GUIDE 3 · START HERE

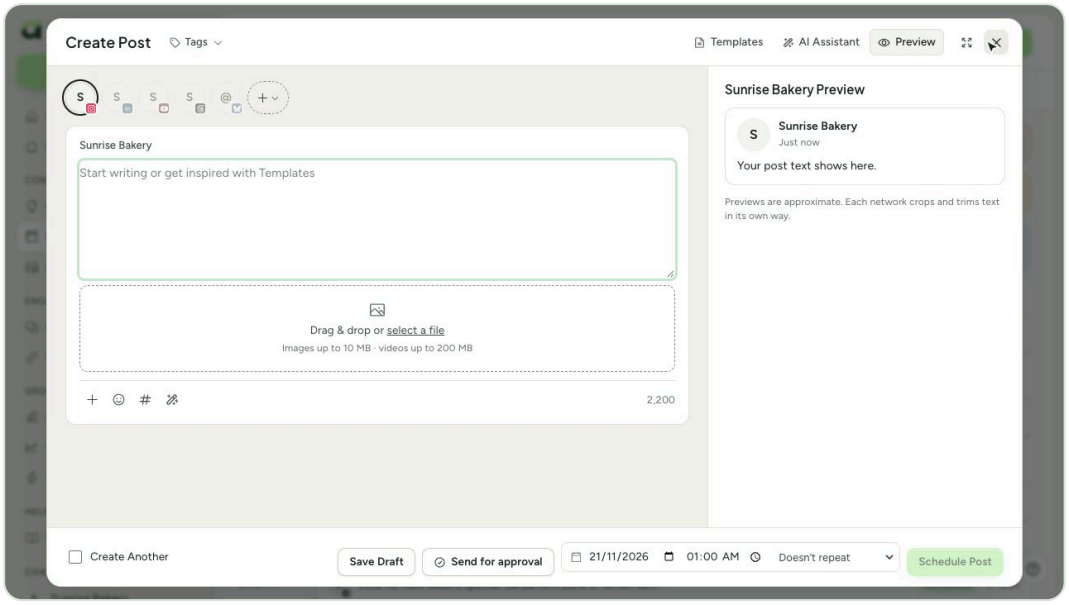
# Write and schedule your first post

Pick channels, write, add a photo, choose a time and schedule.

Video (72 seconds): **atwebtech.us/app/guide/first-post**

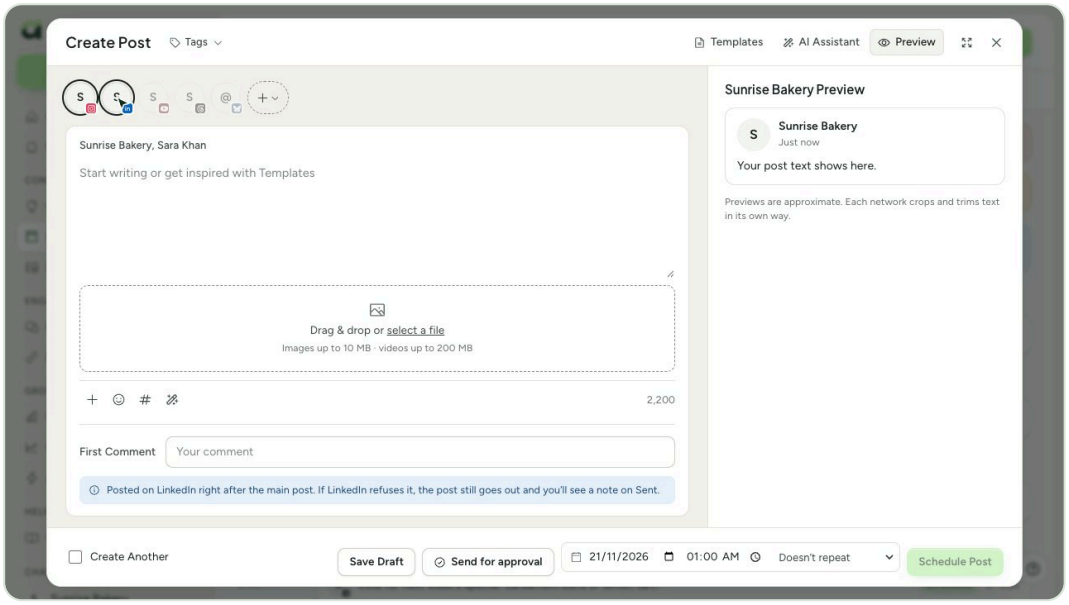
## 1 Click New Post

Open **Publish** in the menu and click **New Post** in the top right corner. The green **New** button in the menu does the same from any page.



