

Changing Your Widget/Plugin Settings in Wordpress

This document assumes the user has already been instructed in the procedure for Wordpress administration login.

Log in to your Wordpress dashboard.

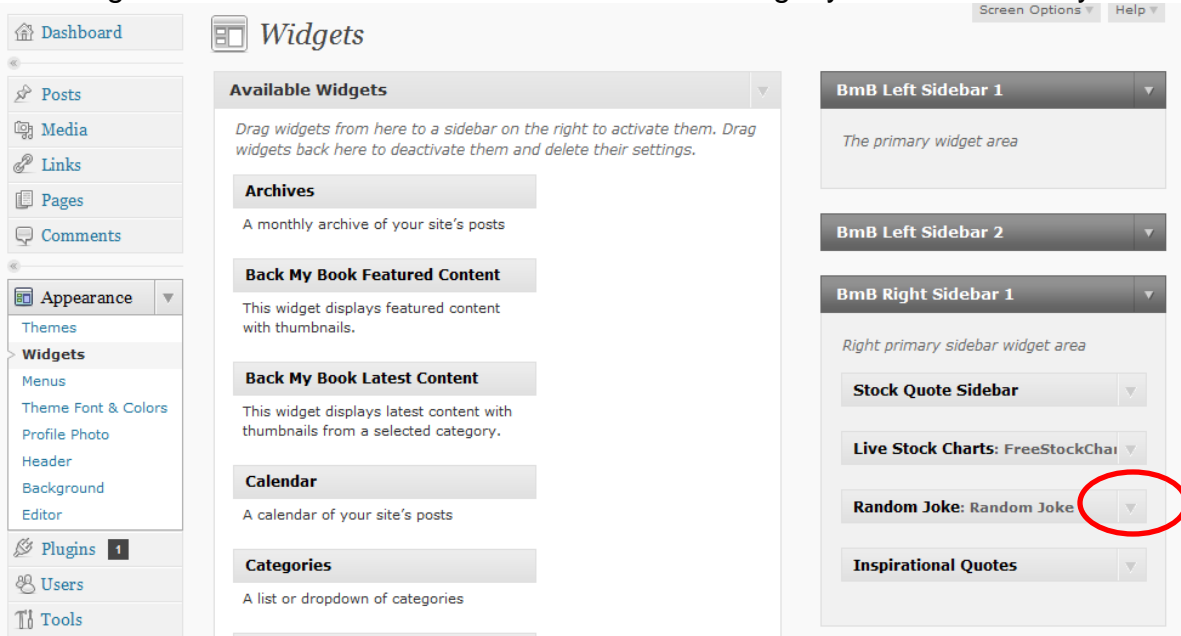
Click the area to the right of the “Appearance” button, an arrow will appear when you hover your mouse over it.

The screenshot shows the WordPress dashboard interface. On the left sidebar, the 'Appearance' menu item is circled in red. The main content area displays several widgets: 'Right Now' with statistics for posts, pages, categories, and tags; 'QuickPress' for creating new content; 'Recent Comments' showing a comment from 'rm_admin'; and 'WordPress Blog' with a post about the 3.0.5 release. The top navigation bar includes 'Dashboard', 'Screen Options', and 'Help'.

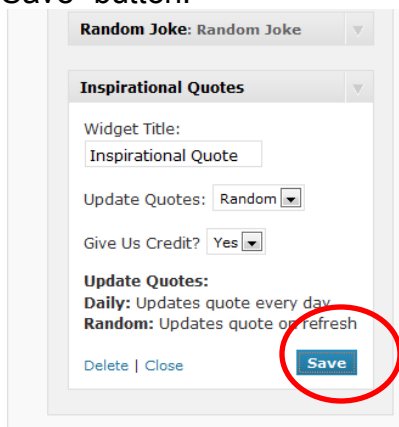
This will display a drop down menu with format related buttons, click “Widgets”

The screenshot shows the WordPress dashboard with the 'Appearance' dropdown menu open. The 'Widgets' option is circled in red. The main content area displays the 'Akismet' plugin settings page, which includes a description of the service, a version update notification for 2.5.3, and a list of other installed plugins like 'All in One SEO Pack' and 'Custom Admin Branding'.

This new screen will have a center panel with available plugins and the installed “Widgets” to the right. Click the arrow next to the name of the widget you want to modify.



Typically the settings are self-explanatory. When you wish to save the settings, click the “Save” button.



For the “Random Joke” widget, you can select multiple categories of jokes by holding down your “ctrl” key and clicking the name. When you wish to save the settings click the “Save” button.

