

How to change WordPress page status

These instructions detail how to change the page status of a WordPress page from “draft” to “published.” See the prerequisite guide for adding a new page below. Alt text is available if needed.

Prerequisite Guide: [Add a New Page](#)

1. View page settings
 - Access dashboard of site.
 - Click “Pages” tab in the left sidebar (1)

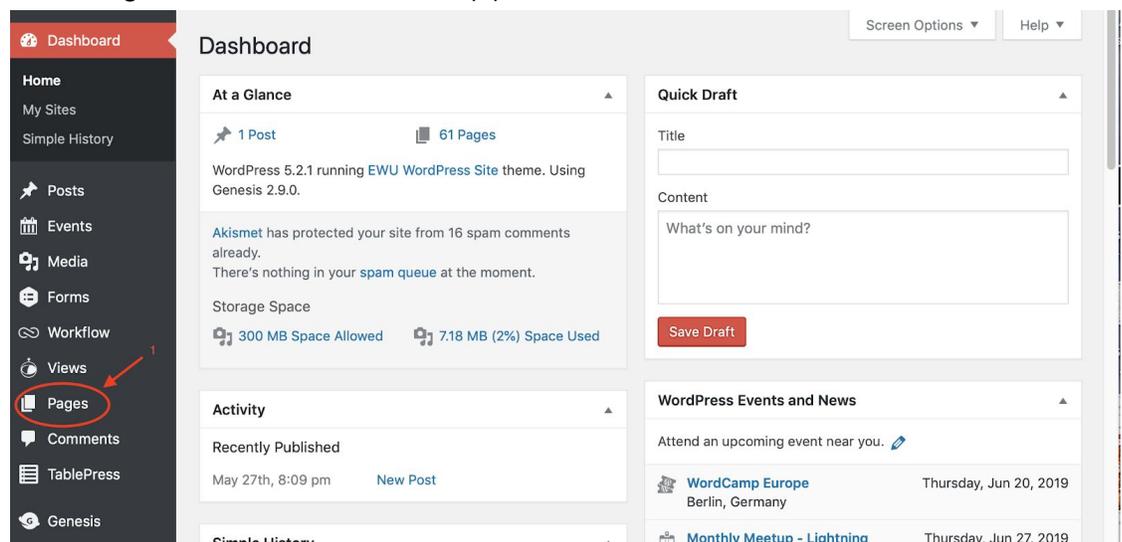


Figure 1

- Hover over selected page
- Click “Edit” under the page title (2)

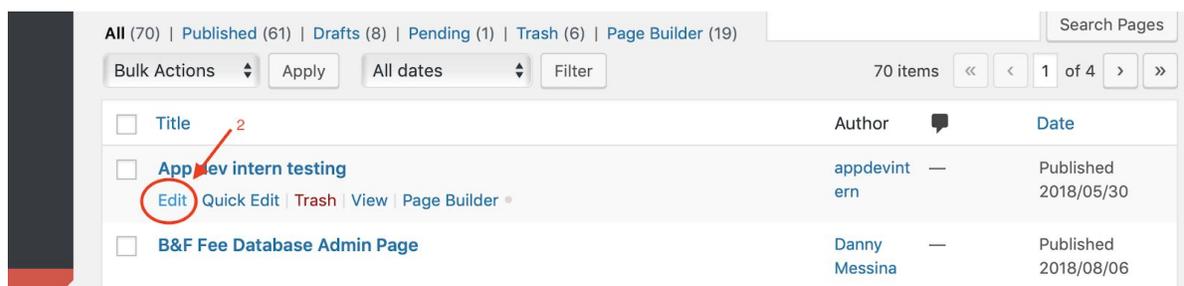


Figure 2

2. Change page status

- View Publish section on right side of screen (3)
- Click “Edit” next to “Status:”(4)

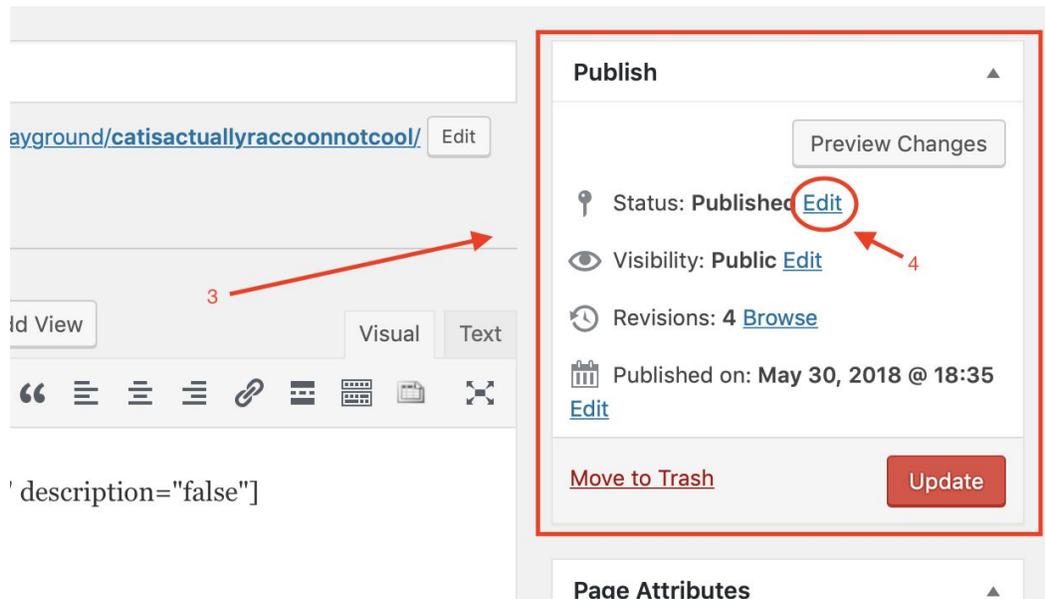


Figure 3

- Choose new status of page in drop down menu (5)

