

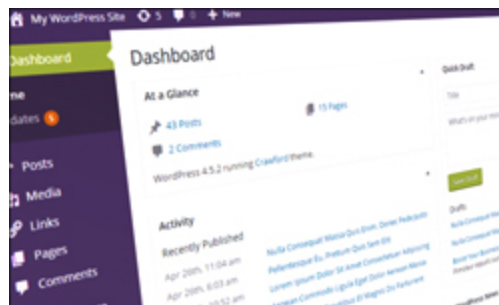
# How To Customize Your WordPress Dashboard

[wptrainingmanual.com/wordpress-tutorials/customize-wordpress-dashboard](http://wptrainingmanual.com/wordpress-tutorials/customize-wordpress-dashboard)

June 10, 2020



## Tutorial Contents



If you need help understanding or learning how to use the WordPress Dashboard, see this tutorial:

### [How To Use The WordPress Dashboard](#)

Does your website or blog run on WordPress? If so, did you know that you can easily customize your WordPress Dashboard and areas of your administration section to suit your preferences?

In this tutorial, you will learn how to customize various aspects of your WordPress admin area without touching any code.

Areas covered in this tutorial include:

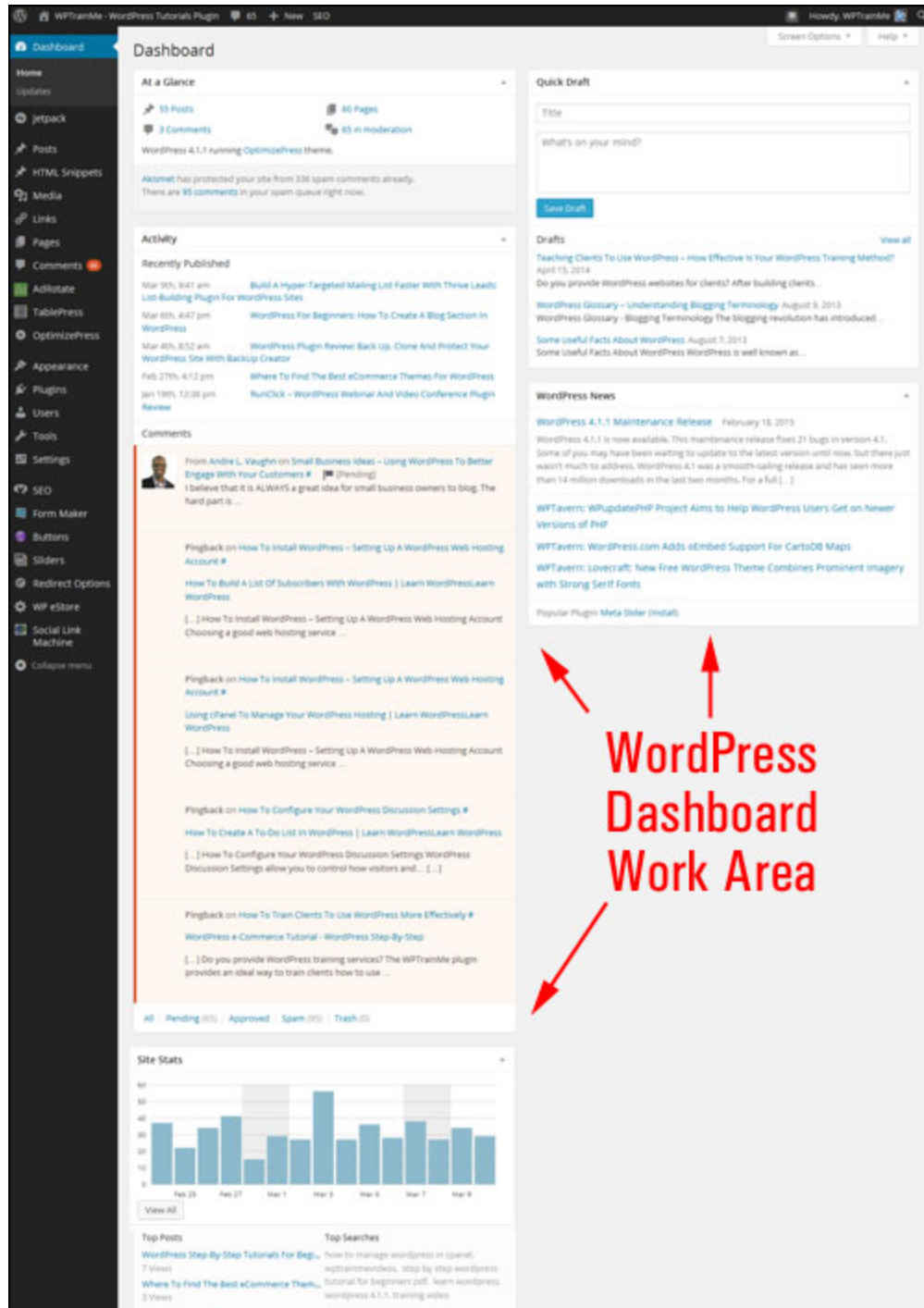
- Decluttering your WordPress Dashboard screen – how to hide/display and reorganize information panels in your dashboard.
- Customizing your WordPress Dashboard color scheme.

Let's jump in...

## **Decluttering Your WordPress Dashboard Screen**

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As your site grows or you add new functionality, your dashboard can start to look busy and cluttered.

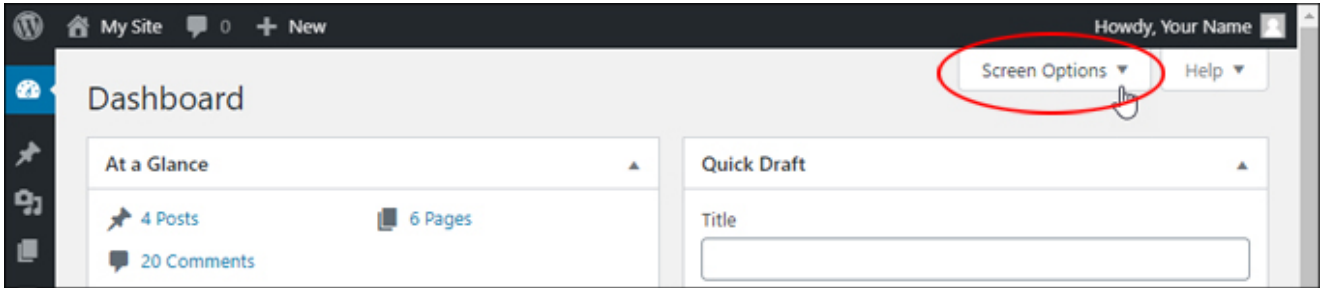


WordPress dashboard working area.

Fortunately, you can “tidy up” and declutter your WordPress dashboard screen by hiding, minimizing, and reorganizing the layout of your Dashboard’s information panels.

