## How to change the visibility settings of a WordPress Page

## Prerequisite Topics: <u>How To Create a WordPress Page</u>

This set of instructions will detail how to change visibility settings on a WordPress page. Follow these instructions sequentially to achieve task. Alt text is available if needed.

**Note**: WordPress settings default to a "public" setting. This guide describes how to adjust those visibility settings

🙆 Dashboard	Edit Page Add New	Screen Options 🔻 Help 🔻
🖈 Posts	App dev intern testing	Publish
🛗 Events	Permalink: http://sites.ewu.edu/formsplayground/catisactuallyraccoonnotcool/ Edit	Preview Changes
91 Media		Status: Published Edit
😑 Forms	Text Editor Page Builder	Visibility: Public Edit
🛇 Workflow		Powisions: 4 Browse
🍅 Views	Visual Text	Bublished on May 20, 2019 @ 19:25
Pages	Paragraph 🔻 B I 🗄 🗄 🖆 🖆 🖆 🗮 🕮 🖾 🛛 🗙	Edit
All Pages Add New	\[gravityform id="47" title="false" description="false"]	Move to Trash Update
Comments		Page Attributes
TablePress		Parent
Genesis		(no parent)
🔊 Appearance		Template
🛓 Users		Default Template 🗘
🖋 Tools		Order
It Settings		0
🐞 Authorizer	Word count: 0 Last edited by Drew Lawson on May 30, 2019 at 4:31 pm	Need help? Use the Help tab above the screen title.
Smush Pro		
Collapse menu	Theme SEO Settings	Sidebar Selection
	Document Title	Header Right
	The Custom Document Title sets the page title as seen in	Default

1. Find "Publish" section on right side of screen(1)

Figure 1

 Click edit button next to "Visibility" section. Under "Visibility" section, click one of given options: "Public," "Password protected," or "Private" (2)





3. Click "Publish" button

Note: Click the "Update" button if clicked "Private" visibility (3)





The visibility settings have now been changed. Please refer back to these instructions for guidance on changing visibility settings on a WordPress page in the future.

Figure 1	Figure 2	Figure 3
Alt Text Title: Clicking Preview Button	Alt Text Title: Visibility	Alt Text Title: Publishing Post
Alt Text: The Publish section is shown in its entirety.	Alt Text: The "Visibility" tab of the Publish section is highlighted and ready to be	Alt Text: The"Publish" icon is highlighted and ready to be clicked.

clic	cked.	
------	-------	--