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## VisualEditor: Insert images

Redirect to:

- [Manual:VisualEditor/Images](#)

In addition to text, images are probably the most important components of typical content pages. With VisualEditor the images can be uploaded, inserted into the page and formatted.

Here we highlight the most important questions when inserting images with VisualEditor.

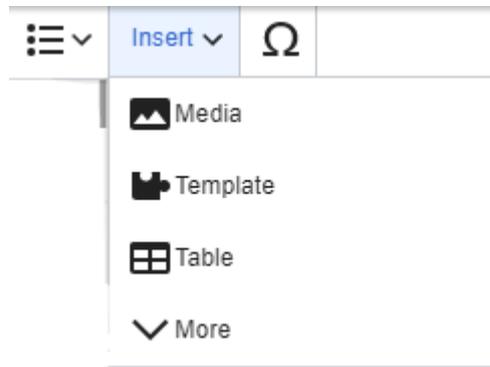
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## How do I paste the image on the page?

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Pictures are inserted via the menu item *Insert > Media* :

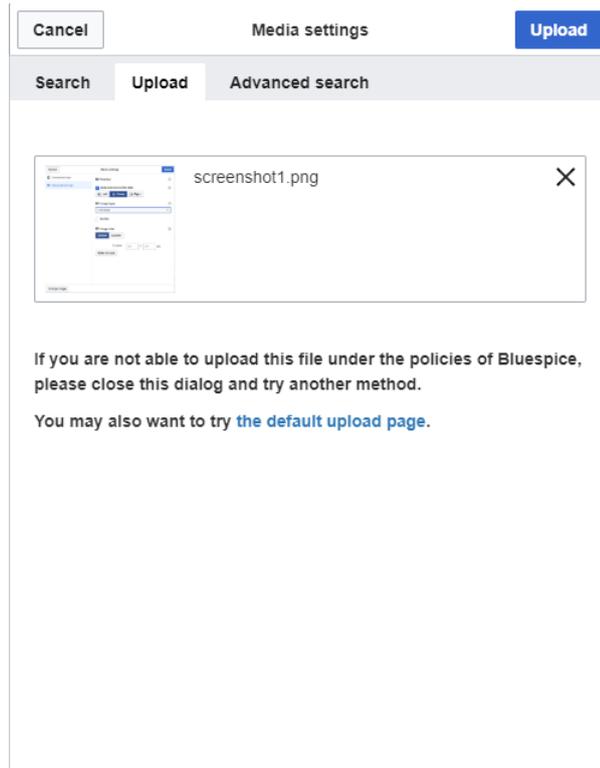


The dialog box *Media Settings* opens:

When you upload a new image, the following note greets you:

*"If you can not upload this file under the policies of wiki.hallowelt.com, please close this dialog and try another method. You can also try the standard upload page."*

You can ignore this notice if your wiki administrator did not create copyright policies. If in doubt, contact your Wiki Administrator for image usage rights in your organization.



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

## Details

Here you can combine pictures with namespaces and categories.

Media settings

Demingkreis PDCA \*

Ein eindeutiger erklärender Titel für die Datei, die als Dateiname angeboten wird. Du musst reine Sprache mit Leerzeichen verwenden. Nicht die Dateierweiterung einschließen.

**Details**

**Target namespace**

(Main) ▾

**Name**

Medieneinstellungen \*

A unique descriptive title for the file, which will serve as a filename. You may use plain language with spaces. Do not include the file extension.

