



# Schedule an article to be published

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You can publish a new article in one of three ways:

1. Edit the article directly to change the [Publishing status](#) to Published.
2. Bulk edit several articles in **Manage** to publish them all at once. Refer to [Bulk edit articles in Manage](#) for more detailed instructions.
3. Schedule the article to be published at a future day/time. This page provides instructions on how to schedule publication.

All undeleted articles have the **Schedule** option just below the **Publishing Status** dropdown (old article editor) or visible when you hover over the **Status** field (new article editor). Any article that is unpublished (doesn't have a publishing status of "Published" or "Needs Review") gives you the option to **Schedule > To be published** for a future day and time.

Articles that are scheduled for publication will display information about their schedule in the article editor and in the **Scheduled Publish Date** column of the **Manage CSV** export. Refer to [Generate your CSV export](#) for more information on working with the **Manage CSV** export.

## How publication schedules work

When the day and hour arrives, we run a scheduled job in the background to process your scheduled articles. Typically you'll see the scheduled article publish around :10 or :15 after the hour you selected.

What you can expect to see:

- The **Status** changes to **Published**.
- The **Published Date** is set to the date you scheduled the publication.
- The **Last Modified** date will update when the schedule has run.
- If you added a [New or Updated callout](#), it will display when the article is published. (As long as the callout's expiration date isn't in the past!)
- If you use [webhooks](#), the `article.statuschange` and `article.publish` will log the change.
- If you use [Subscriptions](#) and included a **New or Updated callout**, this article will be included in your next scheduled subscription notification email. (As long as the callout's expiration date hasn't passed!)

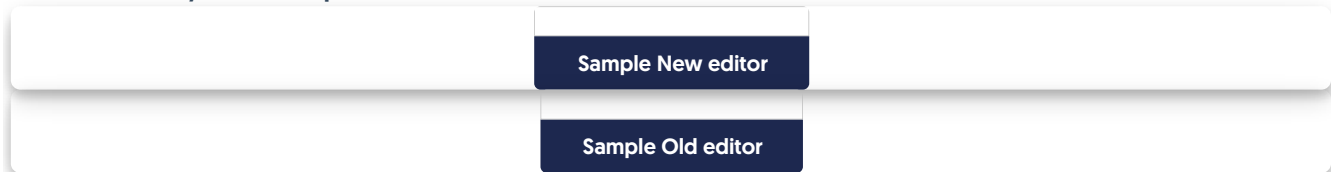
## How to schedule an article for publication

The information below varies based on whether you're using our 2026 new editor or old editor.

To figure out which instructions to follow:

1. Open any article for editing.
2. If the lefthand navigation is collapsed and there's a link near the top of the page to **Switch to old editor**, follow the **New editor** documentation.
3. If the lefthand navigation is expanded and the top of the editor and the righthand column have a heavier grey background, follow the **Old editor** documentation.

Here are side-by-side examples of the new editor and the old editor:



#### Try out the new editor

We'd love your feedback on the new editor. To switch to the new editor, open any article for editing and select the **Switch to new editor** link at the top of the editor.

New editor

Old editor

## How to use the schedule calendar picker

The calendar picker defaults to 12pm on an unselected day in the current month. Select a day in the calendar month to schedule publication for that day.

To switch to a different month, select the <month year> label at the top and then select the month you'd like:

To jump to a different year, select the <month year> label at the top, select the year, then select the year you'd like to switch to. Then select the month:

## How to use the schedule time picker

The calendar picker defaults to 12:00pm. Select a number on the clock face to select a different hour.

To switch between AM or PM, select the lowercase **am** or **pm** in the upper right corner of the picker:

