



WORDPRESS

CS-16: Content Management System using WordPress

B.C.A. Semester - 3

Topic-3

Theme, Widget, Plugin

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What is a Theme?

Fundamentally, the WordPress Theme system is a way to "skin" your weblog. Yet, it is more than just a "skin." Skinning your site implies that only the design is changed. WordPress Themes can provide much more control over the look and presentation of the material on your website.

A WordPress Theme is a collection of files that work together to produce a graphical interface with an underlying unifying design for a weblog. These files are called template files. A Theme modifies the way the site is displayed, without modifying the underlying software. Themes may include customized template files, image files (*.jpg, *.gif), style sheets (*.css), custom Pages, as well as any necessary code files (*.php).

Get New Themes

The WordPress Theme Directory is the official site for WordPress Themes which have been checked and inspected, and are free for downloading. The site features the ability to search by type and style, and offers a demonstration of the page view elements of the Theme.

Using Themes

WordPress currently comes with three themes: the default Twenty Seventeen theme, and previous defaults Twenty Sixteen theme and Twenty Fifteen theme. You can switch between Themes using the Appearance admin panel. Themes that you add to the theme directory will appear in the Dashboard Screen > Appearance > Themes as additional selections.

How to Install & Activate themes

Adding New Themes

There are many Themes available for download that will work with your WordPress installation.

If the Theme that you are installing provides instructions, be sure to read through and follow those instructions for the successful installation of the Theme. It is recommended that Theme developers provide installation instructions for their own Themes, because Themes can provide special optional functionality that may require more steps than the basic installation steps covered here. If your Theme does not work after following any provided instructions, please contact the Theme author for help.



Adding New Themes using the Administration Panels

You can download Themes directly to your blog by using the Add New Themes option in the Appearance sub-menu.

1. Log in to the WordPress Administration Panels.
2. Select the Appearance panel, then Themes.
3. Select Add New.
4. Either use the Search or Filter options to locate a Theme you would like to use.
5. Click on the Preview link to preview the Theme or the Install Now link to upload the Theme to your blog,
6. Or use the Upload link in the top links row to upload a zipped copy of a Theme that you have previously downloaded to your machine.

Adding New Themes by using Dashboard

If your host offers the cPanel control panel, and the Theme files are in a .zip or .gz archive follow these instructions. Note: This assumes the Theme you download is a compressed (.zip) file containing a folder under which all the Theme files reside.

1. Download the Theme .zip file to your local machine.
2. In cPanel File Manager, navigate to your Themes folder. If your WordPress is installed in the document root folder of your web server you would navigate to "public_html/wp-content/themes" and if you have WordPress installed in a sub-folder called wordpress, you would navigate to "public_html/wordpress/wp-content/themes".
3. Once you've navigated to the Themes folder in cPanel File Manager, click on Upload file(s) and upload that .zip file you saved in Step 1.
4. Once the .zip file is uploaded, click on the name of that file in cPanel, then in the panel to the right, click on "Extract File Contents", and that .zip file will be uncompressed.
5. Follow the instructions below for selecting the new Theme.

Adding New Themes Manually (FTP)

To add a new Theme to your WordPress installation, follow these basic steps:

1. Download the Theme archive and extract the files it contains. You may need to preserve the directory structure in the archive when extracting these files. Follow the guidelines provided by your Theme author.
2. Using an FTP client to access your host web server, create a directory to save your Theme in the wp-content/themes directory provided by WordPress. For example, a Theme named Test should be in wp-content/themes/test. Your Theme may provide this directory as part of the archive.
3. Upload the Theme files to the new directory on your host server.
4. Follow the instructions below for selecting the new Theme.

Selecting the Active Theme

To select a Theme for your site:

1. Log in to the WordPress Administration Panels.
2. Select the Appearance panel, then Themes.
3. From the Themes panel, roll over the Theme thumbnail image for the Theme you are interested in to see options for that theme.
4. You can view more information about any theme by clicking Theme Details.
5. A live preview of any Theme (using your blog's content) can be seen by clicking Live Preview.
6. To activate the Theme click the Activate button.

Your selection will immediately become active.

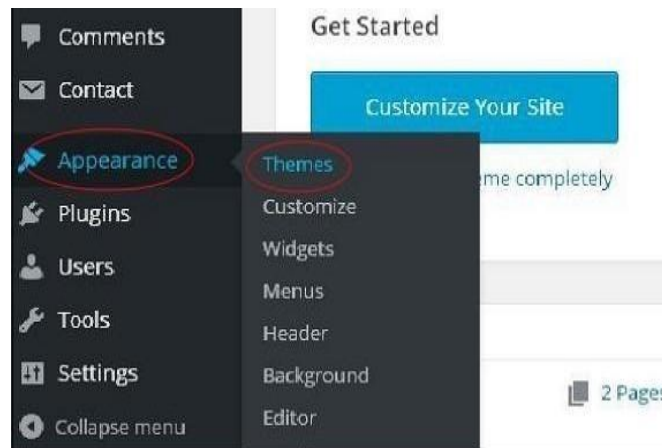
Note: If the Theme preview is blank, do not activate the new Theme without investigating further. Your site may not be displayed correctly, otherwise.

WordPress - Theme Management

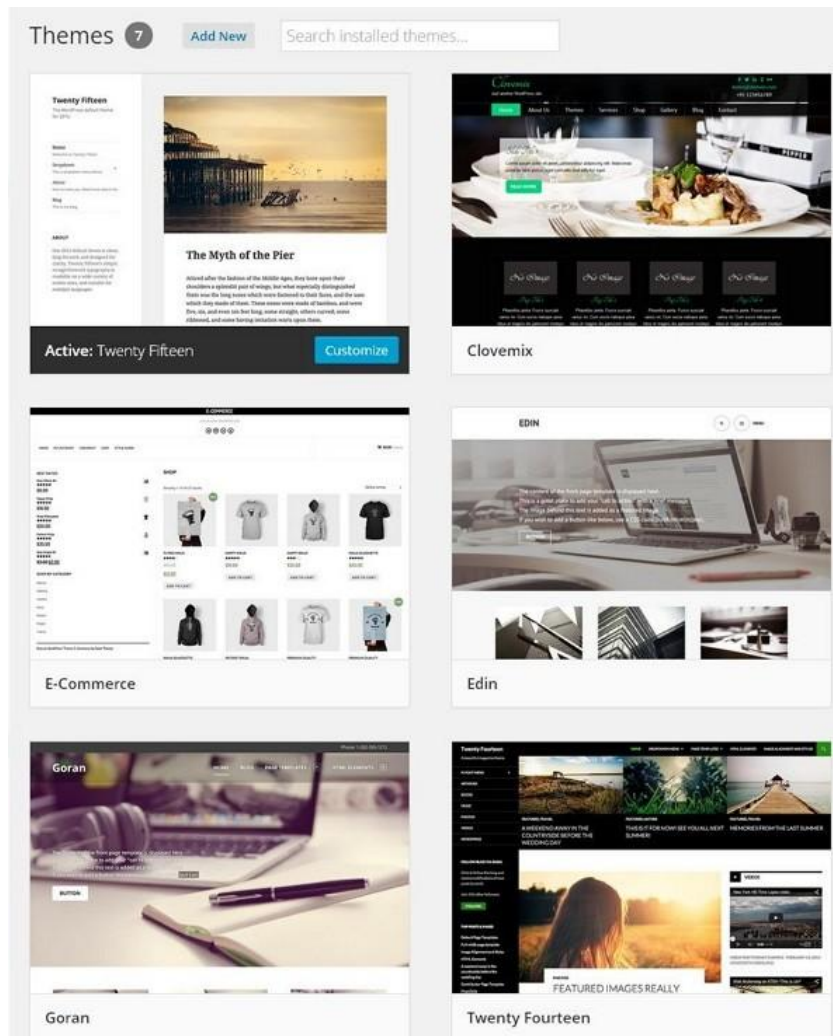
We will learn about Theme management. It includes image files, templates, CSS stylesheets, etc. that can help to make your website look great. This chapter discusses how to install, add new, or customize themes in WordPress.