**Description**

media settings

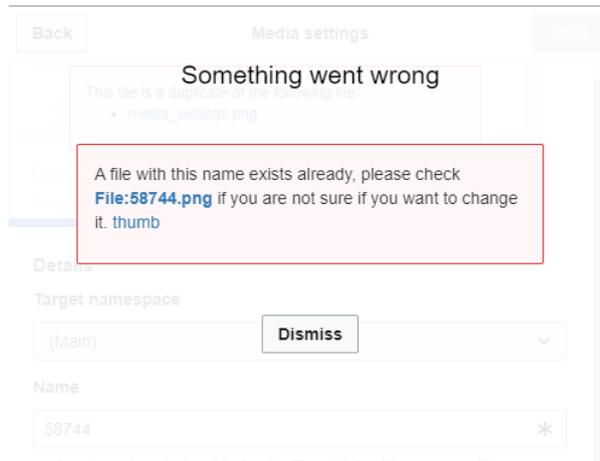
Briefly describe everything notable about the work. For a photo, mention the main things that are depicted, the occasion, or the place.

**Categories**

Ac

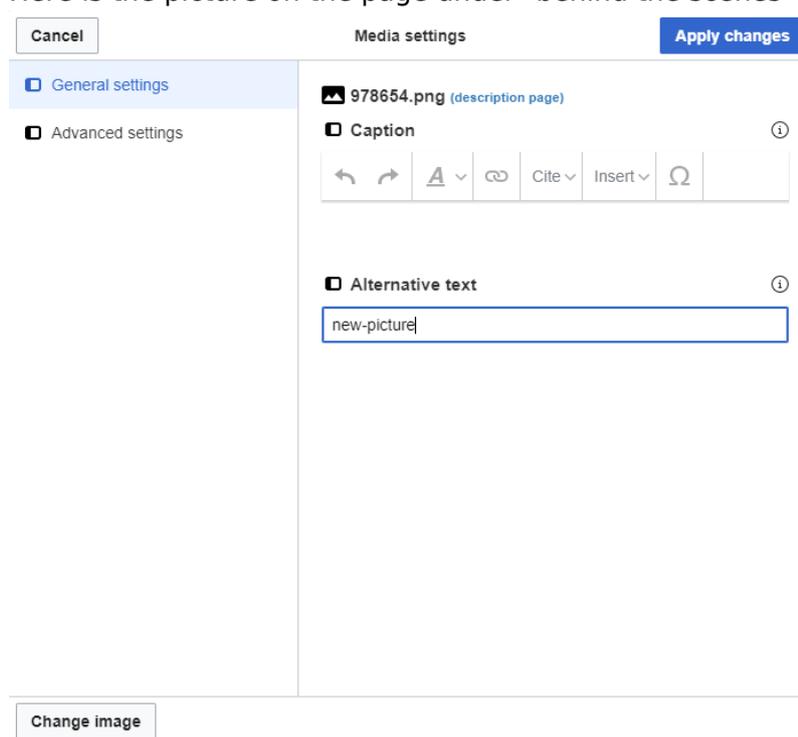
- **Destination name space:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can see the image and find it on the wiki.
- **Description:** This description is mainly useful for photos or infographics where the image name does not adequately describe the image content.
- **Categories:** Here the picture can be assigned to a category. If the category does not exist yet, it will be saved as desired in the wiki as always.

**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 via the "Upload a new version of this file" link in the "File Versions" section. In VisualEditor itself this does not work:



## General Settings

Here is the picture on the page under "behind the scenes" described.



**Caption:** The caption is used in

framed images and thumbnails. Note: If you change an image to frameless and then back to framed, you must 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 "old" text is also required by law. If you are not sure, ask your company accordingly.

## Advanced Settings

In the advanced settings, set the displayed image size. Because often photos or screenshots are

too big to display in full size on one page.

The screenshot shows the 'Media settings' dialog box. On the left, there are two tabs: 'General settings' and 'Advanced settings', with 'Advanced settings' being the active tab. The main area contains several sections:
 

- Position:** Includes a checkbox for 'Wrap text around this item' (unchecked) and three buttons for alignment: 'Left', 'Center', and 'Right'.
- Image type:** A dropdown menu currently set to 'Frameless'.
- Border:** A checkbox (unchecked).
- Image size:** Two tabs, 'Default' and 'Custom', with 'Custom' selected. Below the tabs, there are input fields for 'Custom' showing '400' and '442' with 'px' as the unit. A 'Make full size' button is located below the input fields.

