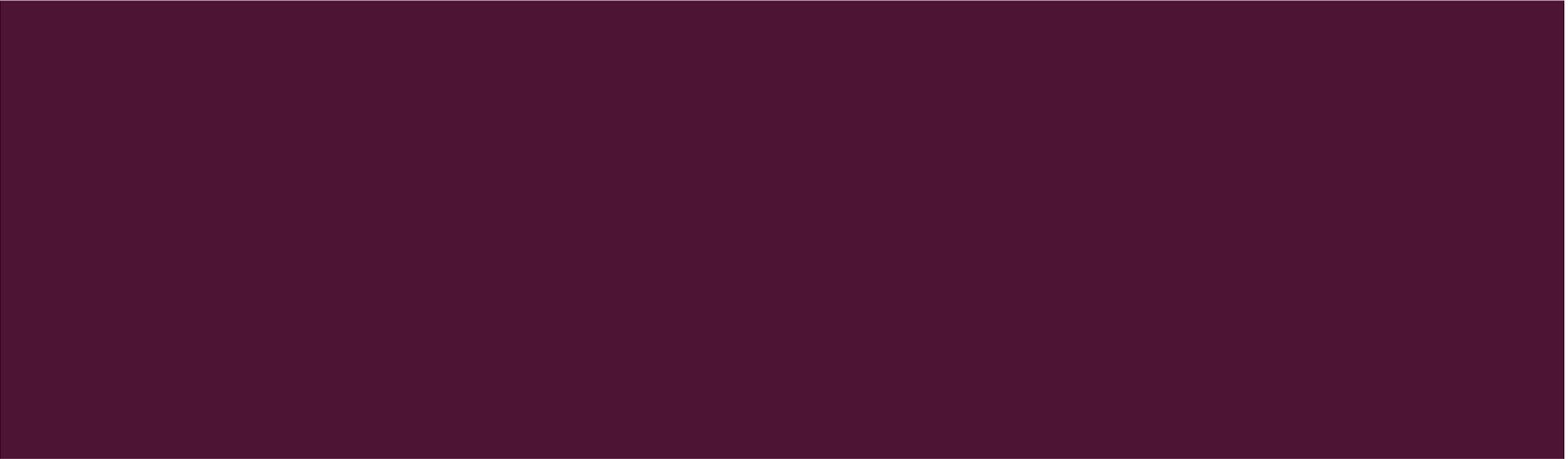




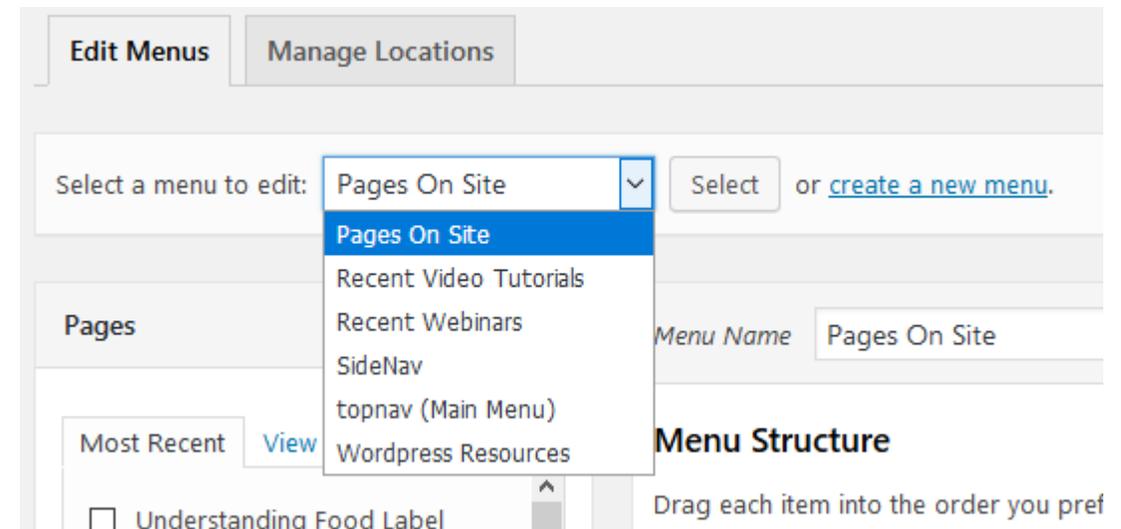
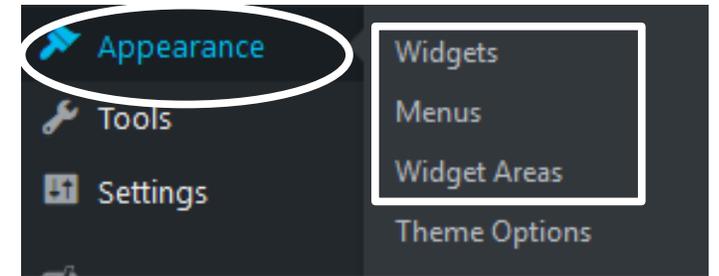
# MENUS, WIDGETS, AND WIDGET AREAS