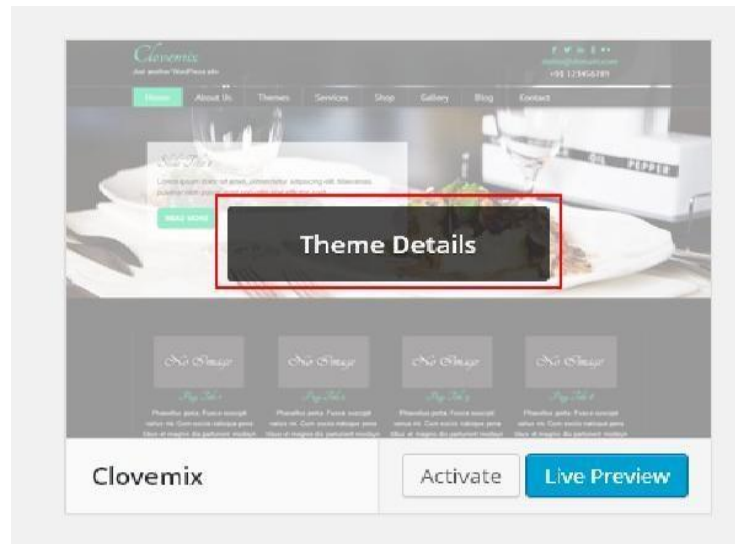
Following are the steps for Theme Management.

Step (1) – Select Appearance → Themes from the dashboard.

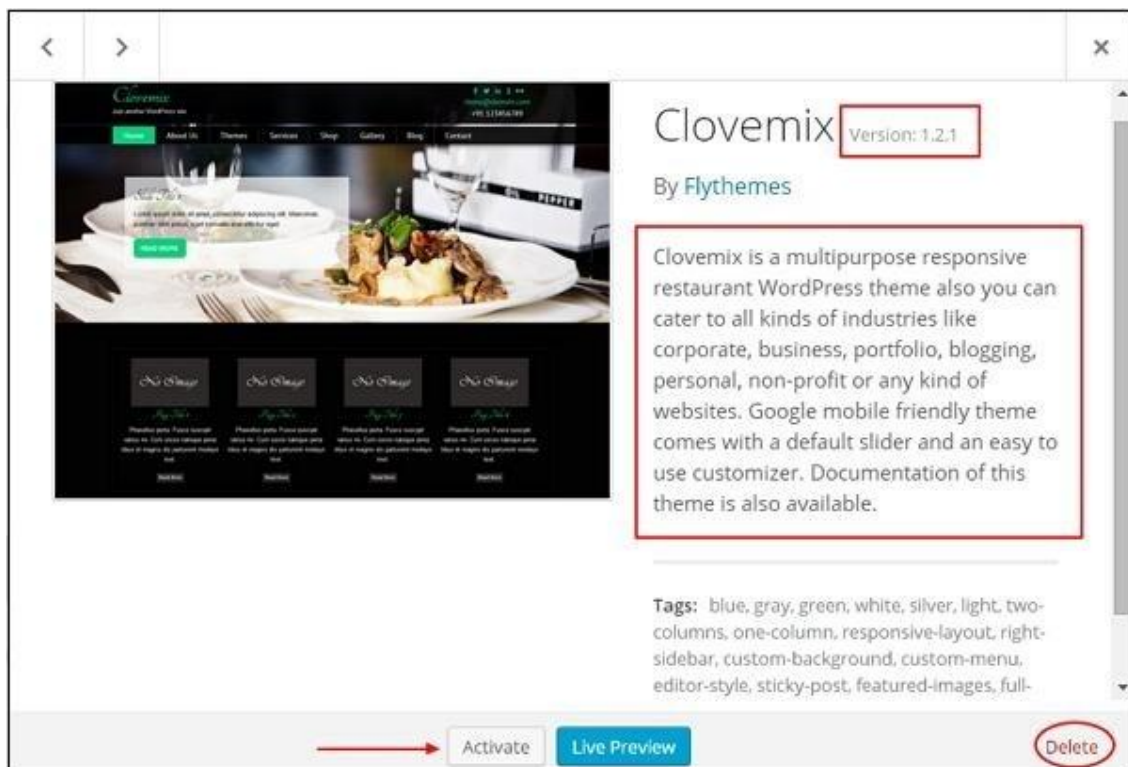


Step (2) – The following screen will be displayed. Hover over any theme and click on Theme Details.





Step (3) – When you click on Theme Detail the following page appears. It consists of details related to the theme. Details like version, description, tags etc.

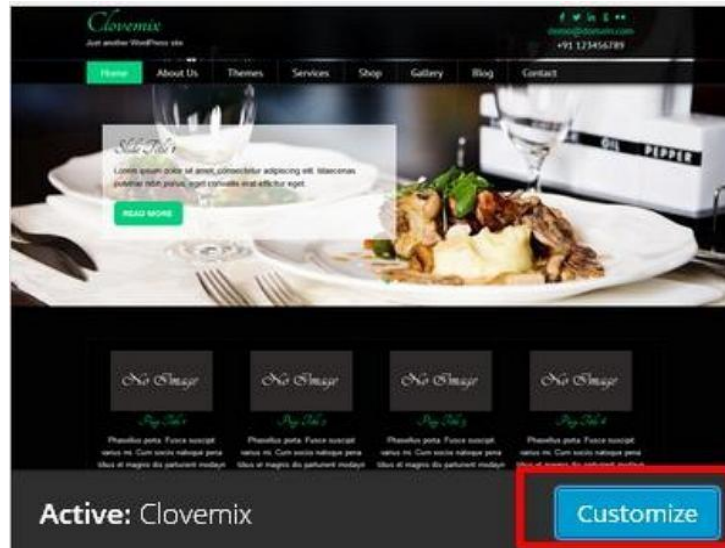


If you want to add this theme to your page/website then click on Activate, and if you want to just check the theme, then click on Live preview.

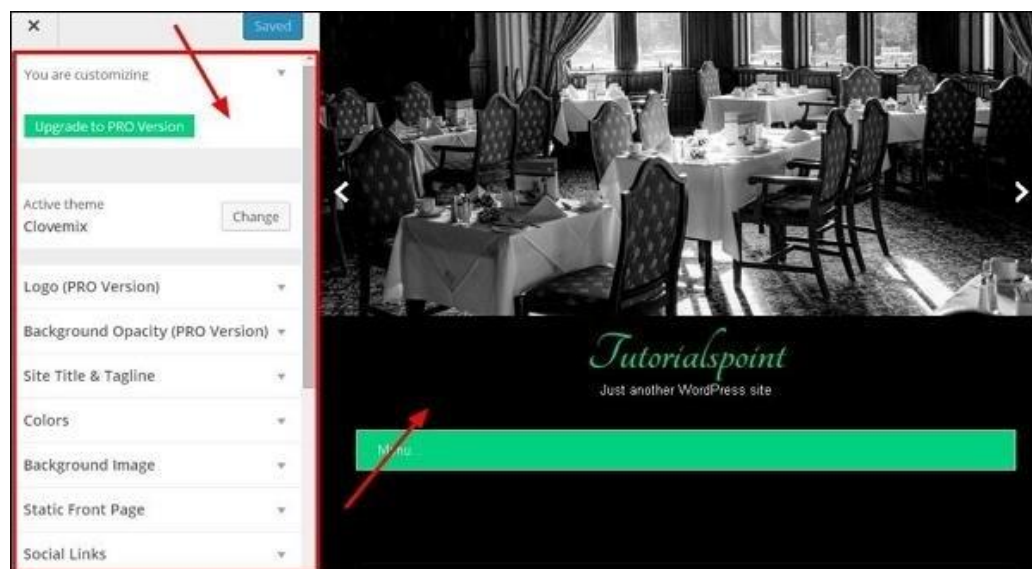
If you click on activate then you get a pop-up message as –

New theme activated. [Visit site](#)

Step (4) – Click on Customize.



Step (5) – On the left side of the page, you can customize your theme. Any changes you make or anything new you add is displayed on the right side of the page.