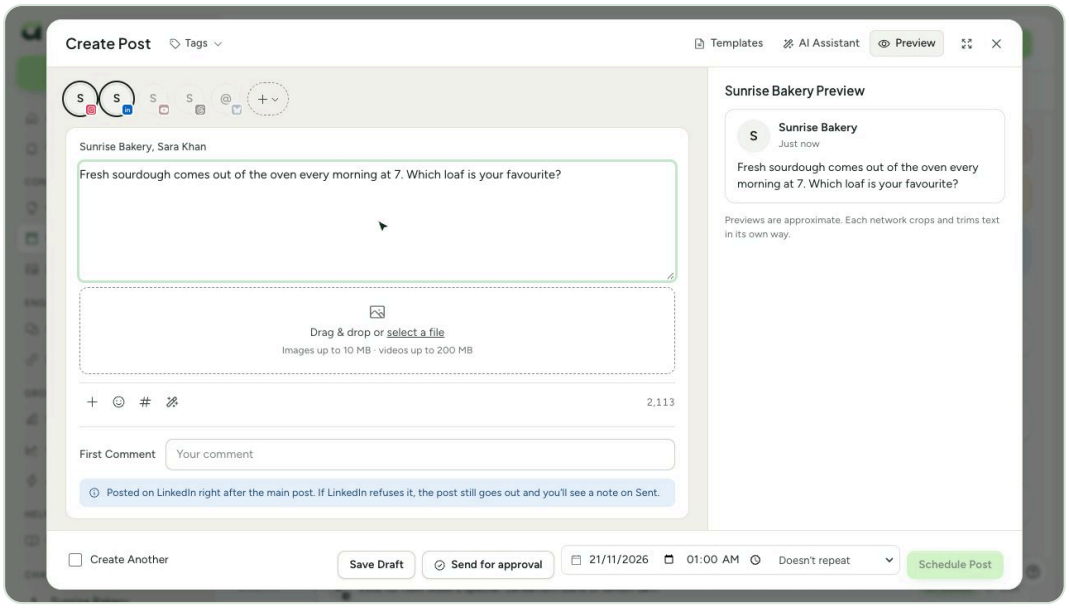

## 2 Choose where it goes

Tick every channel this post should go to. One post can go to several networks at once.



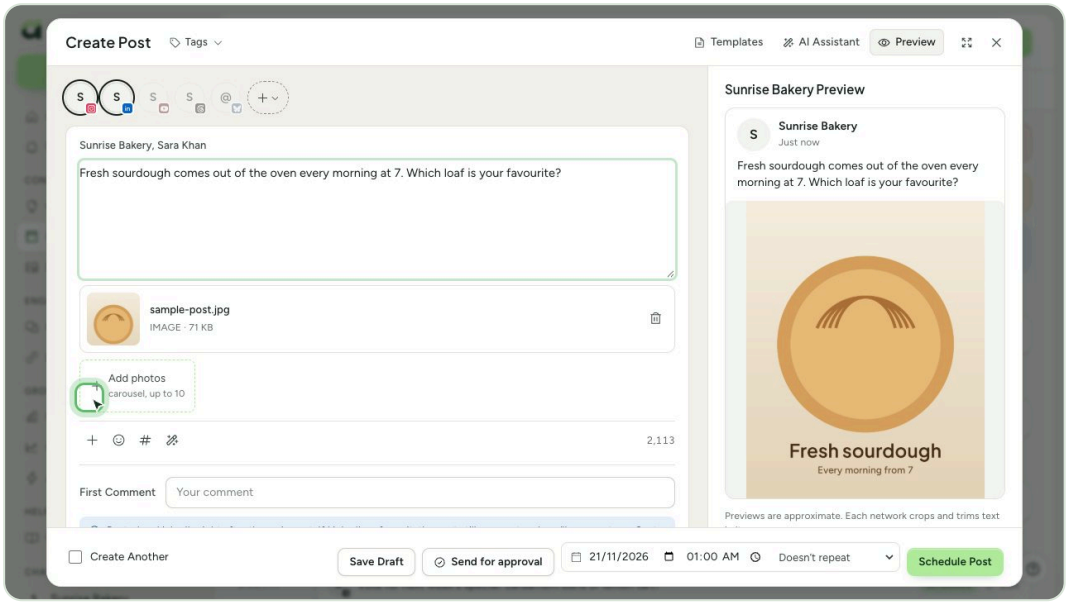
## 3 Write your post

Type your text. The counter shows how many characters are left for the channels you picked. **AI Assistant** can write a first draft from a short brief, and **Templates** gives you ideas.



