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## Books

In BlueSpice pro, several wiki pages can be displayed for a structured book with chapter navigation. The book can also be printed as a PDF file with a cover sheet.

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## Characteristics of books

By default, books are created as a "general book". General books have the following characteristics:

- They provide a chapter navigation.
- On book pages, the book navigation is displayed instead of the main navigation.
- A wiki page that belongs to a general book is identified by a `<bookshelf />` tag in the source code.
- Each page can only be included **in one** general book.
- Books can be printed completely or partially as a PDF with a cover sheet.
- They are listed alphabetically on the bookshelf. It is not possible to hide individual books.
- The bookshelf can be reached via the main navigation.

## Creating a book

Books are created from the page *Special:BookshelfBookManager*. This page can be reached from the *Global actions* menu under *Management > Books*.

### Book manager

Export table

Title	Assignments	Actions
<div>General books (3 books)</div>		
Emergency Manual	No assignments	
Organization Manual	No assignments	
Quality Handbook	No assignments	

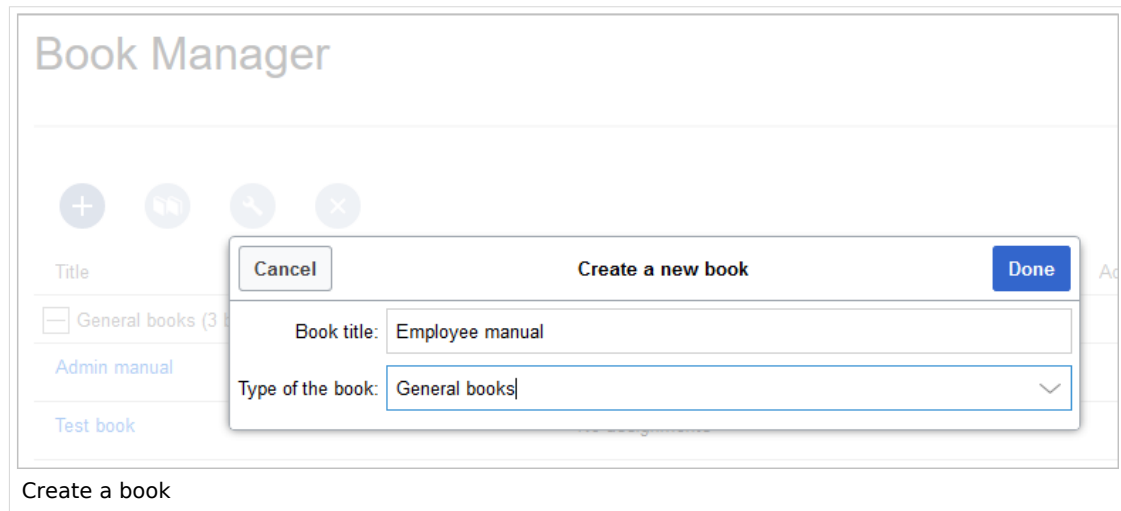
<< < | Page 1 of 1 | > >> ↺

Displaying 1 - 3 of 3

Book manager

### To create a book:

1. **Click** the `+`-button.
2. **Enter** a *Book title*.
3. **Select** "General books" as type of the book.

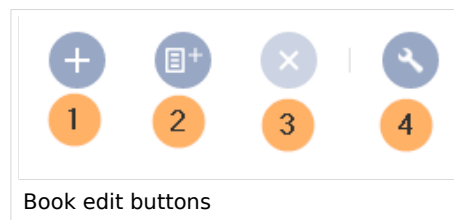


4. **Click** *Done*. The book editor loads next.

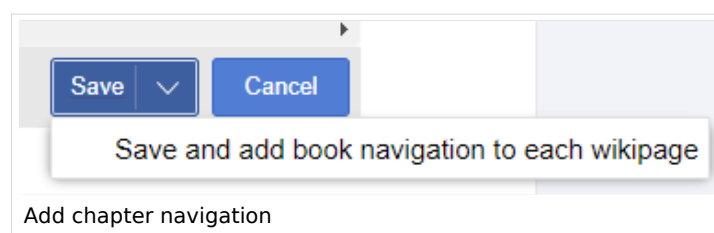
**Important!** The book is only created in the wiki when at least one page has been saved in the book.

## Adding pages

You are now in the book editing mode.



1. **Click** the *Plus* button (1). A dialog window opens.
2. **Search** for a page in the wiki and select it. If a different name is to be displayed in the book navigation, you can enter a display title (optional).
3. **Click** *Done*.
4. **Add** additional pages.
1. **Click** the arrow of the *Save* button and select *Save and add chapter navigation*. This process inserts the `<bookshelf />` tag into the source code of all wiki pages in the book. This causes a revision of the pages.



**Tip:** You can click a page title of a book page before adding a new book page. This is then inserted as a sub-chapter. You can move pages to the desired position later using drag & drop with the mouse.

The book is now displayed on the wiki bookshelf. The bookshelf can be reached via the entry links in the main navigation.

**Note:** There is no option to go directly from the bookshelf to the book manager.

## Mass-adding of pages

After clicking "Mass add", a dialog is opened. It contains different criteria for page selection:

- All pages of a category
- All subpages of a certain page
- From a page collection - page collections are lists of pages located in the MediaWiki namespace. They are usually created from a [Word import](#) or from [search results](#).

After adding your book pages click *Save* at the bottom of the page. Now you have created a page in the namespace *Book*. It simply contains the list of pages that have been added to the book.

## Adding metadata

While editing a book (adding or removing pages), metadata for the book can be added.

References to these metadata can be included in the PDF template. To edit metadata, select the top-most node of the book (first page) and click the wrench icon. A dialog with a drop-down selection of the following options is available:

- Title
- Subtitle
- Author 1
- Author 2
- Document-ID
- Document type
- Department
- Version
- Bookshelf image
- Template (PDF): If you maintain multiple PDF templates for books, you can select one of them here.
- Table of Contents (*Only article titles, or Embed article TOCs*)

It is also possible to add your own met data for use in the <booklist>-tag, for example.

## Add graphic for gallery view

Add the *Bookshelf image* metadata element to add a cover photo for a book in the bookshelf gallery view. Select this option from the drop-down list and click *Add*. Then enter the name of the image (without the "File:" prefix) in the value field. Any image currently uploaded to the wiki can be used. The image will then be displayed in the book gallery. However, the image is not used as a cover image for the PDF export (exception: *BlueSpice cloud*).

## Types of books

Type	Description	Chapter navigation
<b>General books</b>	Visible to all users. Only general books can have a chapter navigation. In almost all cases a book is set up as a "general book".	Yes
<b>Own books</b>	An own book is only visible in the bookshelf to the user who created the book. Such a book does not have a chapter navigation. Own books are usually created to export wiki pages as a PDF with a cover sheet.	No
<b>Temporary books</b>	This selection is also available to wiki users who are not logged into the wiki and is therefore mainly useful for public wikis. These books are only temporarily stored in the user's browser and not in the wiki itself. If the browser cache is deleted or the user switches to another browser, the book is no longer available. The main aim of temporary books is so that users can collectively print out wiki pages as PDFs.	No

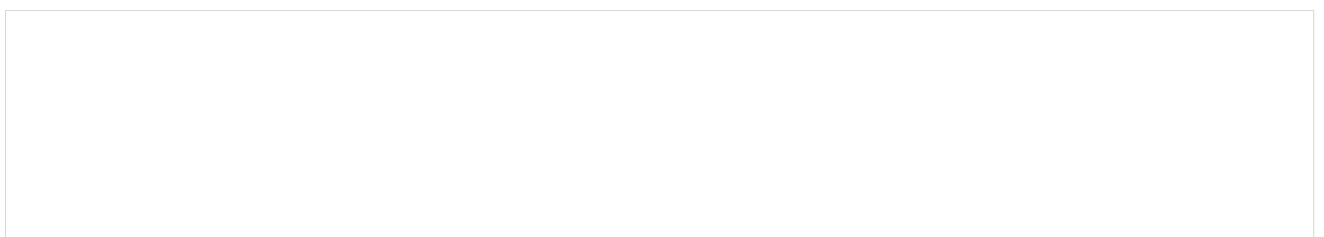
## Exporting a book

Books, individual chapters or even individual book pages can be exported as PDF files:

1. **Open** the book in the book manager.
2. **Select** each of the pages or chapters to export by clicking the appropriate check boxes. Sub-chapters are selected automatically.
3. **Click** the Export Selections drop-down menu to open a list of the available formats.

## Actions in the book manager

The link Administration > Books in the menu *Global Actions* loads the page *Special:Book Administration*. Here you can edit your books.



## Book Manager

<div><div></div><div></div><div></div><div></div></div>			Export table ▾
Title	Assignments	Actions	
<div><div></div> General books (3 books)</div>			<div>24</div>
Employee Manual	No assignments	<div><div></div><div></div><div></div><div></div><div></div></div>	
Organization Manual	No assignments	<div>135</div>	
Quality Handbook	No assignments		

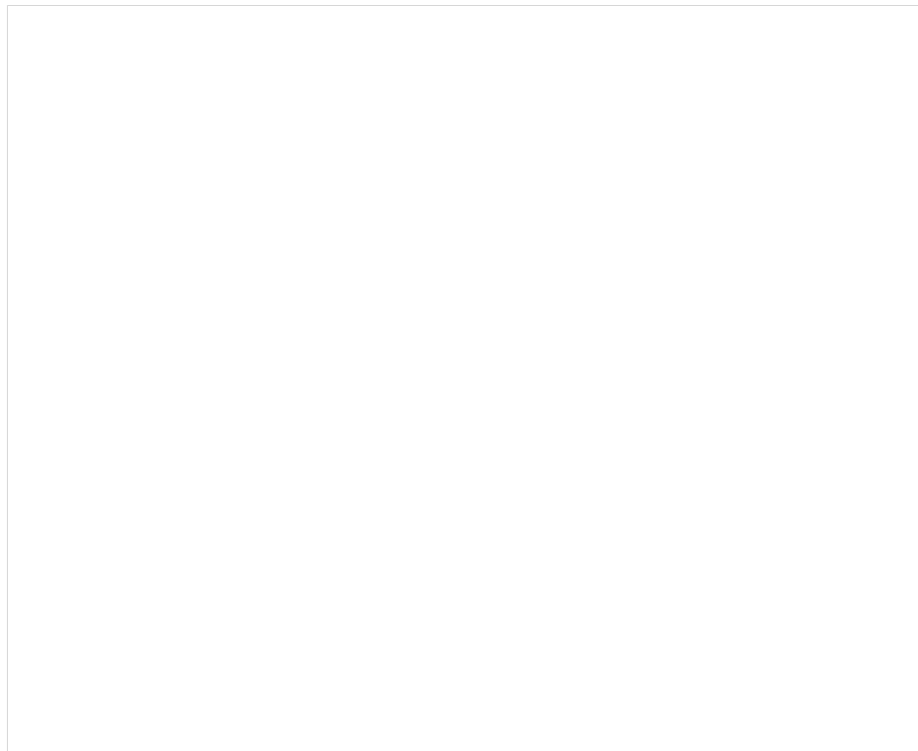
Book manager actions

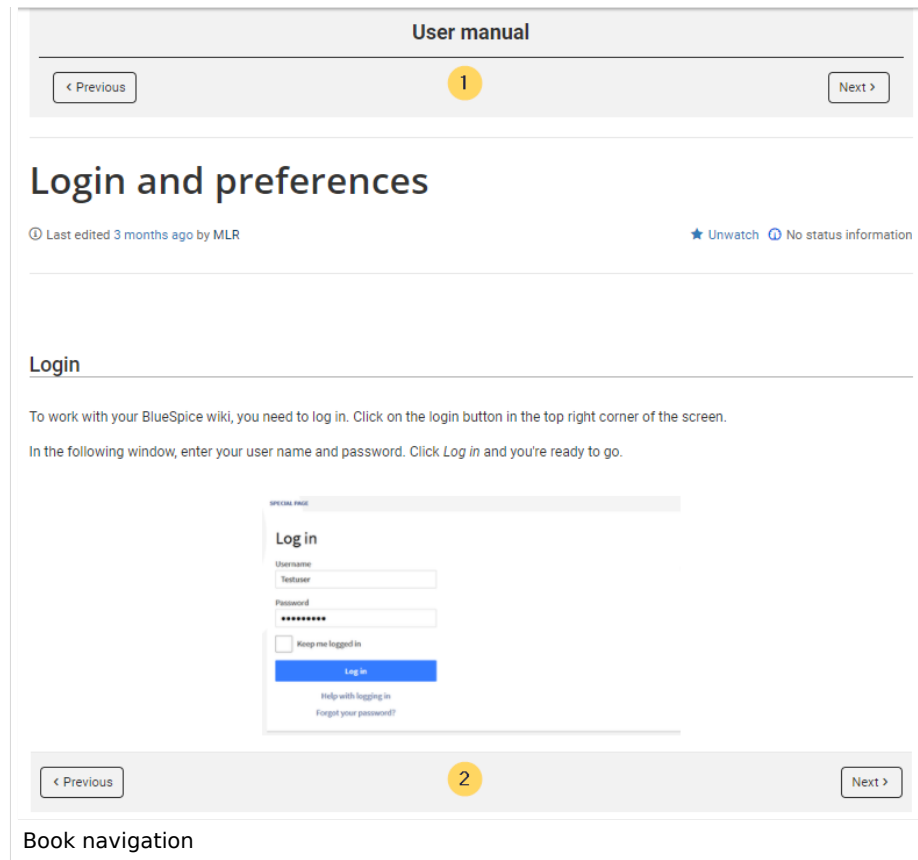
- **Edit** (1): Links to the Book editor where you can edit the book contents and metadata.
- **Delete** (2): Deletes the book page in the namespace *Book* **without** deleting the wiki pages.
- **Duplicate** (3): Duplicates this book, including **all the pages** of the book to a different namespace.
- **Export** (4): Exports all wiki pages in this book to PDF.
- **Assign** (5): Assigns the book to designated users. These users are the responsible editors of the book.

## Configuration

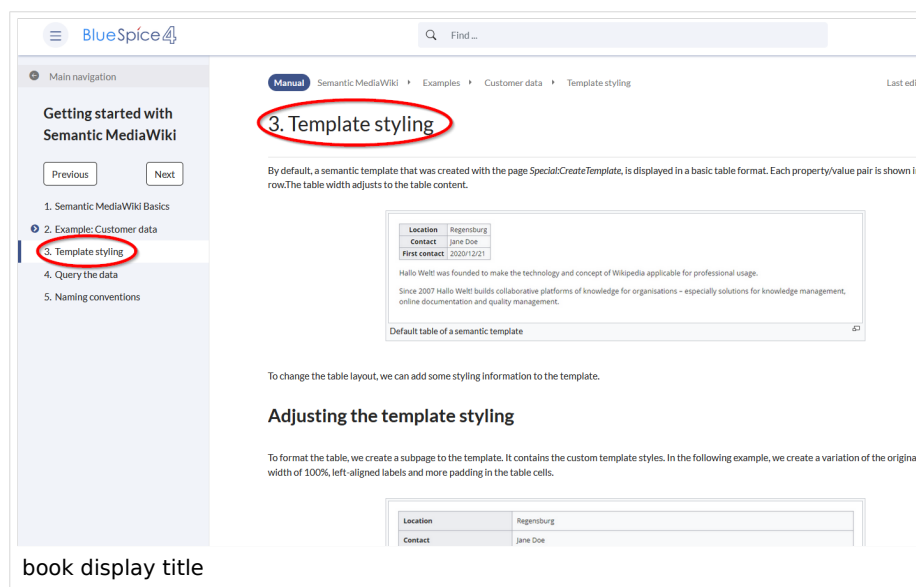
### Display options

- **Show book chapter pager after content:** Displays previous/next book page navigation at the end of each book page. (1)
- **Show book chapter pager before content:** Displays previous/next book page navigation at the beginning of each book page. (2)





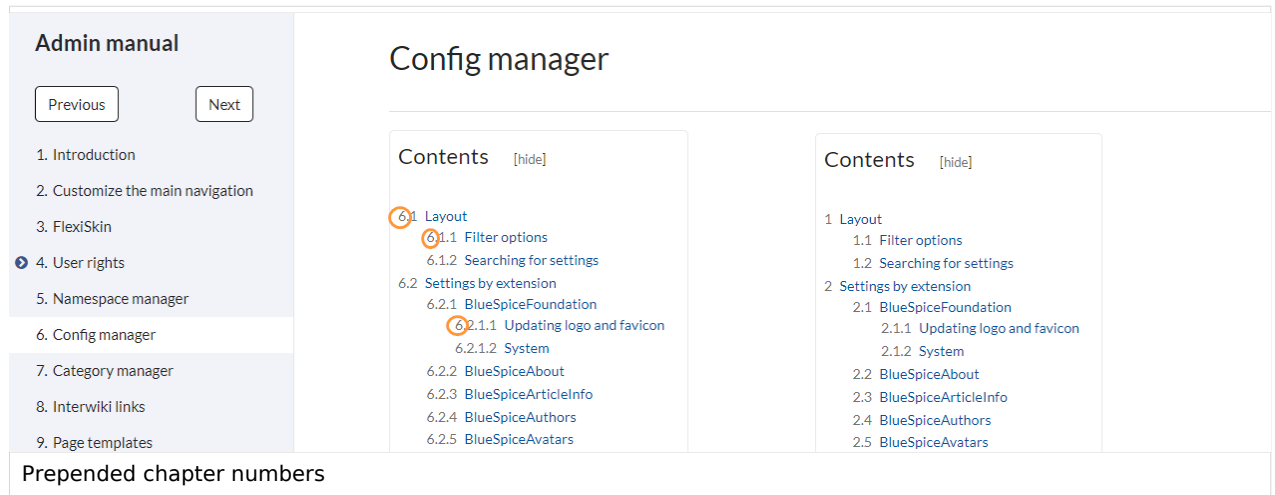
- **Use the display title from book source on article:** Shows the title from the book navigation as page title instead of the page name.



**Note:** If the page additionally contains a `{{DISPLAYTITLE}}` tag, the display title of the page is shown instead of the book title.



- **Prepend article table of contents and headlines with book numeration:** The page TOC does not start with the main heading 1, but with the actual number from the book chapter (see screenshot). If users have activated in their [user preferences](#) to "auto-number headings", the numbering system is matched accordingly.



- **Supress namespace prefix of book articles in output:** The namespace prefix of an article is not shown in PDFs.

## Export

Wiki administrators can make the following adjustments for the book export:

### Configuring the file size limits (server)

By default, the book export is limited to 50MB in file size. To adjust this value, complete the following steps:

1. In Apache Tomcat, open the file *web.xml*:

```
sudo -s
nano /opt/tomcat/webapps/manager/WEB-INF/web.xml
```

2. Look for the following lines and adjust the value (e.g. for 250MB=26214400)

```
<max-file-size>262144000</max-file-size>
<max-request-size>262144000</max-request-size>
```

3. The web app BShtml2PDF also has a setting that needs to be adjusted:

```
nano /opt/tomcat/webapps/BShtml2PDF/WEB-INF
```

4. Enter your values in the following lines:

```
<param-name>maxMemSize</param-name> <param-value>26214400</param-value>  
<param-name>maxFileSize</param-name> <param-value>26214400</param-value>
```

5. Restart Apache Tomcat

```
service tomcat restart
```

## Deleting a book

---

When you delete a book, you only remove the book page of the book (that is, the table of contents) in the "Book" namespace. However, the wiki pages in the book are not deleted. Before deleting the book, a pop-up menu informs you that the *bookshelf-tag* will not be automatically removed from the pages.

The *bookshelf* tags have no effect on the wiki pages after deleting the book page. If you want to remove them manually, you can go to the page *Special:ReplaceText* and do a "find and replace".

## Duplicating a book

---

You can create an entire copy of the book by duplicating it:

### To duplicate a book:

1. **Enter** a *target name*: The default value is the book name with the suffix (*copy*). Change this to create a different book title.
2. **Select** a *namespace*: Choose a namespace that is different from the original namespace.

If you are not careful, you might experience some unintended consequences. By creating a new book, you also create copies of all the wiki pages in the original book. Since a namespace cannot contain the same page twice, you have to copy the files to a different namespace.

### About the duplicated files:

- **Book page**: A new page in the namespace book. If you don't enter a new title, the book will be created with the same title and the suffix (*Copy*). *E.g. Employee Manual (Copy)*. This file includes a copy of the structure of your original book with the corresponding links to the duplicated pages in the new copy.
- **Wiki pages**: All pages contained in the original book are duplicated. The following scenarios are possible:
  - **Same namespace**: If you duplicate a book in the same namespace, no actual duplicates of the actual wiki are created. Instead, the bookshelf tag is updated to point to the copy of the book. For example, if your original book contains the page *HR:Quality assurance* (the book is in the namespace HR), the *Quality assurance* page now contains the bookshelf tag .
  - **Different namespace**: If you create the book copy in a different namespace, the bookshelf tag in the original files remains unchanged. The new pages in the different namespace are created with a bookshelf tag for the new book copy. This is most likely the scenario you want.

## Including a book table of contents on a page v4.4+

The [Content droplet](#) “Book table of contents” can be used to insert the an entire book TOC or an individual chapter navigation of a book on any wiki page.

### Admin manual

- 1. Introduction
  - 1.1. Target audience
  - 1.2. System requirements

Content droplet "Book table of contents"

## Adding a PDF-download link to a page

The [Content droplet](#) “Book PDF link” can be used to insert a link on a page that will download a book directly as a PDF.

## Permissions

To create and edit books, users need *edit* rights in Book namespace. Additionally, a user can only add pages to the book that that user can read. If a user tries to export a book to PDF that contains pages for which the user does not have permissions, the user will get an error message.

➔ [Technical Reference: BlueSpiceBookshelf](#)

## Layout

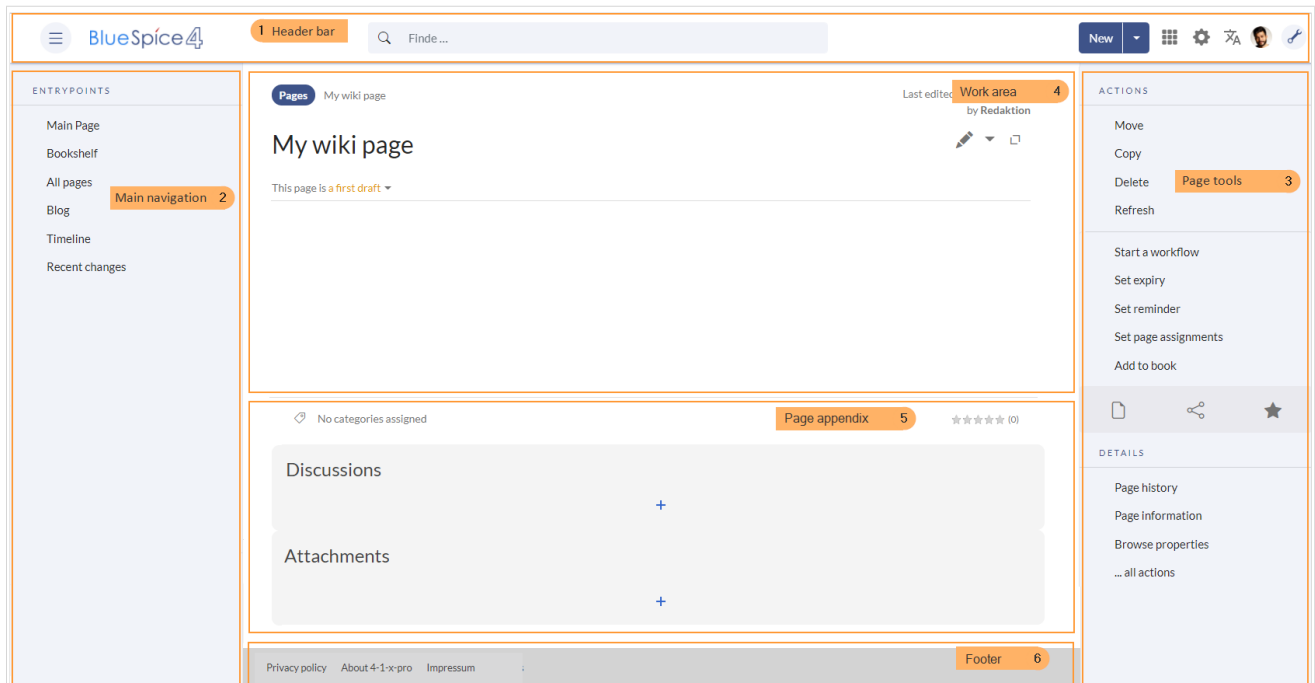
### Contents

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## BlueSpice Layout

The user interface is divided into distinct areas that group various wiki functions in a meaningful way. Here you get an overview of all features of the standard skin "Discovery".



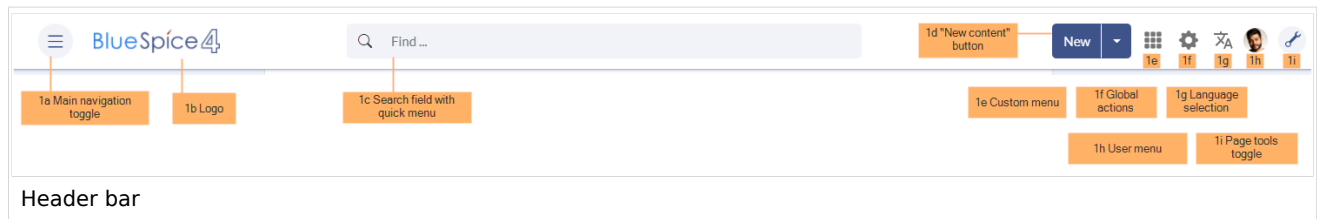
Main areas of the "Discovery" skin

Bereich	Beschreibung
1-Header bar	Contains important elements such as the logo area, the search field and the buttons for various navigation menus (mega menus).
2-Main navigation	The "heart" of the site organization. The navigation links can be customized by admin users. This area also displays the book navigation.
3-Page tools	Contains all the actions that can be performed on a page. In addition, information such as the version history or the page information can be accessed from here.
4-Work area	All content is created and edited here. The work area is divided into the title area and the actual page content.
5-Page appendix	Additional information such as category membership, discussions and attachments are displayed in the supplementary area. In addition, page recommendations and ratings are displayed if they are activated for the page.
	The footer contains links to legal information as well as to external

Bereich	Beschreibung
<a href="#">6-Footer</a>	websites relating to MediaWiki.

## Header bar

The header contains important elements such as the logo area, the search field and the buttons for various navigation menus (mega menus).



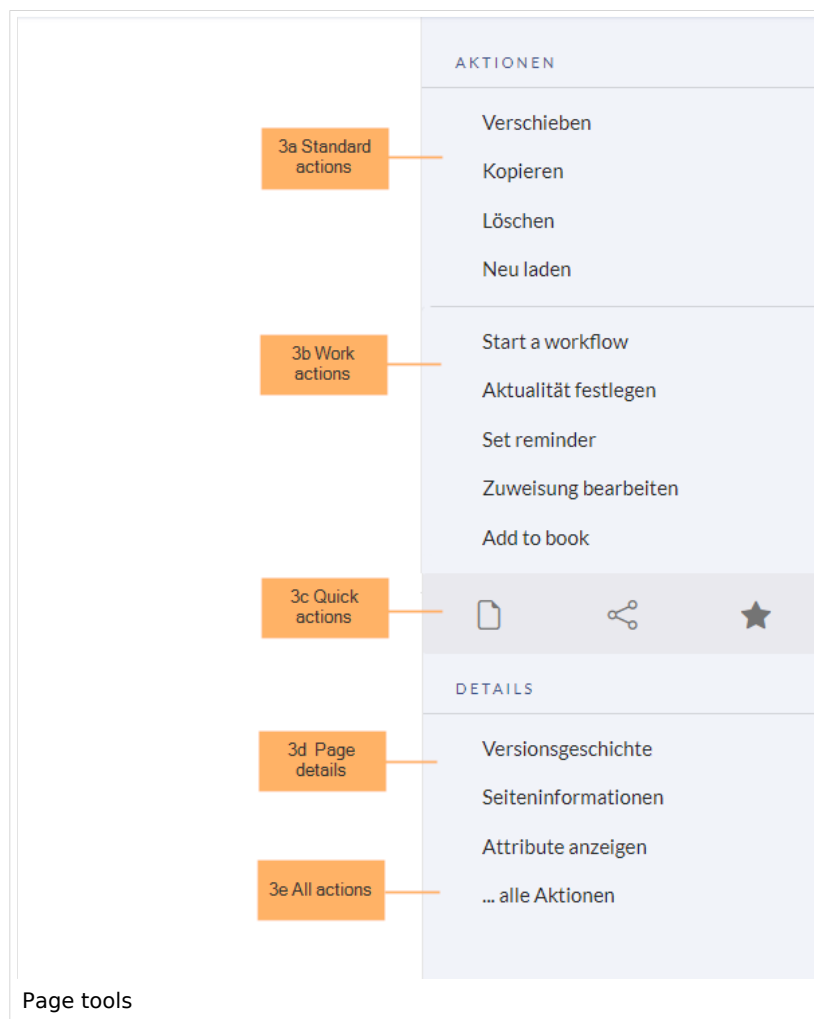
Funktion	Beschreibung
1a-Main navigation toggle	Allows users to show and hide the main navigation.
<a href="#">1b-Logo</a>	The logo can be changed using the special page <a href="#">FlexiSkin</a> .
1c-Search field	Page titles that match the search expression are displayed in a quick menu while the search term is being entered. Pressing the Enter key takes you to the search center, which displays the results of a full-text search and allows filtering the results.
<a href="#">1d-"New content" button</a>	The "New" button allows to create a new page. A subpage can be created directly via the submenu or a new file can be uploaded. A multi-upload is only possible via the <a href="#">Manual:Extension/ExtendedFileList</a> .
<a href="#">1e-Custom menu</a>	Allows users with admin rights to create an additional mega menu. The button is only displayed once the additional menu has been created.
1f-Global actions	Direct links to many special pages as well as administrative pages of the wiki.
1g-Language selection	If a page includes links to pages in different versions via language codes that were defined in the <a href="#">Interwikilinks</a> , a mega menu is shown for the language selection.
1h-User menu	Users manage their own settings, tasks and notifications here. A red circle appears above the user avatar if unread notifications exist.
1i-Page tools toggle	Allows users to show and hide the page tools of a page.

## Main navigation

Links to the most important wiki pages are shown here. Administrators have the option to [customize the main navigation](#).

## Page tools

The page tools area contains all the actions that can be performed on a page. In addition, information such as the version history or the page information can be called up from here.



