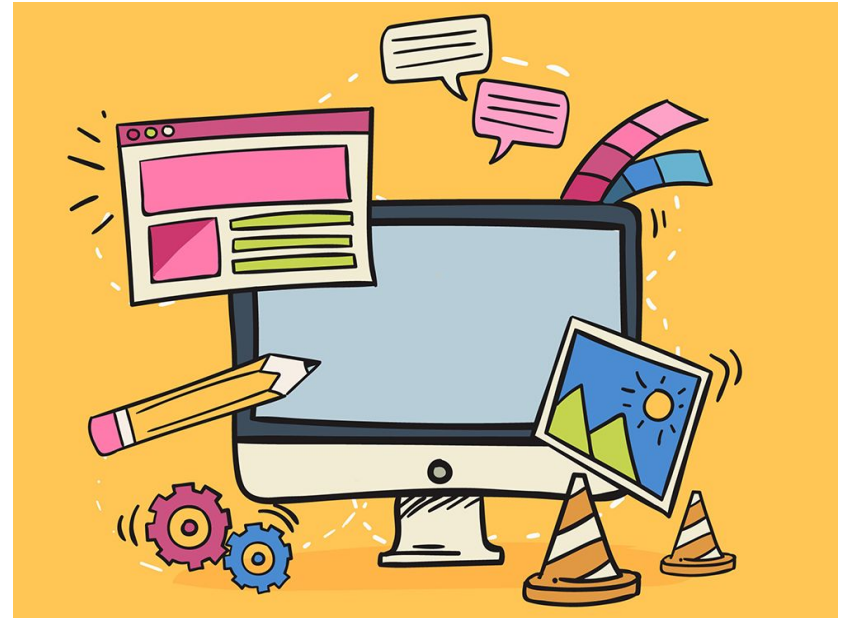# Widgets and Sidebars

Create@USQ User Guide

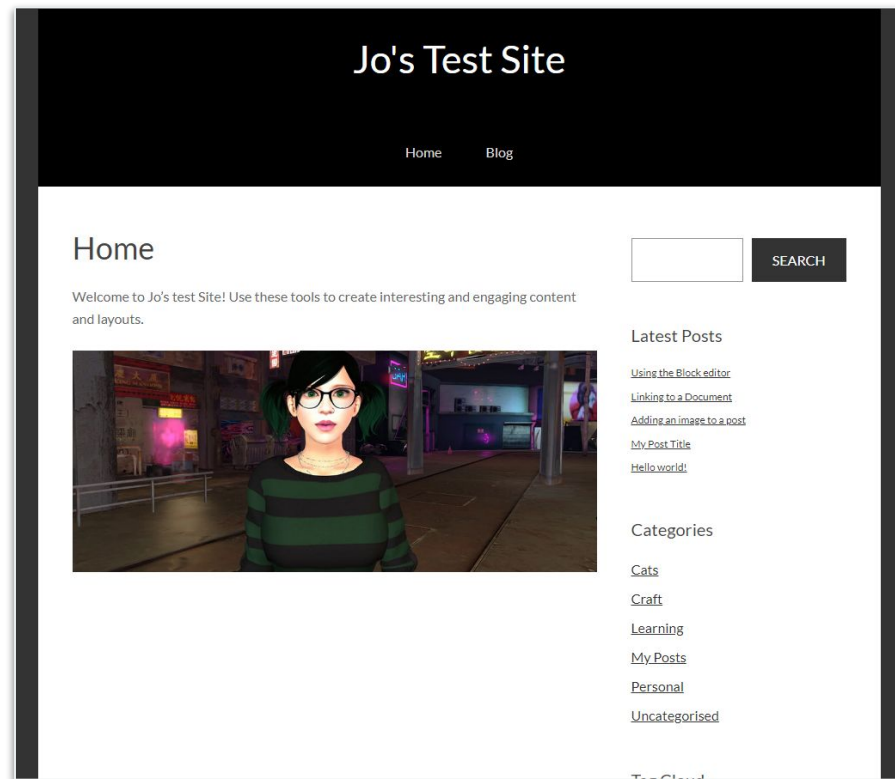Last Updated: March 2023

University of
Southern Queensland

What are Sidebars and Widgets

Sidebars are widget-ready areas included in many (but not all) Create@UniSQ Site Themes.

They are used to display information that is not a part of the main content of your site.

Sidebars are often formatted as a vertical column on the side.

