

Scheduling A Post For a Later Date

You can schedule posts to be published when you want whether it be a specific time, few days or weeks.

It's really simple to do — only takes 4 simple steps!

Once you have written your post just:

1. Click on **Edit** link next to **Publish Immediately** in the 'Publish Status' box
2. Enter the date and time you want the post to publish
3. Click **OK**
4. Click **Schedule**

Your post will now be held until the time and date you specified. You also use this method to change the timestamp on published posts.

The image illustrates the four steps to schedule a post in WordPress:

- 1**: Click on the **Edit** link next to **Publish immediately** in the 'Publish Status' box.
- 2**: Change the date and/or time (e.g., from Jul 30, 2009 @ 09:54 to Aug 30, 2009 @ 09:54).
- 3**: Click **OK**.
- 4**: Click **Schedule**.