Funktion	Beschreibung
3a-Standard actions	<a href="#">Move</a> , Copy, Delete, Refresh
3b-Extended actions	<a href="#">Start a workflow</a> , <a href="#">Set expiry</a> , Set reminder, Set page assignments, <a href="#">Add to book</a>
3c-Quick actions	Export options, Share, Add to watchlist
3d-Page details	Page history, Page information, <a href="#">Browse properties</a>

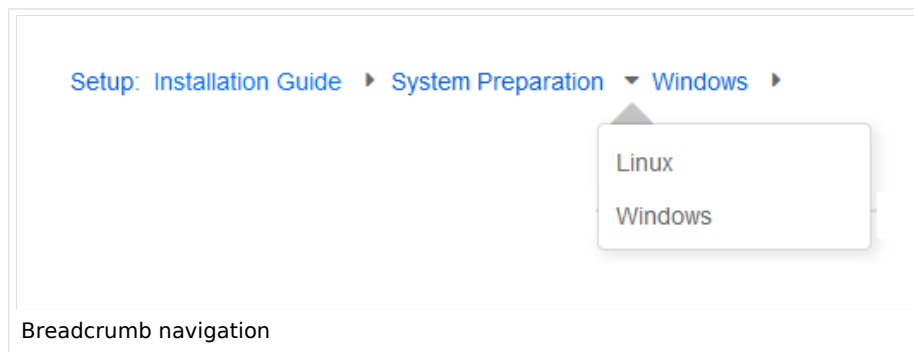
Funktion	Beschreibung
3e-All actions	Opens a dialog window, in which all possible actions on this page are listed.

## Work area

### Breadcrumb navigation

The breadcrumb navigation at the beginning of the work area consists of links that map the path of the current page:

```
Namespace (=root node) > Pagename > Subpage level 1 > ... > Subpage level x
```



If the page *<namespace>:Main\_Page* (language variations: de:*Hauptseite* / fr:*Accueil* / zh:) exists, the root node links to that page.

If this page does not exist, the root node links to "All pages" (*Special:Allpages*) with the namespace selector preset to the respective namespace. If the root node should link to a different page (e.g., *<namespace>:Portal*), then this page needs to be redirected to the page *<namespace>:Main\_Page*.

### Page appendix

To hide the page appendix area, the following CSS rules can be added to the page *MediaWiki:Common.css*:

Hide entire area:

```
#data-after-content {display:none} /* Hide discussions and attachments */
```

Hide attachment only (only up to BlueSpice v4.1):

```
#social-stash-cnt {display:none} /* hide only attachments */
```



Hide discussions only:

```
#social-topics-cnt {display:none} /* hide only discussions */
```

The areas above can also be hidden by namespace, e.g.:

```
.ns-0 #data-after-content, .ns-3000 #data-after-content {display:none} /*Hide only in  
some namespaces*/
```

## Footer

The footer contains links to legal information as well as to external websites relating to MediaWiki. The links to the legal information can be adjusted by wiki administrators via pages in the *MediaWiki* namespace.

- [Customize the footer](#)



[Technical Reference: BlueSpiceDiscovery](#)

## PDF Customization (Cloud only)

The standard PDF template in BlueSpice Cloud can be adjusted directly in the wiki.

**Important!** In non-cloud editions, the PDF template has to be adjusted on the server.

### Contents

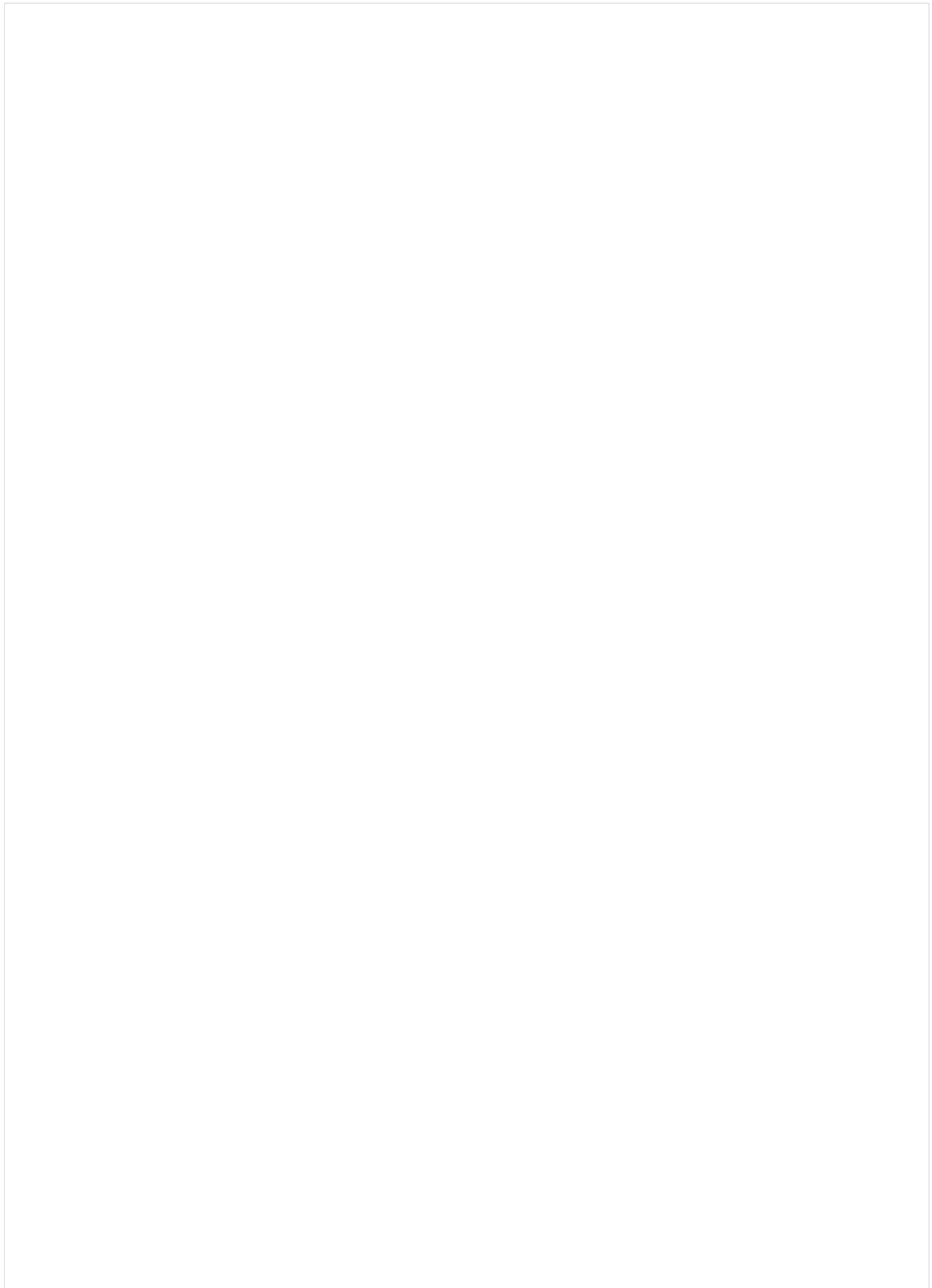
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## Header and footer

---

By default, the PDF template contains 3 sections for the header and 3 sections for the footer.



BlueSpice MediaWiki	1	2	3	Product info
------------------------	---	---	---	--------------

**Product Info**

**Header**

## What is BlueSpice?

With BlueSpice MediaWiki you enable your employees to quickly access current and business-critical knowledge via a central and dynamic knowledge base. BlueSpice is an open-source enterprise software that offers you many advantages: It is stable, secure, and relies on state-of-the-art web technologies. You retain control over the source code and ensure that all developments remain publicly available. In keeping with the open-source philosophy, there is also a free distribution in addition to the paid editions pro and farm.

## System requirements

BlueSpice is delivered with the latest LTS (long-term support) version of MediaWiki. BlueSpice is tested by Hallo Welt! for use on Windows and Linux systems. To make sure you can use the latest version with no hassle, we recommend that you consider our system requirements. BlueSpice pro on our servers (Cloud)

Many small and medium-sized companies start with a cloud solution. We will install and maintain the software or set up and support the server for you. We provide a preconfigured and passwordprotected system that is accessible from any web-enabled device. You enjoy the advantages of the cloud: regular, automatic updates, optimal server performance through adapted resource distribution and elastic scaling. A connection of your authentication server via SAML is optionally possible.

## BlueSpice pro on your own server (On Premises)

Most of our customers run their BlueSpice on their own servers (Windows or Linux) in-house, thus ensuring optimum integration into their IT infrastructure. If the server has very high loads, then you can scale up the operation to several servers. Connections to user directories and central backup systems, operation behind firewalls and proxies, and integration with intranet portals are possible.

External content from Office products can be migrated to BlueSpice pro. Alterations to the software and the integration of additional MediaWiki extensions on your own server are no problem. We would be happy to help you with the installation and setup of BlueSpice pro.

**Footer**

23.12.2020	4	Dieses Dokument wurde erzeugt mit BlueSpice	5	6	1 / 1
------------	---	---	---	---	-------

Standard PDF template

Both the content and the number of columns in the header and footer area can be edited in the following files.

- MediaWiki:UniversalExport/PDF/Default/Header.html

- MediaWiki:UniversalExport/PDF/Default/Footer.html
- MediaWiki: UniversalExport/PDF/Default/Styles.less (optionales externes Stylesheet)

## Available parameters

The following content can be added to each section in the header or footer:

Parameter	Description
logo	current wiki logo
title	title of the page. In books, this is the title of the book page.
subtitle	prints the subtitle of a book if a subtitle was created in the book meta data
currentpagenumber	number of the current page
totalpagescount	total number of pages
url	URL of the wiki page
user	username of user who printed the page
exportdate	date of PDF-creation
exporttime	time of PDF-creation

Each parameter is added to the header or footer enclosed in three curly brackets, for example:

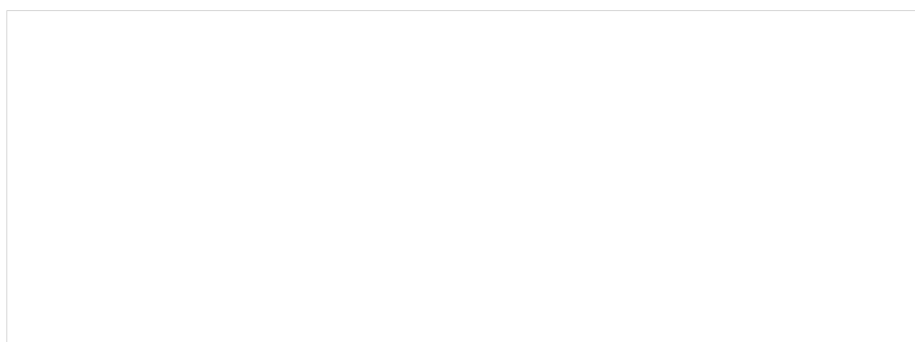
```
{{{logo}}}
```

In addition, you can simply type in regular text in each section.

## Header

The header contains a wiki table with three columns. The default content for the first column is the logo of the wiki and the last column shows the page title. The middle column is empty.

To make changes to the header, open the page *MediaWiki:UniversalExport/PDF/Default/Header.html* in edit mode.





## Using custom text

If you do not want to show the logo, but display custom text, you can simply delete the existing placeholders and replace them with your text. Be aware that this header will be used for all PDFs on your wiki, including books.

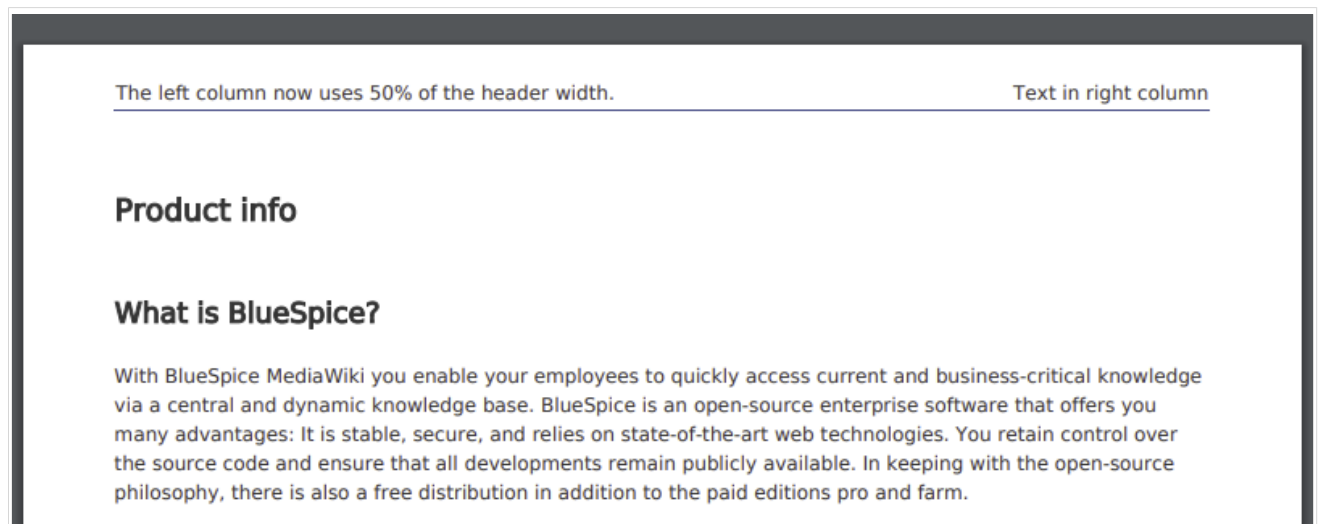
Any of the columns can be left blank.

```
{|
| Text in left column || Text in middle column || Text in right column
|}
```

## Removing the middle column

By default, the 3 columns each use 1/3 of the header width. If you need more room for the left or right column, you can remove the middle column. The remaining 2 columns then each get 1/2 of the header width.

```
{|
| The left column now uses 50% of the header width. || Text in the right column
|}
```



## Adding a margin before and after the header

The margin before and after the header can be adjusted by changing the beginning of the table `{|` to include a style declaration:

## Footer

The footer can be customized just like the header.

By default, the footer shows the creation date of the pdf, a BlueSpice disclaimer, and the page number with number of total pages.

```
{|
| {{{exportdate}}} || {{int:universal-export-pdf-default-disclaimer}} ||
{{{currentpagenumber}}} / {{{totalpagescount}}}
|}
```

To make changes to the footer, open the page *MediaWiki:UniversalExport/PDF/Default/Footer.html* in edit mode. For example, you could replace the BlueSpice disclaimer in the middle column with the username of the user who printed the pdf.

```
{|
| {{{exportdate}}} || {{{user}}} || {{{currentpagenumber}}} / {{{totalpagescount}}}
|}
```

### BlueSpice pro on your own server (On Premises)

Most of our customers run their BlueSpice on their own servers (Windows or Linux) in-house, thus ensuring optimum integration into their IT infrastructure. If the server has very high loads, then you can scale up the operation to several servers. Connections to user directories and central backup systems, operation behind firewalls and proxies, and integration with intranet portals are possible.

External content from Office products can be migrated to BlueSpice pro. Alterations to the software and the integration of additional MediaWiki extensions on your own server are no problem. We would be happy to help you with the installation and setup of BlueSpice pro.