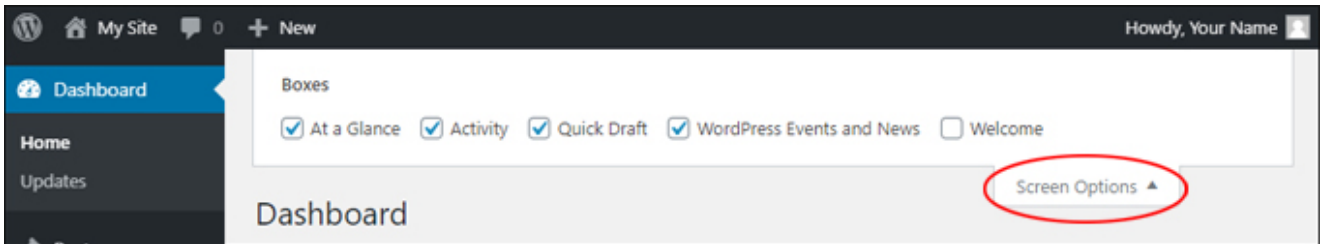
## How To Hide WordPress Dashboard Panels

The **Screen Options** tab is in the top-right corner of your dashboard screen.



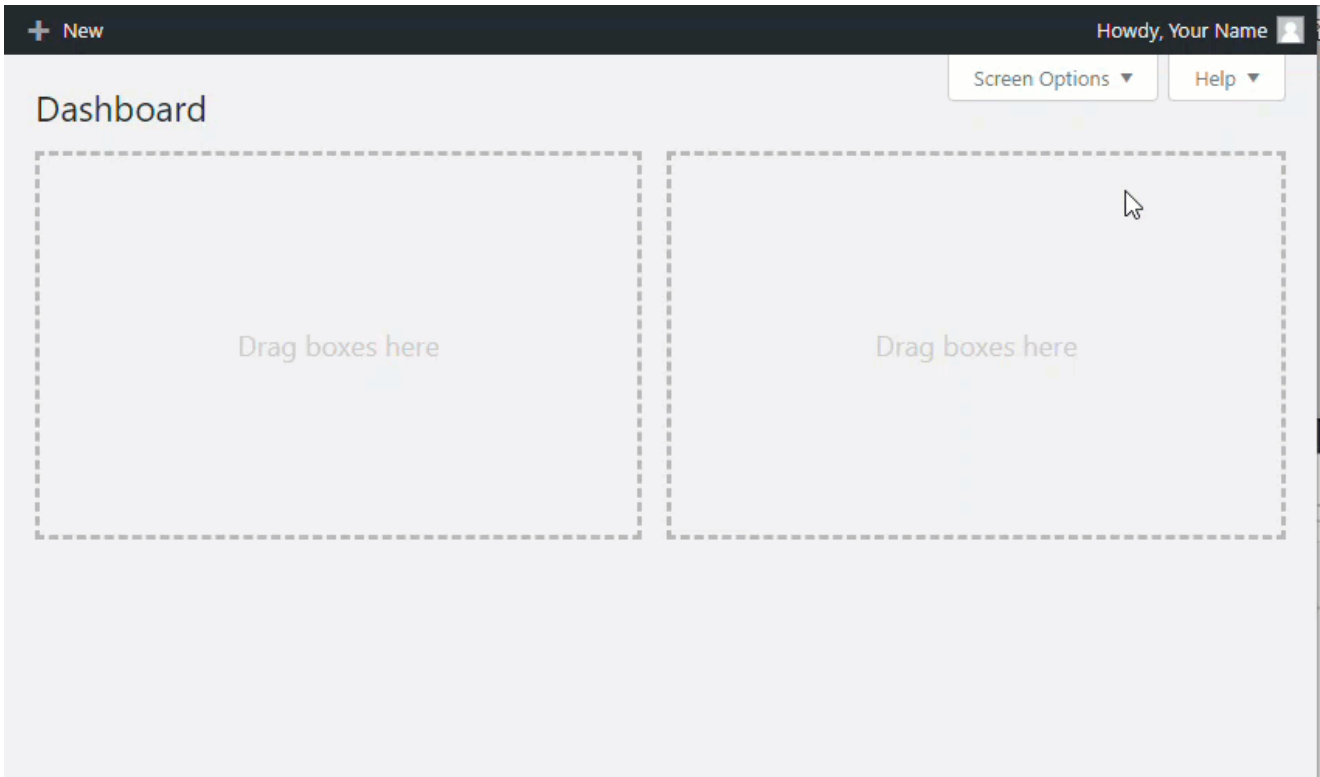
Click on the Screen Options tab to view and customize Dashboard screen elements.

Click on the **Screen Options** tab to configure options like hiding or displaying information panels.



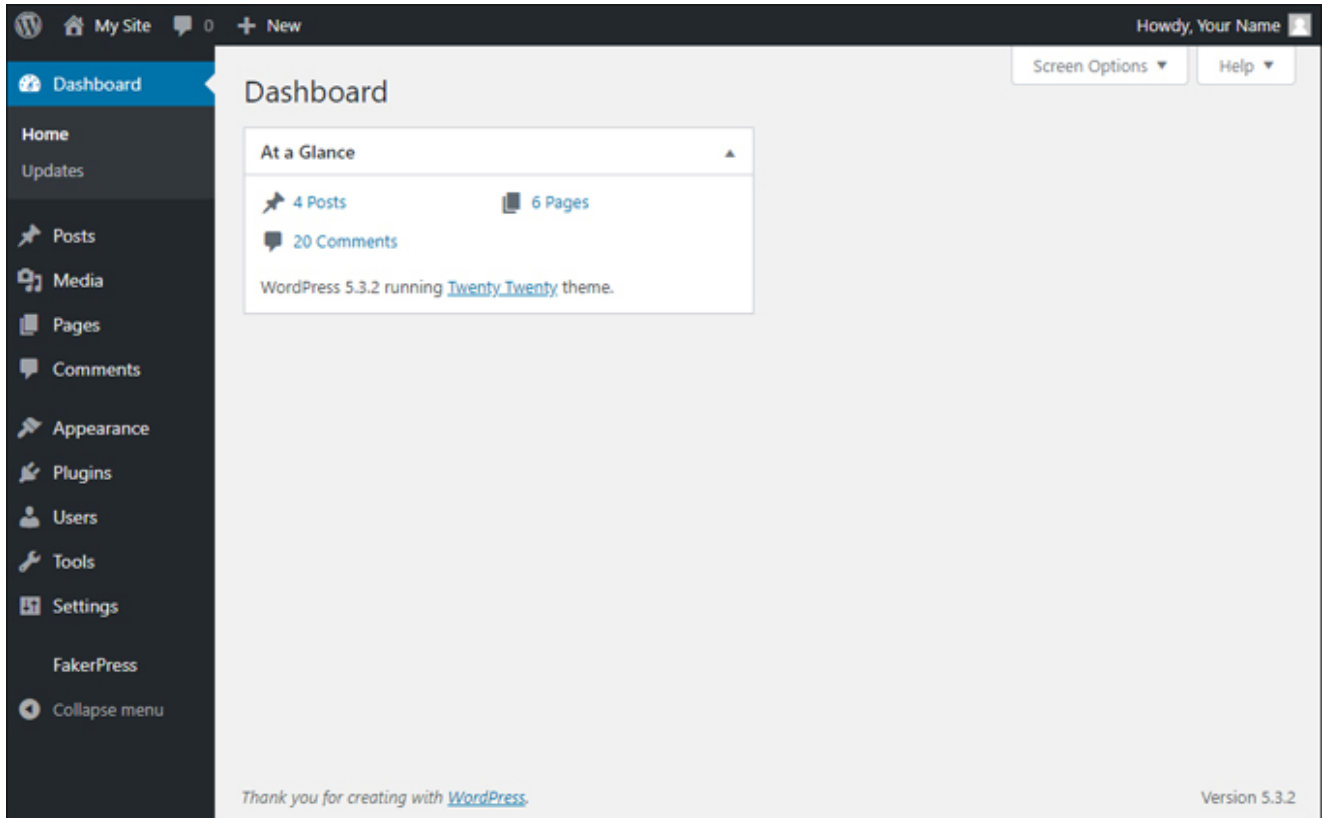
Hide or display screen elements by ticking/unticking checkboxes.

