WordPress: Adding Function to Your Site

**Adding a Widget**

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| **Step 1**  Click the grey **Customize** button located to the right of Themes. | **Step 2**  Click on Widgets from the left menu. |
| **Step 3**  Click on **Footer** from the left menu. | **Step 4**  Click on the **Add a Widget** button. |
| **Step 5**  Choose **Pages** from the fly out menu. | **Step 6**  Click the blue **Save & Publish** button**.** |

**List of User Profile Roles**

1. Subscriber
   * + If allowed, visitors can set up their own user profile
     + This role is limited to managing their own profile
     + If you set Comments to require users to be registered, this is the role they would be assigned
2. Contributor
   * + This role comes with the capability to create, edit and delete their own unpublished posts
     + Its limitations are the inability to upload media, publish posts and editing or deleting a post once it is published
     + When submitting a post, the *publishing* button is replaced with a *submit for review* button
3. Author
   * + This role comes with the capability to create, edit, publish and delete their own published posts plus add media
4. Editor
   * + This role has the same capabilities of an Author plus the ability to delete post from other users, moderate comments and manage categories
5. Administrator
   * + Full control over the entire site
     + Capable of editing user profiles and deleting user profiles