

# WordPress Dashboard Outline (New Installation)

**Important note:** The location of **Menus** and **Widgets** depends on your **active theme**. They may appear as separate items under **Appearance**, inside **Customize**, or within the **Site Editor** (for block themes). Availability and labels vary by theme.

## 1. Dashboard

- **Home** – Overview of recent activity, quick links, and WordPress news.
- **Updates** – Available updates for WordPress core, themes, and plugins.

## 2. Posts

- **All Posts** – Manage existing posts.
- **Add New** – Create a post.
- **Categories** – Organize posts by topic.
- **Tags** – Manage post tags.

## 3. Media

- **Library** – View and manage uploaded media (images, videos, documents).
- **Add New** – Upload media files.

## 4. Pages

- **All Pages** – Manage pages.
- **Add New** – Create a page (e.g., About, Contact).

## 5. Comments

- Review, approve, reply to, edit, or delete comments.
- Filter by status (approved, pending, spam, trash).

## 6. Appearance

- **Themes** – View, activate, and install themes.
- **Customize** – Theme-specific settings (colors, logo, typography, and—depending on the theme—**Menus** and **Widgets**).
- **Editor (Site Editor)** – For block themes: edit templates, template parts, and site-wide design (navigation, header, footer).
- **Menus / Widgets** – May appear here as separate items on some themes (classic themes typically show these; block themes may not).
- **Theme File Editor** – Directly edit theme files (advanced).

## 7. Plugins

- **Installed Plugins** – View and manage plugins.
- **Add New** – Search/install new plugins.
- **Plugin File Editor** – Edit plugin files (advanced).

## 8. Users

- **All Users** – View users and roles.
- **Add New** – Create a user.
- **Profile** – Edit your profile and preferences.

## 9. Tools

- **Available Tools** – Site tools provided by core or plugins.

- **Import** – Import content from other platforms.
- **Export** – Export site content.
- (Additional tools may appear when plugins are installed.)

## 10. Settings

- **General** – Site title, tagline, URL, timezone, date/time formats.
- **Writing** – Default post settings.
- **Reading** – Homepage displays (latest posts or a static page), feed settings.
- **Discussion** – Comment and moderation settings.
- **Media** – Image sizes and upload settings.
- **Permalinks** – URL structure.
- **Privacy** – Assign or create a privacy policy page.

## 11. Admin Bar

- Top toolbar when logged in; quick access to add content, view comments, visit site, and edit profile.