Tick or untick boxes to display or hide dashboard elements.



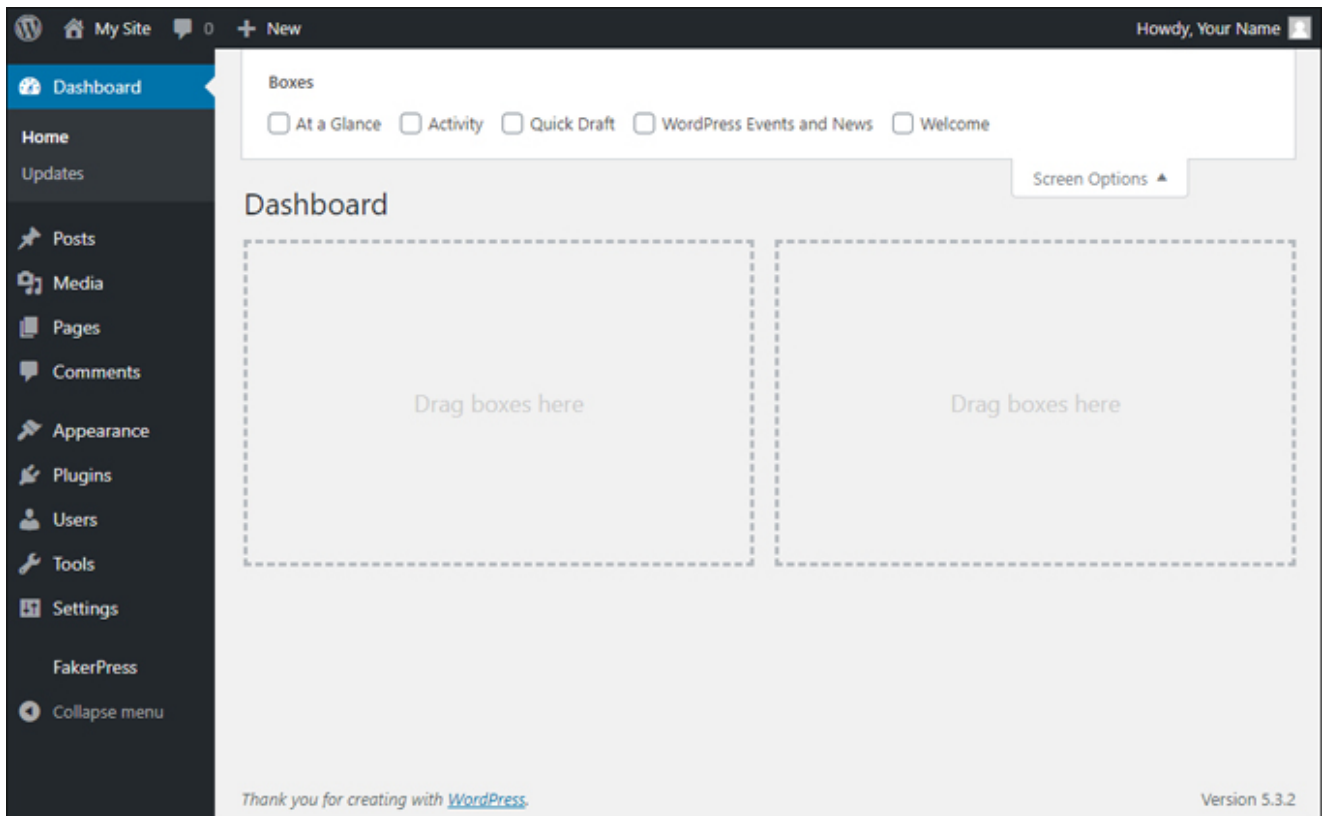
Tick/untick boxes to display/hide dashboard elements.

By keeping unnecessary elements hidden on your screen, you can better organize your Dashboard area and create an uncluttered look in your administration area.



WordPress lets you display only essential information panels on your dashboard.

You can also untick all the boxes in the Screen Options tab to hide all the information panels.



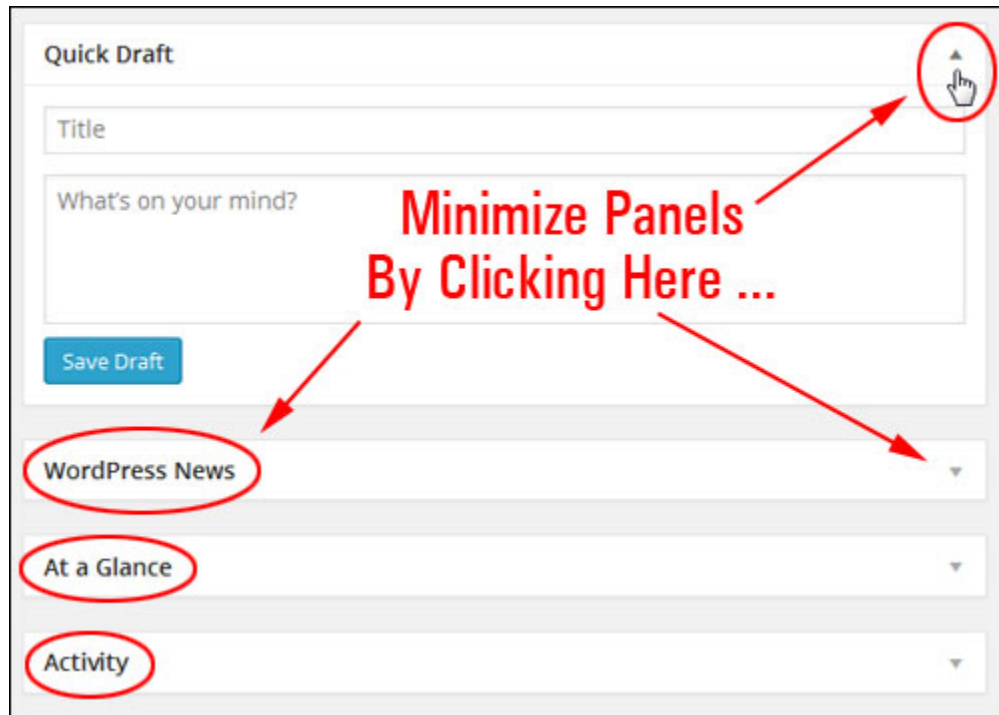
WordPress Dashboard with all information panels hidden.

