Changing your Sidebar Widgets

Widgets are tools that you can use to add, arrange and display content in your blog sidebars. Common content displayed in blog sidebars include blogroll, tag clouds, categories and monthly archives.

Every newly created blog has the same default widgets in its sidebars (as shown below). The right sidebar contains Recent posts (Latest posts), Links (Blogroll), Archives and Meta widgets while the left sidebar has text widgets with helpful tips.

To change your sidebar widgets

1. Go to Appearance > Widgets in your Dashboard

2. Click on the desired Sidebar to expand (so you can add the widgets) NOTE: In new blogs sidebars in your dashboard are empty and adding widgets automatically removes the default Edublogs widgets
3. To add a widget, drag it from the Available Widgets or Inactive Widgets areas on the left into the Sidebar area on the right.

4. Drop the widget when you see a dashed line appear - this indicates the widget is in place.

5. The widget will automatically open -- just configure, click **Save** and then **Close**.

6. To open and close a widget, mouse over the widget bar and click the small arrow that appears to the right.
7. To remove a widget from a sidebar click **Remove**. **NOTE**: this removes the widget and places it in the Inactive Widget area while keeping all their settings.