## Header and footer background color

If you want to use a background-color for the header and footer, you can copy the following style declaration at the end of the page *MediaWiki: UniversalExport/PDF/Default/Styles.less*:

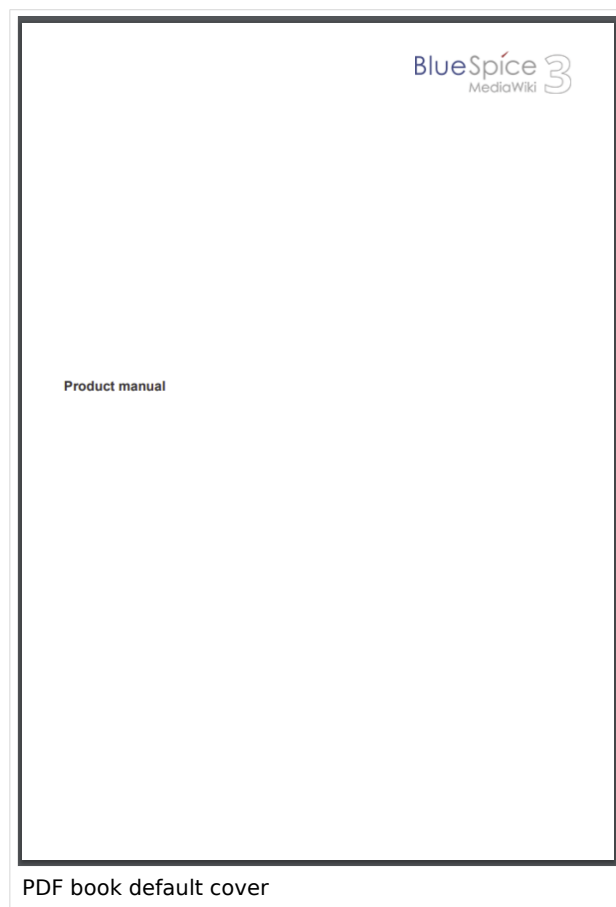
```
#runningheaderfix, #runningfooterfix {  
  background-color: #eee;  
}  
#runningheaderfix > table {  
  border-bottom: none !important;  
}  
#runningfooterfix > table {  
  border-top: none !important;  
}
```

## Book cover

---

When you print a book to PDF, the book has a basic cover page.

By default, the cover page contains the logo, book title, and a placeholder for the subtitle. If you did not create a subtitle for your book, no subtitle is shown.



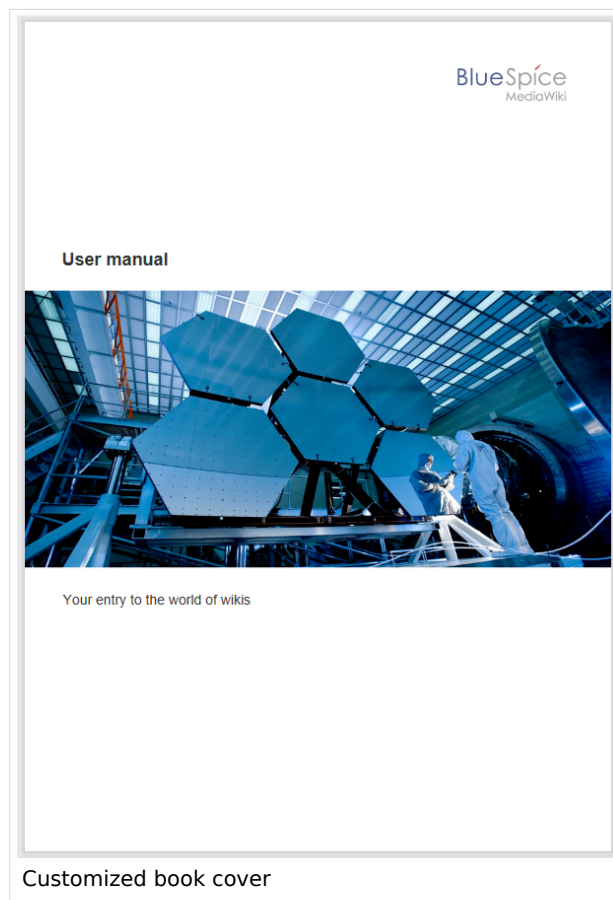


## Using a cover image

To customize the cover page for books, you will edit the page *MediaWiki:UniversalExport/PDF/Default/Cover page.html* .

The example shown below contains the following elements:

- Logo
- Background image
- Title
- Subtitle



Customized book cover

This cover page was created with the following source code. You can simply overwrite the existing content:

```
{{{coverbackground}}}  
{| style="width: 100%; text-align: right;"  
|{{{logo}}}  
|}  
<div style="font-size: 18pt; font-weight:bold; margin-top:5cm; color:#333333">  
{{{title}}}</div>  
<div style="font-size: 14pt; margin-top:11.5cm; color:#333333">{{{subtitle}}}</div>
```

- Lines 1-3: A table with the wiki logo.
- Line 4: Title - here you can define, for example, the font size and font weight, the margin to the top of the page and the font color.
- Line 5: Subtitle - same as the title. The property *margin-top* sets the distance between title and subtitle.

## Defining the background image and the subtitle

The subtitle and background image are set in the book's metadata.

1. Go to the book manager.
2. Select the book for which you want to customize the cover page. This should be an image with the **full page dimensions** (e.g., DIN A4 or letter size) since it will be shown as a background image.
3. On the book editing page, click the wrench. This opens the metadata dialog.

Meta data	
<div>1</div>	<div>2</div>
<div>3</div>	<div>cover-industry.png</div>
<div>4</div>	<div>Your entry into the world of wikis</div>

Meta data

4. Type *coverbackground* in the drop-down menu (1) and click *Add* (2). In the right column, enter the name of the picture that you want to use for the background. The picture must be uploaded to the wiki. If your picture has a namespace prefix, this must be included in the image name.
5. Select *Subtitle* from the drop-down menu (1) and click *Add* (2). Enter the desired subtitle accordingly in the right column.
6. Click *Done*.
7. Finally, click *Save* at the end of the book editing page.

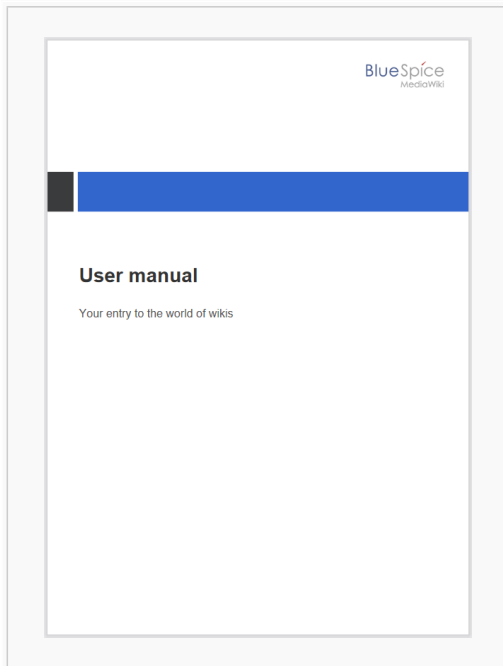
Now test the layout by printing the book as a PDF using the book management. To make the necessary changes (e.g., spacing between title and subtitle), change the settings accordingly on the *MediaWiki:UniversalExport/PDF/Default/Cover page.html* or in the metadata.

**Note:** You can define a separate background image for each book using the book's metadata. However, the picture should always be placed in the same position, since all books share the *Cover page.html*. The alignment of the text elements is shared between all cover pages.

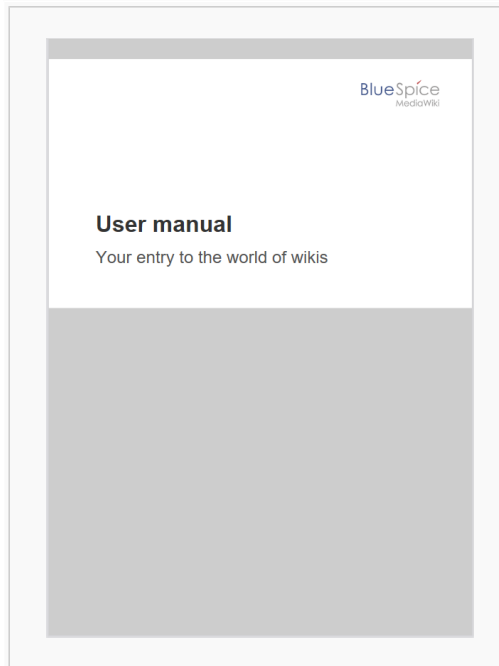
## Using background colors

If you do not have a background image for your book covers or if you don't want to use one, you can also work with colors to customize the cover page.

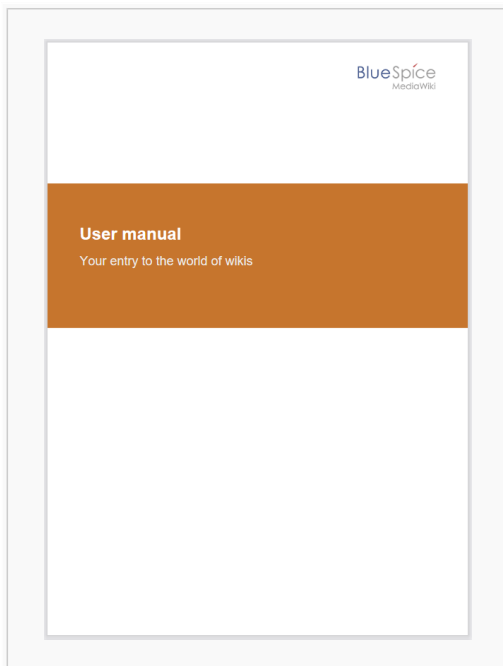
Here are some examples and the needed source text for the page *MediaWiki:UniversalExport/PDF/Default/Cover page.html*. To use them, simply overwrite the existing content in that page.



Cover page 1



Cover page 2



Cover page 3

### Cover page 1

```
<!-- Logo -->
{| style="width: 100%; text-align: right;"
|{{{logo}}}
```

```
}  
<!-- Color block -->  
<div style="position:absolute; height:2cm; width:1.8cm; background-color:#3a3b3c;  
margin:4cm 0 0 -2cm">  
</div>  
<div style="position:absolute; height:2cm; width:24cm; background-color:#3366cc;  
margin:4cm 0 0 0cm;">  
</div>  
<!-- Title -->  
<div style="font-size:28pt;font-weight:bold;margin:8.5cm 0 1cm 0;color:#333333;">  
{{{title}}}  
</div>  
<!-- Subtitle -->  
<div style="font-size:16pt; color:#555555">{{{subtitle}}}  
</div>
```

## Cover page 2

```
<div id="coverpage" style="height:29.7cm; width:21cm; margin:-1cm 0 0 -1.5cm;  
background: #cdcdcd; overflow:hidden;">  
<div style="min-height:10cm; background:white; margin:2cm 0 0 0; padding:1cm">  
<!-- Logo -->  
{| style="width: 100%; text-align: right;"|  
|{{{logo}}}  
|}  
<!-- Titelblock -->  
<div style="font-size: 32pt; font-weight:bold; padding:0 1cm; margin:4.5cm 0 0.5cm 0;  
color:#333333; background:white">{{{title}}}</div>  
<div style="font-size: 24pt; margin-top:0; padding:0 1cm; color:#555555;">  
{{{subtitle}}}  
</div>  
</div>
```

## Cover page 3

```
<!-- Logo -->  
{| style="width: 100%; text-align: right;"|  
|{{{logo}}}  
|}  
<!-- Title block with background color -->  
<div style="background-color:#c6752d; margin:4.5cm -2cm 0 -2cm; padding:2cm 2cm 3cm  
2cm;">  
<div style="font-size: 24pt; font-weight:bold; margin-bottom:0.5cm; color:#ffffff;">  
{{{title}}}  
</div>  
<!-- Subtitle block -->  
<div style="font-size: 18pt; margin-top:0.5cm; color:#efefef">{{{subtitle}}}  
</div>  
</div>
```

## Tags

---

### Landscape printing

To print a PDF page in landscape format, the following tag can be inserted in the wiki page in source editing mode at any position:

```
<bs:ueparams template="BlueSpiceCloudLandscape" />
```


To make it easier for the user to add this tag with the visual editor, this tag can be added to a wikitext-template, for example, `{{LandscapeFormatExport}}`. The element can be inserted anywhere on the page.

**Note:** This tag only works for the PDF single page export.

Related info

- [Cloud administration](#)

Content Droplets

 ContentDroplets is available from BlueSpice 4.3.2.

Contents

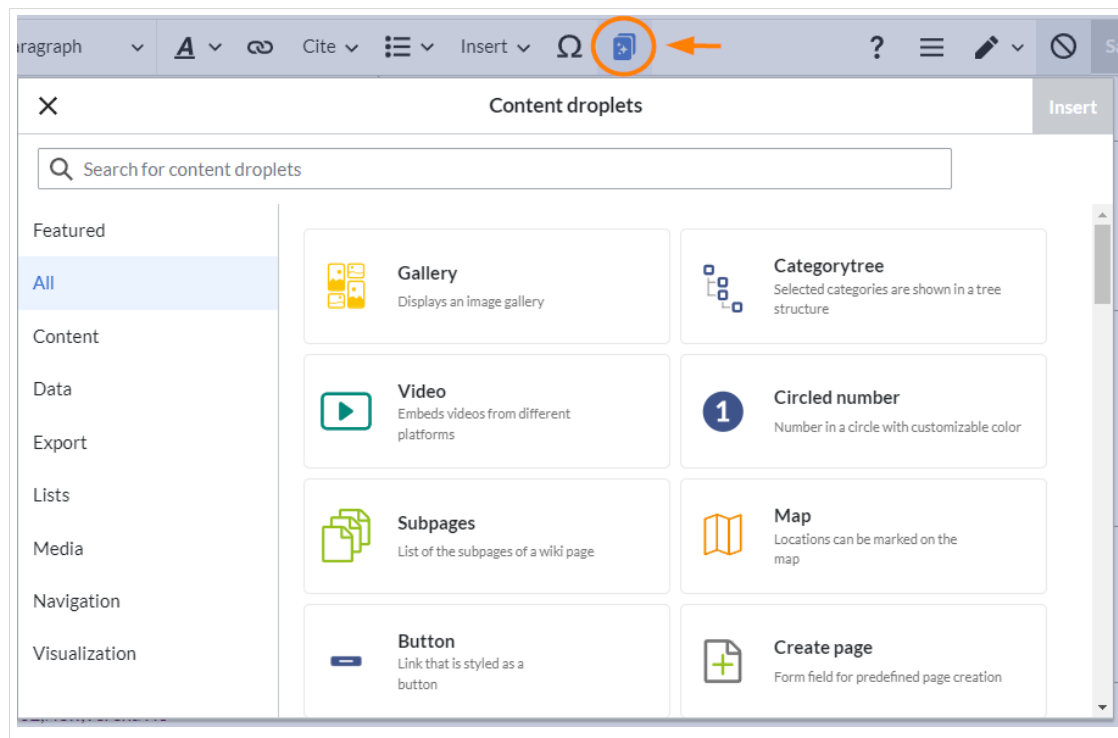
1	<a href="#">Adding a droplet to a page</a>	30
2	<a href="#">List of droplets</a>	30
3	<a href="#">More info</a>	40

To insert additional functionality in a wiki page, you can use Content droplets. Content droplets include tags that were previously accessed from *Insert > Magic word* in the editor toolbar. They also provide access to some templates that are preconfigured in the wiki, such as message boxes.