 At the bottom of the dialog, there is a 'Change image' button.

A typical setting here is the following combination:

- **Position:** Do not wrap text (deactivate checkbox) - the image will be displayed below the text. Like the page you are reading.
- **Image type:** *Frameless*. For example, the pictures are shown on this wiki page. For the image types: *Thumbnail*: The thumbnail is always linked to the original image and framed. It shows the label, if it exists. *Frameless*: Displays the image without a frame. *Frame*: Outlines the picture and shows the caption if it exists. *Simple*: Displays the picture without a frame.
- **Image type:** *Frameless*. For example, the pictures are shown on this wiki page. For the image types: *Thumbnail*: The thumbnail is always linked to the original image and framed. It shows the label, if it exists. *Frameless*: Displays the image without a frame. *Frame*: Outlines the picture and shows the caption if it exists. *Simple*: Displays the picture without a frame.

## Where do I save the image?

You can easily save pictures and files in the namespace (*pages*). If you have created additional namespaces, you can also save images in these namespaces. Prerequisite are the corresponding access rights to the respective namespace. If pictures are to be generally usable and are not subject to access restrictions, pictures are well kept in the main namespace (*pages*).

## How big is my picture?

How big should the image be so I can use it on a wiki page? The question depends on what should be done with the picture. Often, a picture will be displayed as a thumbnail small on the page first. The picture itself can be viewed in its original size.

If you want to create manuals via your Wiki PDF, the images should be uploaded as large as possible. However, it is important to remember that the files will not get too large for your wiki pages to load quickly. Images over 100 KB are rather unusual on a web page, while images under 20 KB are often not sharp enough when printing on paper. If you create documentation with your wiki, which is also printed out as a manual, then you should consider a suitable strategy.

## How do I change an already uploaded image?

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In the editing mode of the page, it is possible to edit the image with a double-click. Use the "Change image" button to exchange the image accordingly.

If you want to use a new version of the same image, open the "Special: Upload file" page in a new browser tab (so you do not lose any changes on your wiki page). There you can save already existing pictures with or without warning under the same name again. The original image is kept as a version.

## Technical Details

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BlueSpice extension: [BlueSpiceInsertFile](#)

## VisualEditor: Insert Images

A [quality version](#) of this page, [approved](#) on *26 October 2021*, was based off this revision.

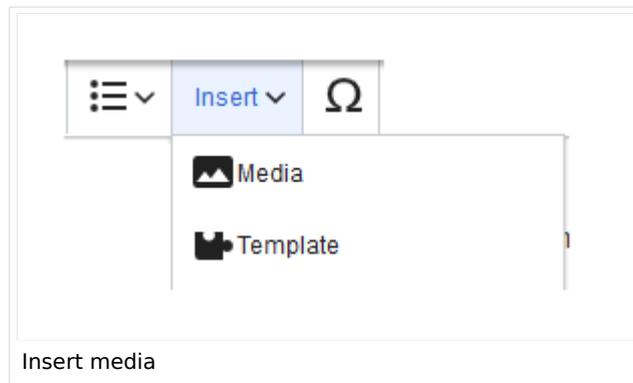
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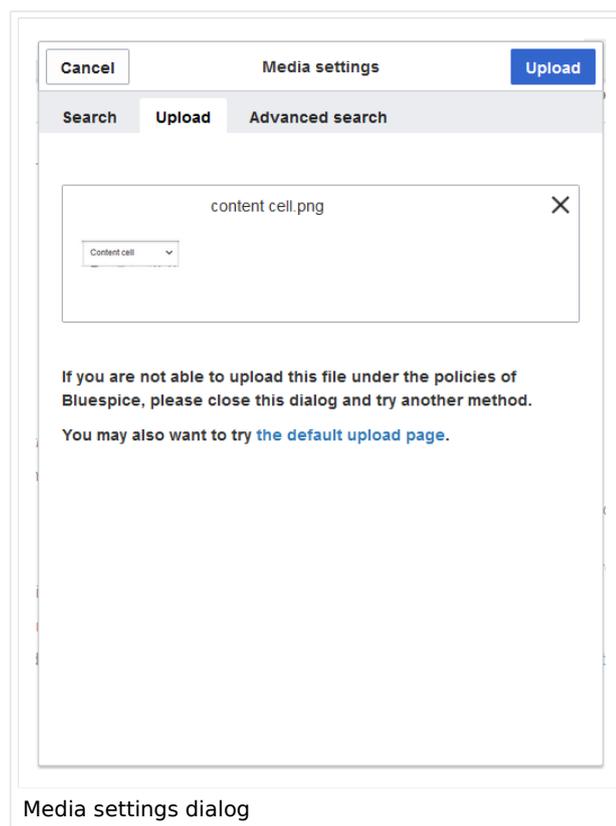
## How to insert an image on a page

