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# 5.6 UserManual:VisualEditor

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?

1	1	Paragraph	~	<u>A</u> ~	ര	Cite 🗸	<b>i</b> ≡~	Insert 🗸	Ω	?	▲	≡	<b>₽</b> ~	$\bigcirc$	Save changes
		1		2	3			4				5			
Visu	ualEo	ditor													

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.

	1	$\sim$	
Un	do		

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 Ctr/+b (for "**bold**") and Ctr/+i (for "*italics*"). Even a link can be quickly inserted by pressing Ctr/+k. Pressing Ctr/+b again will cancel the bold. Multiple formats can be removed after text selection with Ctr/+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

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

- **Comment:** Add comments to the page. These are only visible in the source code.
- Gallery: A simple picture gallery can support many process flows.
- Magic word: Wiki features such as signature, word counter, category tree or even process diagrams with draw.io can be integrated as a "magic word".
- Your signature: Only works on pages that allow signatures. Pages in the Namespace "Pages" are not included.
- **Codeblock:** Programming code is displayed here in clean code blocks, optionally with line numbers.
- References list:
- Chemical formula: The formula rendering uses an external service via Wikimedia's REST API.
- Math formula: An editor opens for entering a mathematical formula.

#### Switching between edit modes

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						

#### UserManual:VisualEditor



	Text formatting
<b>•</b> ~	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 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 " <b>A</b> " 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						
Le 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 functionMagic Word".					
	Overview of all Magic Words in the visual editor.					
Your signature						
<u>×-</u> 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	<span style="color: red">red text</span>					
Refernces list						
<b>₩</b> \ References list						

# Blue Spice MediaWiki

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

#### 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	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	
Languages	



			Page Options
ŻĄ Languages			
Templates used			
┢ Templates use	ed		
View as right-to-le	eft		Support for languages that are read from right to left. Clicking this
←] View as right-t	to-left	Ctrl+Shift+X	button right-side formats the page text. Click again to set the text flush left.
Find and replace			Words or characters can be searched and replaced directly on the
Q Find and repla	ace	Ctrl+F	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

# 5.6.2 Insert a file

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#### 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:

Citeri mit Eostinge	ni .pu
)etails	
arget namespac	e
(Main)	~
lame	
Seiten mit Lösung	gen1 *
A unique descri	ptive title for the file, which will serve as a
A unique descri filename. You m the file extensio Description	ptive title for the file, which will serve as a a ay use plain language with spaces. Do not include n.
A unique description filename. You m the file extension Description Briefly describe mention the ma place.	everything notable about the work. For a photo, in things that are depicted, the occasion, or the
A unique descrij filename. You m the file extensio Description Briefly describe mention the ma place. :ategories	ptive title for the file, which will serve as a lay use plain language with spaces. Do not include n. everything notable about the work. For a photo, in things that are depicted, the occasion, or the

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

Now click "Upload":

# BlueSpice

Gancer		Media settings	Upload
Search	Upload	Advanced search	
	S	eiten mit Lösungen1.pdf	×
<b>N</b>	I		
Ľ			
If you are	not able to	upload this file under the pol	icies of
Bluespice	e, please cl	ose this dialog and try another	r method.
You may a	ilso want to	o try the default upload page.	
You may a	ilso want to	o try the default upload page.	
You may a	also want to	o try the default upload page.	
You may a	also want to	o try the default upload page.	
You may a	ilso want to	o try the default upload page.	
You may a	Iso want to	o try the default upload page.	
You may a	Iso want to	o try the default upload page.	
You may a	ilso want to	o try the default upload page.	
You may a	IISO WANT TO	o try the default upload page.	

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	<b>(i)</b>
-	Thumbnail	~
	Border	
	Image size	i
	Default Custom	
5	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



# 5.6.1 VisualEditor: Insert Images

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#### How to insert an image on a page

In addition to text, images are probably the most important components of typical content pages. With VisualEditor, the images can be uploaded, inserted and formatted all in one step. Images are inserted via the menu item *Insert > Media*.

	<b>:</b> ≡~	Insert 🗸	Ω		
		Media			
		Templ	ate	1	
Inse	rt media				

The dialog box *Media Settings* opens.

ounder		Media settings	Uploa
Search	Upload	Advanced search	
Content cell	°.	ntent cell.png	×
If you are			
Bluespice You may a	not able to e, please clo also want to	upload this file under the poli ose this dialog and try another try the default upload page.	cies of method.
You may a	not able to e, please clo also want to	upload this file under the poli ose this dialog and try another try the default upload page.	cies of method.
You may a	not able to 2, please clo also want to	upload this file under the poli se this dialog and try another try the default upload page.	cies of method.

