

## How2 set privacy settings in WordPress

### What is a blog?

**A blog is short for web log, which is a website where users can write their own posts, like keeping a journal or a diary.**

The problem with blogging, though, is that many blogs are public which means anyone can see them, and they can add posts to your blog too. For some people, that's fine because they want everyone to see what they are writing. But for someone your age, it might be a problem.

Blogging is great fun, and people have become writers by starting with a blog. Keeping your blog private or just allowing your friends and family to see it is a very good way to start.

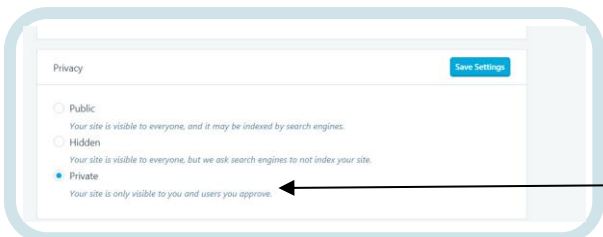
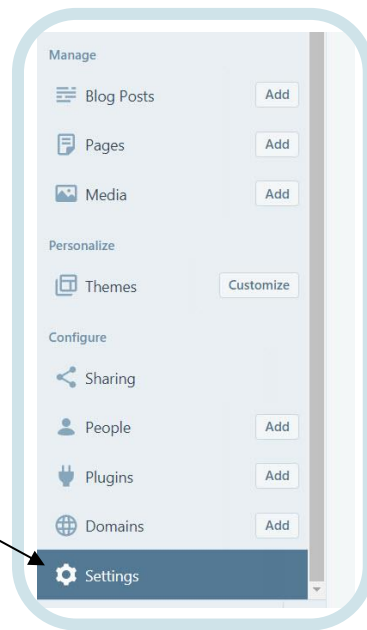


### Making your WordPress blog private

- WordPress is a very versatile and easy to use blogging site, and you can build a very attractively themed blog with a free account. And you can make your blog private so that only the users you approve can see it.
- When you are in WordPress, you will see quite a lot of options listed on the left-hand side of the page. The place to sort out your privacy is under Settings which is down at the bottom of the left-hand set of options.

In the left side of the Blogger window, there are grey links, including one at the bottom that says Settings

Clicking on Settings makes it blue and opens up another window.



Scroll down the Settings window to find Privacy. It will be set at Public. Change it to Private, which means only people you choose can see it. And click Save Settings. Now only the people you want to see your blog will be able to see it.