## Adding a droplet to a page

To add a droplet to a page:

1. **Click** the Content droplets icon in the editor toolbar or type `<<`.
2. **Search** for a droplet name in the search bar of the droplets menu or browse the droplets by category.



3. **Select** a droplet
4. **Click** *Insert*.

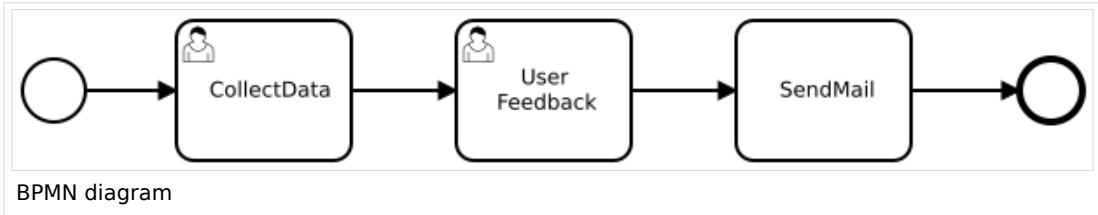
**Note:** Some droplets open an inspector menu which contains another *Insert* button. Be sure to confirm that button as well.

Based on the type of droplet, you can continue with configuring the droplet as needed.

## List of droplets

➞ [View examples of droplets outputs.](#)

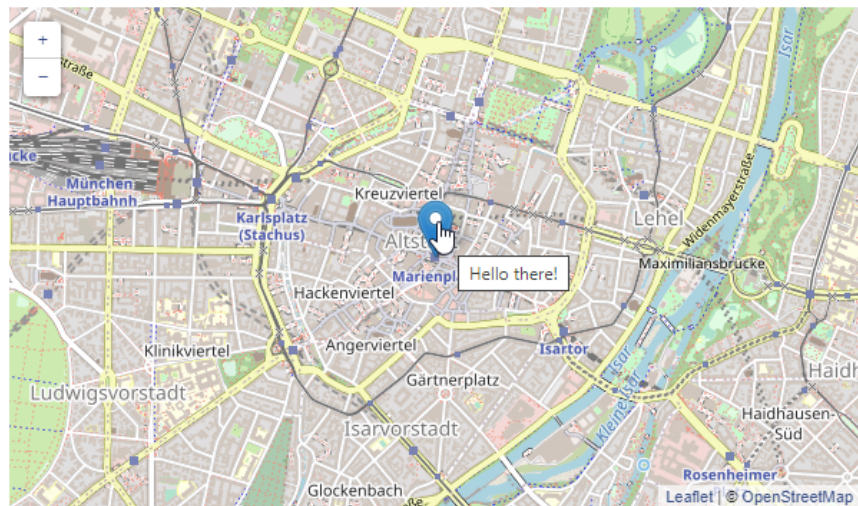
Droplet	Description
<div>Attachments</div> <div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div></div><div></div></div></div><div><div><div>File</div><div>Latest version</div><div>Editor</div><div></div><div></div></div><div><div>Financial Sample.xlsx</div><div>13. April 2023</div><div>WikiSysop</div><div><div></div><div></div></div></div></div><div><div></div><div>1 entry</div></div><div>Attachments output</div></div>	Area for organising attachments
Booklist	List of books based on filter value. The value needs to be defined as metadata value in the book settings
Book PDF link v4.4+	PDF-download link to a book
<div>Book table of contents</div> <div><div><div><div><div>Admin manual</div><div><div><div>1. Introduction</div><div><div>1.1. Target audience</div><div>1.2. System requirements</div></div></div></div></div><div>Book table of contents</div></div></div></div> <div>v4.4+</div>	Inserts the table of contents of any book into a wiki page
BPMN diagram	

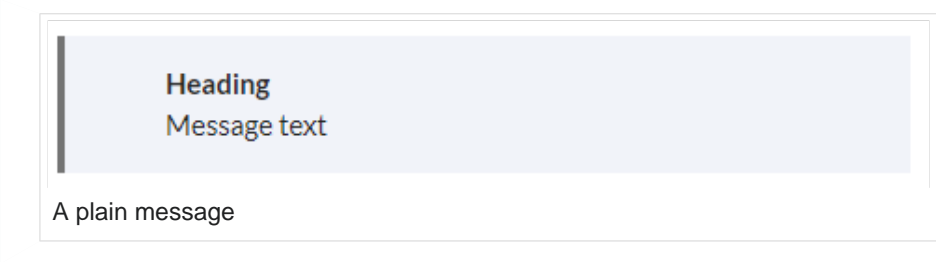
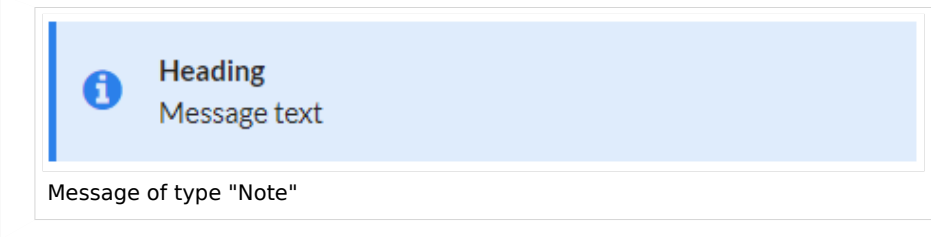
Droplet	Description
 <p>BPMN diagram</p>	<p>Editable BPMN diagram</p>
<p>Button</p> <div data-bbox="644 573 1342 931"> <p>These are links - styled as a button:</p> <div> <a href="#">Go to website</a> <a href="#">View projects</a> <a href="#">Show deleted page</a> </div> <p>Links styled as buttons</p> </div>	<p>Link that is styled as a button</p>
<p>Categorytree</p>	<p>Selected categories are shown in a tree structure</p>
<p>Checkbox -v4.3</p>	<p>Checkbox that can be checked in view mode</p>
<p>Checklist</p>	<p>List that allows to set a value in view mode</p>
<p>Chemical formula</p> <div data-bbox="810 1603 1342 1783"> <math display="block">\text{Hg}^{2+} \xrightarrow{\text{I}^-} \text{HgI}_2 \xrightarrow{\text{I}^-} [\text{Hg}^{\text{II}}\text{I}_4]^{2-}</math> <p>Chemical formula</p> </div>	<p>Display of chemical formulas</p>
<p>Circled number</p>	<p>Number in circle with customizable color</p>



Droplet	Description								
<div>Code<div>.hi {background:blue;}</div><div>Code area for a css example</div></div>	Highlighted section for code examples								
Create page	Form field predefined page creation								
Data query	Enables queries or content in the wiki								
Date v4.4+	<div><div><div> 2023-11-23</div><div>Date display</div></div></div> <div>Inserts a date This can be used in combination with the content droplet <i>Tabs/list</i></div>								
Decision	<div><div><div> Eat more veggies</div><div>Decision output</div></div></div> <div>Highlights decision as a page property</div>								
Decision overview	<div><div><table><thead><tr><th>Page</th><th>Decisions</th></tr></thead><tbody><tr><td>Product feature requests</td><td> Extension TabberNeue will be added to version 4.4</td></tr><tr><td>CollabPad QATesting</td><td> Ownership: Team Prod</td></tr><tr><td>Minutes:IT/2023-11-20</td><td> Release cycles are extended from 30 to 40 days</td></tr></tbody></table><div>Decision report output</div></div><div>v4.4+</div><div>Table with list of decisions that were created by the Decision content droplet</div></div>	Page	Decisions	Product feature requests	Extension TabberNeue will be added to version 4.4	CollabPad QATesting	Ownership: Team Prod	Minutes:IT/2023-11-20	Release cycles are extended from 30 to 40 days
Page	Decisions								
Product feature requests	Extension TabberNeue will be added to version 4.4								
CollabPad QATesting	Ownership: Team Prod								
Minutes:IT/2023-11-20	Release cycles are extended from 30 to 40 days								

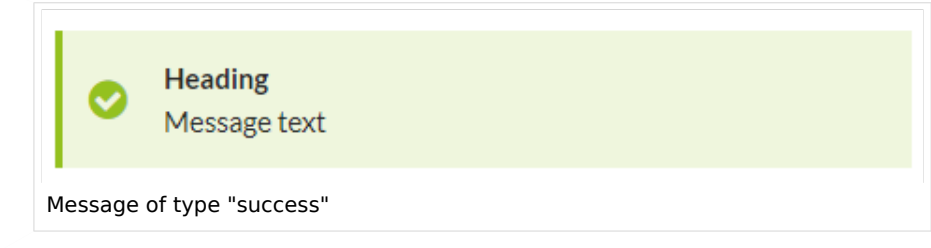
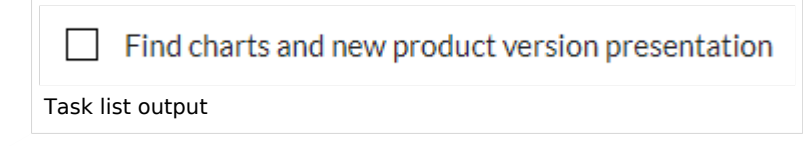

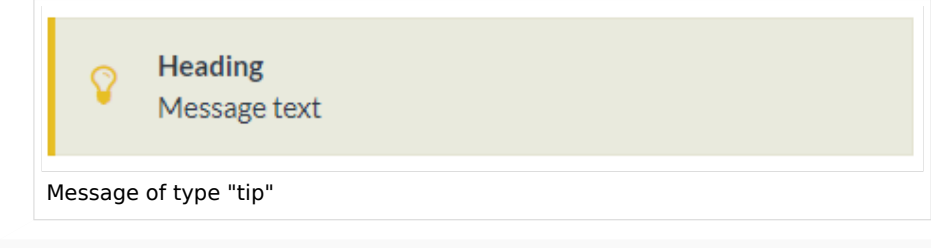
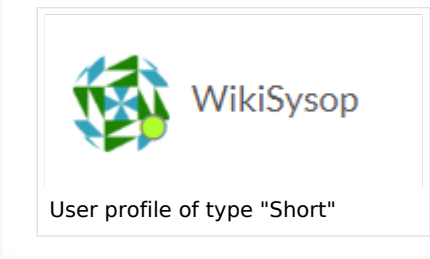
Droplet	Descript
<div>Diagram</div> <div><p>Drawio diagram</p></div>	<div>Editable d io diagram</div>
<div>Gallery</div> <div><p>Gallery</p></div>	<div>Displays a image gal</div>
<div>Icon</div> <div><p>Icons template</p></div>	<div>Inserts an icon</div>
<div>Important Message</div>	<div>Adds colo</div>


Droplet	Descript
<div><div><div><div>!</div><div>Heading</div><div>Message text</div></div></div><div>Message of type "important"</div></div>	panel for important note
<div>Links to this page</div>	List of pages that link to this page
<div>List of users logged in</div>	Pop-up window list of all users that are currently logged in
<div>Map</div> <div><div><div>Map output with text marker</div></div></div>	Locations can be marked on the map
<div>Mathematical formula</div> <div><div><div><math display="block">z = a</math><math display="block">f(x,y,z) = x + y + z</math></div><div>Screenshot of a math formula</div></div></div>	Display of mathematical formulas
<div>Member list</div>	List of members of a wiki group

Droplet		Descript
Message	 A plain message	Adds text panel
Modal button		Configura button wh opens a customize modal dialogue
Most visited pages		List of the most visit wiki pages
New users		List of new users in th wiki
Note Message	 Message of type "Note"	Adds colo panel for note
Number of characters		Shows the number of character words in a wiki page
Number of files		Shows the number of uploaded files
Number of pages		Shows the number of pages
		Shows the

Droplet	Description
Number of users	number of users
Number of users logged in	Number of currently logged in users
Page access <div> <div> Access to this page is restricted to the group sysop. </div> Page access notification banner </div>	Restricts access to page to the specified groups
PDF link	Link that download another w page as PDF
PDF page break	Forces a page break at the set position during PDF export
PDF preview	Embed preview of PDF file
PDF no export	Content within this section is excluded from the PDF export
Progress	Visualizes progress against given measurement variables
Pros and cons	

Droplet	Descript
<div><div>AdvantagesDisadvantages</div><div><div>+ It is cheap</div><div>− It is sold out</div></div><div>Pros and cons</div></div>	Table for comparing pros and cons
Recent changes	List of recently changed pages
Signature	A button to add signatures in view mode
Search field	Adds a search field to the page content
Subpages	List of the subpages of a wiki page
Success Message	

Droplet	Description
 <p>Message of type "success"</p>	Adds colored panel for success message
<p>Tag cloud</p>	Tag cloud based on categories and search queries
<p>Task list v4.4+</p>  <p>Task list output</p>	Adds a checklist item
<p>Task report v4.4+</p>  <p>Task report</p>	Filterable list of existing tasks
<p>Tip Message</p>  <p>Message of type "tip"</p>	Adds colored panel for tip
<p>User profile</p>  <p>User profile of type "Short"</p>	A user profile will be included on this page
	Embeds video from different sources

Droplet	Descript
<a href="#">Video</a>	external platforms (YouTube,
<a href="#">Visited pages</a>	List with visited pa
<a href="#">Warning Message</a> <div></div>	Adds a colored bo for a warn note
<a href="#">Watchlist</a>	Latest changes t pages included i your watc list

More info

- [Adding your own droplets](#)
- [Checklist](#)
- [Examples](#)
- [Icon](#)
- [Progress](#)



[Technical Reference: ContentDroplets](#)



[Technical Reference: ContentDroplets](#)



# Word Import

\* The Word import is available from BlueSpice 4.2.

## Contents

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## What is the Word import?

---

The extension **ImportOfficeFiles** allows importing a Word document which will be converted to wiki pages.

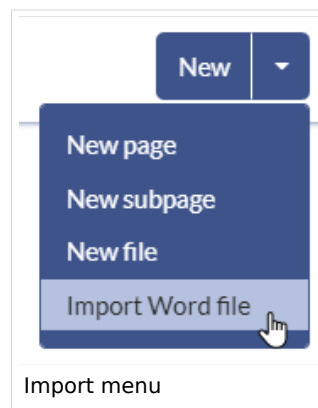
- The file can be converted to a single page or to a page with subpages.
- Image files are also imported.
- Imported pages can be used as a page collection for creating a book.

## Import a word document

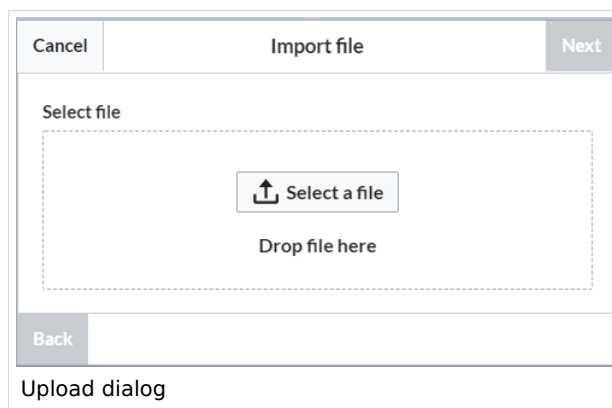
---

### To import a Word document:

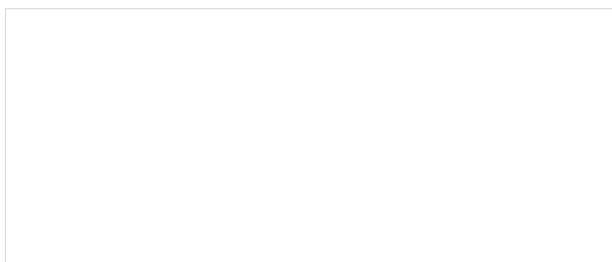
1. **Click** *New > Import Word file* in the top menu.