They can also can be a horizontal rectangle below or above the content area, footer, header, depending on the theme you've selected.
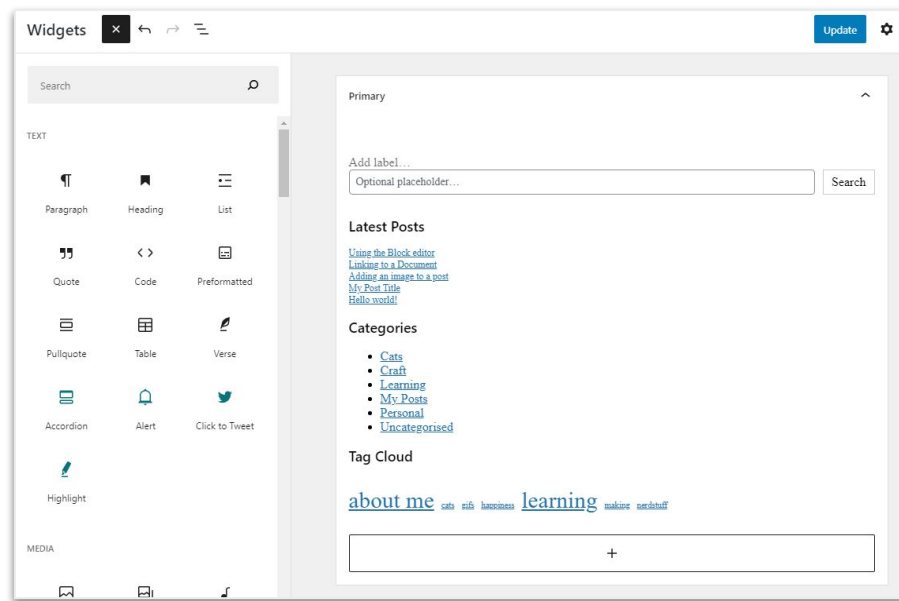
What are Sidebars and Widgets

Widgets allow you to add, arrange and remove items from the sidebar(s) of your site.

There are a range of Widgets available, and some plugins add additional Widget options.

You can also use many of the blocks you've been using on Pages and Posts as Widgets - for example you could embed a video or an image.
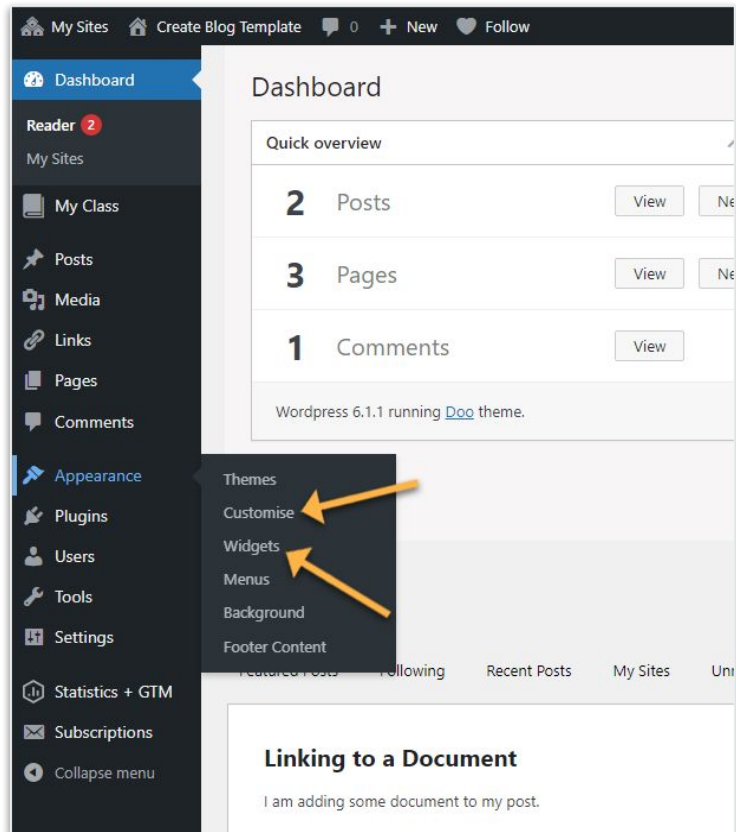
Widgets are often used to add extra navigation with links to categories, recent posts or comments, add Search Tools that assist users to find specific content on your site and to add links to social media - eg Facebook or Twitter.

