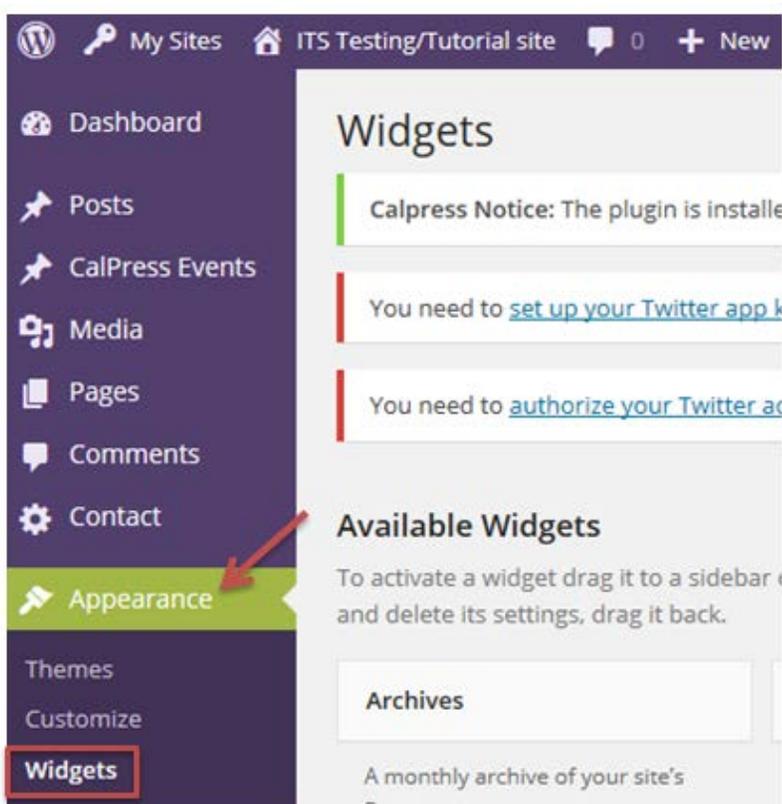


## Topic: Widgets

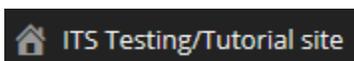
Widgets are some tools that can be added to your blog site. They can make navigation a little easier by adding more links and resources to your site. We are going to add in two new widgets to make our site more accessible.

### STEP 1:

If you are in the dashboard of your site, you can find **Widgets** under **Appearance** on the left sidebar.



Or if you are within your site, you can find **Widgets** under the **name of your site** at the top of the page.



### STEP 2:

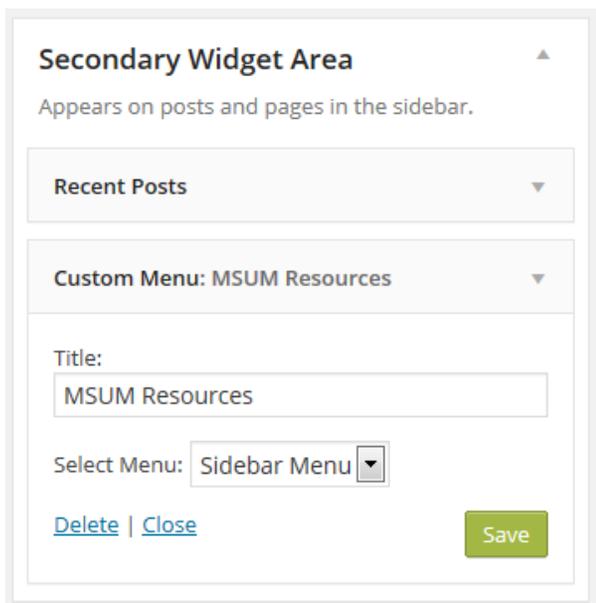
On the widgets page, you will see it is set up with the available widgets on the left, the main widget area in the middle (this is located on the very bottom of your blog site) and the secondary widget area (this will be located on the right sidebar of the blog site once widgets are added to it).

### **STEP 3:**

To get widgets into one of the widget areas, you click on it and drag it to the area you would like it to be in.

Here I brought over the Recent Posts and Custom Menu widgets.

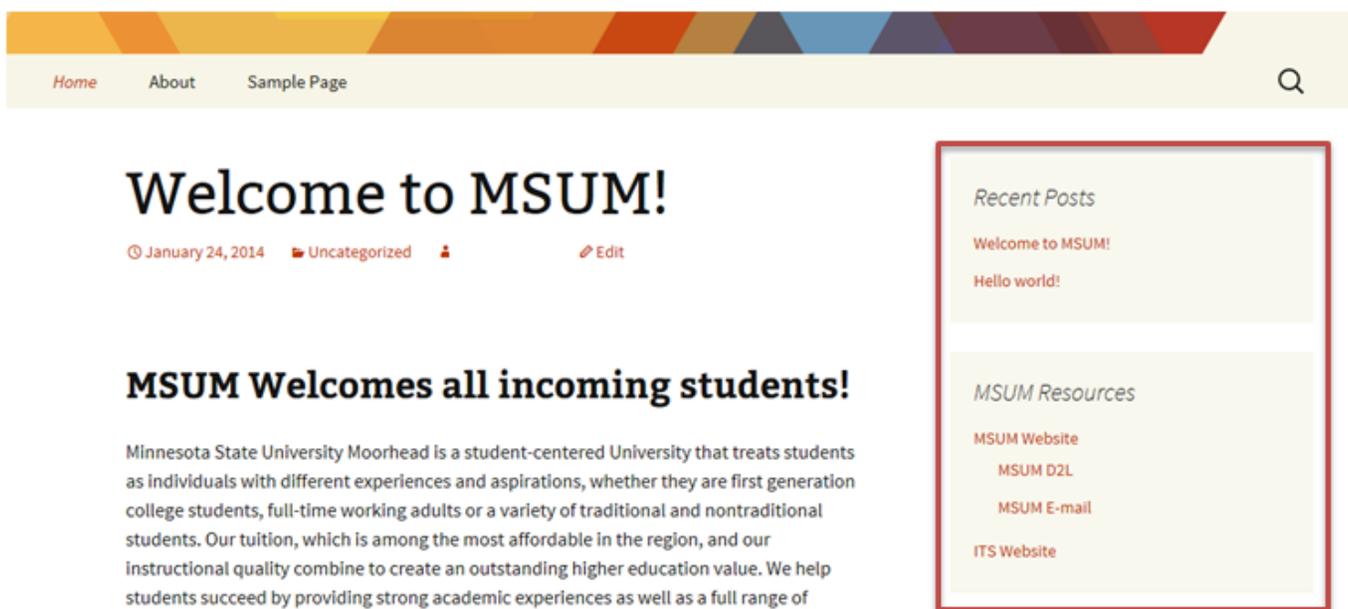
The Custom Menu widget lets you insert any menu that you have created. I have added the Sidebar Menu I created and titled it MSUM Resources because I have links for MSUM in it.



### **STEP 4:**

If you click Save and go back to your site, you will be able to see the results of the widgets that you just added.

The widgets now show up in the right sidebar area with Recent Posts above the MSUM Resources menu.



## For More Information

Please contact the Office of Online & Extended Learning at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.