

Published date

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The **Published Date** is an optional field in your articles, though we strongly recommend using it for articles within [Blog style categories](#) so that the reverse chronological order works properly!

Published Date allows you to specify the date that an article was published. This can be helpful:

- For compliance or audit purposes
- For blog style category displays

The published date is displayed:

- Within articles displayed in [blog style categories](#)
- In [Manage CSV exports](#) when the **Date Published** box is checked
- Anywhere the Article Date Published [merge code](#) is used `[article("date_published")]`

The Published Date is automatically set if you use the [Schedule an article to be published](#) feature.

To add a Published Date to an article:

1. Open the article in the editor.
2. Select the **Add Published Date** option in the **Publishing Status** section:



3. Use the date picker to find the date you'd like to use:



- a. You can only select today's date or dates in the past.
- b. To pick a date in a previous month or year, select the month + year label at the top of the date picker.

4. Once you select a date, the picker disappears and the selected date will display.



5. Be sure to **Save** changes to your article so the date fully updates!

Change or remove a Published Date

If you already have a published date added to an article, you can change it or remove it completely by selecting **Set Published Date**:

1. Open the article in the editor.
2. Select **Set Published Date** just below the **Published on date**:

The Published Date date picker opens.

3. To update the Published Date, select the new date.
4. To remove the Published Date, select **Clear** in the lower right of the picker:

Select **Clear** in the Published Date date picker to remove the Published Date completely

5. Be sure to **Save** your changes!
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