

Every [widget](#) is based on a [web part](#). You can create widgets with the same functionality as most web parts in the system. If you require a widget with completely new custom functionality, you need to [develop](#) an appropriate web part first.



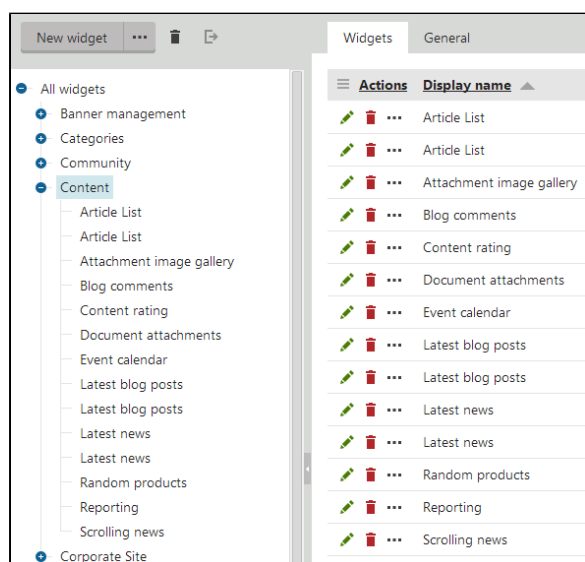
**Tip:** You can create web parts that serve exclusively as base templates for widgets:

1. [Create](#) the web part.
2. Edit the web part in the **Web parts** application.
3. On the **General** tab, set the web part's **Type** to **Widget only**.
4. Click **Save**.

Such web parts cannot be placed onto the website's pages, but you can choose them when creating new widgets.

To manage widgets, open the **Widgets** application.

The system groups widgets into categories, organized in a tree structure. The categories do not influence the functionality or usability of widgets in any way – they only determine the structure of the widget catalog. When you select a category, the page displays a list of all widgets in the category.



To add a new widget:

1. Click the category where you want to store the new widget.
2. Click **New widget**.
  - The web part selection dialog opens.
3. Choose the web part that provides the functionality you want for the widget.
4. Click **Save & Close**.

The system creates the new widget under the selected category. Continue by defining the widget's properties.

You also need to configure the widget's [security settings](#) to determine where it is available (different types of widget zones, the WYSIWYG editor, etc.).

