

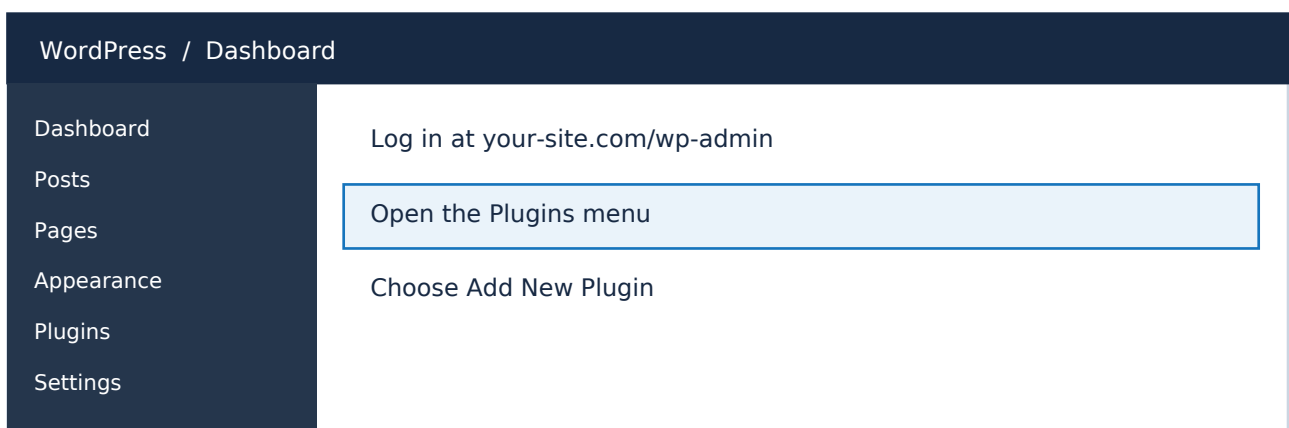
MzDigital Classic Tools Free

Customer installation and configuration guide | Version 1.0 | October 2026

This guide shows how to install the Classic Tools Free plugin, select its settings, and confirm that Classic Editor and Classic Widgets work. The screen examples are labelled illustrations, not captures from a live WordPress website.

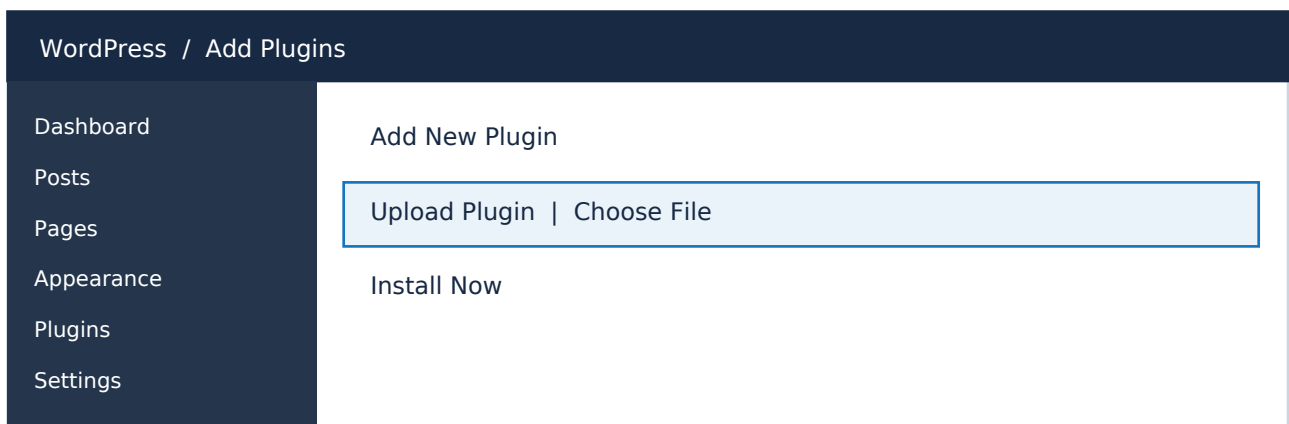
Before you start

You need administrator access to your WordPress website and the original mzdigital-classic-tools-free-v1.0.0.zip file. Do not unzip it before uploading. Back up your website before installing new plugins.



