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UserManual:Insert links

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About Wiki Links

Linking pages is one of the most important features of browser-based knowledge documentation. The links often differ in their function. Links to Wikiseiten with:

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

How do I create links?

Links can be easily inserted via the function "Insert link" from VisualEditor or with the shortcut Ctrl+K. In both cases, the corresponding dialog box opens:



Link to a wiki page

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

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

Then click on "done".

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

• Link to a wiki page: [[UserManual:Landing page name|caption]]

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- Link to a wiki page in another namespace: [[UserManual: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 set the category name. For example, the link "Category: BlueSpice" would create a category called BlueSpice instead of linking to the category BlueSpice.
- Interwiki Link: [[UserManual:Imdb:tt2709692]] If your wiki links to other wikis, you can use the "Pages" also directly link to a page in a related wiki. For example, if your administrator maintains an interwikilink for the IMDb movie database, it can be typed in as in the example above. Ask your administrator which interwikilinks are created.

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 on "done":

Cancel	Link	Inse	rt
Search pages	External link	Link to file	^
https://en.wiki	pedia.org		ļ

Link to a file

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:

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Search	pages External link	Link to file	^
Q Do]	
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	Setup:Java Download 01		
	Setup:PhantomJS-Downlo		

- 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.
- Upload file or integrate via the media manager: Click "Pick file" if you want to create the link via the media manager. This has the advantage that you can upload a file first if it does not already exist on the wiki. In addition, you have more options to determine the type of link: Do you want to create a text link or a preview image of the file? For instructions on how to insert a file using the Media Manager, see VisualEditor: Uploading and Pasting Files.

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• 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]]:

Cancel	Link	Ins	sert
Search pages	External link	Link to file	
	older/vacation.doc		
Network share path (URI)			

Technical Details

The Insert Link function is based on the BlueSpice extension BlueSpiceInsertLink. UserManual:De: Links einfügen

5.6.2 Insert a file

1 How do I upload a file? 6 2 Special features when including files 7 3 Maximum file size 8 4 Avoiding unusual file names 8 5 Related info 8



How do I upload a file?

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:

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arget namespac	;e
(Main)	~
ame	
Coiton mit Löcun	aon1 tu
	yerri •••••••••••••••••••••••••••••••••••
A unique descri filename. You n the file extensio	ptive title for the file, which will serve as a nay use plain language with spaces. Do not include n.
A unique descri filename. You n the file extension escription Briefly describe mention the ma place.	ptive title for the file, which will serve as a hay use plain language with spaces. Do not include n.
A unique descri filename. You n the file extension escription Briefly describe mention the ma place.	prive title for the file, which will serve as a hay use plain language with spaces. Do not include n.

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

Now click "Upload":

BlueSpice

Cancel		Media settings	Upload
Search	Upload	Advanced search	
	Se	eiten mit Lösungen1.pdf	×
N			
Ľ)		
If you are	not able to	upload this file under the pol	icies of
lf you are Bluespice	not able to , please clo	upload this file under the pol ose this dialog and try anothe	licies of r method.
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If you are Bluespice You may a	not able to , please clu ilso want to	upload this file under the pol ose this dialog and try anothe b try the default upload page.	icies of r method.

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:

Back	Media settings	Link this file
General settings	D Position	(1)
Advanced settings	✓ Wrap text around this item	í
	■ Left ■ Center ■ Right	
	Image type	(i)
-	Thumbnail	~
	Border	
	Image size	i
	Default Custom	
	Custom 300 × 218	рх
	Make full size	
2	3	
Link file description page	Embed this file	

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

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- 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

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

• Manual:Extension/BlueSpiceInsertFile