If you don't want to hide everything on your screen but don't need information cluttering your screen, you can simply minimize the information panels in your Dashboard.

## How To Minimize WordPress Dashboard Panels

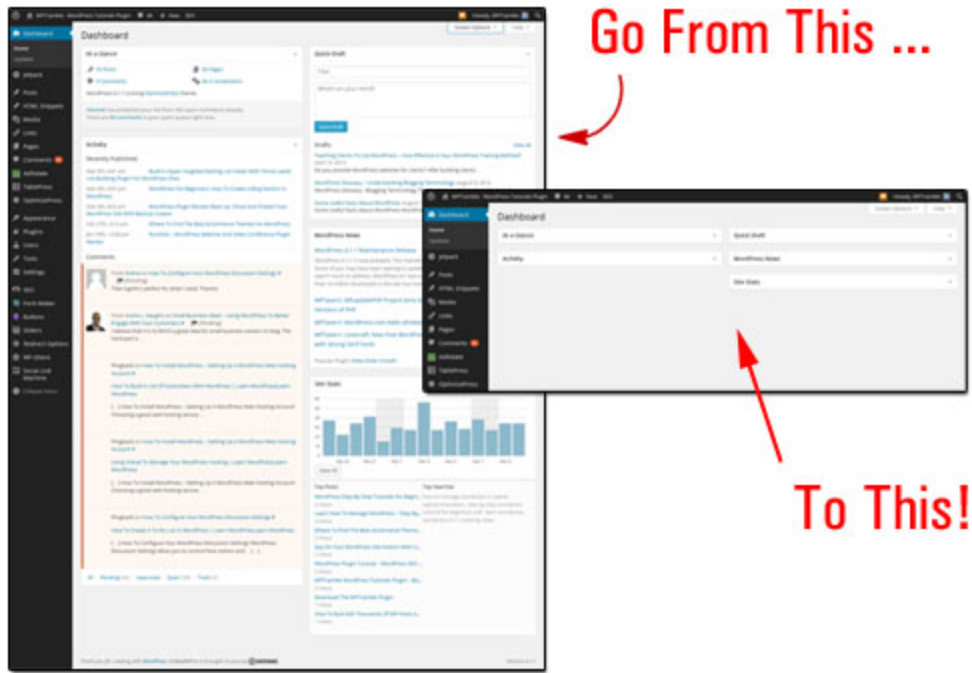
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As well as hiding elements, you can minimize content blocks in your dashboard by clicking on the inverted triangle symbol on the corner of an information panel's title bar.



Click the little triangle icon to minimize an information panel.

This helps to keep your work area uncluttered without hiding the information panel altogether.



Change your dashboard screen from looking cluttered to organized in just a few clicks.

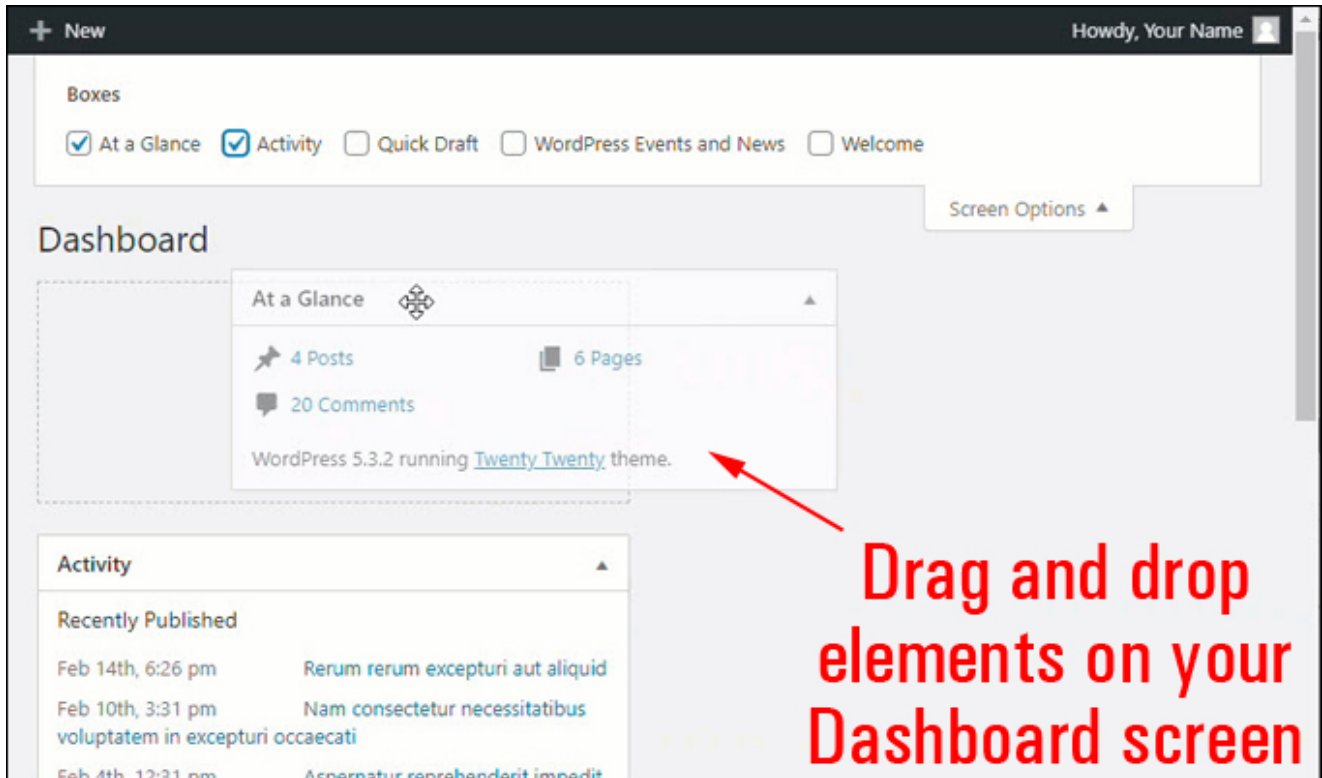
Hide, display, expand, or collapse as many panels as you like to create an uncluttered look. WordPress will remember your preferences next time you log into your admin area.

One other thing you can do to organize your dashboard screen is to rearrange the layout of your information panels.