## Defining widget properties

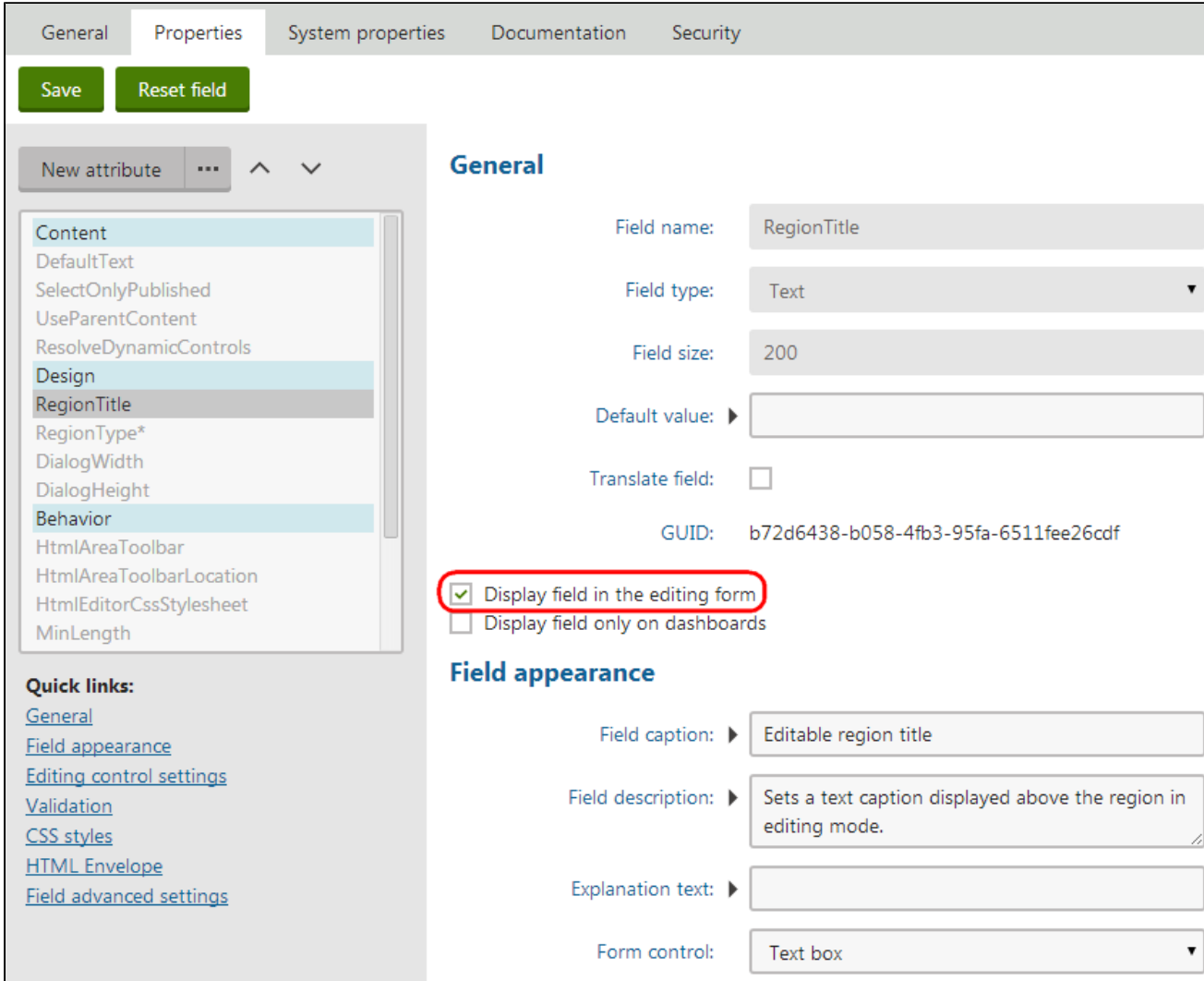
Properties are parameters that adjust the behavior of the widget. Users can set the values of properties through a configuration dialog when adding or editing individual widget instances.

Each widget has the same [properties](#) as the original web part. When you create a new widget, all of the properties are configured to be hidden in the widget's configuration dialog by default.

To set up the properties of a widget:

1. Open the **Widgets** application.
2. Select the widget in the tree.
3. Open the **Properties** tab, where you can manage the available properties:
  - To make a property visible in the widget configuration dialog, check **Display field in the editing form**.
  - If you check **Display field only on dashboards**, the property appears only when configuring widgets on the [widget dashboard](#) sections of the administration interface.
4. Click **Save** to confirm the change for each property.

We recommend keeping the widget configuration interface as simple as possible for users.




The screenshot shows the 'Properties' tab in the Kentico widget configuration interface. On the left, a list of properties is shown, with 'RegionTitle' selected. Below this list are 'Quick links' for General, Field appearance, Editing control settings, Validation, CSS styles, HTML Envelope, and Field advanced settings. The main area is divided into two sections: 'General' and 'Field appearance'. In the 'General' section, the 'Field name' is 'RegionTitle', 'Field type' is 'Text', 'Field size' is '200', and 'Default value' is empty. The 'Translate field' checkbox is unchecked. The 'GUID' is 'b72d6438-b058-4fb3-95fa-6511fee26cdf'. In the 'Field appearance' section, the 'Field caption' is 'Editable region title', the 'Field description' is 'Sets a text caption displayed above the region in editing mode.', and the 'Form control' is 'Text box'. A red box highlights the 'Display field in the editing form' checkbox, which is checked, and the 'Display field only on dashboards' checkbox, which is unchecked.

