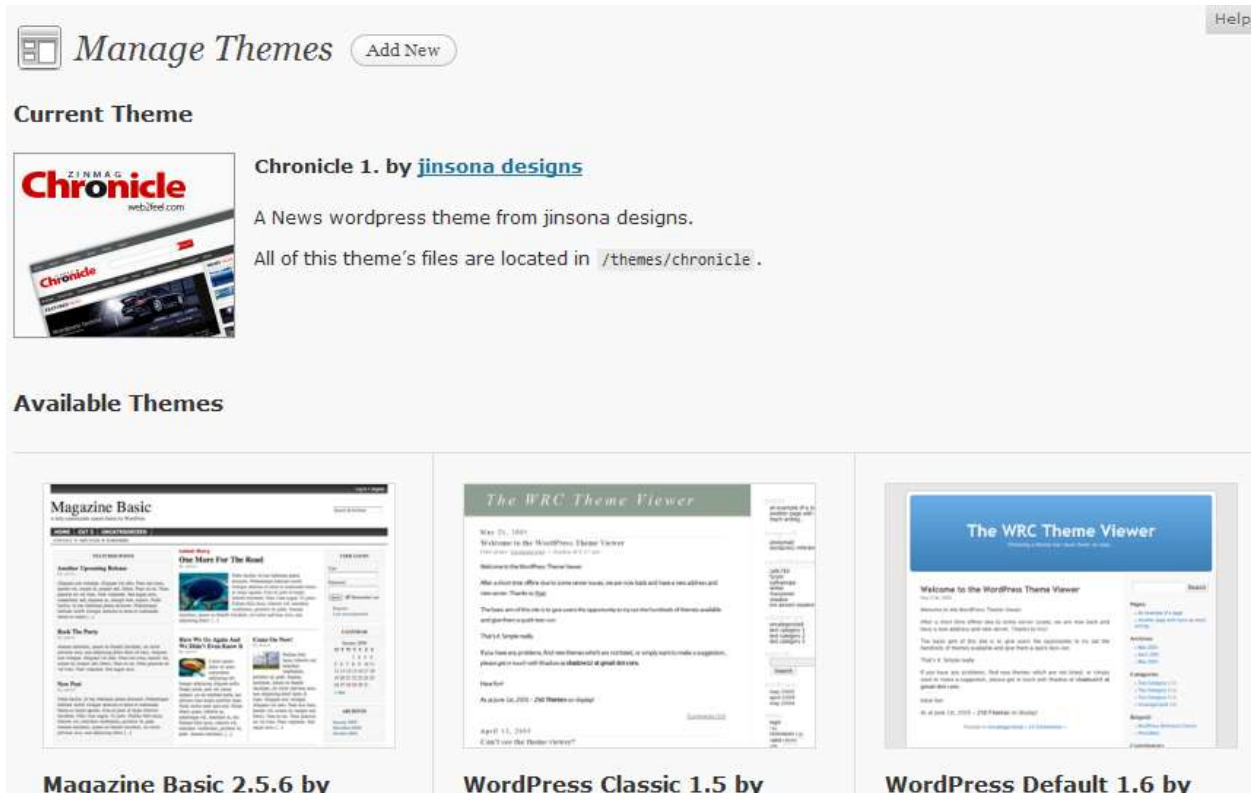


The **Appearance** section allows you to access:

- the theme of your site.
- the active widgets on your site.
- the editor, which includes the web codes to your template.
- adding new themes to your site.
- Any other options that your template may offer.

When you click on **Themes**, you'll see the following page:



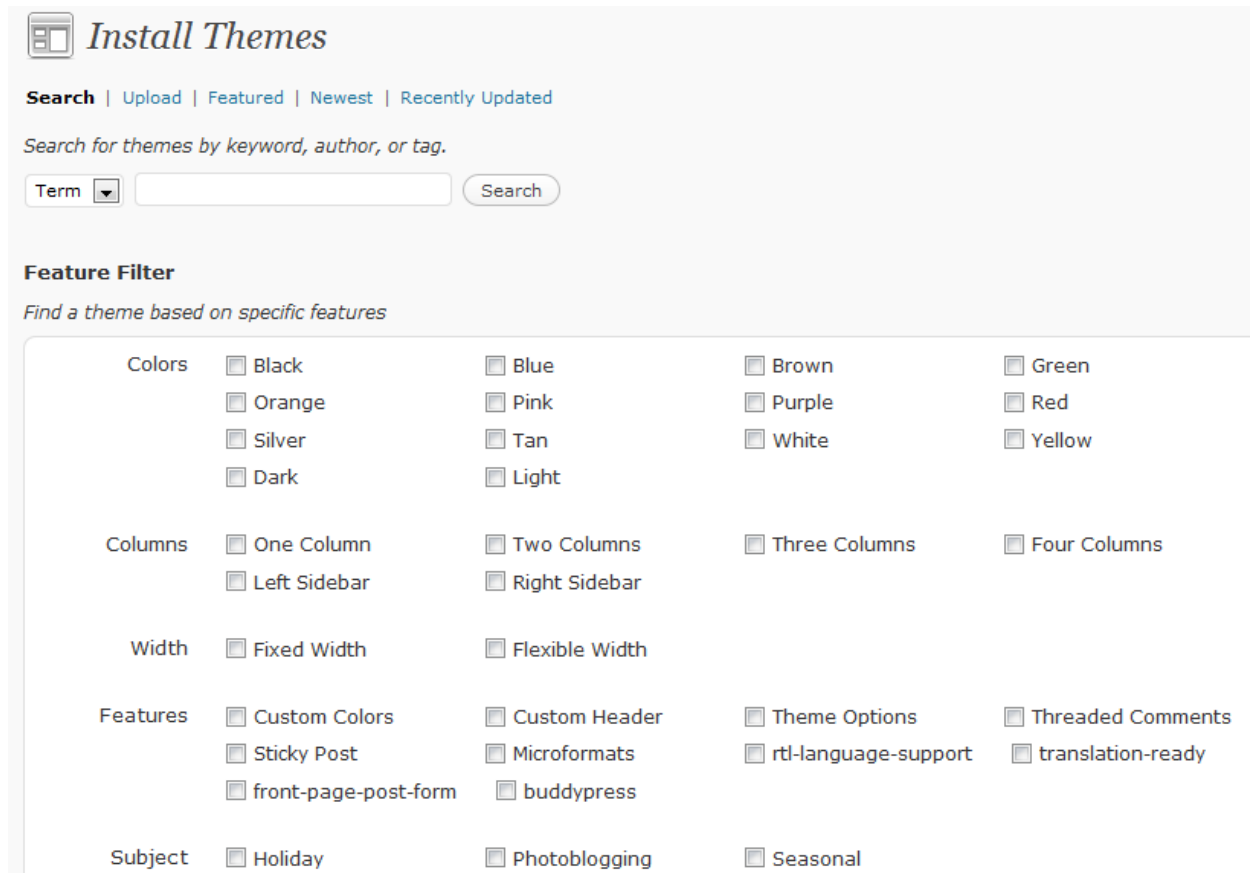
You can review all of the themes installed in your website. The **Current Theme** is how your website currently appears. **Available themes** are other options you have for themes.

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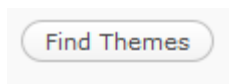
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You can also click **Add New** which allows you to upload and install a new theme:



You may search for a theme on the Wordpress website.



