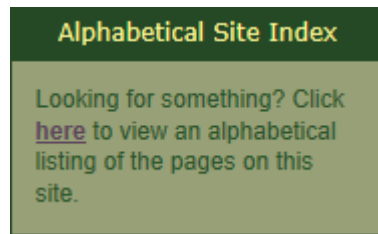


WordPress Widgets

8/13/2013

Widgets are blocks that contain content. Popular widgets include:

Text widgets containing links, blocks of text:



Calendars like Google calendar or a calendar of events



RSS feeds which import articles from another site, e.g. UW, CALS, Extension, etc.



Widget Locations

Each of our themes contain areas where you can place widgets.

Our most common theme, Twenty Eleven, lets you place widgets in the sidebar of a page or in the page's footer above the copyright area.

Widget Visibility

If you place widgets in the sidebar, you must use the Sidebar page template, or the widgets will not appear.

If you place widgets in the footer, you can use any page template.

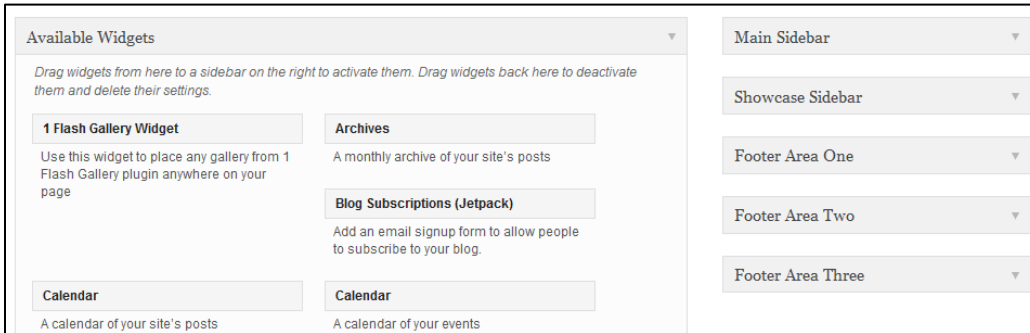
Widget "Gotchas"

- The text widget does not have an editing toolbar. You need to know HTML to format the text. See the handout **HTML Just the Basics**.

- Names of widgets can be misleading. When in doubt, email webeditor@russell.wisc.edu and ask.
- The RoyalSlider widget can be buggy.
- Some widgets are designed for blogging and may not be applicable to our sites.
- By default, a widget appears throughout the site, either in the footer, or in the sidebar of the pages with the Sidebar template. If you want a widget to only appear on some pages, email webeditor@russell.wisc.edu and ask about conditional widgets.

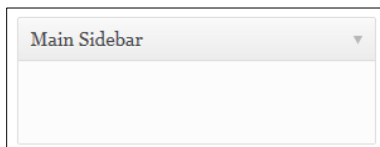
Widgets Screen

You maintain widgets using the Widgets Screen. On the WordPress Dashboard, click Appearance..Widgets. The Widgets screen appears:

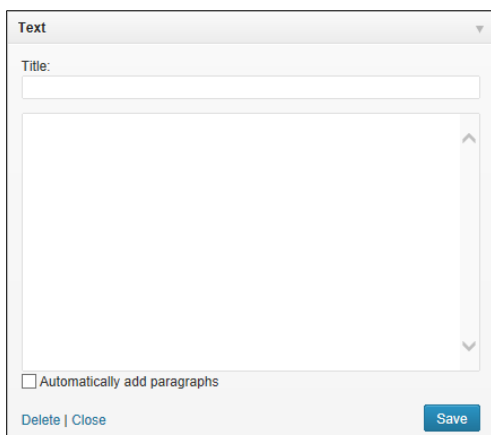


How to Add a Text Widget to the Sidebar

1. From the Dashboard Menu, choose Appearance..Widgets. The Widgets screen appears.
2. Choose the theme location to add the widget – in the right side of the screen, locate the Main Sidebar block. Click the down-pointing triangle to open the block:



3. In the Available Widgets section, locate the Text widget.
4. Drag and drop the Text widget into the open Main Sidebar block. The Text widget pops open:



5. Click in the Title box and enter a title for the widget.
6. In the bottom left of the widget, click Automatically add paragraphs.
7. Click in the middle box and enter text. Press Enter to create paragraphs.
8. Click Save.
9. To close the widget, click the down-pointing triangle in the widget's upper right hand corner.

For More Information on Widgets

Email webeditor@russell.wisc.edu.