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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*.

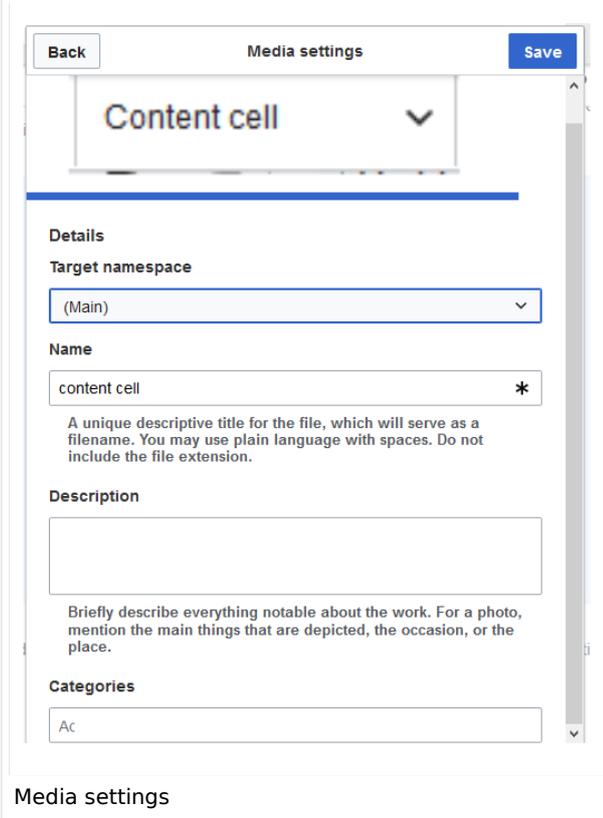


The dialog box *Media Settings* opens.