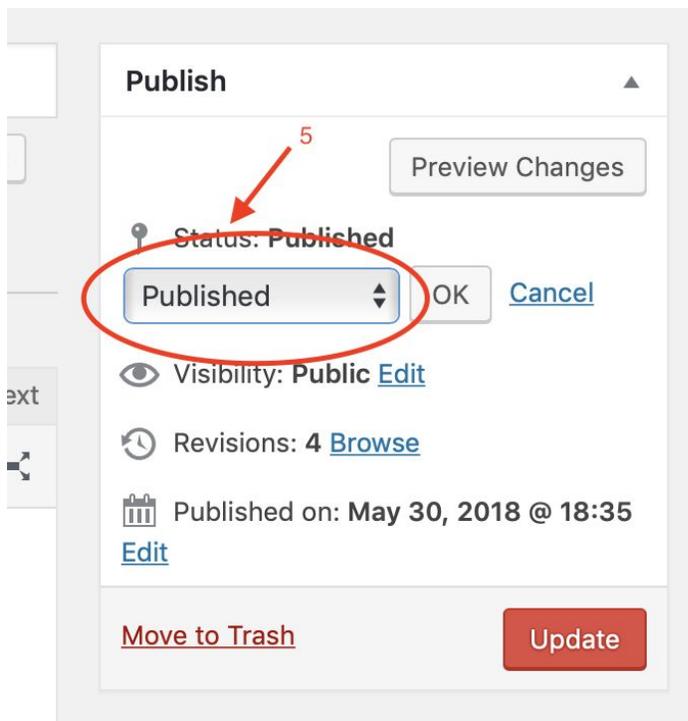


Figure 4

- Click “OK” button after clicking new status (6)

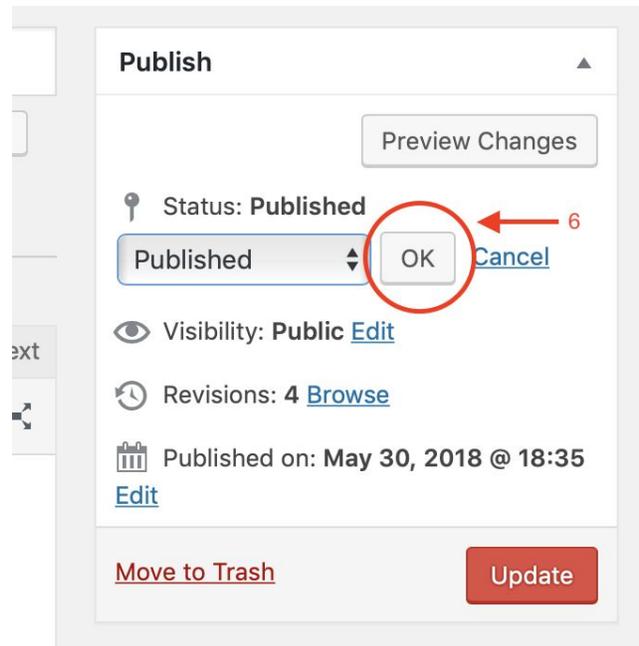


Figure 5

- Click “Update” button (7)

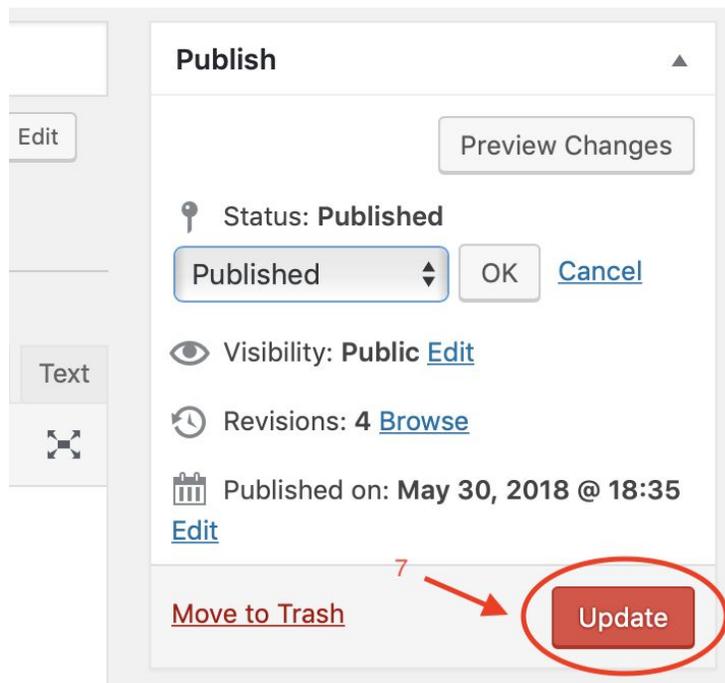


Figure 6

The page has now been published and is public once the update button is clicked. Refer back to these instructions for guidance on changing WordPress page statuses in the future.

Figure Number	Alt Text Title	Alt Text
Figure 1	Clicking on the "Pages" tab	The left side of the main dashboard is shown, with the "Pages" tab highlighted.
Figure 2	Clicking on "Edit"	The selected page menu is shown, with the "Edit" button highlighted.
Figure 3	Clicking the "Save Draft" button.	The "Publish" menu is shown, with the "Save Draft" button highlighted.
Figure 4	Clicking new status	The "Publish" menu is shown, with the status dropdown menu highlighted.
Figure 5	Clicking "OK" button	The "Publish" menu is shown, with the "OK" button highlighted.
Figure 6	Clicking "Update" Button	The "Update" button under the "Publish" menu is highlighted.