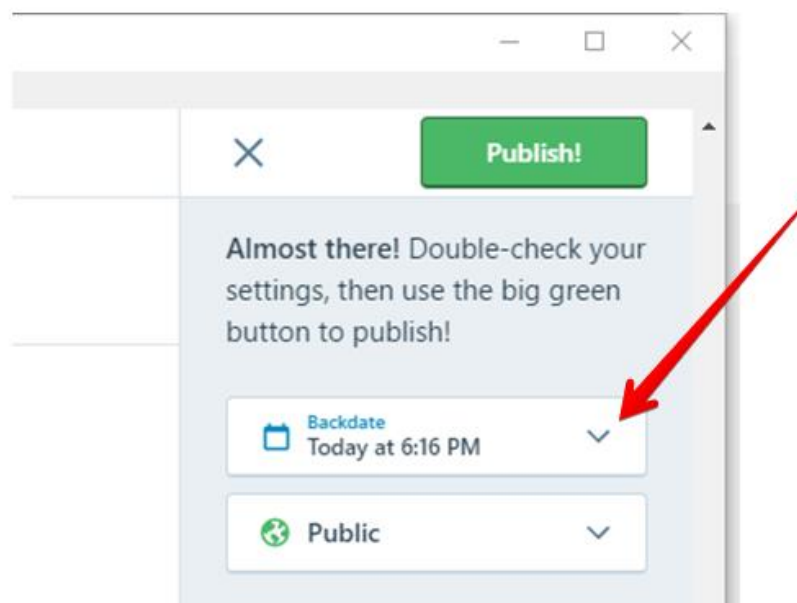
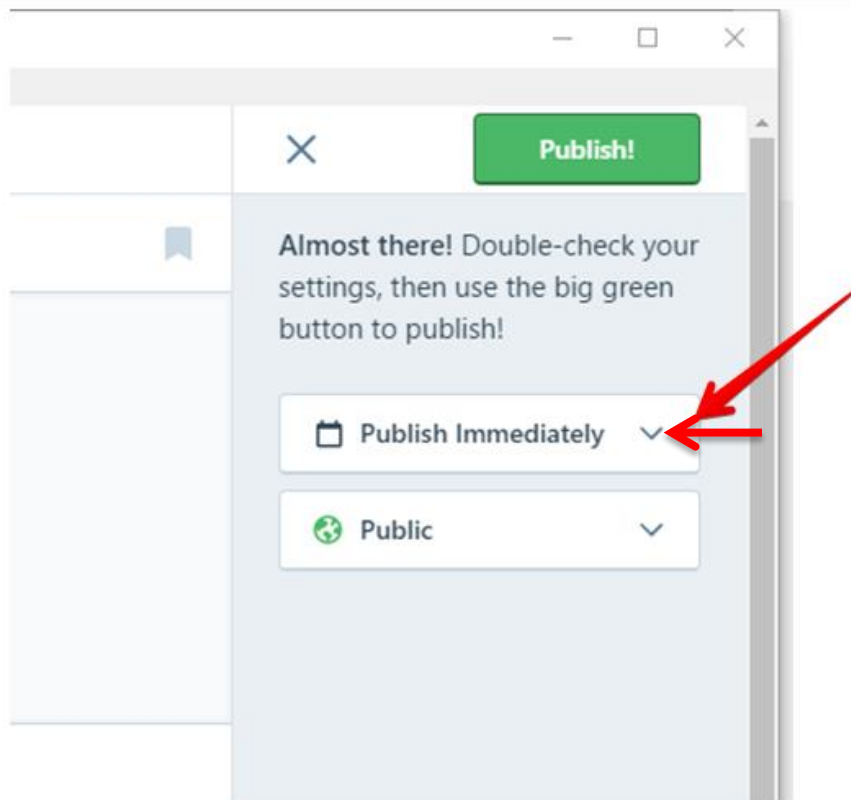
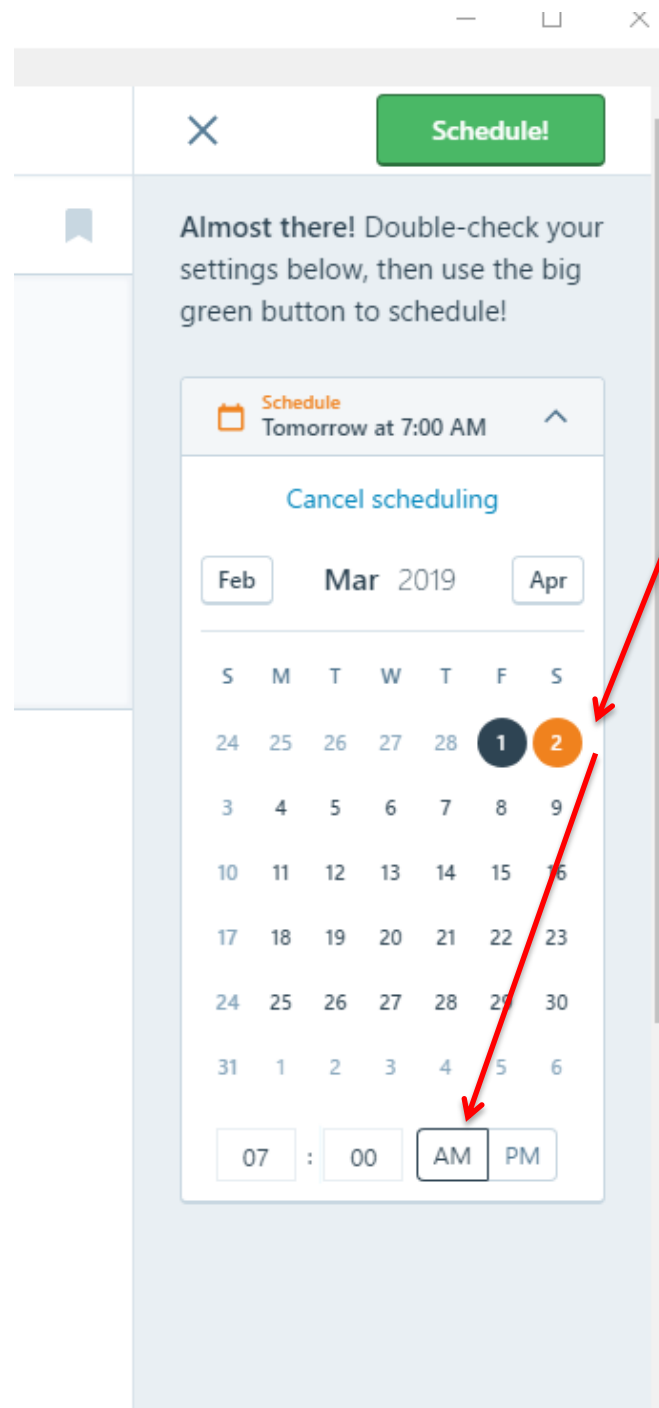


How To – Schedule a New Post

Create your post and click Publish. One or other of the boxes below will pop up. No matter which box you see, click the small arrow to open the scheduler as shown below and the Calendar will appear.



Use the **12 hour clock** to schedule your post. The picture below with the **orange date** shows I have clicked 2nd March and changed the time on the clock to 07:00 AM. Do not forget to change the AM to PM or vice versa



When you have set your chosen time, click the GREEN button **Schedule**.

Continue Below

Your post will no longer be in the Draft folder but editing can continue. The scheduled time will not change unless you click **Cancel scheduling**.