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



#### Details

Back	Media settings Sav
	Content cell V
Detail	5
larget	namespace
(Maii	1) *
Vame	
conte	nt cell *
A ur filer incl	ique descriptive title for the file, which will serve as a ame. You may use plain language with spaces. Do not ide the file extension.
Descr	ption
Brie men plac	fly describe everything notable about the work. For a photo, tion the main things that are depicted, the occasion, or the e.
Categ	pries
Ac	

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

- **Target namespace:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki.
- **Name:** Choose a name that makes it easy to find the image later during an image search. Or simply leave the current file name.
- **Description:** The description is mainly useful for photos or infographics when the image name does not adequately describe the image content.
- **Categories:** Here, the picture can be assigned to categories.

**Note:** When uploading a new file, you should check the file/page name for unusual special characters (e.g., ", %, /, < , >, [,], {, }). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki. The special characters (, ), &, + can be used and are translated into their equivalent %-hex notation.

**Error message when saving:** If the image already exists, an error message is displayed. If you want to overwrite the existing file, you can click on the file name and overwrite the file via the image page in the wiki. This is done by clicking the "Upload a new version of this file" link in the "File Versions" section. In VisualEditor itself overwriting an image does not not work.



	Something went wrong	
Detai Target	A file with this name exists already, please check <b>File:media_settings_2.0.png</b> if you are not sure if you want to change it. thumb	
	Dismiss	

#### **General settings**

Cancel	Media settings	Apply changes
General settings	instert 2.0.0.png (description page)	
Advanced settings	Caption	(i)
	★ A v ∞ Cite v Ins	sert∽ Ω
	Alternative text	í
	screenshot: insert	
Change image		

In the general settings, the image descriptions are added.

**Caption:** The caption is shown with framed images and thumbnails. Note: If you change an image to frameless and then back to "framed", you need to re-enter the caption.



**Alternate text:** The alternate text should be entered for each image since it replaces the image in certain contexts. For example, this so-called "alt" text is used by users who work with screen readers. Screen readers are used by users with visual limitations, but search engines can also read this text. In some business areas, the indication of the "alt" text is also required by law. If you are not sure, ask your company accordingly.

#### Advanced settings

Cancel	Media settings	Apply changes
<ul> <li>General settings</li> </ul>	D Position	(i)
Advanced settings	Wrap text around this item       Image: Early image: Earl	<b>i</b>
	Image type	(i)
	Basic	~
	Border	
	D Image size Default Custom	(j)
	Custom 350 × 371 Make full size	рх
Change image		

In the advanced settings, you can set the position and image size.

The following settings are possible:

- Position:
  - Wrap text around this item:
    - *Left:* The image is displayed on the left side of the text, starting on the first line of the current paragraph.
    - *Center:* The image is displayed centered over the current paragraph.
    - *Right:* The image is displayed to the right of the text, starting on the first line of the current paragraph.
- **Image type**: If you insert an image with VisualEditor, the image is usually linked to the Media Viewer. To suppress the link on an image, you must add an empty link attribute to the image tag in the source code:
  - o frameless picture with link (standard): [[File:adult-chair-company-380769.jpg|frameless]]
  - o frameless picture without link: [[File:adult-chair-company-380769.jpg|frameless|link=]]



lmage type	Output	Description
Thumbnail	With the track of the track	The preview picture shows the image with a standard width of 300px. The width can be adjusted as required. In addition, the caption is displayed below the picture. A preview icon indicates that the image can be viewed in a larger size.
		The frameless version shows the picture without a frame. The width can be adjusted as required (here we set the example to 300px). The caption does not appear below the picture.
Frameless		By default, the image is inserted without text wrapping. It will break up





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lmage type	Output	Description
Basic		The image is inserted in full width, while the frameless image is inserted in miniature image width (300px). The size can be adjusted.

- Image size:
  - Standard: sets the image width to 300px (unless the standard width has been changed in the user preferences).
  - *Custom:* allows setting a custom size.
  - *Make full size:* resets the size to the actual image size.

#### Images and namespaces

You can save pictures and files in the general namespace *(pages)*. If pictures should be accessible by all users, you can save these pictures in the main namespace if other namespaces have access restrictions. If you have created additional namespaces, you can also save images in these namespaces if you have the necessary access rights. Images are then only shown to users who have the necessary read permissions in these namespaces.