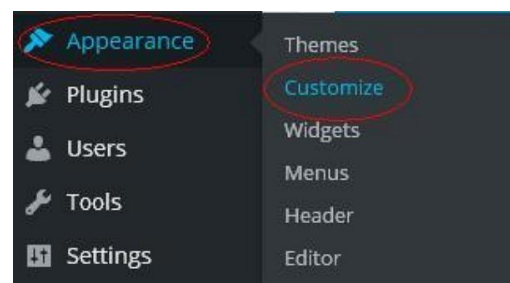
WordPress - Customize Theme

Customizing themes help you to give a new look to your website. Here you can change background images/colors, add titles, and do much more.

Following are the steps of Customize theme.

Step (1) – Click on Appearance → Customize.

Step (2) – The following screen will be displayed.

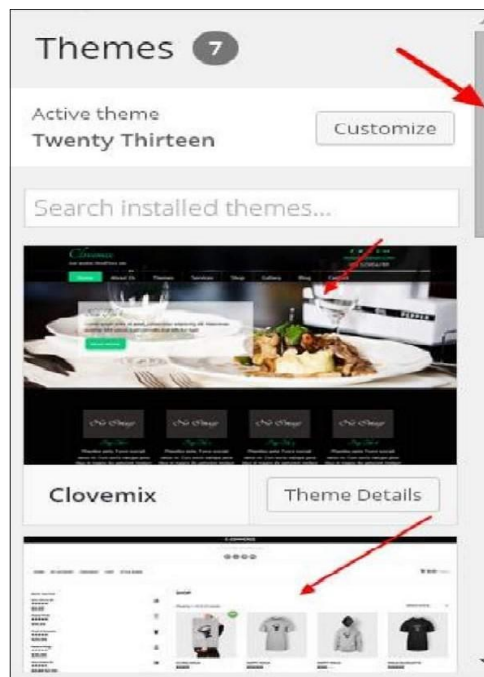




As can be seen, on the left side we have the customizing section, and on the right side we have the theme you have chosen. So any changes you make on the left side will be displayed on the right side of the page. Here are a few options you must know –

Active theme – In this section, you can change the current theme just by clicking on ‘Change’.

When you click on ‘Change’ you get a list of themes, click on any of the themes, and then click ‘Save & Continue’. Your theme will be saved.

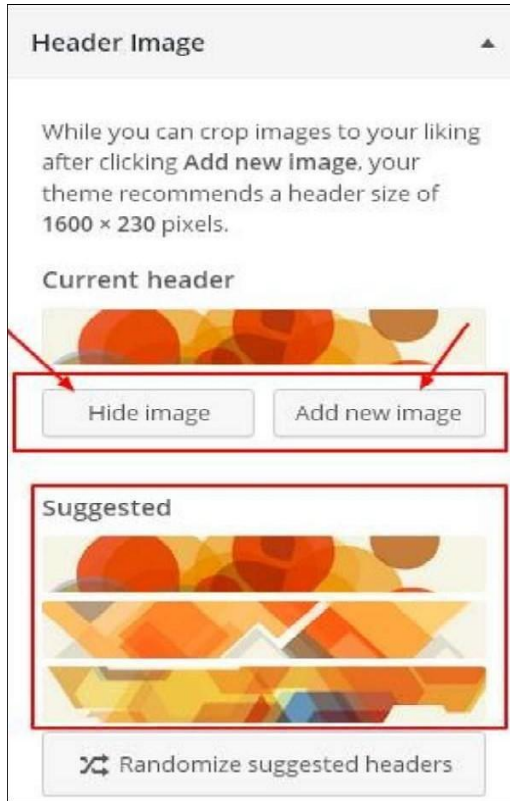


Site Title & Tagline – In this section, you can add the site title and tagline you want to add to your website.

Add your title name in the ‘Site Title’ section. And your tagline in the ‘Tagline’ box.

Header Image – Add a header image either by selecting from the suggestions or you can add an image of your own by clicking on ‘Add new image’.

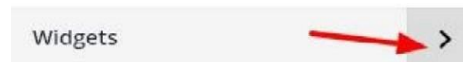




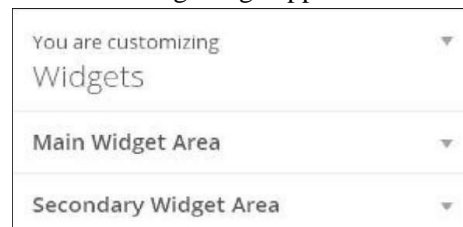
Colors – You can change your header text color using this section. As you scroll through the colors you find changes happening on the right side of your page. You can even add a color of your own into the box that is situated in between ‘Current color’ and ‘Default’.



Widgets – Add widgets to your site from here.

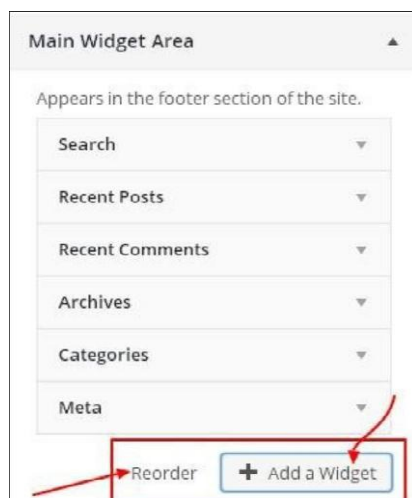


When you click on the arrow mark the following image appears.

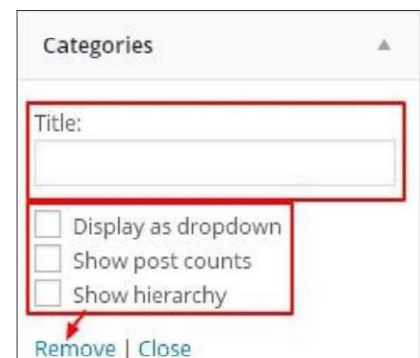


Here, there are two options –

First is the ‘Main Widget Area’, when you click on this you get another list of widgets that are to be displayed in the footer area.

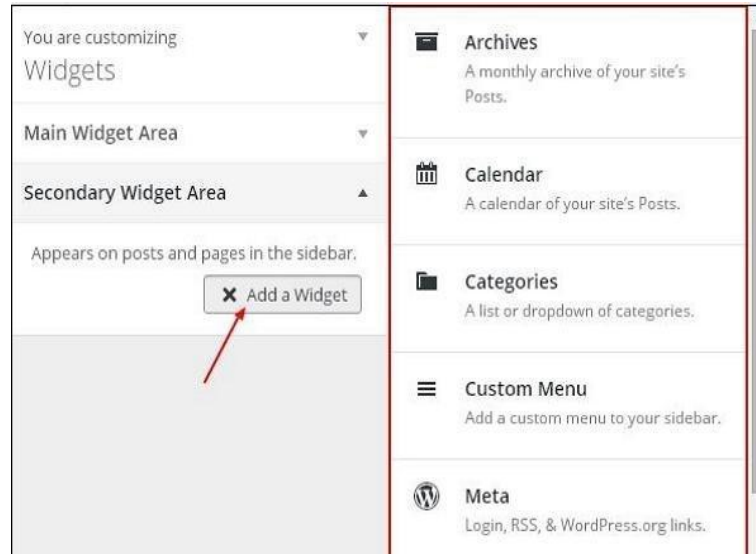


When you click on any of the widgets a dropdown appears where you can edit more or add more. For example – If you want to add categories then the following image appears.

