If you simply want to group pages in your wiki without the need for controlling access rights, you can use the syntax of the namespaces to **simulate a namespace in the namespace Main**. Simply prefix the pages that belong to a group with a name and a colon. If no namespace with this name exists, the prefix simply becomes part of the page name.

That way, it is possible to use pages with the same name in the main namespace and thus let different groups work on content "sets". Since these own "namespace" prefixes are part of the page name, you can now display all pages in a simulated namespace by searching for the prefix in the search field.

Since you can also organize pages with categories and subpages, you should start by planning how you would like to organize the content in your wiki.

After installing your wiki, you can visualize this with the BlueSpice draw.io Plugin directly in your wiki and discuss it with your team.

Viewing all pages of a namespace

You can view all pages in a namespace:

1. Go to the Special page "All Pages"
2. Leave the input field empty
3. Select a namespace from the Namespace drop-down menu
4. Click "Go"

Related info

- [Namespace CSS manager](#)
- [Namespace manager](#)

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?	36
2 Text editing	36
3 Pasting content from your clipboard (ctrl+shift+v)	36
4 Shortcuts	37
5 Inserting other content	37
6 Wiki-specific content	38
7 Switching between edit modes	38
8 MediaWiki reference	38
9 Hints and tips	38
9.1 Text formatting	38
9.2 Insert special content	39
10 Troubleshooting: Visual editing is disabled	42

What is VisualEditor?

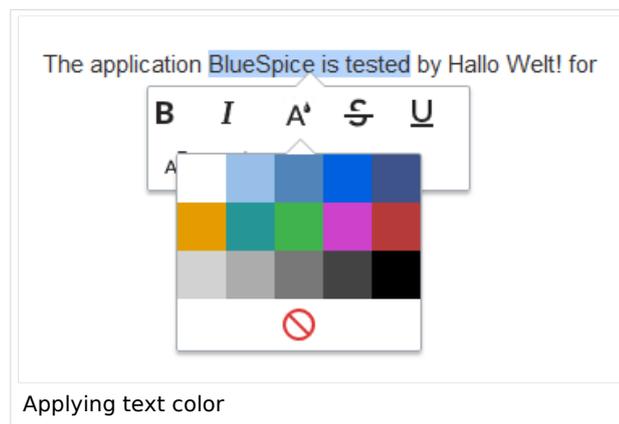


The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

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.



Applying 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.

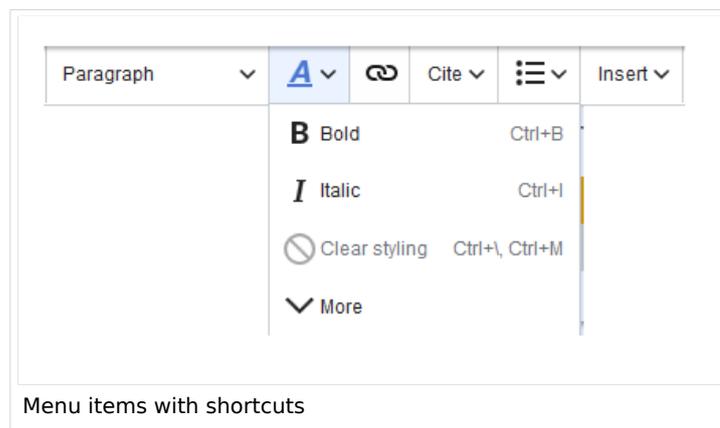
To paste content as plain text instead, use the shortcut **ctrl+shift+v**.



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](#)

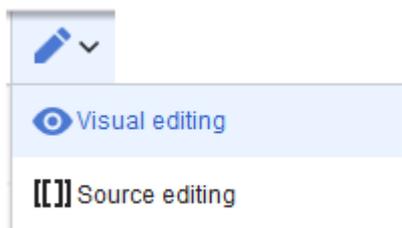
Wiki-specific content

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

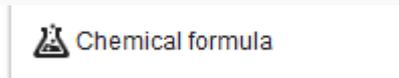
Text formatting	
Undo function	

Text formatting	
	<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 table, 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 " A " button and on a button, the text will be formatted from the current position of the cursor.</p> <p>(More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar)</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>[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.</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> 	

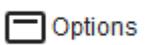
Insert special content

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	(Details on MediaWiki)
templates  Template	Include a template in the page.
tables  Table	Tables 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. 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: 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  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>red text</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>[info on MediaWiki]</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 Categories. 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 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:BlueSpiceNamespaceManager

Extension\ : BlueSpiceNamespaceManager

Overview			
Description:	Administration interface for adding, editing and deleting namespaces		
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:	Administration
Edition:	BlueSpice free, BlueSpice pro, BlueSpice Farm, BlueSpice Cloud		
View help page			

Features

NamespaceManager allows to manage all [namespaces](#) in the wiki. The NamespaceManager is visible for users with admin permissions. The following actions are possible

- Creating a namespace
- Editing a namespace
- Deleting a namespace
- Turning features for a namespace on or off :
 - [Subpages](#): Activates the use of subpages, which introduce some hierarchical organization into wiki pages.
 - [Content namespace](#): Contents from this namespace will be prioritized in the search results.
 - [Category check](#): Warns users on page save that a page has no associated category.
 - [Secured page assignments](#): Only assigned users can edit pages. By default, only users with *reviewer* or *admin* role can assign users. If pages are created by users with only edit rights, they cannot edit the new page after saving it unless they are later assigned to that page.
 - [Page templates](#): allows page templates to be used.
 - [Visual editor](#): activates VisualEditor.
 - [Rating](#): displays a star-based rating option with the page title.
 - [Recommendations](#): displays a recommendations icon next to the page title.
 - [Read Confirmation](#): users that are assigned to this page need to confirm when they have read the page.
 - [Semantic MediaWiki](#): activates Semantic MediaWiki.
 - [Approval](#): creates draft and approved versions of pages.
- Sorting, filtering, and exporting of the table grid

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

Integrates into

- BlueSpicePrivacy

Special pages

- NamespaceManager

Permissions

Name	Description	Role
namespacemanager-viewspecialpage	Access to the special page Special:NamespaceManager	admin, maintenanceadmin, structuremanager

Configuration

Name	Value
NamespaceManagerNsOffset	2999

API Modules

- bs-namespace-store
- bs-namespace-tasks

Hooks

- [BSMigrateSettingsSaveNewSettings](#)
- [LoadExtensionSchemaUpdates](#)
- [NamespaceManager::editNamespace](#)
- [NamespaceManager::writeNamespaceConfiguration](#)