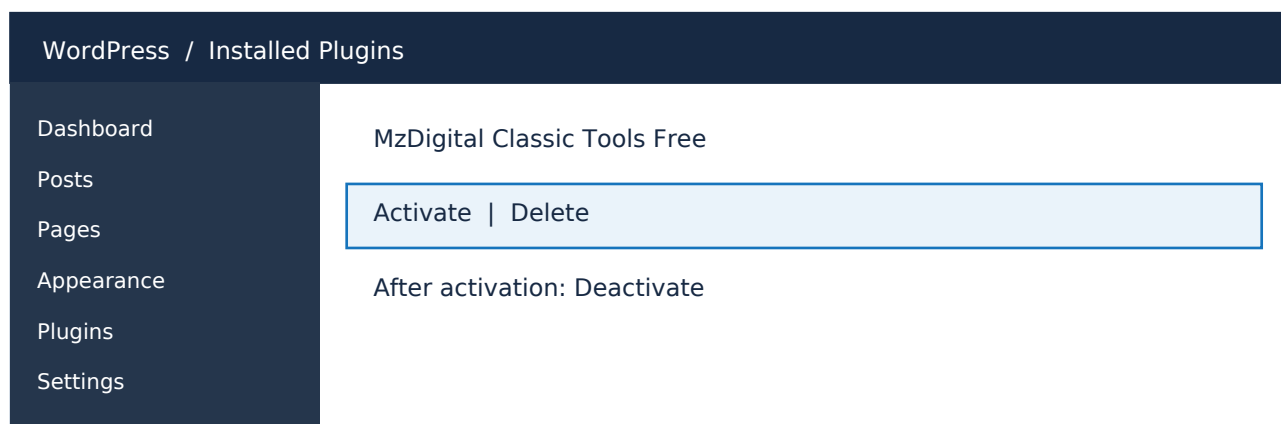
Step 1 — Upload the plugin

In the WordPress dashboard, choose Plugins → Add New Plugin → Upload Plugin. Select the downloaded ZIP and click Install Now.



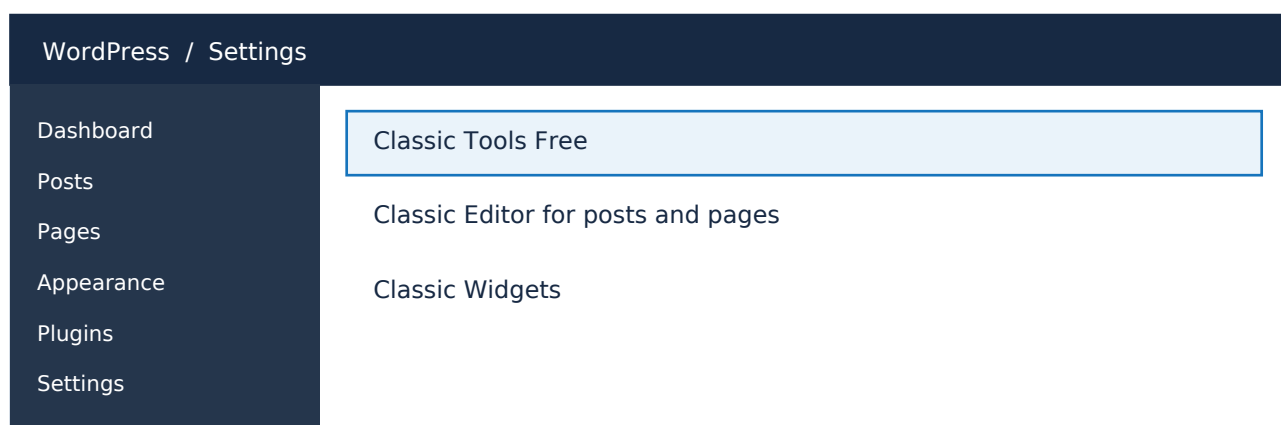
Step 2 — Activate Classic Tools

When WordPress reports successful installation, click Activate Plugin. Alternatively, open Plugins → Installed Plugins, find MzDigital Classic Tools Free, and click Activate.



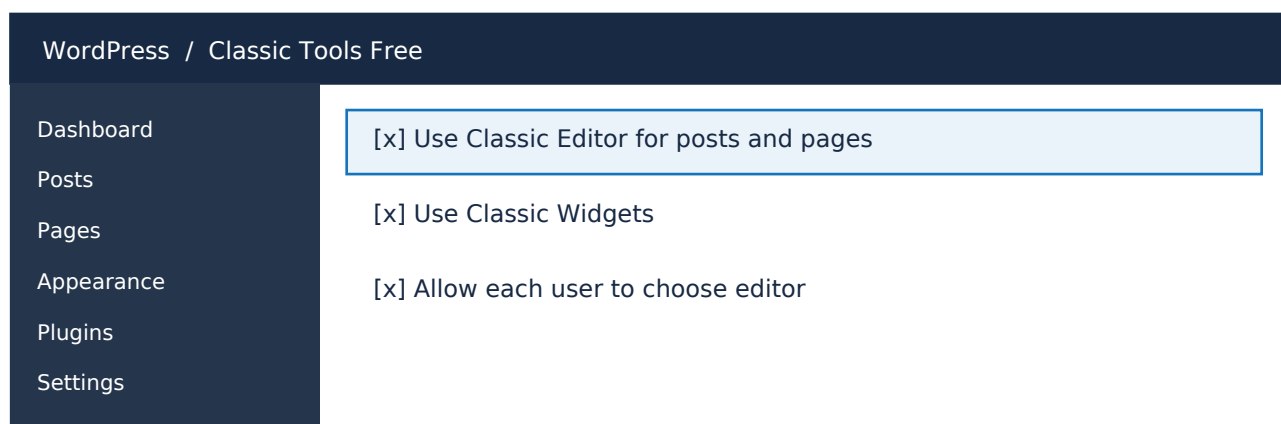
Step 3 — Open the settings page

Go to Settings → Classic Tools Free. This is the plugin's actual settings-page name.