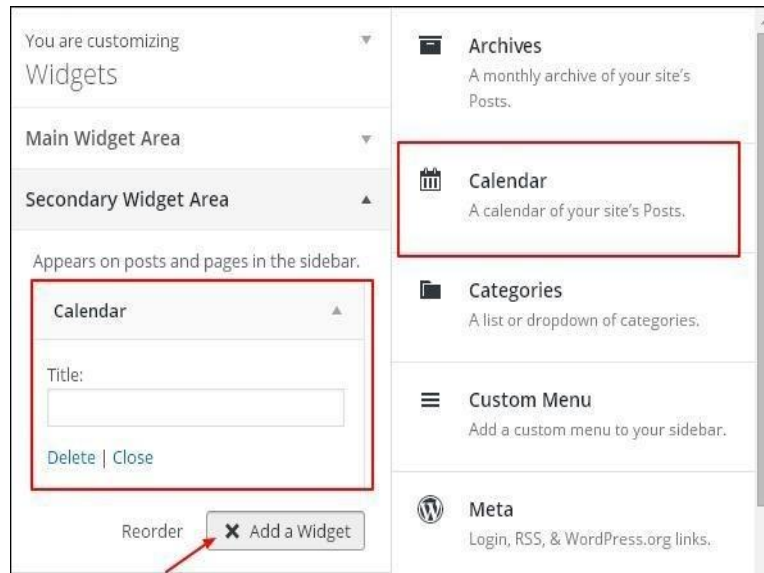


In this image, as you can see, you can add your category in the ‘Title’ section. Check any of the required boxes. If you do not want to add any, then say ‘Remove’. Same goes for other widgets too.

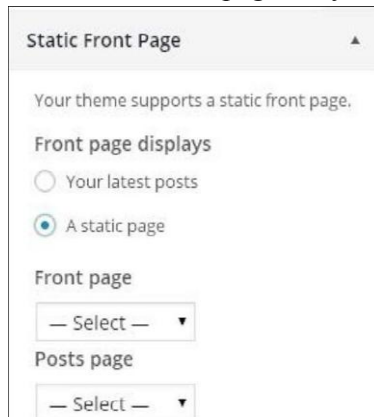
Secondary Widget – Here you must click on ‘Add a widget’ and you get a side bar with a list of different widgets. Click on any and it adds up to your widget list.



If you want to add more widgets then click on ‘Add a widget’ again and you can add as many widgets as you want.



Static Front – Select either latest posts or static front page for your site.



What is Widget?

WordPress Widgets add content and features to your Sidebars. Examples are the default widgets that come with WordPress; for Categories, Tag cloud, Search, etc. Plugins will often add their own widgets.

Widgets were originally designed to provide a simple and easy-to-use way of giving design and structure control of the WordPress Theme to the user, which is now available on properly "widgetized" WordPress Themes to include the header, footer, and elsewhere in the WordPress design and structure. Widgets require no code experience or expertise. They can be added, removed, and rearranged on the Theme Customizer or Appearance > Widgets in the WordPress Administration Screens.

Some WordPress Widgets offer customization and options such as forms to fill out, includes or excludes of data and information, optional images, and other customization features.

The Appearance Widgets Screen explains how to use the various Widgets that come delivered with WordPress.

Plugins that come bundled with widgets can be found in the WordPress Plugin Directory.

Installing Widgets

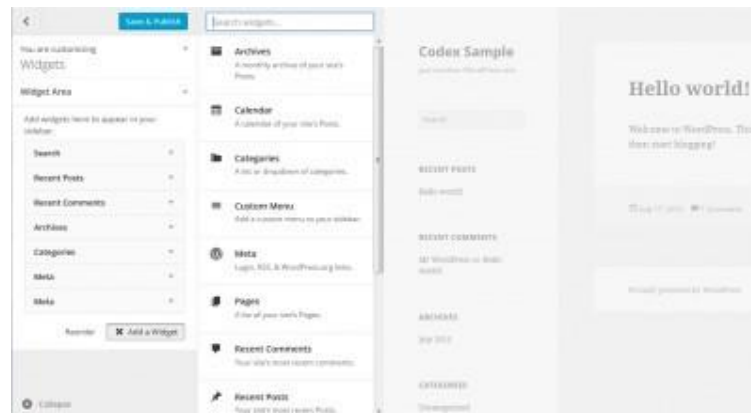
WordPress comes pre-packaged with a variety of Glossary#Widget Widgets. If those are insufficient for your needs you can install new ones by searching the WordPress Plugin Directory which is accessible from the WordPress Administration Plugins > Add New Screen.

Displaying Widgets

Existing Widgets in Existing Widget Areas

Before you can add a Widget you must verify that the Theme you're using supports Widgets (more specifically: Glossary#Widget_Area Widget Areas). You can do so by simply navigating to the Appearance menu and looking for a sub menu titled "Widgets".

If your Theme supports Theme Customizer then you can use the following Steps. In Theme Customizer, the live preview of changes is available.



1. Go to Appearance > Customize in the WordPress Administration Screens.
2. Click the Widget menu in the Theme Customizer to access to the Widget Customize Screen.
3. Click the down arrow of Widget Area to list the already registered Widgets.
4. Click Add a Widget button at the bottom of sidebar. It shows the list of available widgets.
5. Click a widget you want to add. The widgets should be added in the sidebar.
6. Preview your site and you should see the content from your new Widget.
7. To arrange the Widgets within the Sidebar, drag and drop the widgets in the order you want or click Reorder link and click up arrow and down arrow of each widget and click Done after the arrange operation.
8. To customize the Widget features, click the down arrow in the right to expand the Widget's interface.
9. To remove the widget, click Remove from Widget's interface in above step.

If your Theme does not support Theme Customizer then you can use the following conventional steps:



1. Go to Appearance > Widgets in the WordPress Administration Screens.
2. Choose a Widget and either drag it to the sidebar where you wish it to appear, or click the widget, (select a destination sidebar if your theme has more than one) and click the Add Widget button. There might be more than one sidebar option, so begin with the first one. Once in place, WordPress automatically updates the Theme.
3. Preview the site. You should find that the "default" sidebar elements are now gone and only the new addition is visible.
4. Return to the Widgets Screen to continue adding Widgets.
5. To arrange the Widgets within the sidebar or Widget area, click and drag it into place.
6. To customize the Widget features, click the down arrow in the upper right corner to expand the Widget's interface.
7. To save the Widget's customization, click Save.
8. To remove the Widget, click Delete.

If you want to remove the widget but save its setting for possible future use, just drag it into the Inactive Widgets area. You can add them back anytime from there. This is especially helpful when you switch to a theme with fewer or different widget areas.

When changing themes, there is often some variation in the number and setup of widget areas/sidebars and sometimes these conflicts make the transition a bit less smooth. If you changed themes and seem to be missing widgets, scroll down on the screen to the Inactive Widgets area, where all of your widgets and their settings will have been saved.

Enabling Accessibility Mode, via Screen Options, allows you to use Add and Edit buttons instead of using drag and drop.

What is Widget Areas?

While widget areas typically occur in webpage sidebars, a theme can place widget areas anywhere on a page. For example, besides the usual sidebar locations, the Twenty Fourteen theme has a widget area in the footer of every page.

If you would like to place a Widget somewhere on your Theme that does not have a pre-defined Widget Area, you will need some programming knowledge and should follow the instructions on the Widgets API section found [here](#).

Using Text Widgets

The Text Widget is one of the most commonly used WordPress Widgets that comes with every WordPress installation. It allows users to add text, video, images, custom lists, and more to their WordPress sites.

To use the WordPress Text Widget:

1. Go to Appearance > Customize in the WordPress Administration Screens and click the Widget menu in the Theme Customizer. Or Go to Appearance > Widgets in the WordPress Administration Screens.
2. Open the sidebar to which you wish to add the Text Widget.
3. Find the Text Widget in the list of Widgets.
4. Click and drag the Widget to the spot you wish it to appear.

To open and edit the Text Widget:

1. Click the down arrow to the right of the Text Widget title.
2. Set the Text Widget Title (optional).
3. Add the text or HTML code to the box or edit what is currently there.
4. Choose the option to automatically add paragraphs to wrap each block of text in an HTML paragraph tag (recommended for text).
5. Click Save to save the Text Widget.
6. Click Close to close the Text Widget.
7. Switch tabs in your browser and preview the results and make changes if necessary.

The Text Widget can hold a variety of HTML, XHTML, and multimedia links and players such as video and object embeds.