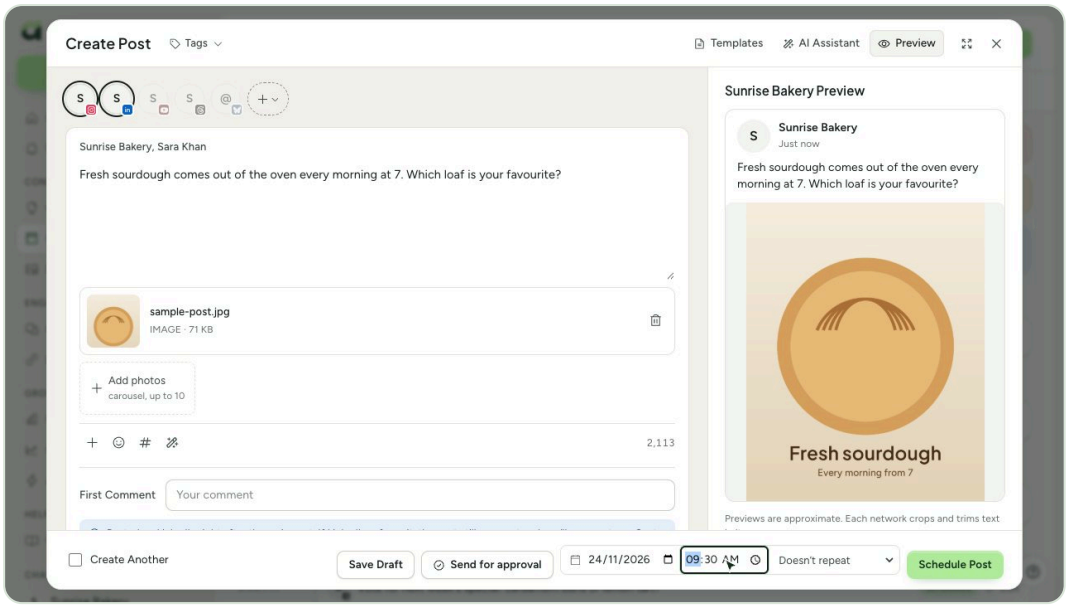

## 4 Add a photo or video

Click **Add image or video** and pick a file from your computer. Instagram always needs a photo.



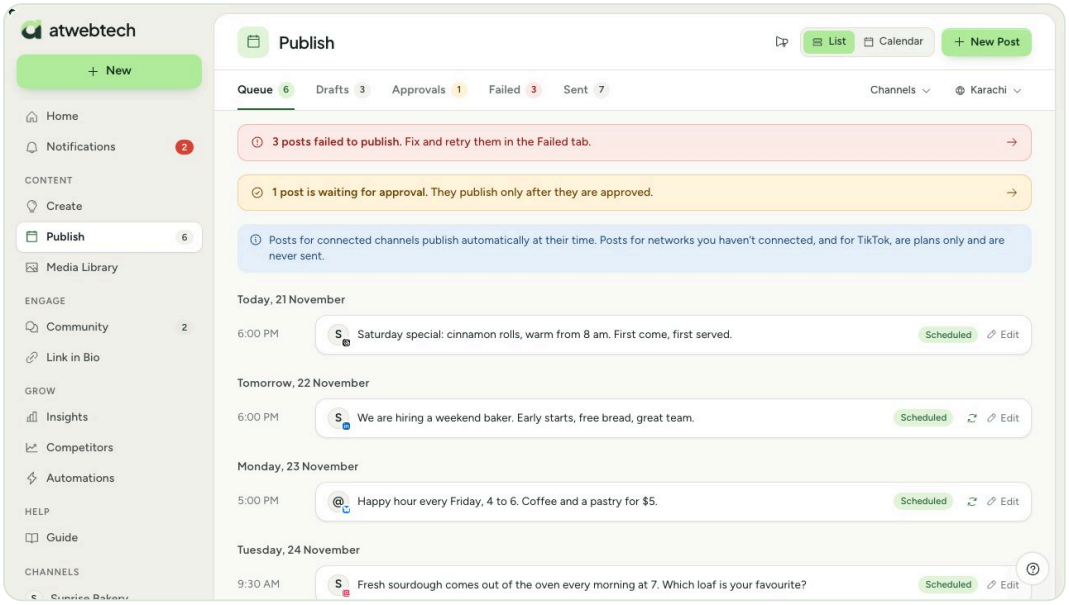
## 5 Pick the day and time

At the bottom, set the date and the time the post should go out. Times are in your own time zone.




## 6 Press Schedule Post

**Schedule Post** puts it in the queue. **Save Draft** keeps it for later without a time. **Send for approval** asks a teammate to check it first.



## 7 It is now in your queue

The post waits in **Queue** and atwebtech publishes it at the time you chose. You can close the page: it goes out without you.