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

## Details



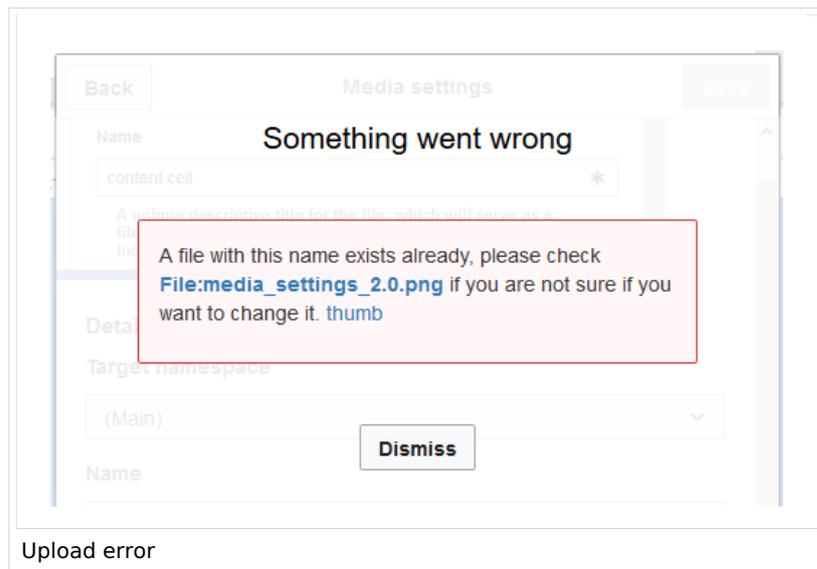
Media settings

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

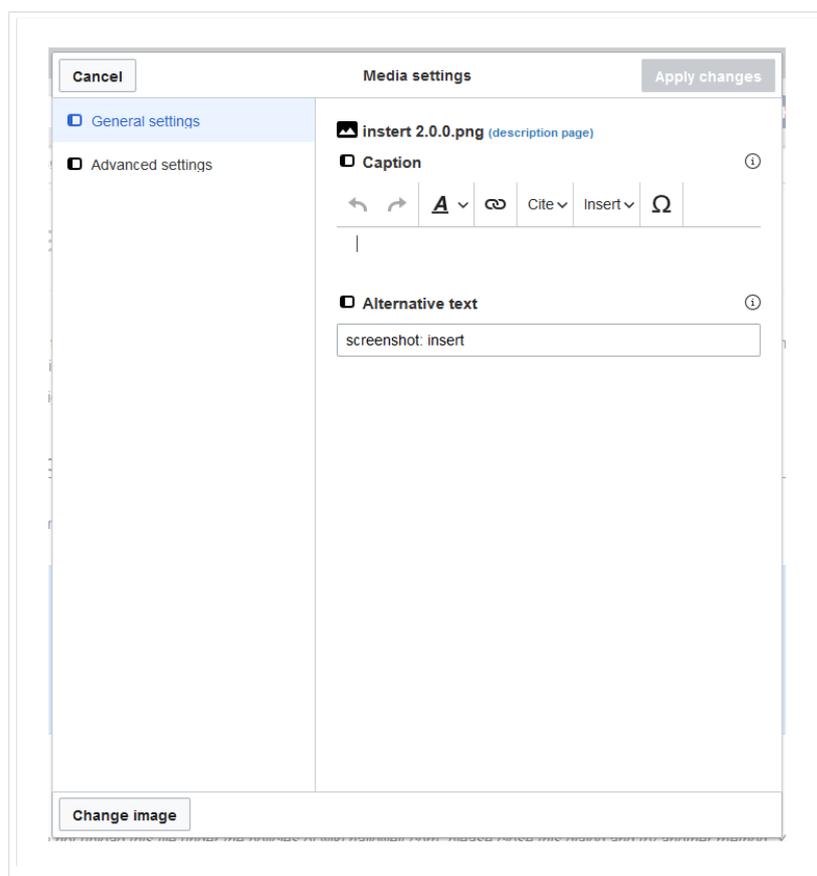
- **Target namespace:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki.
- **Name:** Choose a name that makes it easy to find the image later during 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 work.



## General settings

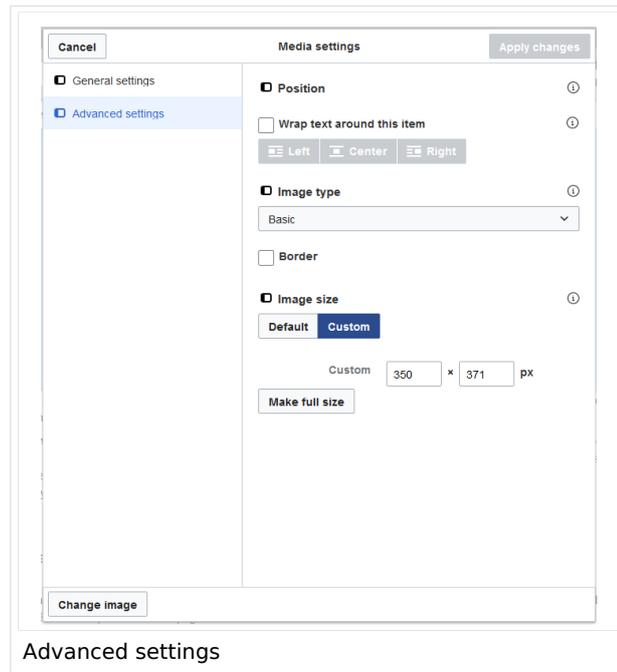


In the general settings, the image descriptions are added.

