

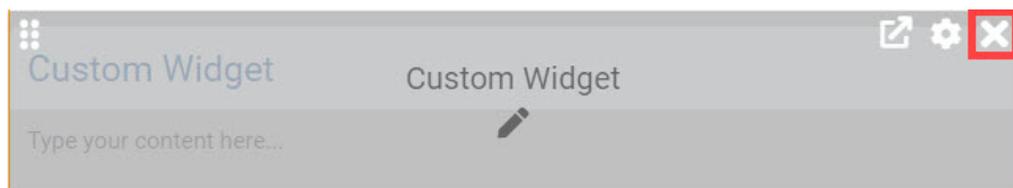
How do I delete Custom Widgets?

Zach W. - 2023-01-20 - Website Widgets

Custom widgets are used to create custom content on the website and in bulletins. If you have created a custom widget in error, or wish to remove custom content, you have the option to remove it from a page or bulletin, while retaining it for later use. You may also delete it permanently.

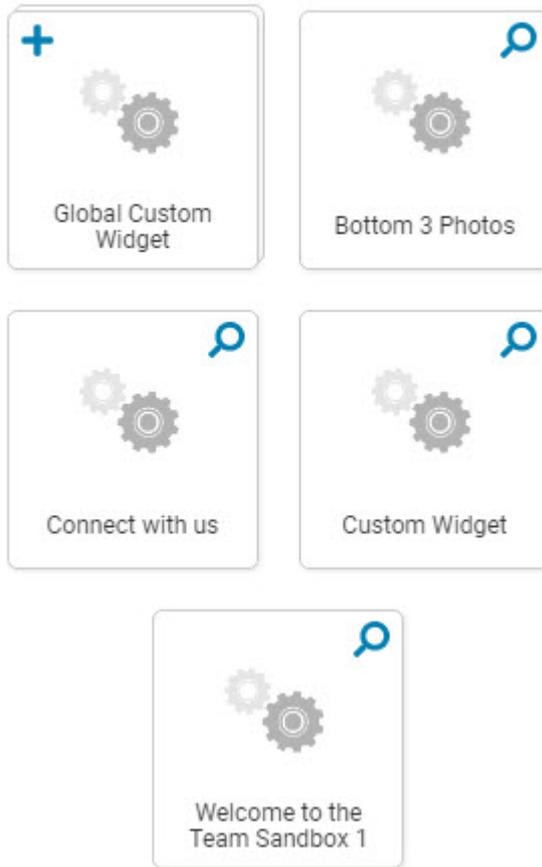
How to Remove a Custom Widget without Deletion

1. To remove a **Global Custom** or **Page Specific Custom Widget** from a page or bulletin, hover your mouse over the widget in the left side Website or Bulletin Live Designer. A number of icons will appear. Click on the red **X**, as highlighted below.

