Choose who can read an article

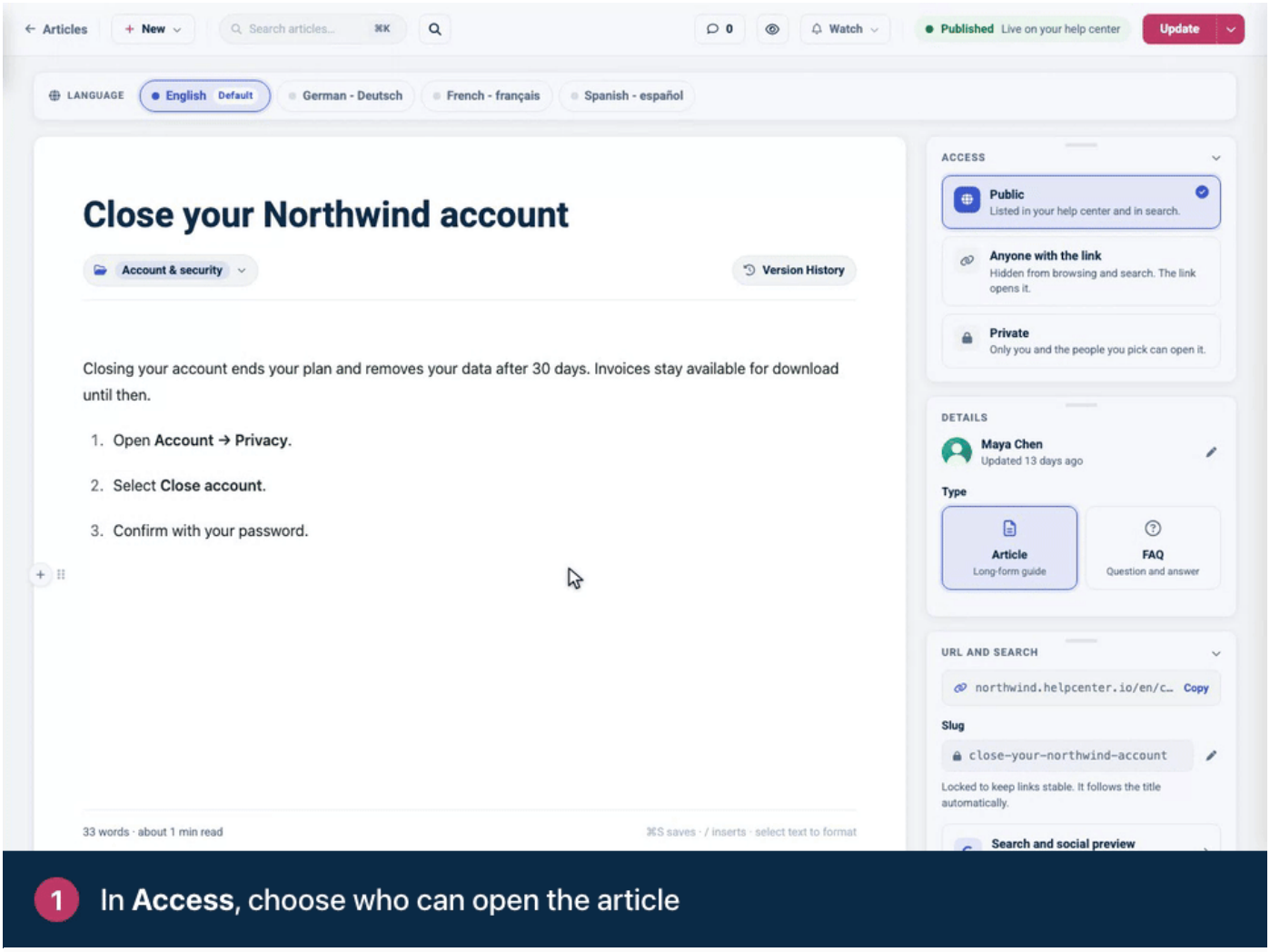
Organize and publish

Every article has its own access setting. Keep an article out of navigation and search and share it with a secret link, or limit it to a few teammates, while the rest of your help center stays as it is.

Who can do this: Owners, Admins and Editors

Change who can read an article

1. Open the article from **Articles**.
2. In the **Access** card on the right, choose **Public**, **Anyone with the link** or **Private**.
3. For **Anyone with the link**, click **Copy link** and share the link.
4. Click **Update** to apply the change to a live article.



The secret link opens the article even though it's hidden from browsing.

On a draft, the setting takes effect when you publish. On help centers that use staged changes, a change to a live article's access goes live when you click **Publish changes**.

The access options

Option	Who can open it	Listed and searchable

Public	Anyone who can read your help center. This is the default.	Yes
Anyone with the link	Anyone who has the secret link. It's the article's address with ?share= and a code at the end.	No
Private	The article's author and the teammates you pick, while they're signed in to HelpCenter.io.	No

Share a private article with teammates

1. With **Private** selected, find **Who has access** in the **Access** card.
2. Pick a teammate and click **Share**. Repeat for each person.
3. Click **Update**, or save the draft.

To remove someone, click the × next to their name. The line under the list tells you how many people can open the article.

Good to know

- Images and files you upload to an article while it's **Private** are private too: the link a reader gets stops working after about an hour, and your team sees them while signed in. **Anyone with the link** counts as public here.

- A private article is hidden from everyone else on your team too, Owners and Admins included, in the dashboard as well as on your help center.
- Switching an article from **Anyone with the link** to **Private** stops its secret link from working.
- The article's category still applies. A public article in a category that isn't shared with everybody is only visible to the people who can see that category. See Make a category private.
- On the **Articles** page, the **Private** tab lists both private and link-only articles.
- Translators can see who has access but can't change it.

To make your whole help center private or password-protected, see Control who can see your help center.

Troubleshooting

Someone can't open the article. Check the article's access, its category and your help center's visibility. See Someone can't see an article or the help center.

Related articles

- Make a category private
- Control who can see your help center
- Someone can't see an article or the help center