## 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)

🔞 Dashboard	Dashboard	Screen Options V Help V
Home My Sites	At a Glance	Quick Draft
Simple History	📌 1 Post 📕 61 Pages	Title
🖈 Posts	WordPress 5.2.1 running EWU WordPress Site theme. Using Genesis 2.9.0.	Content
前 Events 의 Media	Akismet has protected your site from 16 spam comments already.	What's on your mind?
E Forms	Storage Space	
S Workflow Overset of the second	<b>91</b> 300 MB Space Allowed <b>91</b> 7.18 MB (2%) Space Used	Save Draft
Pages	Activity	WordPress Events and News
Comments	Recently Published	Attend an upcoming event near you. 🖉
TablePress	May 27th, 8:09 pm New Post	WordCamp Europe Thursday, Jun 20, 2019 Berlin, Germany
Genesis	Simple History	Monthly Meetup - Lightning Thursday, Jun 27, 2019

## 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)



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



• Click "OK" button after clicking new status (6)



Figure 5

• Click "Update" button (7)

	Publish 🔺	
Edit	Preview Changes	
	<ul> <li>Status: Published</li> <li>Published</li> <li>OK Cancel</li> </ul>	
Text	<ul> <li>Visibility: Public Edit</li> <li>Revisions: 4 Browse</li> <li>Published on: May 30, 2018 @ 18:35</li> <li>Edit</li> </ul>	
	Move to Trash	



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.