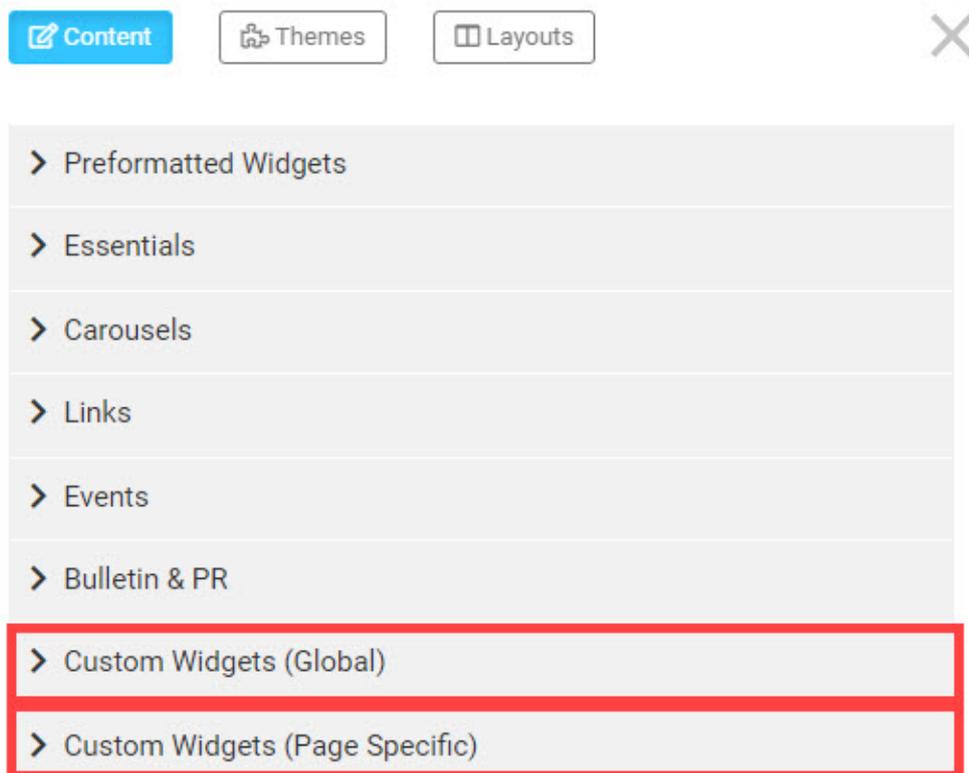


2. The widget has now been removed from your page or bulletin, but remains accessible within the appropriate **Custom Widgets (Global)**, **Custom Widgets (Page Specific)**, or **Custom Widgets (Bulletin Specific)** widget group.

▼ Custom Widgets (Global)



3. If you need to add the widget back, you can find it in the **Custom Widgets (Global)**, **Custom Widgets (Page Specific)**, or **Custom Widgets (Bulletin Specific)** widget groups.

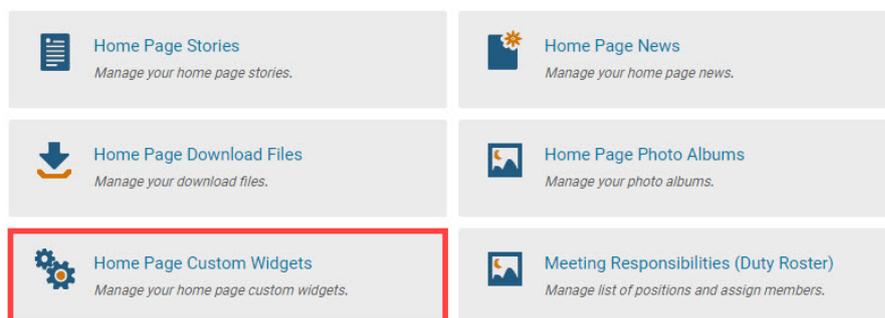


How to Permanently Delete a Custom Global or Page Specific Widget

1. If you wish to permanently delete a **Global Custom, Page Specific, or Bulletin Specific Widget**, you must access your website content library. Click on the **Website** tab, and then on the **Website Content** link.
2. Click on the **Home Page Custom Widgets** link.

Home Page Content

Welcome to the content area for your home page. You can add, edit, and remove content that appears on your standard home page widgets. This includes stories, news, links, photo albums, and download files. To add custom widgets, go to Libraries in the ribbon on the left.



3. This will open the **Custom Widgets** page. Choose the one you wish to delete and click **Delete** under the **Actions** column. If you are not sure which one you want to delete, click on **Preview** to view it. To find a **Global, Home Page, Page Specific, Bulletin (Global), and Bulletin Specific** widget click on the corresponding tab to the right of **View widgets**.

Global Custom Widgets

View widgets: [Global](#) [Home Page](#) [Page Specific](#) [Bulletins \(Global\)](#) [Bulletin Specific](#)

[Published](#) [Drafts](#) [Deleted](#)

Filter custom widgets: Display custom widgets [+ Add](#)

<input type="checkbox"/>	Title ^	Owner v	Date v	Status v	Actions
<input type="checkbox"/>	3 Ladies	Mickey Dewy	Apr 22, 2021		<input type="button" value="v"/>
<input type="checkbox"/>	Banner	Edward Smith	Apr 21, 2015		<input type="button" value="v"/>
<input type="checkbox"/>	Christmas Video Flyer	Charles Hampton	May 10, 2022		<input type="button" value="v"/>

Custom Widgets for Home Page

View widgets: [Global](#) [Home Page](#) [Page Specific](#) [Bulletins \(Global\)](#) [Bulletin Specific](#)

[Published](#) [Drafts](#) [Deleted](#)

Filter custom widgets: [+ Add](#)

<input type="checkbox"/>	Title ^	Owner v	Date v	Status v	Actions
<input type="checkbox"/>	Club in Action	Eddie Chu	Dec 30, 2022		<input type="button" value="v"/>
<input type="checkbox"/>	Custom Widget	Sue Baker	Oct 21, 2022		<input type="button" value="v"/>
<input type="checkbox"/>	Rotary Club Policies	Sue Baker	Jan 12, 2023		<input type="button" value="v"/>

- A prompt will appear, asking you if you are sure you want to delete the widget. Click **OK** to delete it. Click **Cancel** if you wish to keep the widget.

Confirm

Are you sure you want to delete the "Club in Action " story?

[Cancel](#) [OK](#)

- The widget is now deleted from your widget library and placed into the **Deleted** tab.