Additionally, you can:

- Set the **Default value** for properties
- Modify the appearance and behavior of properties in the configuration dialog
- Add additional properties (to have an effect on the widget's behavior, the property must be [handled](#) in the code of the original web part)

You cannot:

- Remove properties
- Change the **Field name**, **Data type** or **Size** of properties

 **Tip:** Click **Reset field** to load the exact settings from the original web part for the selected property.

### Adding macros into the default values of widget properties

Properties use the **Default value** when users create new instances of the widget. You can set dynamic default values through [macro expressions](#). The system resolves the macros according to the following rules:

- If the property is available in the widget's configuration dialog (**Display field in the editing form** is checked), the macro resolves directly in the dialog when adding new instances of the widget.
- If the property is NOT visible in the configuration dialog, the system dynamically resolves the macro when displaying the page containing the widget instance.

## Adjusting system properties for widgets


All widgets have a set of default properties for configuring common system functionality. Like standard properties, the system properties are not visible in the widget configuration dialog by default. To allow users to change the values of system properties for widget instances, modify the settings on the **System properties** tab of the widget editing interface.

You can edit the system properties of a widget just like when working with the regular properties on the **Properties** tab. Clicking **Reset field** for a system property returns the settings to their default state (hides the property in the widget configuration dialog).

### Changing the default values of widget system properties



When you set a **Default value** for a widget's system property:


- The property's value changes for all instances that were added as [in-line widgets](#), except for instances that have their own values assigned (for system properties that are visible in the editing form).
- The value does NOT change for all other types of widget instances that are already placed on the pages of your website.

 To learn more about individual system properties, see [Reference - Web part system properties](#) (widgets and web parts use the same system properties).

## Managing existing widgets

To work with existing widgets in the **Widgets** application, click the actions above the category tree:

- **New category** (click ... next to the **New widget** button) – creates a new widget category under the currently selected category.
-  **Delete selected** – removes the selected widget or category.
-  **Export widget** – creates an [export package](#) containing the widget.

 **Warning:** Deleting a widget does NOT automatically remove instances of the given widget from pages. Any pages containing a deleted widget display an error message instead of the missing widget.

To **move** widgets between categories:

1. Select the widget in the category tree.
2. On the **General** tab, select the target **Category**.
3. Click **Save**.

On the **General** tab, you can type a **Description** and set a **Thumbnail** image for each widget. You can choose between two types of images:

- **Image** – upload a standard image file (for example a png). The recommended thumbnail image size is 64x64px.
- **Font icon class** – enter the name of a CSS class that defines a [font icon](#).

Users can see the description and thumbnail in the widget selection dialog.

If you need to rename a widget category, select it in the tree and switch to the **General** tab. You can also change the folder's icon by entering a **Category image path** leading to an alternate image file (the recommended image size is 16x16px).

## Using custom layouts for widgets

Layouts allow you to modify the appearance and design of widgets, or even add further content. You can choose one of the [layouts defined for the parent web part](#) for each widget:

1. In the **Widgets** application, select the widget in the category tree.
2. On the **General** tab, select the required **Layout** (options are only available if the parent web part has at least one custom layout).
3. Click **Save**.

The system applies the selected layout to all instances of the widget across all sites.



**Tip:** If you wish to use a different layout for certain instances of the same widget, make a clone of the widget and assign the alternative layout.

## Disabling the initial configuration dialog

You can configure widgets to skip the configuration dialog that opens when adding widget instances onto pages. This saves time when working with widgets that usually use the default property values.

1. In the **Widgets** application, select the widget in the category tree.
2. On the **General** tab, check **Skip initial configuration**.
3. Click **Save**.

When adding new instances of the widget, the system directly places the widget onto the page without opening the property configuration dialog.