In the upload dialog, the namespace field always suggests the namespace of the current page for the image upload.

#### Changing an embedded image

**Different image:** In the editing mode of the page, it is possible to edit the image with a doubleclick. Use the "Change image" button to exchange the image with a different image.

**Same image with different version:** If you want to use a new version of the same image, open the "Special:Upload file" page in a new browser tab (so that you don't lose any changes on your wiki page). There, you can save already existing pictures with the same name again. The original image is kept as a version.

#### 5.6.3 VisualEditor: Insert tables

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4 Table styles	



#### Insert a table

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

:≡~	Insert 🗸	Ω	
	Media		
	🚽 Templ	ate	
	<b>Table</b>		
	<b>∨</b> More		

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



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

Double-click in the cells to insert text:

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



#### Merge rows and columns

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

			$\sim$				
	Time	Monday	Tuesday	We	Wednesday		
	8:00	E-mails		Hon	ne office		
-	9:00		Team meeting				
	10:00	Phone calls					
	11:00			Pho	ne calls		
	12:00	Lunch				]	
	13:00		marketing plar	ı			
1						-	
	🖽 Tab	ole	De	elete	Proper	rties	
	5.5 We	rge cells			Me	erge	

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

#### **Table properties**

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

Property	Descrip	tion										
	Shows a header above the table:											
	Weeklyplan											
Cantion	Time	Monday	Tuesday									
cuption	8:00	Emails										
	After disabling the header, it is lost and must be reentered when re-enabled.											
Styed (wikitable)	enables	the default	wiki look afte	er table styles were previously selected								
	In the fi	rst row, a so	ort function is	displayed:								
	Time 🔺	Monday 🔶	Tuesday 🔶									
	8:00	Emails										
	9:00		Team meeting									
Sortable	10:00	Phone calls										

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Property	Description	Description										
	The current sorting is shown in the title bar. Only one of the two sort arrows will appear in the sorted column.											
Collapsible	The table can be hidden on the page via a text link.											
Collapsed initially	If the "Collapsible" property is active, this determines whether the table is visible or hidden when the wiki page is loaded. T											
Exportable												
Filterable	The filter functio Sort table (a Hide table co Filter column Time If the filter is a	n is activated in the title scending or descending olumns n (only values from the c Monday Sort Ascending Sort Descending Filters Q 8	e bar and allows the values of the active current column are Tuesday	e following actions: e column) considered here) Wednesday Home office								
	"Filter Style". After deactivating this function, the selected table style is displayed again.											
Table style	Here you can loa	ad different style sheets	for the table.									
Use full width for table	The table uses t	he full width of the wiki p	bage, regardless of	the table contents.								

#### Table styles

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



Time 8:00 9:00 10:00 11:00 12:00	Monday Emails Phone calls Lunch	Tuesday Team meeting Marketing plan	Wednesday Home office Phone calls		Time 8:00 9:00 10:00 11:00 12:00	Monday Emails Phone calls Lunch	Tuesday Team meeting Marketing plan	Wednesday Home office Phone calls		Time 8:00 9:00 10:00 11:00 12:00	Monday Emails Phone calls Lunch	Tuesday Team meeting Marketing plan	Wednesday Home office Phone calls		Time 8:00 9:00 10:00 11:00 12:00	Monday Emails Phone calls Lunch	Tuesday Team meeting Marketing plan	Wednesday Home office Phone calls
Stand	dard			Сс	ont	ent			Сс	ont	ent (	black	.)	C	ont	ent (	blue)	
Time 8:00 9:00 10:00 11:00 12:00	Monday Emails Phone calls Lunch	Tuesday Team meeting Marketing plan	Wednesday Home office Phone calls		Time           8:00           9:00           10:00           11:00           12:00	Monday Emails Phone calls Lunch	Tuesday Team meeting Marketing plan	Wednesday Home office Phone calls		Time         8:00         9:00         10:00         11:00         12:00	Monday Emails Phone calls Lunch	Tuesday Team meeting Marketing plan	Wednesday Home office Phone calls		Time 8:00 9:00 10:00 11:00 12:00	Monday Emails Phone calls Lunch	Tuesday Team meeting Marketing plan	Wednesday Home office Phone calls
Conte	ent (	darkb	olue)	Сι	JSC	o Sk	у		Ca	asa	blan	ca		G	rey	scale	9	



Greyscale (narrow)

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

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