

Module 6. Saving and Publishing Posts & Pages

- **Saving and Publishing:**

- Guide participants through saving and publishing their posts or pages.

- **Facilitator Instructions:**

- Show how to save posts as drafts, schedule for later, or publish immediately.

Step-by-Step Instructions for Saving and Publishing

- Saving as Draft
- Publishing Immediately
- Scheduling for Later
- Publish Only (Without Email)
- Publish and Email (Notify Subscribers)
- Email Only (Without Publishing)

- **Outcome:** Participants will be able to save drafts, schedule, and publish posts or pages confidently.

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