

Using WordPress: Working with Widgets

Widgets add content and features to your WordPress posts. Examples are post categories, recent comments, tag clouds, search, etc. They are easy to add, remove and configure, and can be placed in the left sidebar under the site menu or at the bottom of the page above the footer.

Note: Only users with an Editor role will be able to access a site's widget settings.

1. Locate *Appearance* in the left menu and select **Widgets**.
2. The available widgets are shown on the left side of the screen. The two columns on the right (*Primary* and *Footer*) show widgets that are currently active on your site in those two areas. Click the down arrow to show the list of active widgets in each area.

Tip: Widgets are either active or inactive; you cannot delete them. Feel free to experiment with widgets and their options! You can always remove or change them later.

3. To add a new widget, click on one in the left column and drag it to one of the columns on the right. Place it in the location you want it to appear. Configure any of its settings and click **Save**.

Tip: Click the down arrow to view the options for your other active widgets.

4. Drag and drop widgets to change the order they appear.
5. To remove a widget, click and drag it from the right column back to the left column, or open its options and click the **Delete** link.
6. Visit your site and refresh your browser to see your changes.