Working on Widgets

You can add, edit and manage your widgets in two ways:

1. Go to Appearance > Widget in your Dashboard and you'll find the Widgets interface and the sidebars available.

2. Open the Customiser tool and go to the Widgets section which is listed in the menu on the left.
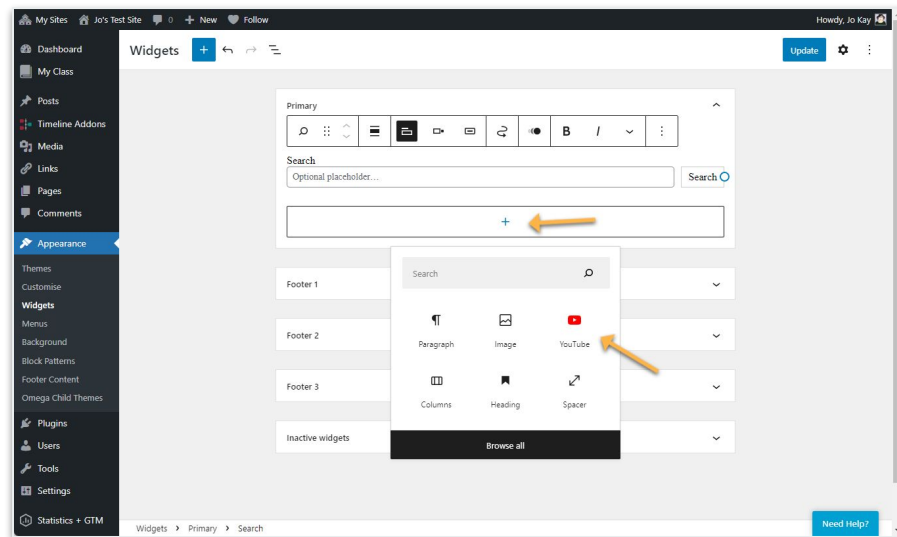
How to use blocks in the Widget editor

The Widget Editing interface is similar to the Post Editor tools, allowing you to add, edit, drag and drop.

You will see distinct editing areas that represent the various Widget Areas as part of your theme - for example your main sidebar area and an area for widgets in your site's footer area.

Within each of these areas, you can add blocks like you would in the Post Editor.

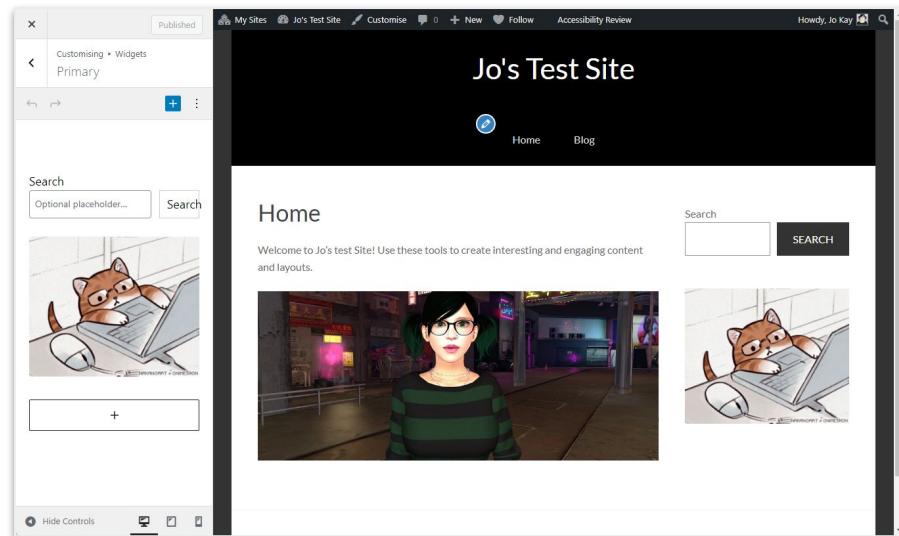For example add an image, a menu, a search tool or embed a video.

How to use blocks in the Customizer

You can also manage Widget Areas in the Customizer.

This allows you to add widgets and blocks with the ability to live preview, schedule changes, and publish as you go.

The main thing to keep in mind is that, due to the small size of the Customizer, some settings require a few more steps to find.

Adding and Managing Blocks with the Customizer

Step 1.
Use the + to add a new block.

Step 2.
After adding the block, select the three-dot ellipsis menu and choose the top option of Show more settings.

From there, you'll see more options to customize your block.