**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.

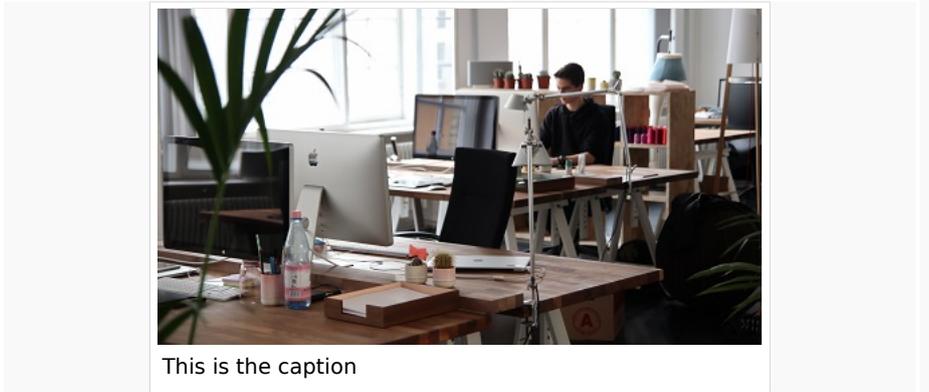
## Advanced settings



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:
  - frameless picture with link (standard): `[[File:adult-chair-company-380769.jpg|frameless]]`
  - frameless picture without link: `[[File:adult-chair-company-380769.jpg|frameless|link=]]`

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

| Image type | Output   | Description   |
|------------|--|---|
|            |                                    | <p>a sentence exactly where it is inserted. By default, the image is centered.</p> <p>However, the image size and position can be adjusted as needed.</p>   |
| Frame      |  <p>Dies ist die Beschriftung</p> | <p>The framed version is similar to the preview picture. Compared to the preview, the magnifying glass symbol is not displayed and the image is inserted on the page full-size.</p> <p>The size cannot be adjusted.</p> |
|            |  | <p>The basic version is like the frameless version.</p> <p>By default, text does not wrap, but the text is separated at the point where the image was inserted.</p>   |

| Image 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

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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

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**Different image:** In the editing mode of the page, it is possible to edit the image with a double-click. 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.

## Reference:BlueSpiceInsertFile

## Extension\>: BlueSpiceInsertFile

| Overview                       |  |                    |   |
|--------------------------------|--|--------------------|---|
| <b>Description:</b>            | Dialog to upload files and insert a file link                  |                    |   |
| <b>State:</b>                  | stable   | <b>Dependency:</b> | BlueSpice   |
| <b>Developer:</b>              | HalloWelt  | <b>License:</b>    | 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. |
| <b>Type:</b>                   | BlueSpice  | <b>Category:</b>   | Editor  |
| <b>Edition:</b>                | BlueSpice free, BlueSpice pro, BlueSpice Farm, BlueSpice Cloud |                    |   |
| <a href="#">View help page</a> |  |                    |   |

## Features

**InsertFile** extends the *Insert media* dialog of [VisualEditor](#), providing an advanced interface for inserting files and images in the page. It offers direct file upload from the edit mode.

- Search for uploaded files and insert them.
- Filter files with a search box. Filtering files by namespace is possible, but requires the extension [NSFileRepo](#).
- Upload a new file, assign categories and insert it.
- Configure file link parameters before inserting the file link of page: Set a caption for the link and choose a link type (link to media page or direct download link).

## 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

- BlueSpiceVisualEditorConnector

## Special pages

## API Modules

- bs-insertfile-license-store