Styling the Text Widget

To specifically style the various default styles of the WordPress Text Widget, refer the following example. Notice that automatically add paragraphs option is enabled for Second Text Widget.

```
<div id="widget-area" class="widget-area" role="complementary">
<aside id="text-1" class="widget widget_text">
    <h2 class="widget-title">Widget Title for First Text Widget</h2>
    <div class="textwidget">Text within the text widget area.</div>
</aside>
<aside id="text-2" class="widget widget_text">
    <h2 class="widget-title">Widget Title for Second Text Widget</h2>
    <div class="textwidget"><p>Text for second widget text area.</p></div>
</aside>
</div><!-- .widget-area -->
```

Adding Code to the Text Widget

Basic HTML, embeds, and JavaScript are added easily to the WordPress Text Widget. Most embed codes from social sharing sites for multimedia will work in a WordPress Text Widget. However, active code and programming languages such as PHP will not work as the Widget will strip out code it cannot display.

Using RSS Widgets

The RSS Widget allows you to integrate an external feed source for content into a Widget area of your site, such as your Twitter account, Facebook posts, Google+ posts, or other blogs.

The RSS Widget displays the most recently published content from any source with an active feed. This is an ideal way of integrating outside content into your site.

By default, WordPress RSS Widget displays the post title or the first 100 or so characters of a Tweet or long untitled post. These are either in the form of a link or features a link to the original source depending upon the feed's design and structure.

1. Enter the RSS feed URL in the first box, copied from the source page for the content you wish to include in your sidebar or other widgetized space.
2. Give the feed a title: This is optional and gives you the chance to showcase the source of the content.

3. How many items would you like to display?: By default, 10 are show, but you can choose from 1-20 posts.
4. Display item content?: This allows you to show an excerpt of the content not just the title.
5. Display item author if available?: If you wish to give credit to the original author of the content, check this to display the author.
6. Display item date?: If available, the date of the original content will be shown.

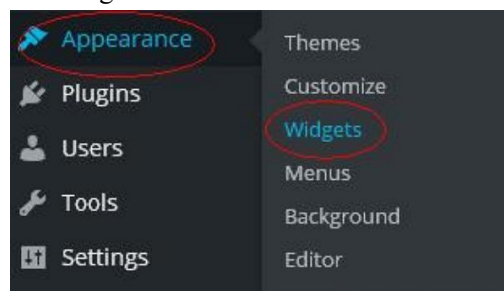
You may add multiple RSS Widgets for incoming feeds to your WordPress sidebar and other widgetized areas of your site.

WordPress - Widget Management

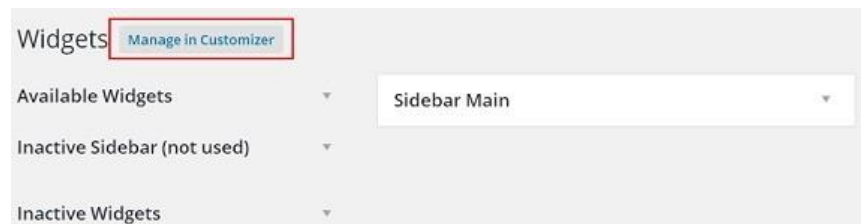
Widgets are small blocks that perform specific functions. These give design and structure control to the WordPress theme. Some specific features of a widget are –

- They help you add content and features.
- They can be easily dragged and dropped in widget area.
- They vary from theme to theme. They are not same for every theme.

Step (1) – Click on Appearance → Widgets.



Step (2) – The following screen showing available widgets appear.



The following functions appear on the page –

- Available Widgets – You can use these to add into your sidebar main.
- Inactive Sidebar (not used) – These are not used and can be removed permanently from the widget list.
- Inactive Widgets – Removes the widgets from sidebar but keep it in the settings.
- Sidebar Main – Any widget you add here will appear on your site.
- Manage in Customizer – Takes you back to customization page.

Available Widgets

To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.

Archives

A monthly archive of your site's Posts.

Calendar

A calendar of your site's Posts.

Categories

A list or dropdown of categories.

Custom Menu

Add a custom menu to your sidebar.

Meta

Login, RSS, & WordPress.org links.

Pages

A list of your site's Pages.

Recent Comments

Your site's most recent comments.

Recent Posts

Your site's most recent Posts.

RSS

Entries from any RSS or Atom feed.

Search

A search form for your site.

Tag Cloud

A cloud of your most used tags.

Text

Step (3) – Drag and drop in the Sidebar Main. Any widget you add here, shows up on your site.

Sidebar Main

Appears on all site

Search

Recent Comments

Archives

Categories

Meta

Calendar

RSS

Recent Posts

Inactive Sidebar (NotUsed)

Inactive sidebar means if don't want the sidebars on the page or post than you can use this option.

When you visit the widget page or try to move widgets through the theme customization section the only place you can place widgets is in the main section.

The side bar is listed at the bottom of the widget page and it reads "Inactive sidebar, not used" below it states "This sidebar is no longer available and does not show anywhere on your site."

Inactive Widgets

Inactive Widgets means if don't want the non-used widgets available on the dashboard widget screen than you can use this option.

If you want to remove a widget from a Sidebar but save its settings for future use, drag it into the Inactive Widgets section. If you simply want to delete the Widget from your Sidebar, click the Delete link within the Widget

First thing you need to do is install and activate the Remove Inactive Widgets plugin. After activating the plugin, go to Appearance » Widgets. Inside the inactive widgets box you will see a button labeled Remove Inactive Widgets. Pressing the button will remove all your inactive widgets without even reloading the page.



Widgets and No-sidebar Layout

Use the optional "Full-width page, no sidebar" page template to remove the sidebar from any page. Want to simplify even more and remove the sidebar from all your posts and pages? You guessed it! Simply remove any active widgets to the Main Sidebar area and the sidebar will disappear.

What is aPlugin?

Plugins are packages of code that extend the core functionality of WordPress. WordPress plugins are made up of PHP code and other assets such as images, CSS, and JavaScript.

Plugins are ways to extend and add to the functionality that already exists in WordPress.

By making your own plugin you are extending WordPress, i.e. building additional functionality on top of what WordPress already offers. For example, you could write a plugin that displays links to the ten most recent posts on your site.

Or, using WordPress' custom post types, you could write a plugin that creates a full-featured support ticketing system with email notifications, custom ticket statuses, and a client-facing portal. The possibilities are endless!

Most WordPress plugins are composed of many files, but a plugin really only needs one main file with a specifically formatted DocBlock in the header.

Hello Dolly, one of the first plugins, is only 82 lines long. Hello Dolly shows lyrics from the famous song in the WordPress admin. Some CSS is used in the PHP file to control how the lyric is styled.

As a WordPress.org plugin author, you have an amazing opportunity to create a plugin that will be installed, tinkered with, and loved by millions of WordPress users. All you need to do is turn your great idea into code.

Default Plugins

The following two plugins are included with WordPress core:

- Akismet

Akismet checks your comments against the Akismet web service to see if they look like spam or not. You can review the spam it catches under "Manage" and it automatically deletes old spam after 15 days.

- Hello Dolly

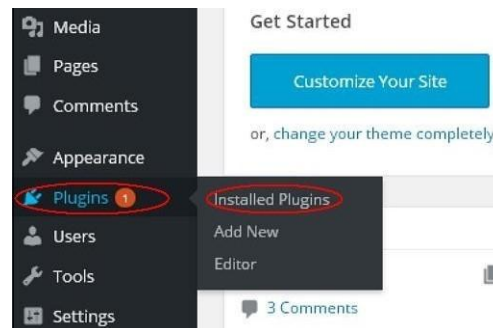
This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong. Hello, Dolly. This is, by the way, the world's first official WordPress Plugin. When enabled you will randomly see a lyric from "Hello, Dolly" in the upper right of your Administration Screens on every page.

WordPress - View Plugins

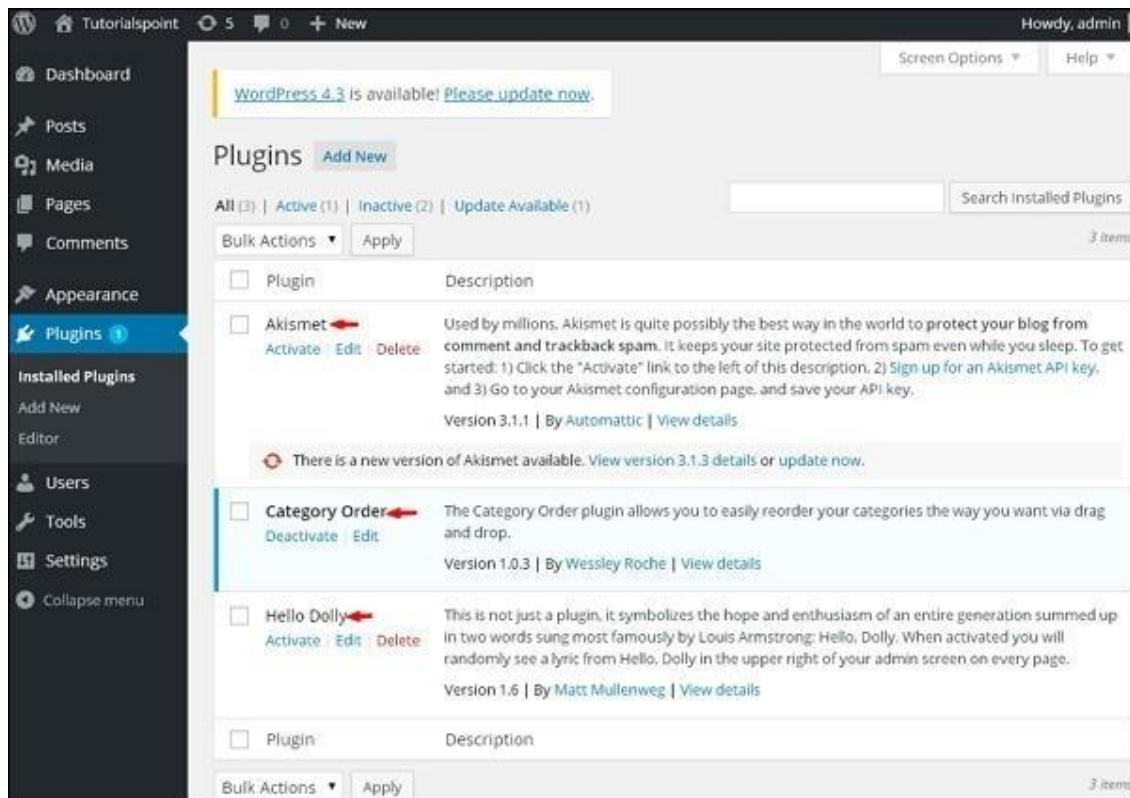
It helps you to enable and disable WordPress Plugins. This adds the unique features to an existing web site. Plugins extend and enlarge the functionality of WordPress.

Following are the simple steps to View Plugins in WordPress.

Step (1) – Click on Plugins → Installed Plugins in WordPress administrator.



Step (2) – You will see the list of existing plugins on your site as seen in the following screen.



A table of Plugin and Description is displayed. Names of the plugins are defined in Plugin column and a brief description about the plugin is defined under Description column.

Toolbar

Following functions appear as Plugin toolbar options on the page –

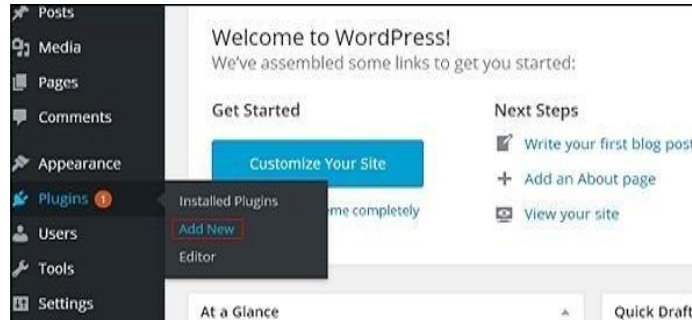
- ☐ Active – Shows the active plugins on the website.
- ☐ Inactive – Shows the installed but inactive plugins on the website.
- ☐ Update Available – Shows, if a new version is available or asks to update now.

WordPress - Install Plugins

It is really easy to install plugins. All the plugins are free to download; the only condition is that a plugin must be in the WordPress directory.

Following are the simple steps to Install Plugins in WordPress.

Step (1) – Click on Plugins → Add New in WordPress.



Step (2) – Enter your required plugin name in the search box as shown in the following screen. List of plugins which are relevant to the plugins name will get displayed as seen in the following screen.



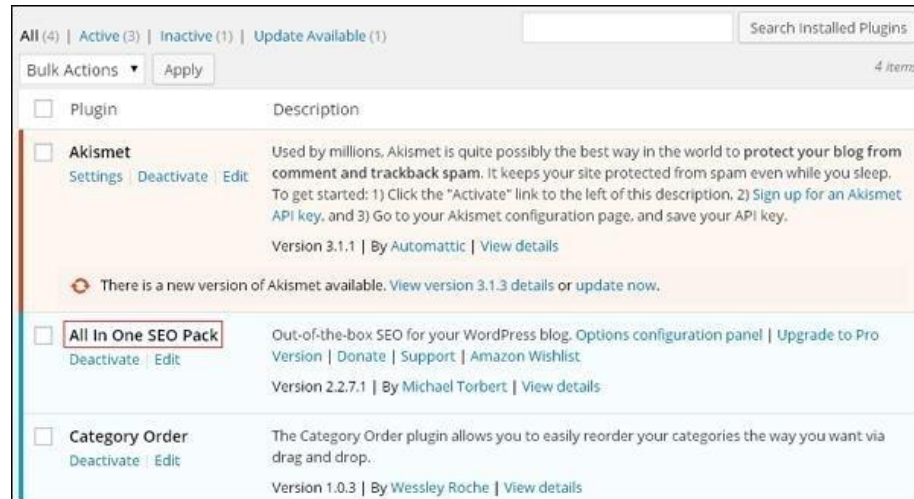
Select the required plugin you want to use. Here, we have searched All in one SEO Pack plugin, which happens to be the first plugin as shown in the preceding screen. Click on install now button to install the plugin on your website.

Step (3) – The plugins automatically start downloading and installing.



Click on Activate Plugin to activate the plugin on your website, which makes your task much easier using this plugin.

Step (4) – Once activated, you will see the installed plugin in the list of plugins as seen in the following screen.

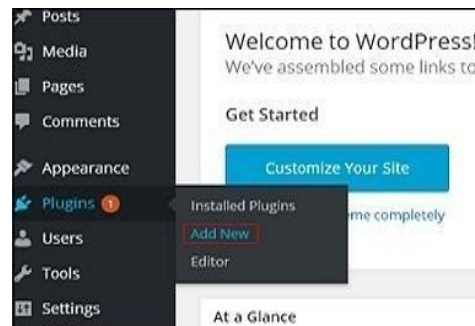


WordPress - Customize Plugins

we will study how to Customize Plugins in WordPress without writing any HTML or CSS. It's usually a large addition for multi-user sites. This new method allows you to customize your login page by using the WordPress theme customizer (no coding skills required).

Following are the simple steps to Customize Plugins in WordPress.

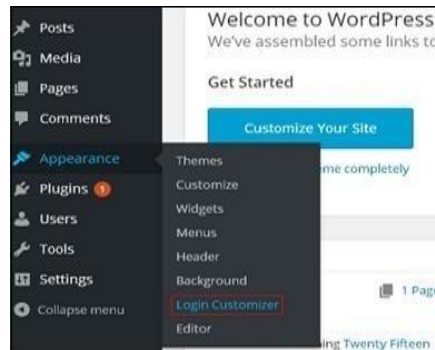
Step (1) – Click on Plugins → Add New.



Step (2) – Install and activate the Custom Login Page Customizer Plugin.



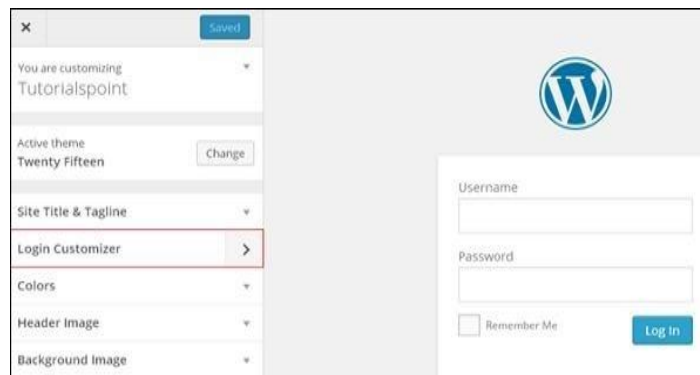
Step (3) – Click on Appearance → Login Customizer section.



Step (4) – Click on Start Customizing button to proceed further.



Step (5) – It will launch the built-in WordPress theme customizer. You can customize the theme and make it look the way you want.



Click on the new Login Customizer tab in the side panel. Login customizer page will get displayed. On the login customizer page, you can customize your login page in the same way as you customize your WordPress theme.

Step (6) – The customized login page will appear as shown in the following screen.



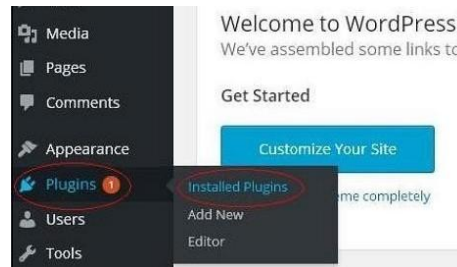
- Logo – Upload logo of your choice to replace the default WordPress logo.
- Background – Add background image or you can choose a background color of your choice.
- Form Background – Select form background image or color for login form container of your choice.

Most of the selections in the customizer panel are transparent. You can check all the selections in the customizer to adjust the setting as per your requirement of your login page. Click on Save and Publish button.

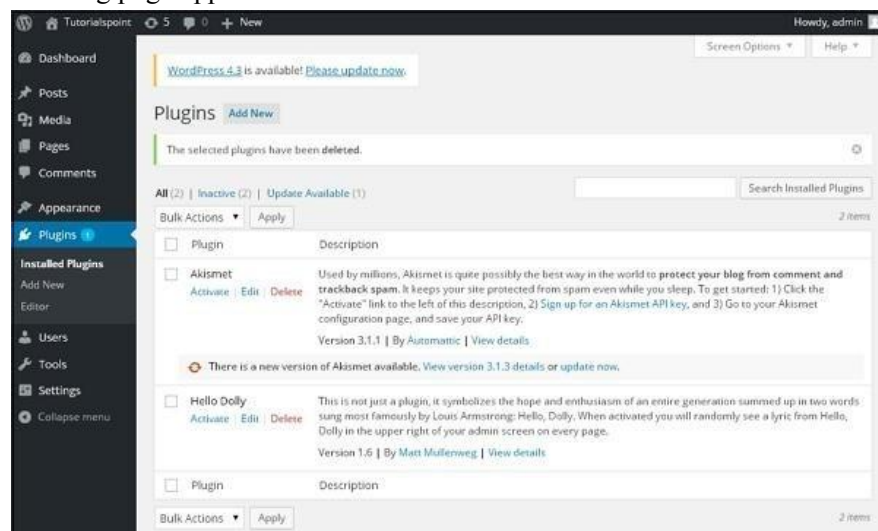
WordPress - PluginSetting

Plugin allows to easily modify, customize or enhance WordPress blog or post. The WordPress Plugin is a software that can be uploaded to expand the functionality of the site. They add services or features to WordPress blog. Plugins are used to make your work easier. Following are the simple steps to add plugins.

Step (1) – On the left side bar, Click on Plugins → Installed Plugins as shown in the screen.



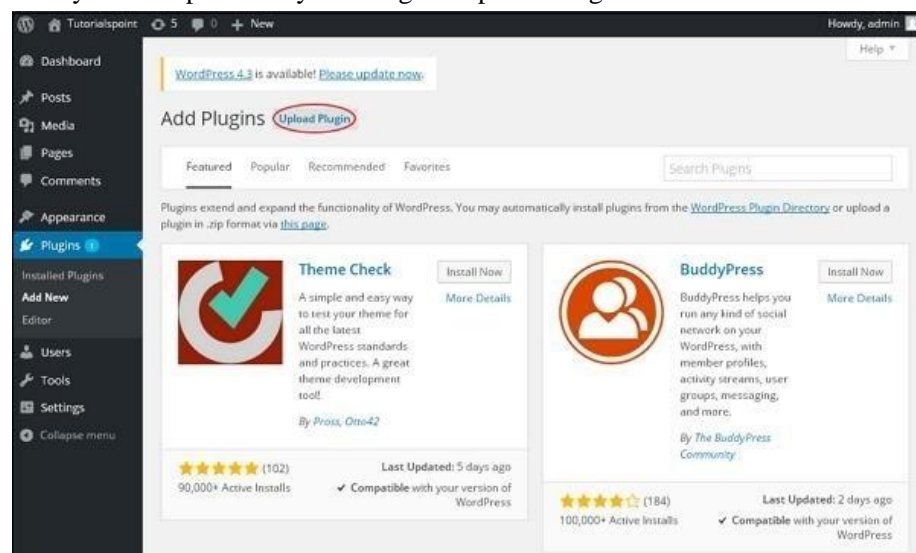
Step (2) – The following page appears.



In this section, you can view the already installed plugins.

Step (3) – Click on → Plugins → Add New menu as shown in the following screen.

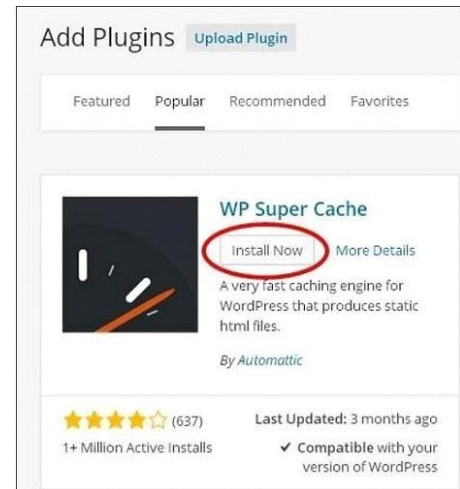
Step (4) – A list of plugins appears that are used in WordPress. Here you can directly install plugins from the available list or you can upload it by clicking on Upload Plugin.



When you click on Upload Plugin you'll get the following page.



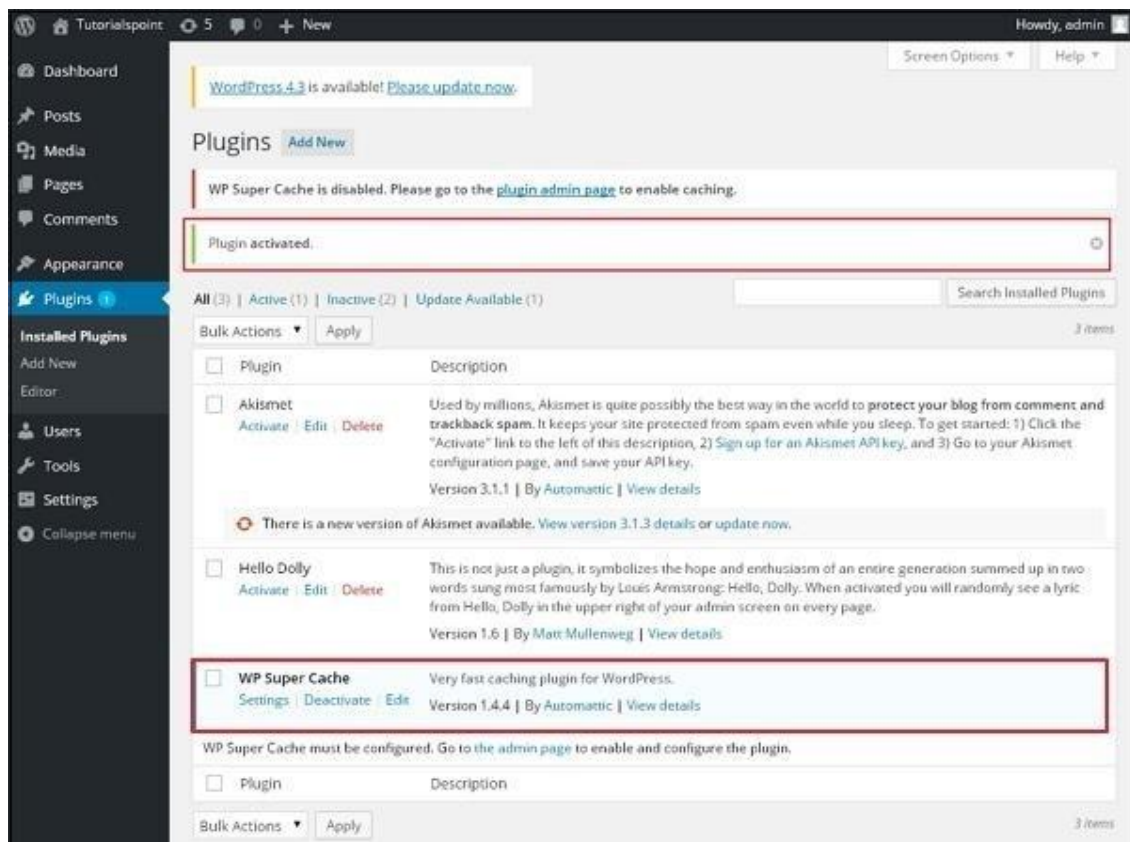
Click on Browse, it goes back to the page where you can select plugins from WordPress site. And if you click on Choose File, you can add files from your system. Otherwise, you can directly choose the plugin that you need and click on Install now as seen in the following screenshot.



When you click on Install Now, the package starts to download and gets installed. Then, click on Activate plugin to activate that plugin to use in WordPress as seen in the following screen.



After clicking on Activate Plugin you'll get a message as Plugin activated and you can also find the installed plugin in the list.



Below the plugin activated message, you can view few options such as All, Active, Inactive and Update available.

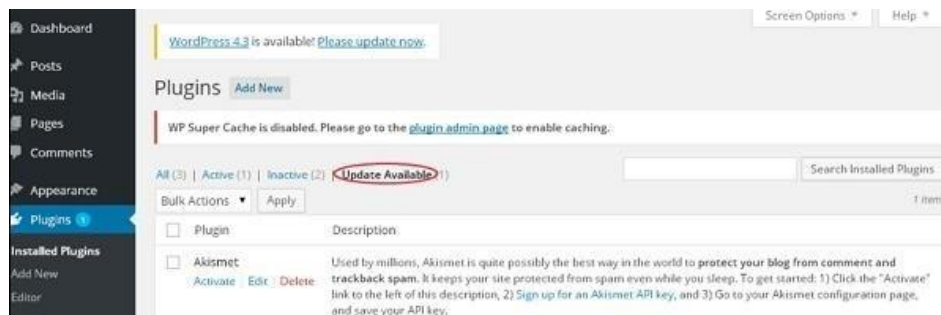
When you click on Active the following page appears. Here you can view all the activated plugins.



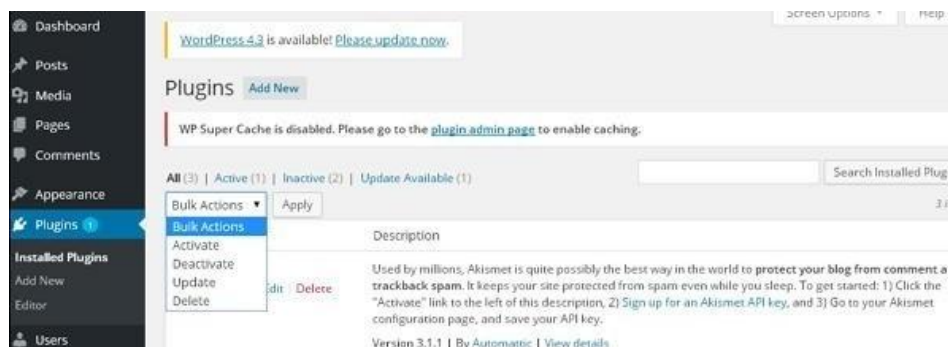
When we click on Inactive, the plugins which are available but are not activated gets displayed. You can activate this plugin by clicking on Activate.



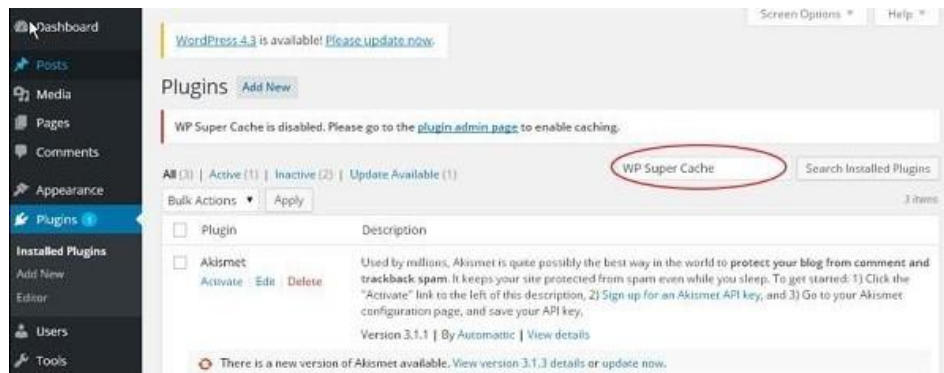
When you click on Update available, you'll get a list of plugins that must be updated. Click on Update and you get a message as Updated.



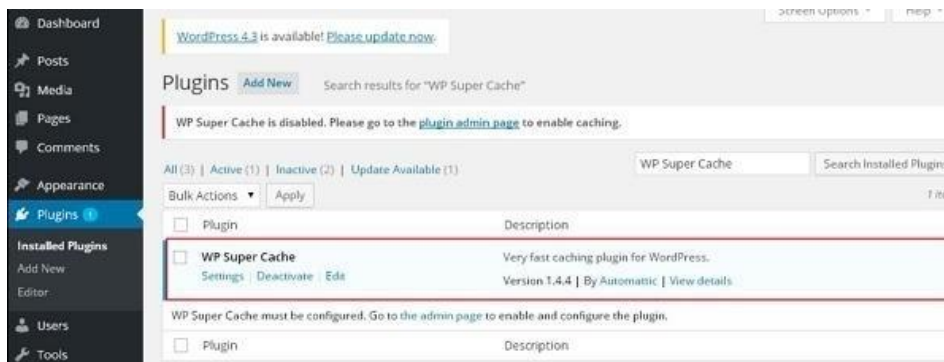
Click on Bulk Actions and select any of the options. Click on Apply button to update, delete, activate or deactivate each of the plugins by checking the boxes.



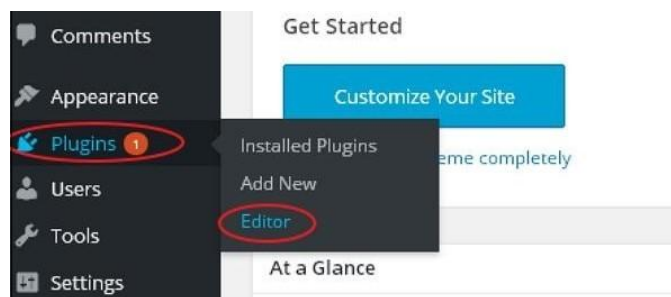
In Search Installed Plugins you can just type your plugin name in the text box that is already installed and click on the Search Installed Plugins button.



When you click on the Search installed Plugin button you get the following page with your respective plugin.



Step (5) – Click on Plugins → Editor from the side bar.



Step (6) – Edit the content

- ❑ Select plugin to edit – Allows you to select a plugin from the dropdown and edit it.
- ❑ Documentation – Allows you to select the tools from the dropdown to edit the plugin.
- ❑ Plugin files – Allows you to select files from the list and edit accordingly.

Finally, after editing the plugin files, click on Update file.