## How To Reorganize WordPress Dashboard Panels

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You can also easily rearrange or reconfigure the layout of your information panels inside your dashboard using “drag and drop”.

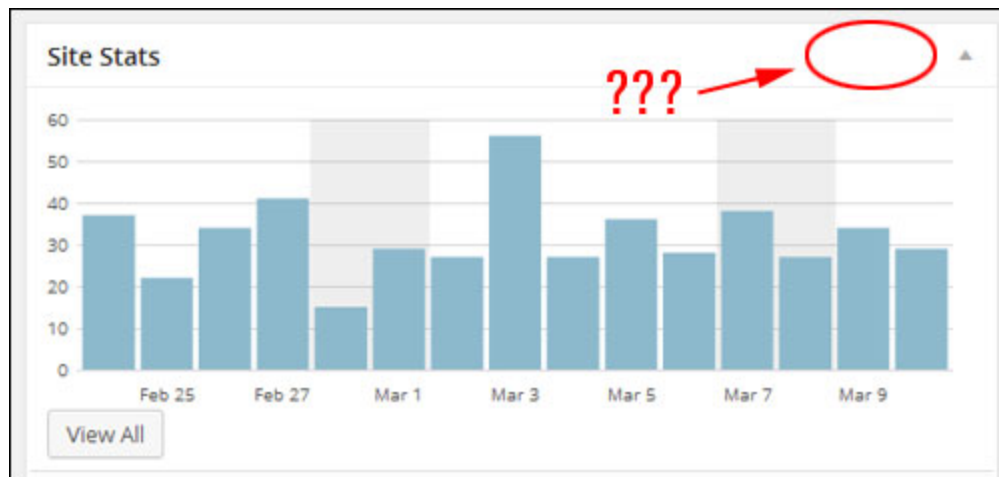


Drag and drop elements on your dashboard screen.



Some elements in your dashboard allow you to configure additional options and settings that may not be so obvious at first glance.

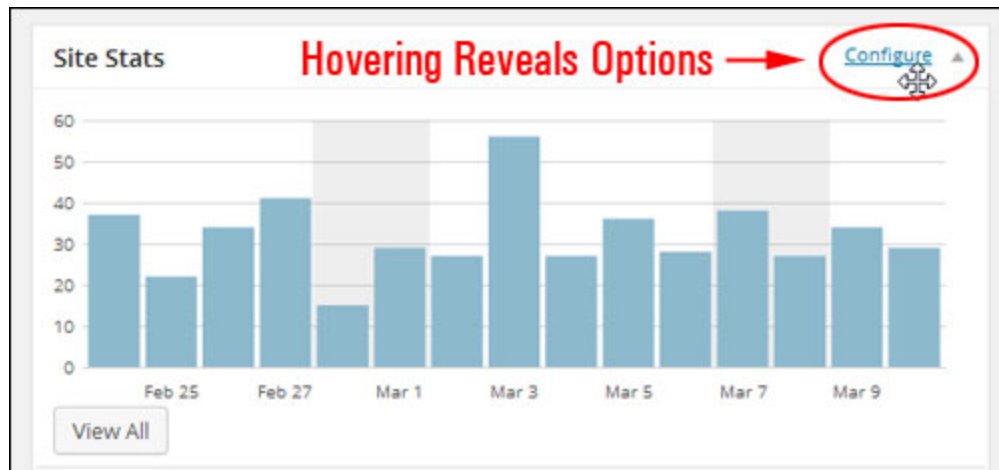
For example, here is a content panel added to the dashboard through a plugin to provide additional functionality. As the screenshot below shows, there is nothing to see to the left of the panel minimization icon...



Nothing to see here...unless you hover over this section with your mouse.



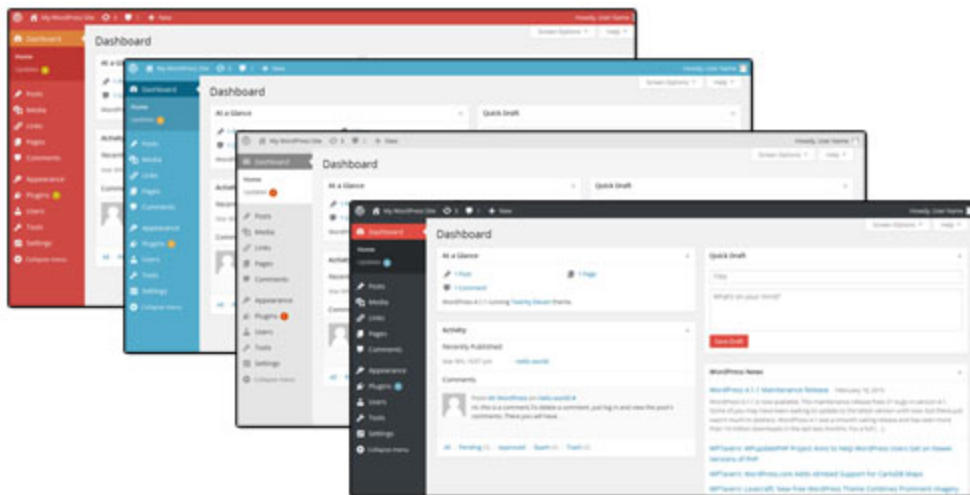
If you hover over the title bar area with your mouse, however, you will see a link appear that will allow you to access additional configuration options for this element.



Hovering reveals additional configuration options for this element.

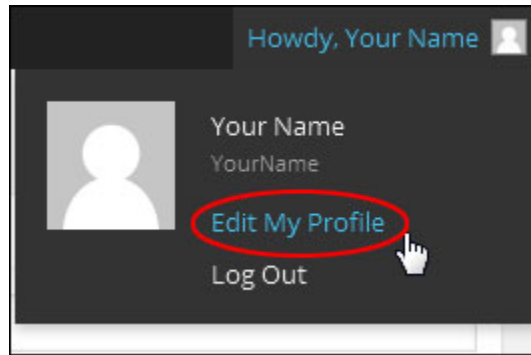
## Customizing Your WordPress Dashboard Color Scheme

In addition to reorganizing and decluttering information inside your dashboard, you can also change the color scheme of your admin area from your WordPress settings or by using plugins.



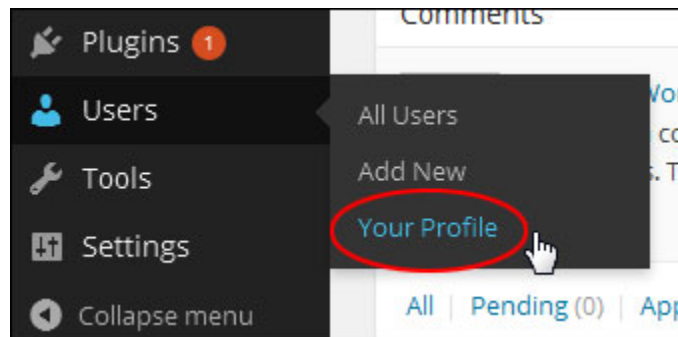
Change or customize the color scheme of your site's admin area.

