



Choose and Insert Widgets

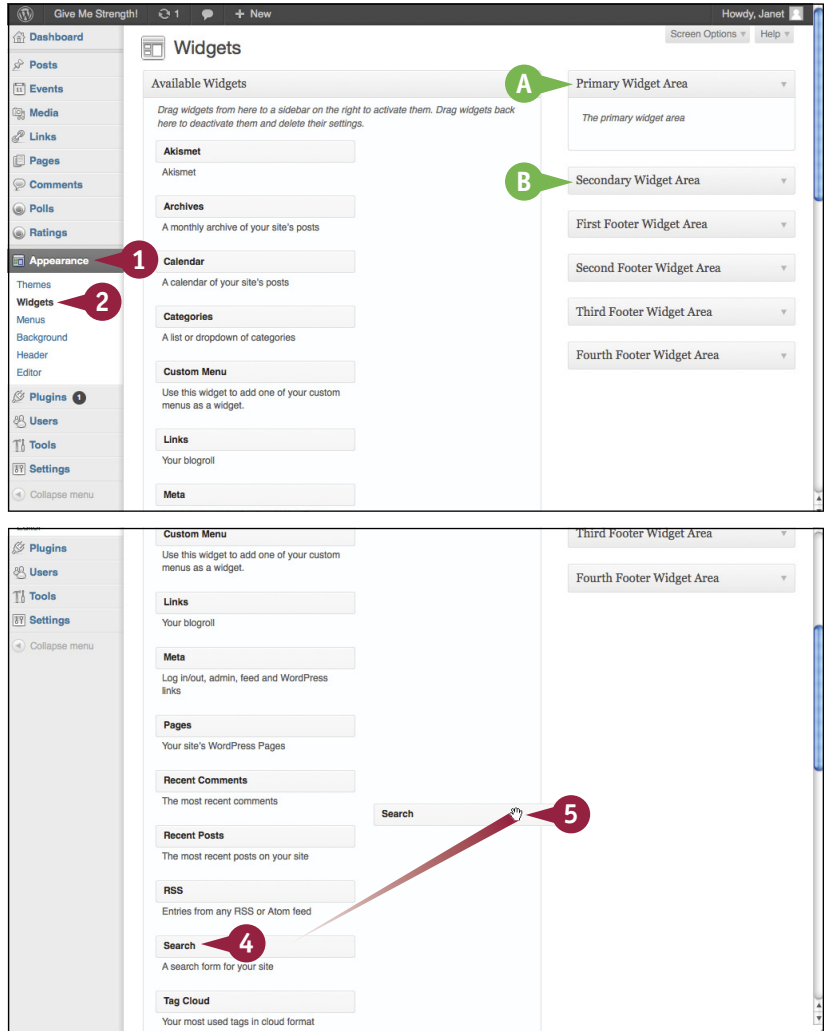
You can add or remove widgets any time you want after you have your blog running. Widgets make it easy to add sidebar features on your blog. Take advantage of them!

When you first install a theme, it may remind you to visit the widgets settings panel to configure them. If you do not, the theme displays a standard set of widgets, which may vary by theme.

Choose and Insert Widgets

- 1 In the left menu bar, click **Appearance** to expand the Appearance menu.
 - 2 Click **Widgets** to open the Widget panel, which lists available widgets in alphabetical order.
 - A Active widgets appear in the sidebar list.
 - B If your theme has more than one widget area, a list appears for each available sidebar or other widget area.
 - 3 Use the scroll bar or page-down until you see a widget you want to add, such as the Search widget.
 - 4 Click and hold on the **Search** widget until  changes to .
 - 5 Drag the Search widget to the sidebar list.
- When the widget reaches the list, a dotted line appears under the sidebar label indicating that you can release the mouse button.

Note: The sidebar area needs to be expanded, not collapsed, to accept the widget. Click the arrow (▾) to expand the sidebar area.



- C** You can type a title for your Search widget in the title box.