Step 4 — Choose your preferences

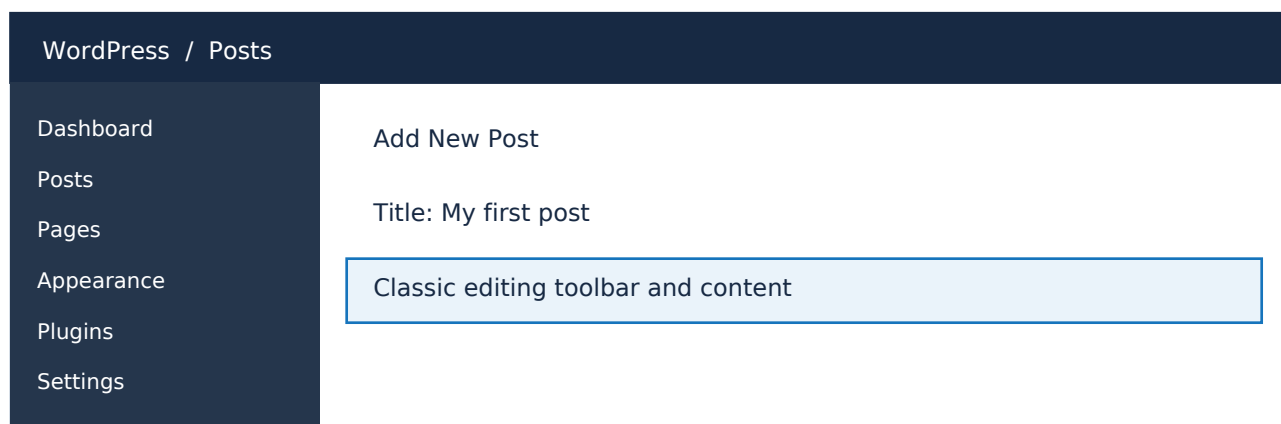
The settings page contains three checkboxes. Tick the options you want, then click Save settings.



Classic Editor: Opens posts and pages in the traditional editor. Classic Widgets: Uses the traditional widget screen. Editor choice: Adds an editor-switch link to eligible post/page list rows. These options are enabled by default.

Step 5 — Create or edit a post

Go to Posts → Add New Post, or open an existing post. With Classic Editor enabled, you should see the traditional editing toolbar and content area. Add a title and content, then save a draft or publish as usual.



Step 6 — Switch editors when needed

If you enabled the third checkbox, open Posts → All Posts or Pages → All Pages. Hover over a row and select Use Block Editor or Use Classic Editor. The choice is saved for your user account and applies to posts and pages.



Tip: Posts originally created with blocks may show block markup in Classic Editor. Switch back to Block Editor to work on block-based content.

Step 7 — Manage widgets

Go to Appearance → Widgets. When Classic Widgets is enabled, use the traditional widget interface to add, remove or rearrange widgets in areas supported by your theme.

Dashboard

Posts

Pages

Appearance

Plugins

Settings

Available Widgets

Sidebar widget area

Drag a widget into a supported area

Step 8 — Confirm everything works

Check that the plugin is active; the settings save successfully; a new post opens in Classic Editor; editor-switch links appear when enabled; and the Widgets screen uses the classic interface if your theme supports widget areas.

Common questions

I cannot see Classic Tools Free under Settings. Confirm that the plugin is activated and that you are logged in as an administrator.

The Block Editor still appears. Check that “Use Classic Editor for posts and pages” is enabled. If the per-user editor choice is enabled, switch the current user back to Classic Editor from the post/page list.

I cannot find Appearance → Widgets. Some block themes use a Site Editor instead of traditional widget areas. The plugin cannot add widget areas that the theme does not support.

My post displays block markup. Return to Block Editor for posts authored using blocks.

I also have Classic Tools Pro active. Pro takes precedence over the Free plugin’s editor and widget settings.

Support

For product information and assistance, visit mzdigital.co.za. This guide is for customers using Classic Tools Free v1.0.0 and contains no internal store, demo or licensing administration instructions.

Interface illustrations are simplified and may differ slightly depending on your WordPress version and installed theme.