2. **Click** *Select a file* or drag the Word file in the drop zone.



3. **Click** *Next*.
4. **Choose** the import settings you want.



Cancel Import file Next

Title

Select a title for the new page

Employee handbook \*

Content structure

☒ Split content on pages

Select level on which pages should be divided

Level 1 Headings

Conflicts with page title

Behaviour if page name already exists

Rename

Back

Settings

1. **Title:** The title of the wiki page generated by the import. When the content structure is broken up, the chapters are created as sub-pages of this main page.
2. **Content structure:** If the "Split content to pages" checkbox is activated, subpages are created from the heading levels of the Word document. This is possible up to 3 levels deep.
3. **Conflicts with page title:**
  - *Rename:* The imported page is created as <page name> (1). However, this should be avoided, especially with large Word files that are divided into additional levels. It is best to enter a new page title here as an alternative. A naming conflict is displayed in the preview. In this case, if necessary, click Cancel to start the import with a new title. Or select "Override" as a conflict resolution.
  - *Override:* The existing page(s) will be overwritten with a new version.
5. **Click Next.**

The preview shows: (1) the names of the pages that will be created (2) via the arrow icon: the files that will be imported for the individual pages (3) via the eye icon: the content of the individual wiki pages.
6. **Click Import.** After the import is complete, the created pages are displayed as a page collection in the wiki. You can view the pages from this page by clicking on the link.

**Note:** In a wiki installed with "German" as the content language (contentlanguage), the path to the page starts with *MediaWiki:Page collection*.

## Create a book

It is easy to create a book from the imported pages:

1. **Click** the plus button.
2. **Enter** a book title and click Done.
3. **Click** the Bulk Add button.
4. **Select** Page Collection as the source.
5. **Select** the page name of the imported file.

Cancel

Mass add

Done

Source:

Page collection

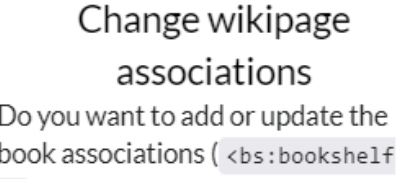
Page collection:

Employee handbook

Select page collection

The pages have been added.

6. **Choose** *Save and add book navigation to each wiki page* from the **Save** menu.
7. **Click** *OK* in the dialog "Change wiki page" associations. This will add the chapter navigation to each book in the page.



**Change wiki page associations**

Do you want to add or update the book associations ( `<bs:bookshelf />` ) within the wiki pages? A new version of the wiki page will be created.

**Cancel** **OK**

add bookshelf tag to book pages

The book is now available on the Bookshelf page of your wiki.

## Change the display title of your book chapters

Since the display titles of the book pages show the path of the imported subpages, it makes sense to edit the display titles afterwards. To do this, open the book page in source edit mode and remove the path with the trailing "/".

### Editing Book:Employee handbook

<bookmeta/>  
\* [[Employee handbook |Employee handbook ]]  
\* [[Employee handbook /Introduction|Employee handbook /Introduction]]  
\* [[Employee handbook /Company history|Employee handbook /Company history]]  
\* [[Employee handbook /Mission and values|Employee handbook /Mission and values]]  
\* [[Employee handbook /Performance evaluation|Employee handbook /Performance evaluation]]  
\* [[Employee handbook /Training and continuing education|Employee handbook /Training and continuing education]]  
\* [[Employee handbook /Vacation time|Employee handbook /Vacation time]]

Summary:

☐ This is a minor edit ☒ Watch this page

Please note that all contributions to 4-2-x-pro may be edited, altered, or removed by other contributors. If you do not want your writing to be edited mercilessly, then do not submit it here.  
You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource. Do not submit copyrighted work without permission!

Save changes

Show preview

Show changes

Cancel

Editing help (opens in new window)

Changing the chapter titles

If the book has a lot of pages, you can copy the source code into an editor like Notepad++ and replace the following text:

```
|Employee handbook/
```

Replace the text and **take care that the vertical pipe** after the actual page name and before the page title **is the replacement text**.

```
|
```

Copy the source code back to the wiki and save the book page.

29.03.2024

This document was created with BlueSpice

Page 45 of 66

Editing Book:Employee handbook

<bookmeta/>  
\*[[Employee handbook/Introduction|Introduction]]  
\*[[Employee handbook/Company history|Company history]]  
\*[[Employee handbook/Mission and values|Mission and values]]  
\*[[Employee handbook/Performance evaluation|Performance evaluation]]  
\*[[Employee handbook/Training and continuing education|Training and continuing education]]  
\*[[Employee handbook/Vacation time|Vacation time]]

Summary:

☐ This is a minor edit ☒ Watch this page

Please note that all contributions to 4-2-x-pro may be edited, altered, or removed by other contributors. If you do not want your writing to be edited mercilessly, then do not submit it here.  
You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource. **Do not submit copyrighted work without permission!**

Save changes

Show preview

Show changes

Cancel

Editing help (opens in new window)

Updated book titles

## Sources of error

### Images are not imported

- Images have a background/shadow and only the background/shadow is imported: These images are not supported. Solution: Remove the background/shadow before the import.
- Images are embedded as .tmp files in the Word document for an unknown reason. Solution: Before importing, save the images from the Word document locally and then use them to replace the original image in the Word document.

### Related info

- [Reference:ImportOfficeFiles](#)
- [Books](#)

[Technical Reference: ImportOfficeFiles](#)

29.03.2024

This document was created with BlueSpice

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## Personalization

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## Accessing preference settings

---

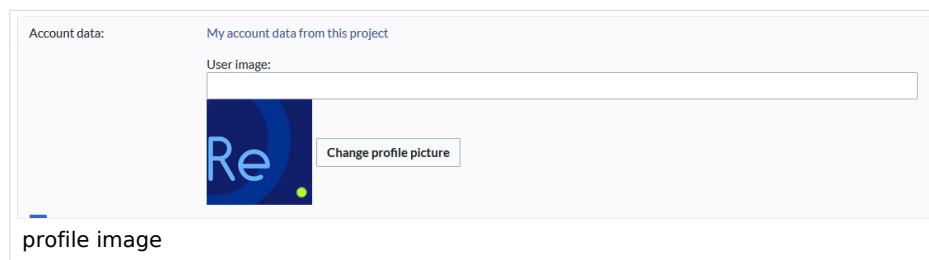
1. **Click** on the user menu.
2. **Click** *Preferences*. This opens the preferences page with multiple tabs.

Alternatively, you can access the page *Special:Preferences* directly.

## User profile

---

### Basic Information



- **Real name:** This name is shown throughout the wiki. When users hover over your real name, your profile picture and contact information is shown.
- **Change password:** If your wiki is not connected with the central authentication system of your company, you can manage your password here.
- **User image:**
  - *User image* text field: Enter the webaddress of a picture on another website and click *Save* at the bottom of the page. The profile picture points directly to the external image:
  - *Change profile picture* link: Upload an image to the wiki. Click *Browse* and then *Upload* to create a new profile image. If you click *Generate new avatar*, the system generates a graphic instead.
- **Privacy policy** acceptance checkbox: Select and save this checkbox setting to confirm that you accept the privacy policy. Administrators can review this setting for all users on the page *Special:Privacy\_Admin*.

### Internationalisation

- **Language:** Users can change their personal language that is used in the layout and menus. BlueSpice currently supports de-formal-German (formal), de-German and en-English.
- **How do you prefer to be described?** Option for setting your gender preferences.

### Signature

- **Your existing signature:** shows a preview of your current signature including your profile info when you hover over the link.
- **New signature:** Enter a new name for your signature and save the *Preferences* page.
- **Treat signature as wikitext:** Your signature will be shown as text-only.

### Email options

If you provide an email address, you can specify to receive email notifications in addition or in place of wiki notifications. As long as the email address is not confirmed, the system will not send emails. This also affects the settings in the [Notifications](#) tab.

## WebDAV

This link is used as mounting path to your wiki. It only works if your server administrator has configured a WebDAV connection. By default, no WebDAV connection is configured.

## Appearance

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### Skin

If your system has more than one skin installed, you can select one here. It only affects your view. All other users see the skin that is selected in their preferences.

### Reading preferences

**Page previews:** You can set if you want to see the first lines of an article as a tool tip before you click on a link. This functionality is provided by the extension [Popups](#).

### Date format

You can set how you would like to see the timestamp on wiki pages, for example the timestamp of a user signature on a discussion page.

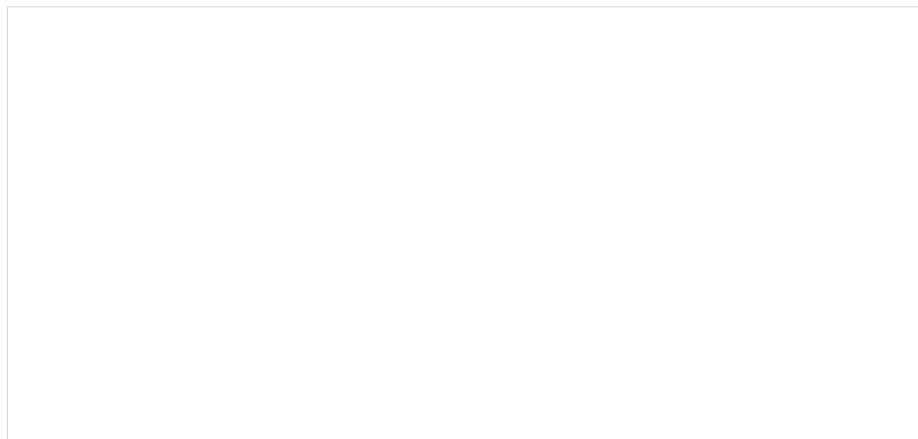
[Rodrigue \(talk\)](#) 09:10, 3 December 2019 (CET)

### Time offset

- **Server time:** Shows the server time so that you can compare it to your local time.
- **Local time:** Shows the time set in the time zone setting.
- **Time zone:** When you select a time zone, your local time will be shown throughout the wiki wherever there is a timestamp.

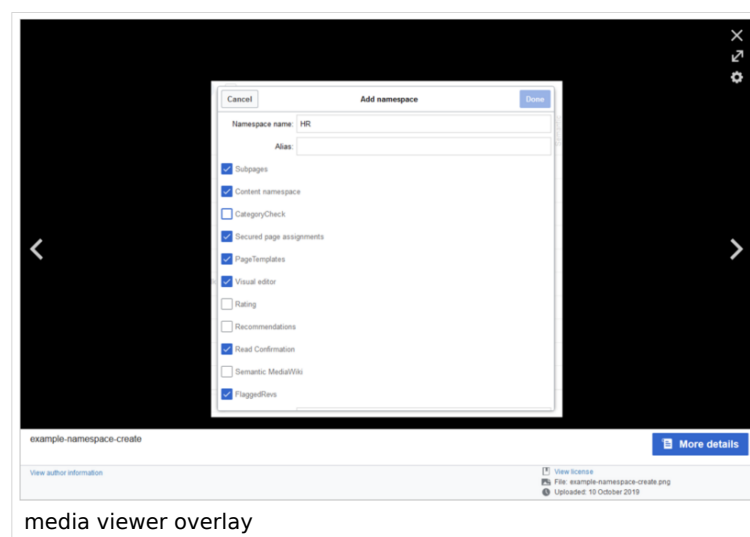
### Files

- **Image size limit:** Sets the maximum size of the preview image on the file description page.





- **Thumbnail size:** Sets the size of the thumbnail image on a page if no custom size is specified in the image settings.
- **Enable Media Viewer:** If this checkbox is not selected, image links on a page will load the file description page rather than the media viewer overlay.



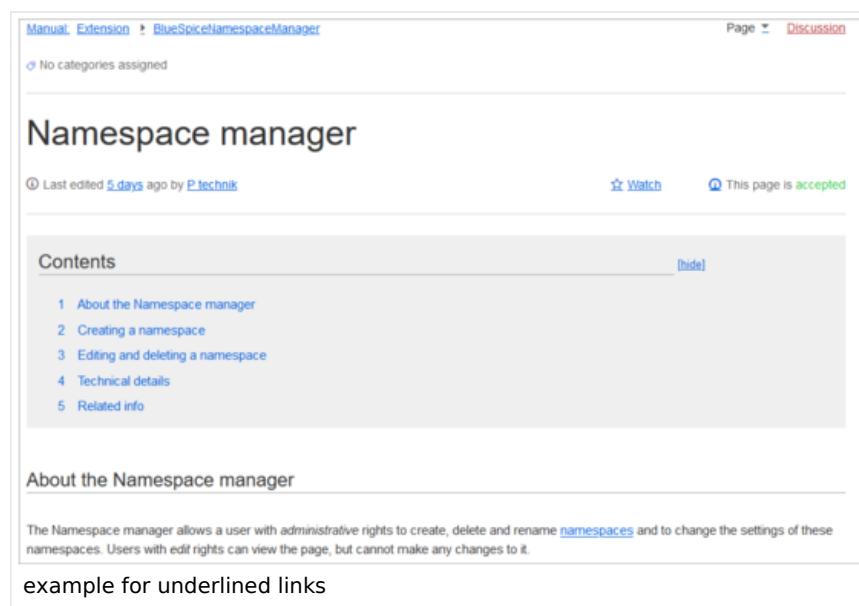
## Diffs

Diffs are a comparison view between different versions of a page. They are accessible from the version history of a page. You can select two versions for a comparison and then click *Compare selected revisions* to view the differences.

- **Do not show the page content below diffs:** Turns off the display of the current page preview below the differences view.
- **Don't show diff after performing a rollback:** After an administrator does a rollback of a page, the difference between the previous latest and the current latest version is shown by default. If turned off, the rollback loads the current page directly instead.
- **Don't show the revision slider:** By default there is a collapsed interactive graph of the revision history. This graph can be deactivated.

## Advanced options

- **Link underlining:**
  - *Always:* Underlines all links in the content area of a page, even if the selected skin specifies no underlining. The table of contents is not affected by this setting.



- *Never:* Never underlines links in the content area of a page, even if the selected skin specifies underlining.
  - *Skin or browser default:* Keeps the link settings as specified in the skin.
- **Threshold for stub link formatting:** Determines when the target page is considered short enough to change the link color to a page that fits the threshold criteria. If you choose 50 bytes, a link to a page with less than 50 characters (including wikitext), will be marked as a stub link and be shown in a different color. This only works if your wiki skin has a separate color value for stub links defined.
- **Show hidden categories:** The categories that a page is in are normally listed on the page. A category can be hidden from this list by adding the magic word `__HIDDENCAT__` to the category page. With this setting, a user can opt to show the hidden category anyway.
- **Auto-number headings -v4.3 :** Adds heading numbers to the page headings. **Note:** The heading numbers for books are set independently by administrators in the [Config manager](#).

## 5 Handling and storage

If caustic soda is left unsealed in the air, it will react with carbon dioxide and form sodium carbonate. It should be stored in hermetically sealed containers.

### 5.1 Safe handling advice

- Use and open container with care.
- Avoid dust formation.
- Supply eye wash bottle.