To change the color scheme of your WordPress site's admin area, click on the **“Howdy, Your UserName”** tab (on the very top right-hand corner of your screen and select **Edit My Profile**.



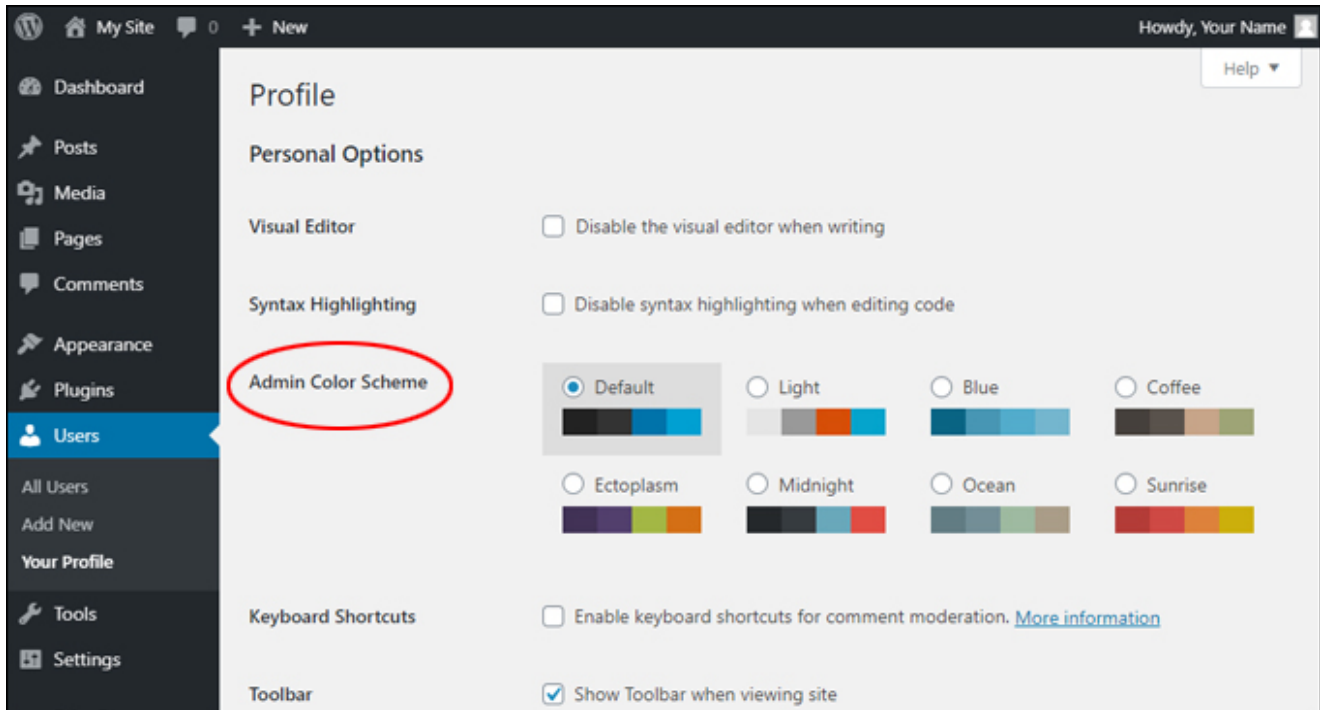
Click on the 'Edit My Profile' link to access your profile settings screen.

Note: You can also access your profile settings screen by clicking on **Users > Your Profile** in the main menu.



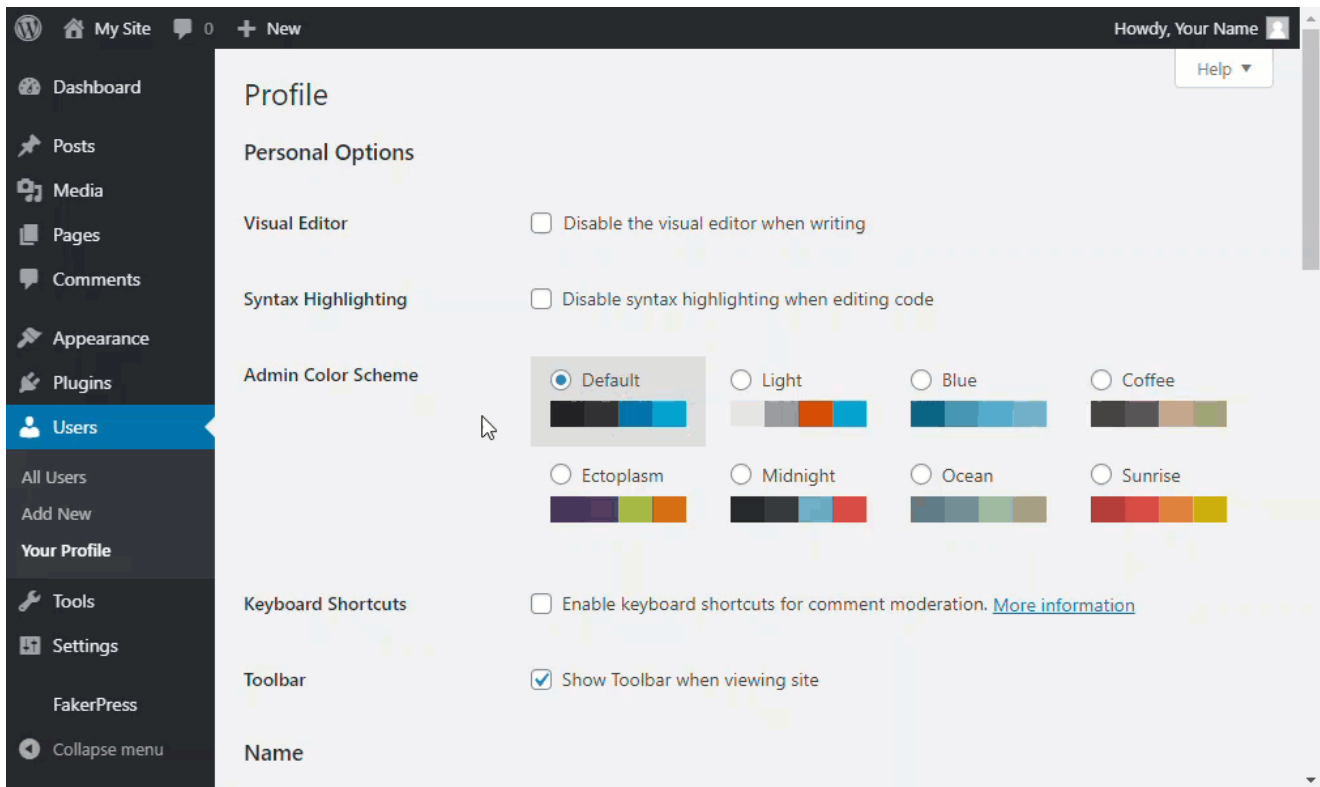
Your Profile Menu

In the **Profile > Personal Options > Admin Color Scheme** section, select an option to change your default global admin color scheme.



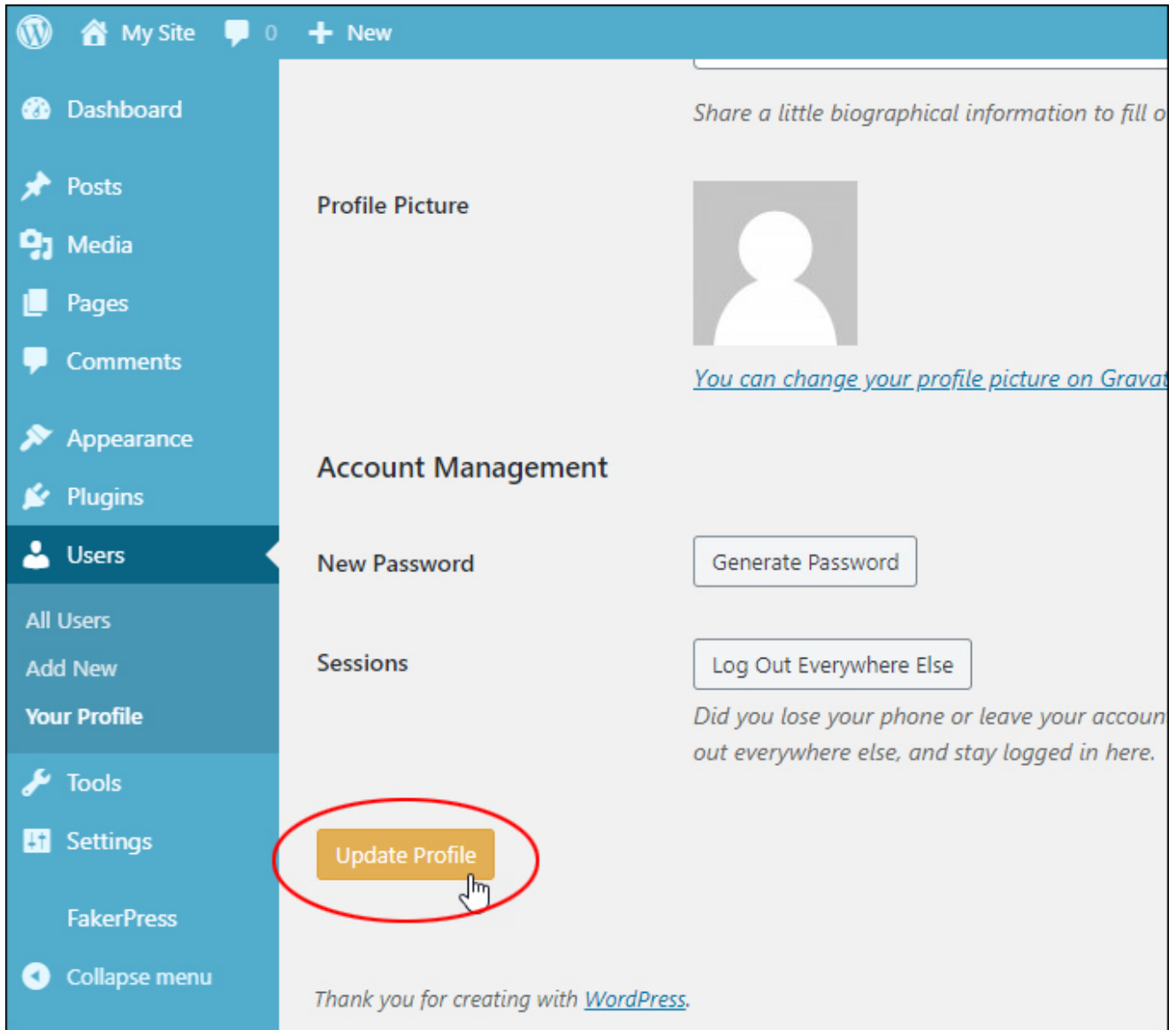
Change your default admin color scheme in your Profile settings.

You can preview your new admin color scheme live simply by selecting a different option.



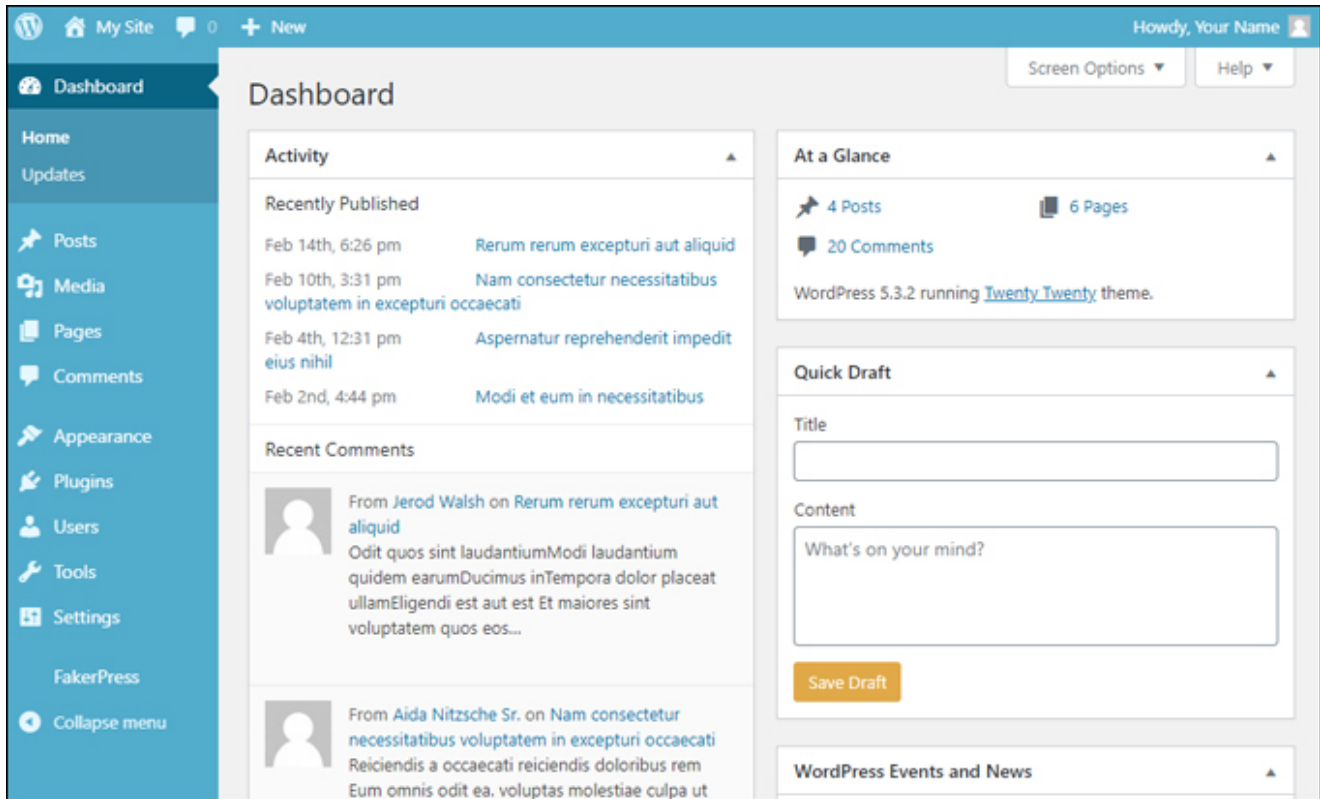
WordPress offers a range of admin color schemes to choose from.

Remember to click the **Update Profile** button at the bottom of your screen to save your changes and update your preferences.



Click 'Update Profile' to save your new settings.

Your new admin section color scheme will take effect immediately.

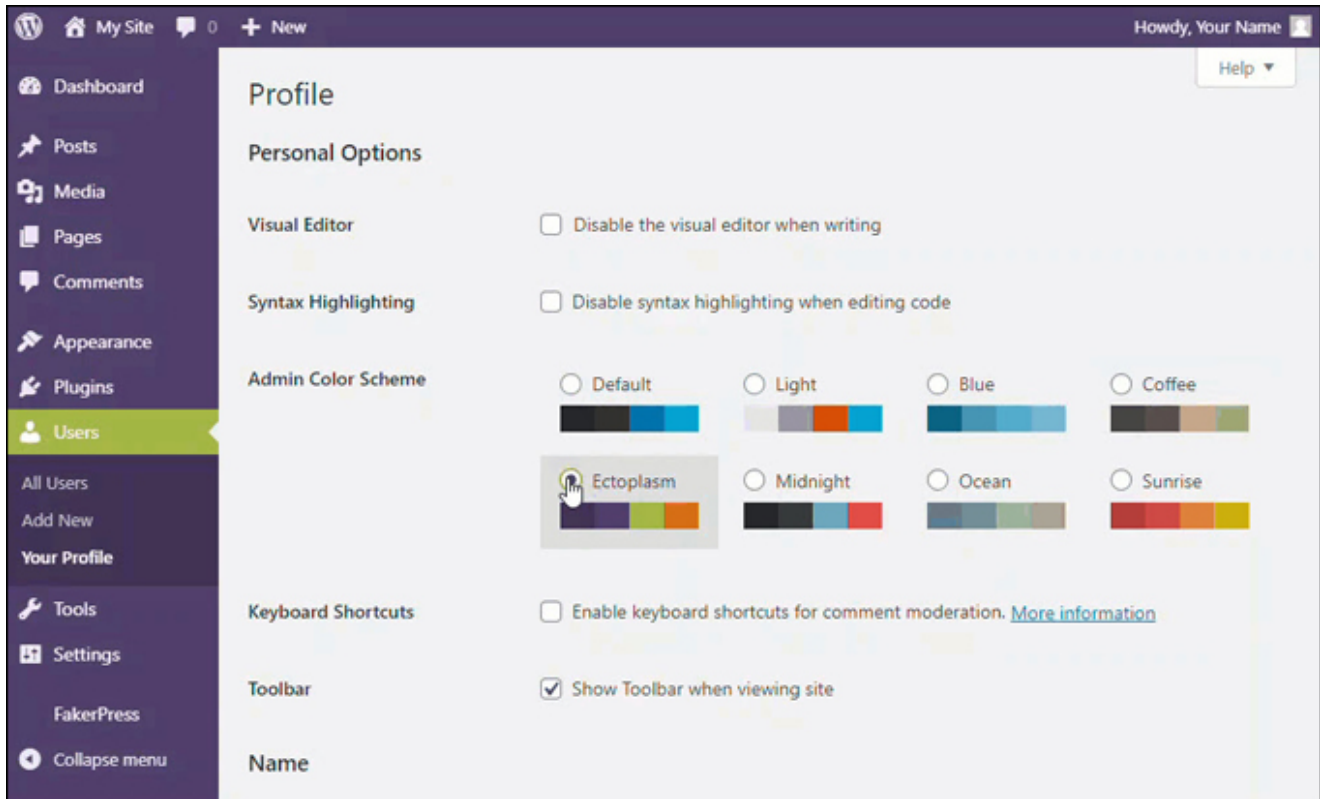


Your dashboard with the new admin color scheme.



### Notes:

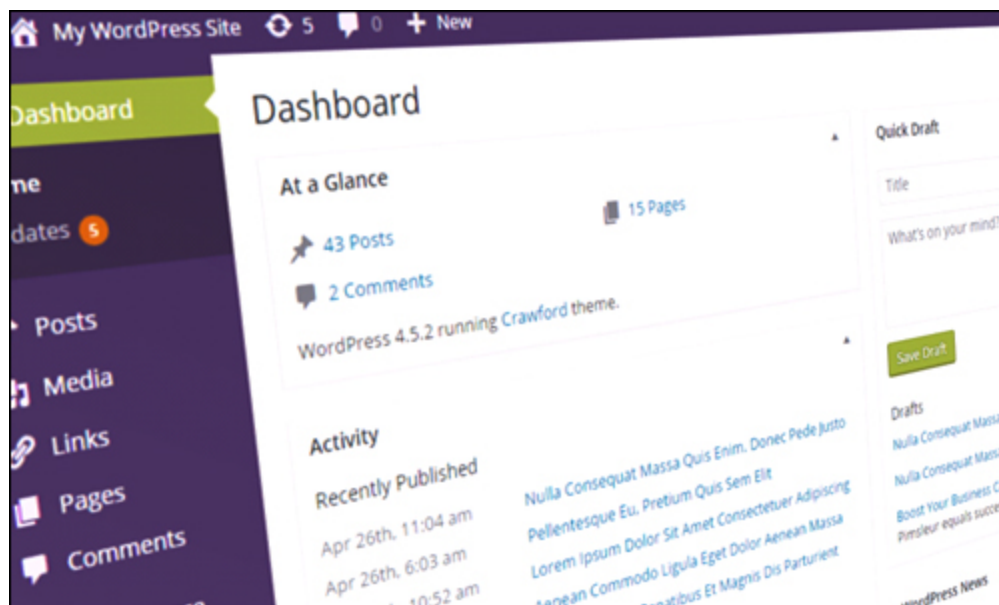
- Unless your site has been modified or permissions have been restricted, every registered user on your site should be able to customize their own dashboard color scheme.
- By default, WordPress gives you a limited number of admin color scheme options to choose from. You can further customize these options using plugins or by getting a web developer or web designer to customize your theme colors and/or templates.



Who wouldn't want to decorate their admin area with Ectoplasm?

To learn more about the User Profile section, see this tutorial: [How To Edit Your User Profile](#)

Congratulations! Now you know how to customize your WordPress Dashboard and admin area without touching code or adding extra plugins. All it takes is a few clicks.



Customize your WordPress Dashboard

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Updated: April 8th, 2023