WEBINAR, OCTOBER, 2018



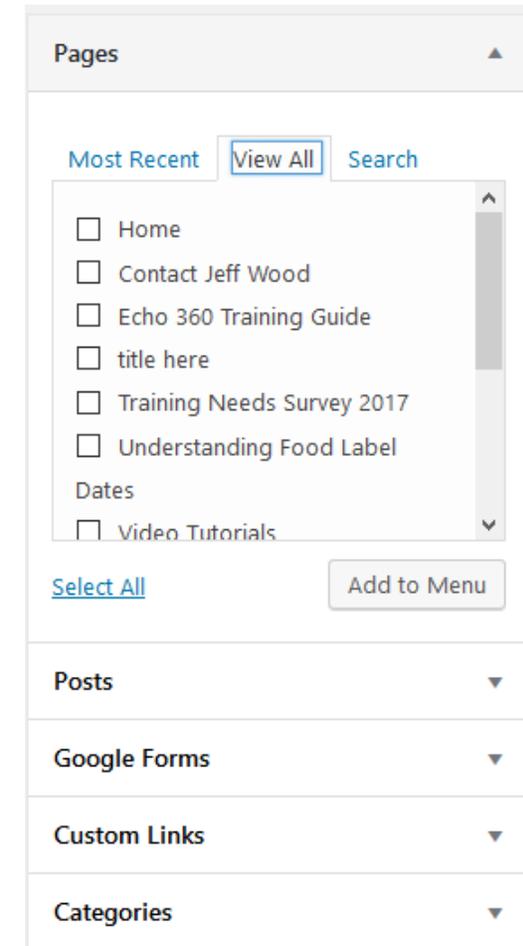
# BUILDING A MENU

- Everything you'll need is in the Appearance menu
- Appearance>Menu
- Choose an existing menu (make sure and click select), or create a new menu
- Add menu items below
- Drag and drop to create proper order
- Drag and drop just to the right to create a sub-menu
  - Make sure and check on how it looks
- Make sure and click Save



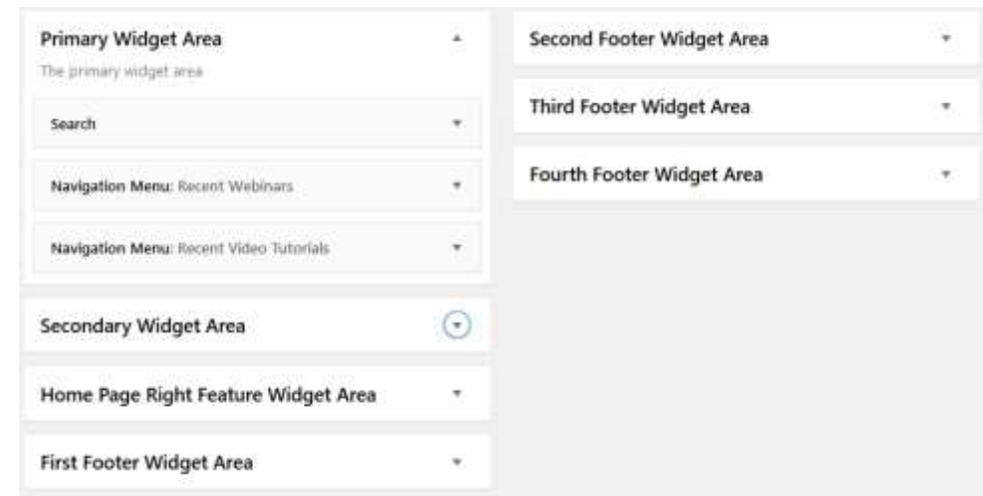
# TYPES OF MENU ITEMS

- Pages
  - Internal pages: sorted by Most recent or All
  - Select and click Add to Menu
- Posts
  - Same options, posts instead of pages
- Google Forms
  - “The [Google Forms plugin](#) may no longer work after August 22, 2018. The [Google Forms plugin](#) does not work with the new version of Google Forms.”
  - Better to use a custom Link and Embed the form
- Custom Links
  - External pages: Name and URL
- Categories
  - A way to show all posts with a specific category



# WIDGETS

- Drag widgets into widget areas
  - You can drag multiple widgets into one area
  - Default widgets areas are shown on the right
- Primary Widget Area is right column of interior pages
- Secondary Widget Area is also right column, below Primary Widget Area
- Home Page Right Feature... is below the slider and tagline on the home page
- First-Fourth Footer Widget Areas comprise the footer of all pages
- You can create custom Widget areas
  - They will replace the Primary Widget Area



# WIDGET AREAS

- You can create custom widget areas
  - You can have customized menus for every page, or set of pages
  - You can have customized messages and links for each page
  - You can have customized images or image galleries for each page
- Give it a descriptive name (you can also provide description)
- Choose pages it is to go on
- Custom widget area replaces primary (but not secondary) Widget area

Enter widget area name here

**Description**

Add an optional description, to be displayed when adding widget

**Conditions**

Pages Pages and their children Page Templates Post Typ

**Pages**

<input type="checkbox"/> Calendar (Draft)	<input type="checkbox"/> Webinar Materials
<input type="checkbox"/> Contact Jeff Wood	<input type="checkbox"/> Webinars
<input type="checkbox"/> Echo 360 Training Guide	<input type="checkbox"/> Webinar Listings
<input type="checkbox"/> Iframe Example (Draft)	
<input type="checkbox"/> Technology Toolbox blog (Draft)	
<input type="checkbox"/> title here	
<input type="checkbox"/> Training Needs Survey 2017	
<input type="checkbox"/> Understanding Food Label Dates	
<input type="checkbox"/> Video Tutorials	
<input type="checkbox"/> Web Accessibility Policy materials	

# OTHER COOL WIDGETS

- Post vs. pages
  - Pages are static web pages
  - Posts are blog entries, typically in reverse chronological order
  - Page attributes>Template>Blog page to gather them on one page
  - If you have posts there are many more widget options
    - Calendar, Categories, Archives, Recent Posts, Tag Cloud
- Images
  - Thanks, Larimer County!
  - Gallery distorts images into 150x150 px size