### 5.2 Advice on protection against fire and explosion

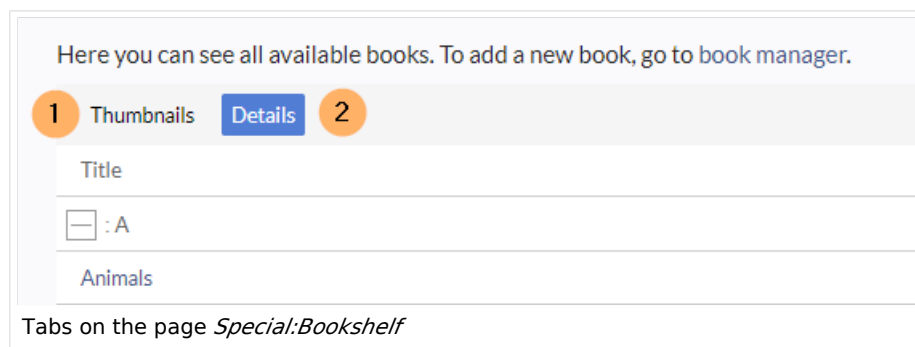
- No special actions required.

- **Show a confirmation prompt when clicking on a rollback link:** If an admin user wants to perform a rollback of multiple options from the version history of a page, the rollback is executed immediately after clicking the link by default. With this setting, the admin user needs to click on the "Rollback" link again to confirm the rollback before it is executed.

## Bookshelf special page

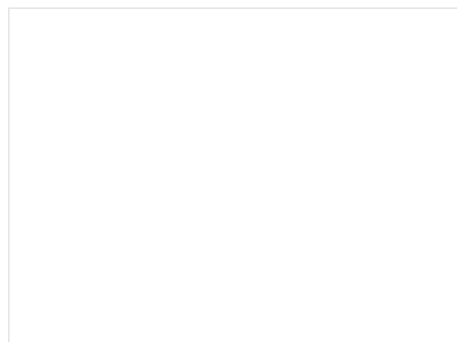
**Grid:** Shows the details view (=list view) of available books by default (2)

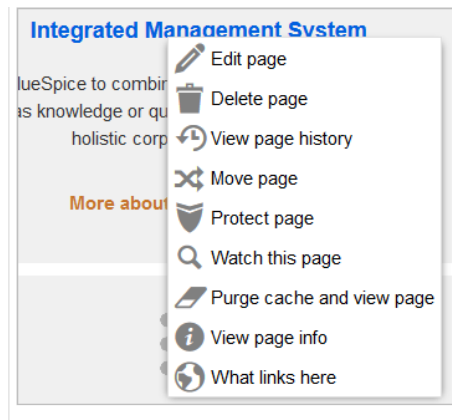
**Images:** Shows the thumbnails view of available books by default (1)



## Context menu

Page links in the content area of the wiki show a context menu that allows to perform actions on the target page without having to go to the target page first. You can set whether you want to show the context menu with *right-click* or with *right-click + Strg*.





## Dashboards

By default, the logo of your wiki links to the main page. You can change this and link to your user dashboard instead.

## Video player

When a page contains a video that was inserted with the [BlueSpicePlayer](#) extension, you can set it to autoplay when you load a page.

## Timeline

You can set the timestamp on the timeline entries in date format or as age.

**Note:** It can take up to 24 hours for all timeline entries to show the new timestamp format. When you create a new entry, you should see the changed format immediately.

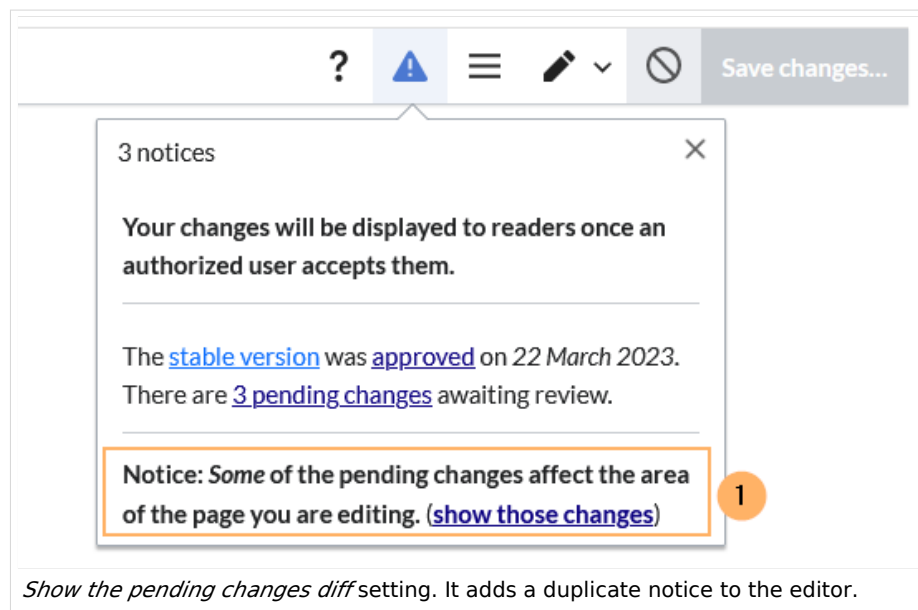


## Editing

### General options

- **Enable section editing by right clicking on section titles:** Right-clicking a section title with the mouse sets the page in edit mode. The specified section can be edited immediately.

- **Editing pages by double clicking (JavaScript):** Double-clicking on the page sets the page in edit mode. The double-click needs to be inside the text area of the page. Clicking in the title section of a page will not set the page into edit mode.
- **Enable the [Paragraph-based Edit Conflict Interface](#)** to resolve edit conflicts: Allows section-based merging of differences which improves the process for solving edit conflicts between users. If this setting is disabled: Users will see the source code of the latest version, a diff view between the latest and the own version, and a source diting window to manually work on the user's unsaved version.
- **Show the pending changes diff when editing pages:** In the BlueSpice 4 Discovery skin, no visual diff is shown during editing, so this setting can be ignored. It simply adds a duplicate notice about pending changes, when opening a page in edit mode:

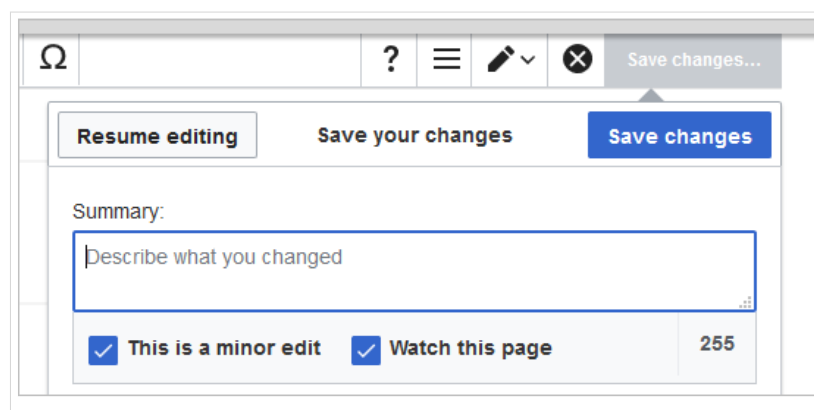


## Editor

- **Edit area font style:** Displays source code in monospace, serif, or sans-serif font.

**Note:** This setting is ignored if the [CodeMirror](#) extension is enabled (from BlueSpice 4.2).

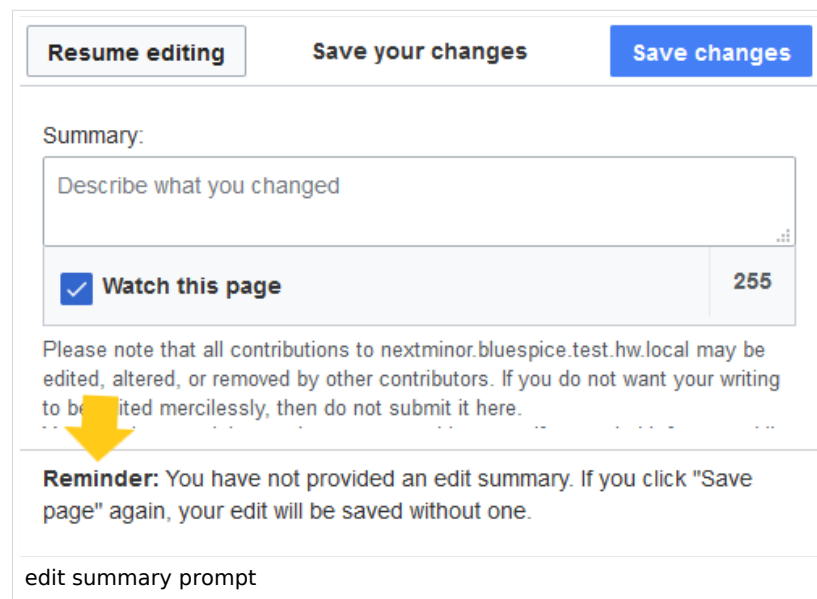
- **Mark all edits minor by default:** This automatically sets the minor flag in the save dialog. It can be selected or deselected in the save dialog on the page itself:



marking a minor edit

**Note:** Note: The 'Watch this page' checkbox in the save dialog can be activated or deactivated by default under the preferences tab *Watchlist* under *Advanced options: Add pages and files I edit to my watchlist*.

- **Prompt me when entering a blank edit summary:** Displays a text message when you click *Save changes* reminding you to enter a summary description. If you do not enter a description after that, the page will save without the summary the next time you click *Save changes*.



The screenshot shows the MediaWiki save dialog. At the top are three buttons: 'Resume editing', 'Save your changes', and 'Save changes'. Below these is a 'Summary:' section with a text input field containing the placeholder 'Describe what you changed'. Under the summary field is a checkbox labeled 'Watch this page' which is checked, and a counter showing '255'. Below this is a warning message: 'Please note that all contributions to nextminor.bluespice.test.hw.local may be edited, altered, or removed by other contributors. If you do not want your writing to be edited mercilessly, then do not submit it here.' A yellow arrow points down to a 'Reminder' message: 'Reminder: You have not provided an edit summary. If you click "Save page" again, your edit will be saved without one.' At the bottom of the dialog is the text 'edit summary prompt'.

- **Warn me when I leave an edit page with unsaved changes:** When you reload or leave a page with unsaved edits, a warning message is displayed. You can confirm to leave the page or stay on the page and save your changes.
- **Show edit toolbar:** Disables VisualEditor in visual editing mode. Disabling is not recommended, as this reverts the editor back to a previous version of MediaWiki editor.
- **Temporarily disable the visual editor while it is in beta:** You can disable visual editor while it is in [Extension:VisualEditor|beta mode](#). We recommend you do not disable VisualEditor unless you prefer to work with a previous visual editor version.

## Preview

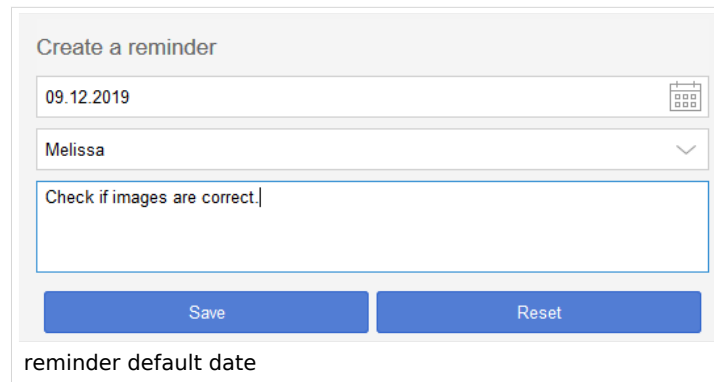
These preview settings are only applied if you have temporarily disabled VisualEditor and the edit text area is on the same page as the page preview. In BlueSpice 3.1+ you can generally ignore these settings.

- **Show preview on first edit:** The preview of the article is displayed when you click on "Edit"
- **Show preview before edit box:** If this option is deactivated, the preview will be shown under the edit form
- **Show previews without loading the page:**



## Reminder

- **Default reminder period:** Prefills the date field for reminders with *current date + x days* specified here.



- **Set reminder on page creation:** When you create a new page, a reminder for that page is automatically created based on the default reminder period you entered.
- **Do not create reminder for the following namespaces:** Excludes namespaces from the automatic reminder on page creation.

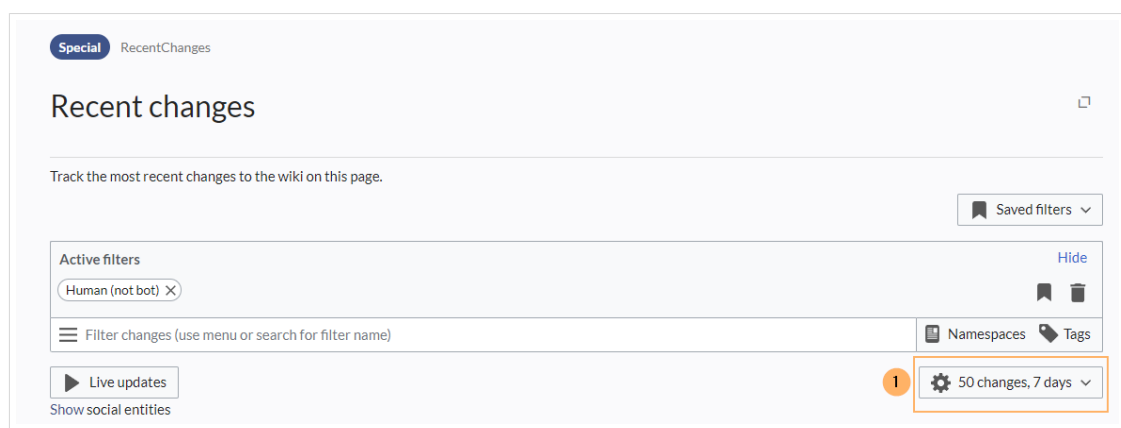
## Timeline

- **Warn me when I leave an edit of an entry with unsaved changes:** If unchecked, any unsaved changes to a social entity (such as blog entry, comment, microblog or discussion topic) will be automatically lost if you navigate to a different page or reload the page before saving your changes.
- **Skip dialog on discussion creation:** Automatically creates a discussion page when a user adds a discussion directly on a page and the discussion page for the entry does not yet exist. If this checkbox is unchecked, the user has to create the discussion page first before the discussion topic can be posted.

## Recent changes

### Display options

- **Days to show in recent changes:** You can set how many results are displayed on the page *Recent changes*.
- **Number of edits to show in recent changes, (...) by default:** Setting for the filter (1) on the *Recent changes* page and similar log pages. The filter can be manually changed during page visits.



## Advanced options

- **Group changes by page in recent changes and watchlist:** This view creates a collapsible view of all the changes on a page that occurred before another page was edited. All changes still count towards the number of changes that are set in the view filter for the page.

### 22 March 2023

▼ 13:56 MLR:Test [pending edits] (2 changes | history) .. (+25) .. [WikiSysop (2×)]

13:56 (cur | prev) .. (+14) .. WikiSysop (talk | contribs | block) [rollback 2 edits]  
13:55 (cur | prev) .. (+11) .. WikiSysop (talk | contribs | block)

13:42 MediaWiki:Common.js (diff | hist) .. (+276) .. WikiSysop [rollback more than 10 edits]

▶ 13:23 MLR:Test1 [pending edits] (6 changes | history) .. (+104) .. [Maximilian Achterbahn (6×)]

Grouped changes

- **Use non-JavaScript interface:** Removes the advanced filter option to save filters and to color-highlight changes.

## Changes shown

- **Hide minor edits from recent changes:** Hide [edits marked as minor](#) from appearing on your *Recent changes* page by default.

## Edit review

These settings are provided by the extension [FlaggedRevs](#) (approval feature).



