“Widgets” are special components you can put in the right-hand column of all Digital Fife web pages and at any location in a new type of page. Widgets range from Facebook buttons and Twitter feeds to news, slide shows and YouTube videos.

To use widgets you need to turn editing on (on a new or existing page) and click “page options”, then change “Type of information column on right” to “Widgets”. Caution: take a note of what is already in the information column as this will be replaced.

You can then click “new widget” to set up your first widget.

On the next page we will list the different types of widget and take you through setting up your first widget.
## List of widgets

Here are the widgets currently available. Those marked * are only for Advanced users only.

<table>
<thead>
<tr>
<th>Widget</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio or video stream</td>
<td>Play a sound or show a video directly on a page</td>
</tr>
<tr>
<td>Contact form</td>
<td>Allow a user to contact you without knowing your e-mail</td>
</tr>
<tr>
<td>Facebook link button</td>
<td>Link to your Facebook page</td>
</tr>
<tr>
<td>* Feed items from another</td>
<td>Show summary of selected items from say a news page</td>
</tr>
<tr>
<td>Frequently asked questions</td>
<td>Display a list of questions, with answers shown on “click”</td>
</tr>
<tr>
<td>Google map</td>
<td>Show a Google map from an address</td>
</tr>
<tr>
<td>HTML content</td>
<td>Allow content to be created using an HTML toolbar</td>
</tr>
<tr>
<td>PayPal button</td>
<td>Receive a payment or donation</td>
</tr>
<tr>
<td>Picture</td>
<td>Show a picture with optional caption and link</td>
</tr>
<tr>
<td>Plain text</td>
<td>Create content using simple text</td>
</tr>
<tr>
<td>* Pure HTML</td>
<td>Allow content to be created from HTML code</td>
</tr>
<tr>
<td>Rolling news</td>
<td>Show news items scrolling vertically</td>
</tr>
<tr>
<td>RSS feed</td>
<td>Feed content from a news site</td>
</tr>
<tr>
<td>Slide show</td>
<td>Show slides with pictures, text and links</td>
</tr>
<tr>
<td>Text button</td>
<td>Create a button linking to a page, document or website</td>
</tr>
<tr>
<td>Twitter feed</td>
<td>Feed items from a Twitter account</td>
</tr>
<tr>
<td>Twitter follow-us button</td>
<td>Link directly to a Twitter page</td>
</tr>
<tr>
<td>White space</td>
<td>Leave some empty space in a column</td>
</tr>
<tr>
<td>YouTube video</td>
<td>Embed a YouTube video</td>
</tr>
</tbody>
</table>

### Setting up a plain text widget

All the widgets are set up in the same way. When a new widget is selected it is automatically created with some temporary content. This is then edited to create the widget.

We selected “Plain text” from the drop-down list. In most cases you can leave the order, width, scale and gap alone. The default “Text formatting” uses the same colours as your page. These can be adjusted and an optional border put around the content.

The widget “goes live” when the “Widget active” box is ticked.
The same principle applies to all widgets – create the widget, edit its parameters then make it active. Where it makes sense, all widgets allow titles, width, gap, text size and colour schemes to be changed.

**Audio or video stream**
- Plays sound or video either from the web or your own site
- Ideal for connecting to internet radio stations
- Full set of controls: start, stop, pause, fast-forward / reverse.

**Contact form**
- Allows users to send you an e-mail without them knowing your e-mail address
- Retyping of the numbers prevents automated "spam" attacks
- Number of lines in the message box can be changed.

**Facebook link button**
- Pre-designed link button to your Facebook site
- Link can be same window, new window or pop-up window

* **Feed items from another page**
- This advanced widget allows the latest headings and subheadings from a news, diary or similar page to be shown
- The widget updates automatically as the feed page changes
- The number of items, layout, colour, etc. can all be changed as well as the feed page.

**Frequently asked questions**
- This is a compact and efficient way of showing a list of questions.
- Answers are only revealed when the question is clicked.
Google map

- Scrollable Google map with zoom and aerial view
- Width and height can be adjusted
- Central location can be an address or a postcode.

HTML content

- This is an advanced version of the “Plain text” widget, with an HTML toolbar for adding text, pictures, tables, etc.
- The whole area of the widget can be a hyperlink to another page or website.

Paypal button

- Paypal “Donate” or “Buy now” button
- Requires website to have an account with Paypal that accepts payments – free to set up
- Paypal code, introductory text and payment type can be changed

Picture

- Picture can be added from library
- A caption can be included
- Optionally picture can link to another location
- Link can be same window, new window or pop-up window
- A border can be added

Plain text

- Allows a title and block of text or HTML to be added
- Simple HTML editor allows text to be formatted, for example as bold, italics, underlined, bulleted, etc.
* **Pure HTML**
  - Allows HTML code to be entered directly
  - Only to be used by people who really know what they are doing as bad code can stop your site from working.

**Rolling news**
  - Allows items to be added, edited, removed and to time-expire
  - Includes optional contact and link details
  - Height can be adjusted and title added.

**RSS feed**
  - Feeds news from another site
  - Ready-made feeds from BBC, newspapers, Scottish Government, Fife Council, etc.
  - Alternatively an RSS feed source can be entered manually.

**Slide show**
  - Allows a rolling slide show to be set up using pictures in your library
  - Optional title and duration for show, title and text for each slide, slide layout and link to another site or page.

**Text button**
  - Allows an attractive button to be created from text
  - Link can be to same window, new window or pop-up window
  - Rounded corners and adjustable roll-over effects.

**Twitter feed**
  - Shows a Twitter feed from an account, e.g. #digitalfife1
  - Number of tweets, length of box, etc. can all be changed.
Twitter follow-us button

- Allows a Twitter user to add you to his/her list of followers
- Choice of buttons
- Need a Twitter account to use this.

White space

- Simply allows a block of “white space” to be created, for example to help space out other widgets

YouTube video

- Allows a YouTube video to be embedded – the video can play on the page or be expanded to full page
- Controls allow start, pause, volume, etc. to be controlled
- Requires YouTube code for video to be “grabbed” from Youtube site. The code looks something like “bD7uu8L-Xxk” and comes after the “v=” in the browser address bar.
- Title, width and height can be changed.

The “all widgets” page type

Widgets are not just restricted to the information column. A new page type allows a page to be built entirely from widgets. An example is the Digital Fife home page shown opposite.

As well as the information column, up to three additional columns can be set. Also widgets can be used in the page introduction and conclusion.

In the example two columns have been set, a slide show has been placed in the introduction and some HTML content in the conclusion. The columns are then made up of various widgets.

For further information on Digital Fife, visit www.digitalfife.com