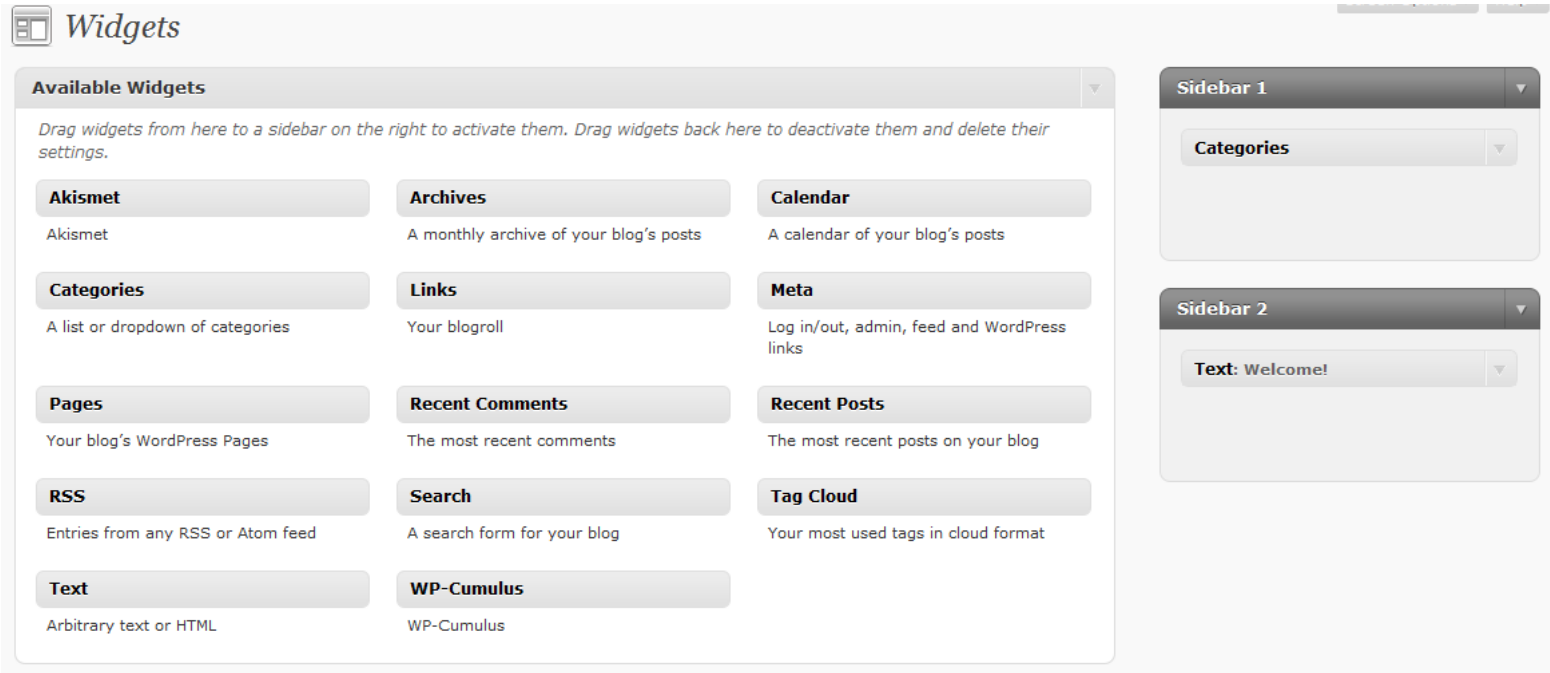
Don't forget to click this button

- You may also upload a Wordpress theme from your hard drive (because you may have downloaded a template from another website other than the Wordpress website).



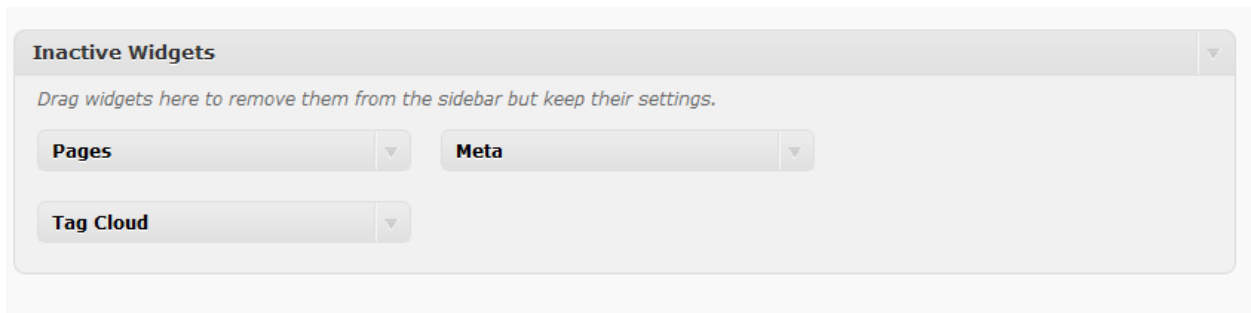
Wordpress Cheat Sheet Part 1- Back-end Screenshots for Wordpress 2.9.1 courtesy of www.SanaAhmed.com

When you click the **Widgets** button, you'll see the following page:



Depending on the layout of your template, you can pick the certain available widgets and drag and drop them over to your sidebar on the right.

