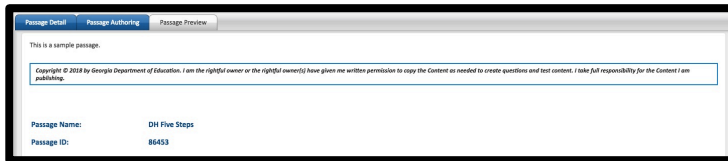# TestPad – New Passage Preview
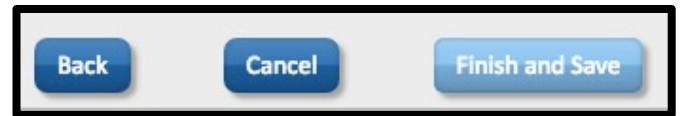
Previewing and Finalizing New Passage

1. When creating a new passage in **TestPad**, the third screen displayed is **Passage Preview**.

2. The information entered on the **Passage Authoring** screen will be displayed along with the passage name and passage ID.
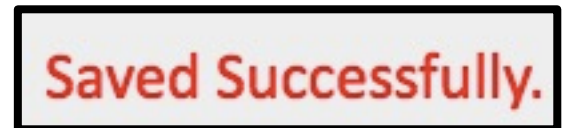

3. Designate status of the passage by selecting:
   a. **Save as Draft** (to create a passage that cannot be seen by anyone other than the creator).
   b. **Private** (viewable by creator and by district level personnel).
   c. **Public** (viewable by all TestPad users within the school).

4. Finish the creation of the new passage by selecting the appropriate option at the bottom.
   a. **Back** (to return to the **Passage Authoring** screen).
   b. **Cancel** (to cancel creation of the new passage).
   c. **Finish and Save** (to create the passage).

5. Selecting **Finish and Save** will display this message:

NOTE: For more information about creating passages, please see additional **Five Steps** TestPad documents.