Note: Widget titles are usually optional.

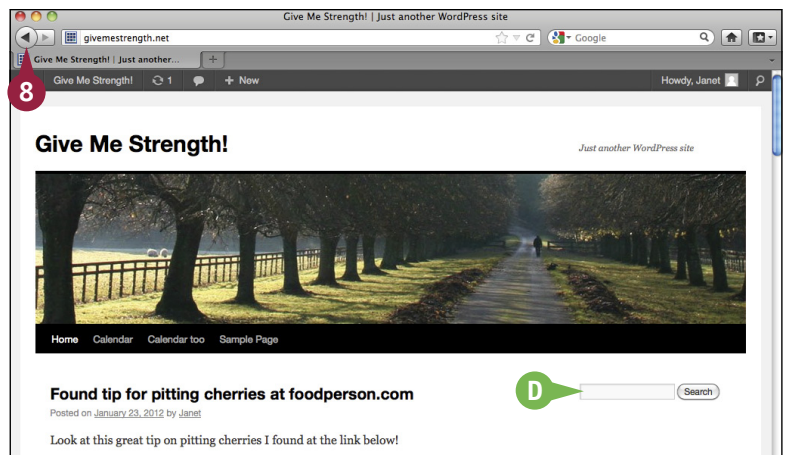
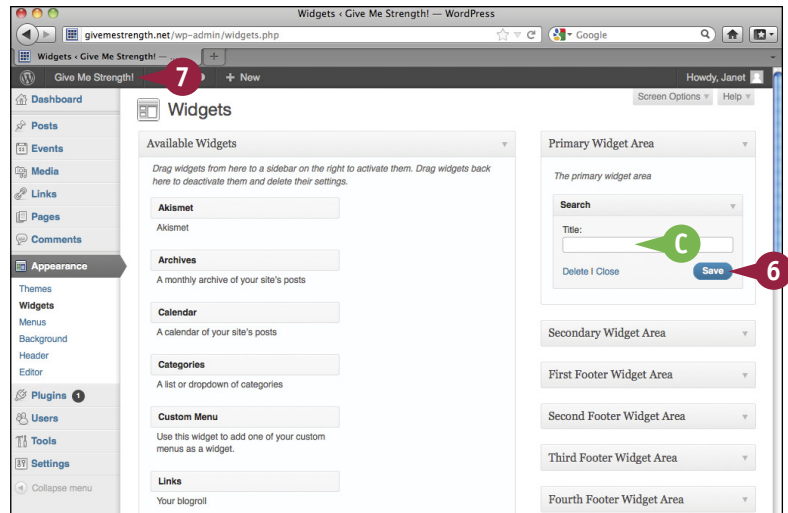
- 6** Click **Save**.

Note: Options for each widget may vary from one theme to the next. If your widget has no options, simply dragging it to the sidebar is all you need to do.

- 7** Click your blog's name to see your widget in action.

- D** The Search widget appears in the sidebar.

- 8** Click the **Back** button (⏪) to return to the Widgets panel, where you can add more widgets to your sidebars.



TIPS

After I installed my first widget and looked at it on the site, all the other widgets that appeared with my theme were no longer there. When I clicked the browser's Back button, even the widget I added did not appear in the sidebar on the Widgets panel. What did I do wrong?

Not a thing. Themes include numerous widgets as part of their installation. Once you configure your first widget, the default widgets go away in self-hosted blogs. If the widget does not appear on the Widgets panel, click your browser's **Refresh** button or click **Widgets** in the left menu bar, and your newly activated widget reappears. Then, click and drag any other widgets you want to the sidebar or sidebars.

I have a self-hosted WordPress blog, but I have more widgets than the standard ones previously mentioned.

Virtually every self-hosted WordPress blog has the standard widgets mentioned in "Introducing Widgets and Plugins." Some themes have additional widgets. It just means your theme's developer automated more functions for you. Try them out. If you installed plugins that add widgets, those will be available as well.