Your template may also have an **inactive widgets** section below:



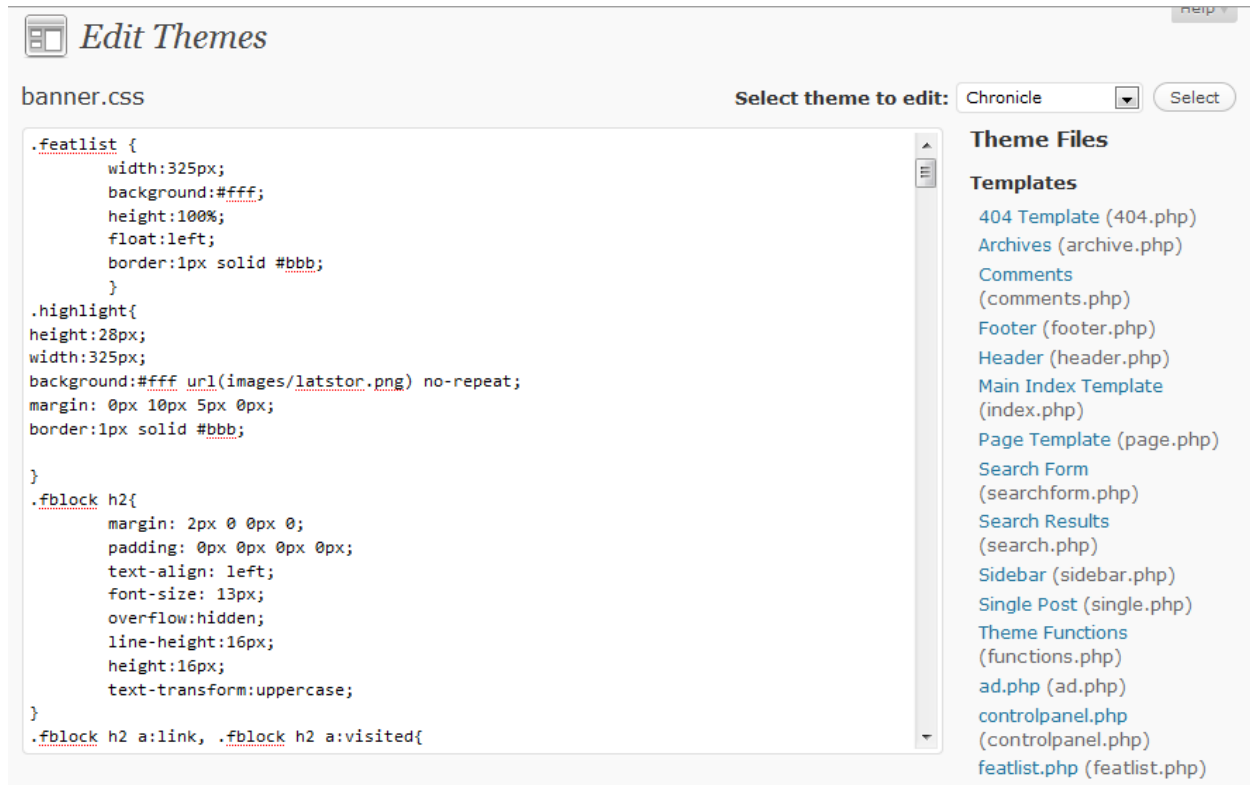
-You'll drag widgets here that you don't want to activate on the website. **Inactive widgets** will save widget settings in case you want to use it for a later time.

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When you click editor, you'll come across this page:

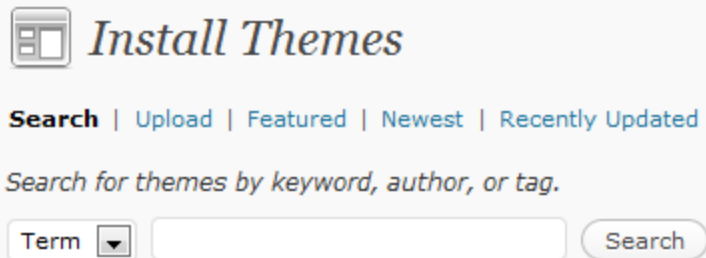


The editor takes you to the css and php coding of your wordpress template.

-If you have higher knowledge of web coding, you are welcome to tweak your template here.

-However, if you're a novice, **DO NOT** touch this area as you can permanently damage your website's functionality if you don't know what you're doing!

Add New Themes takes you to the same page as if you clicked on **Themes > Add New**



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Under **Add New Themes**, you might see another button if your Wordpress template offers you special customizable features.

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