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.