FlaggedRevs is available up to BlueSpice 4.2.

- **Basic interface:** This setting has no effect in the *BlueSpice Discovery* skin
- **When to show the stable version of content pages by default:**
  - Use the default settings for each page: This setting has no effect in BlueSpice (default settings cannot be [set by administrators on a page level](#))
  - **Always show the stable version (if there is one):** This default setting is only applied if the [FlaggedRevs](#) feature is active in a namespace. It shows the approved (stable) version by default when navigating to that page.
  - **Always show the latest version:** It is a useful settings for users with review permissions who can accept draft versions. It loads the latest revision of a page by default instead of the stable version.
- **Show the pending changes diff when viewing the latest pending version:** This setting has no effect in the *BlueSpice Discovery* skin.

## Watchlist

### Edit watchlist

- **Edit entries on your watchlist:**
  - *View and remove titles on your watchlist:* Links to the page Special:EditWatchlist where you can manage your watchlist entries. The watchlist is organized by namespaces.
  - *Edit raw watchlist:* Links to the page Special:EditWatchlist/raw where you can remove pages by page name from a textbox. This list is also organized by namespaces.
  - *Clear watchlist:* Links to the page Special:EditWatchlist/clear where you can empty your watchlist with the click of a button.

### Display options

- **Days to show in watchlist** (default:7): Presets the value in the selection menu Period of time to display on the page *Special:Watchlist*.
- **Maximum number of changes to show in watchlist** (default:250): Limits the number of changes that are displayed in your watchlist.

This example shows a default setting of 8 days and 20 changes.

Watchlist options

Below are the last **20** changes in the last **192** hours, as of 3 December 2019, 13:40.  
Period of time to display:

watchlist display options

### Advanced options

- **Expand watchlist to show all changes, not just the most recent** (default): Determines if a changed page is displayed several times in the filtered time period or if only the latest change is listed.
- **Add direct unwatch/watch markers (x/+) to watched pages with changes (JavaScript required for toggle functionality):** An icon for the direct removal of the page from the watchlist is available.

22 March 2023

○

×

13:23 MLR:Test1 pending edits (diff | hist) .. (+22) .. Maximilian Achterbahn (→Heading 1) [rollback 6 edits]

○

×

12:54 Test (diff | hist) .. (+5) .. Maximilian Achterbahn [rollback 1 edit]

1

2

17 March 2023

●

×

17:03 FB:Yet another page pending edits (diff | hist) .. (-43) .. WikiSysop [rollback 4 edits]

3

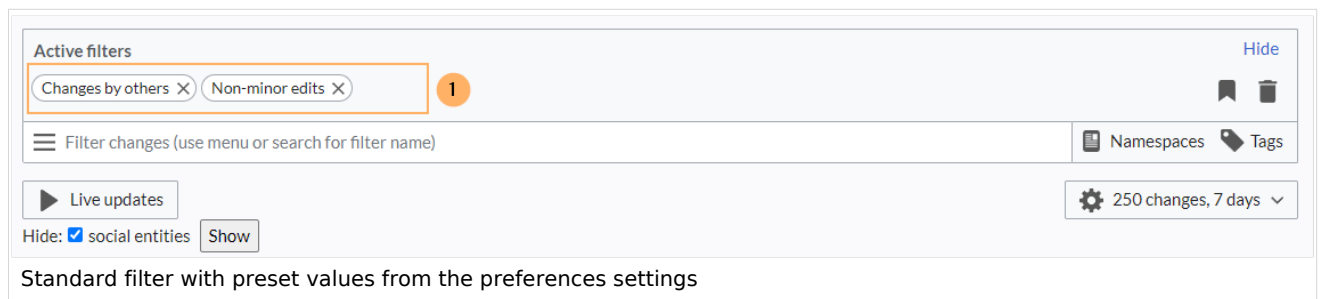
Direct markers: (1) Changes have been read, (2) remove from watchlist, (3) changes have not been read

- **Use non-JavaScript interface:** A basic view of the watchlist loads (without special filter menu and without highlighting options).
- **Add pages I review to my watchlist** (until BlueSpice 4.2): Automatically adds pages the user approves to the watchlist.

## Changes shown

These settings configure a standard filter for the watchlist. By default, no filter is applied. Possible standard filters are:

- **Hide minor edits from the watchlist**
- **Hide bot edits from the watchlist**
- **Hide my edits from the watchlist**
- **Hide edits by anonymous users from the watchlist**
- **Hide edits by logged in users from the watchlist**

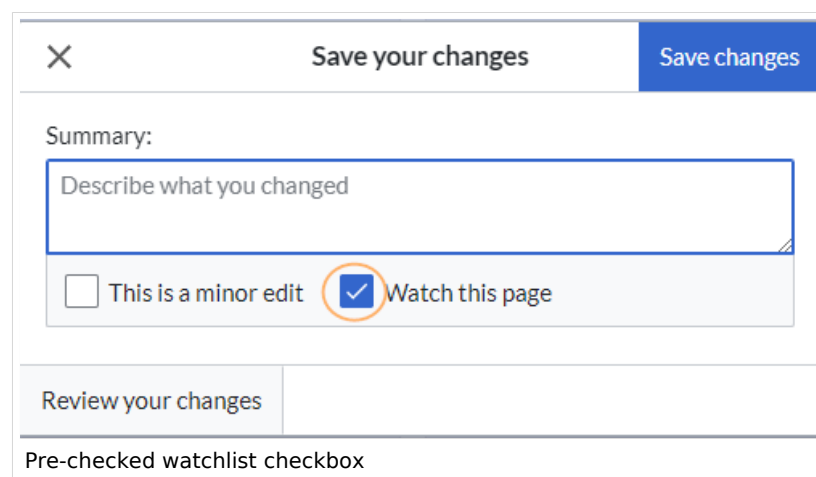


The screenshot shows the 'Active filters' section of the watchlist. It contains two filter buttons: 'Changes by others' and 'Non-minor edits', both with an 'X' icon to remove them. A red circle with the number '1' highlights the 'Non-minor edits' button. Below the filters is a search bar labeled 'Filter changes (use menu or search for filter name)'. To the right of the search bar are links for 'Namespaces' and 'Tags'. Below the search bar is a 'Live updates' button. At the bottom left, there is a 'Hide' section with a checked checkbox for 'social entities' and a 'Show' button. At the bottom right, there is a settings icon, a text '250 changes, 7 days', and a dropdown arrow. A 'Hide' link is in the top right corner. Below the filter section, the text 'Standard filter with preset values from the preferences settings' is displayed.

## Watched pages

These settings determine which pages are automatically added to the watchlist by preselecting the checkbox *Watch this page* of the related dialog window. If no dialog window is available, the addition to the watchlist automatically happens in the background:

- **Add pages and files I edit to my watchlist (default)**



The screenshot shows the 'Save your changes' dialog window. It has a title bar with a close button (X), the text 'Save your changes', and a 'Save changes' button. The main content area has a 'Summary:' label and a text input field with the placeholder 'Describe what you changed'. Below the input field are two checkboxes: 'This is a minor edit' (unchecked) and 'Watch this page' (checked). The 'Watch this page' checkbox is highlighted with a red circle. At the bottom of the dialog is a 'Review your changes' button. Below the dialog, the text 'Pre-checked watchlist checkbox' is displayed.

- **Add pages and files I move to my watchlist**
- **Add pages and files I delete to my watchlist**
- **Add pages I create and files I upload to my watchlist** (default)
- **Add pages where I have performed a rollback to my watchlist**

- **Add new files I upload to my watchlist** (default)

## Token

- **Watchlist token:** The token can be used to create a public RSS feed to your watchlist. Anyone who knows this token can access the feed. The syntax for the feed URL is: `https://[YourWikiDomain]/w/api.php?action=feedwatchlist&wlower=[USERNAME]&wltoken=[TOKEN]` .

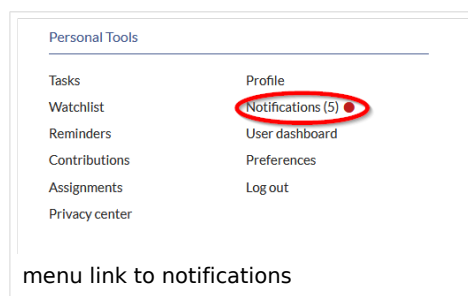
## Notifications

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**Important!** Notification don't consider the edit type "Minor edit". Therefore, notifications are sent even in the case where a user makes a minor edit.

Here you can set how and when you would like to receive notifications in email and/or in the notifications area of your user profile (Web notifications). If you haven't received email notifications yet, make sure that your email adress has been verified. This information is available in the *User profile* tab, under the section *Email options*.

To view your Web notifications, go to your User profile menu and select Notifications.

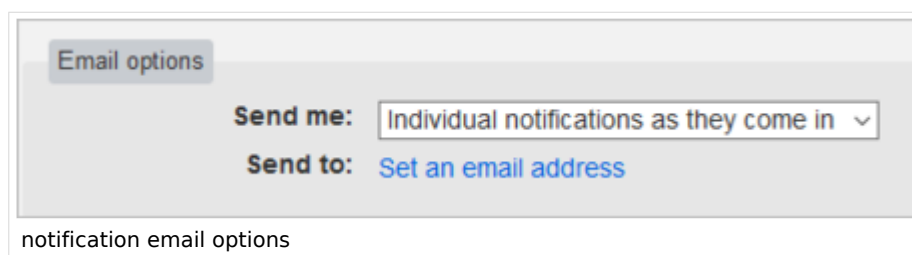


The user profile image in the main toolbar and the *Notifications* menu item show the number of new notifications. Notifications can set for a variety of events, such as new assignments or reminders. You can also select to be notified about changes only in certain namespaces or categories.

To configure which notifications you want to get, click on *Preferences* in the *Settings* menu (3).

## Email options

You can specify how often you receive emails: *never*, *immediately*, *daily*, or *weekly*.



If you unexpectedly don't receive emails for notifications, check under the *User profile* tab to make sure that you have already confirmed your email account.

<b>Email confirmation:</b>	Your email address is not yet confirmed. No email will be sent for any of the following features. <a href="#">Confirm your email address</a>
unconfirmed email address	

## Notify me about these events

Notifications can be displayed in the Notifications page of the wiki. This functionality is provided by the MediaWiki extension *Echo*.

## New message indicator

This setting currently has no effect in BlueSpice. It is a configuration setting for the MediaWiki extension [Extension:Echo|Echo](#) (echo-show-alert).

## Notifications on namespace events

Select for which namespaces you want to receive notifications.

## Notifications on categories

Select for pages in which categories you want to receive notifications.

## Review

- **Notify me about changes if I am the owner of a review:** Select if you want to be notified in email of any workflow changes of a review workflow if you are the owner of the review.
- **Notify me about changes if I am the reviewer of a review:** Select if you want to be notified in email of any workflow changes of a review workflow if you are the owner of the review.

Under the settings for *Notify me about these events*, you can set if and how you want to be notified if someone assigns a review task to you.

## Extended Search

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Here you can set which namespaces you want to include in your search results. This can be useful if you work in only some areas of the wiki or if you are looking for information in a few areas of your wiki only.

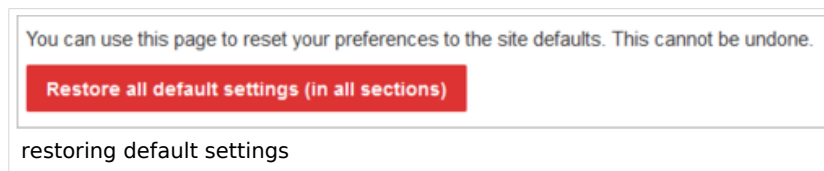
## Semantic MediaWiki

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These user preferences are provided by Semantic MediaWiki. If you would like to change these settings, you can visit the corresponding [help page](#).

## Resetting all preferences

If you click *Restore all default settings (in all sections)*, all your customizations on all tabs are reset to their default settings. Since this could affect lots of customized settings, a warning page appears before the reset.



Use the browser's back button if you do not want to restore the default settings.

## Reference:BlueSpiceBookshelf

## Extension: BlueSpiceBookshelf

→ [all extensions](#)

Overview			
<b>Description:</b>	Enables BlueSpice to manage and export hierarchical collections of articles.		
<b>State:</b>	stable	<b>Dependency:</b>	BlueSpice
<b>Developer:</b>	HalloWelt	<b>License:</b>	<a href="#">GPL-3.0-only</a>
<b>Type:</b>	BlueSpice	<b>Category:</b>	Book
<b>Edition:</b>	BlueSpice pro, BlueSpice Farm, BlueSpice Cloud	<b>Version:</b>	4.1+
<a href="#">? View user help page</a>			

## Features

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**Bookshelf** combines wiki pages to create books and also to export those pages as a PDF document.

- Sets of different pages (chapters) can be put together individually to a book.
- The table of contents of the book is displayed in the left navigation bar.
- The chapters are displayed in a collapsible tree structure.
- The book or parts of the book can be exported to PDF.

## Configuration manager

Some aspects of this extension can be configured on `Special:BlueSpiceConfigManager`. Here, wiki administrators can:

- prepend the article table of contents and headlines of a page with book numeration.
- suppress the namespace prefix of book articles in the PDF output.
- apply the display title from the book source to a wiki page.

## Technical Information

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This information applies to BlueSpice 4. Technical details for BlueSpice Cloud can differ in some cases.

### Requirements

MediaWiki: 1.38.0  
BlueSpiceFoundation: 4.1

### Integrates into

- BlueSpiceBookshelf
- BlueSpiceVisualEditorConnector
- ContentDroplets
- MWStakeContentProvisioner

### Special pages

- Bookshelf
- BookshelfBookEditor
- BookshelfBookManager



## Permissions

Name	Description	Role
bookshelf-viewspecialpage	Access the special page <a href="#">Special:Bookshelf</a>	reader
bookshelfbookmanager-viewspecialpage	Access the special page <a href="#">Special:BookshelfBookManager</a>	reader

## Configuration

Name	Value
BookShelfDefaultCoverImage	'resources/images/assets/coverimage/dummy.png'
BookShelfShowChapterNavigationPagerAfterContent	false
BookShelfShowChapterNavigationPagerBeforeContent	false
BookshelfMainLinksBookshelf	true
BookshelfPrependPageTOCNumbers	true
BookshelfSupressBookNS	true
BookshelfTitleDisplayText	true

## User options

Name	Value
bs-bookshelf-defaultview	'gridviewpanel'

## API Modules

- [bs-book-chapters-store](#)
- [bs-bookshelf-bookstore](#)
- [bs-bookshelf-manage](#)
- [bs-bookshelf-mass-add-page-store](#)
- [bs-bookshelf-page-collection-store](#)
- [bs-bookshelf-store](#)

## Hooks

- [BSBookshelfGetBookData](#)
- [BSUEModulePDFAfterFindFiles](#)

- [BSUEModulePDFbeforeGetPage](#)
- [BSUEModulePDFcollectMetaData](#)
- [BSUEModulePDFgetPage](#)
- [BSUsageTrackerRegisterCollectors](#)
- [BeforePageDisplay](#)
- [BlueSpiceDiscoveryTemplateDataProviderAfterInit](#)
- [ContentHandlerDefaultModelFor](#)
- [GetPreferences](#)
- [LoadExtensionSchemaUpdates](#)
- [MWStakeCommonUIRegisterSkinSlotComponents](#)
- [OutputPageBeforeHTML](#)
- [SkinTemplateNavigation::Universal](#)