Welcome to the Hootsuite publisher has two tabs: Planner and

Content. The Planner tab is where you can review and manage your posts in a weekly

calendar view the Content tab gives you a list view of your posts including any

posts in draft form as well as the bulk composer. In this video we'll introduce

you to the Planner and help you get the most out of this powerful new tool.

Planner is the best place to manage your social media content strategy. In one

location you can survey all your scheduled and published content, create

new posts, and organize existing ones. Planner presents your scheduled and

published posts in a weekly view with space to see a preview of each post. Use

the arrows to flip through the weeks ahead or look back at previous week's

scheduled posts. The sidebar lists your connected social networks. Filter your

weekly view by network or view all your scheduled posts at once. Messages can be

composed directly within the Planner by clicking on a time slot and choosing new

post or new pin. The message you compose will be scheduled for the time you've

selected. Each message appears as a tile and shows the network it will be posted

to as well as text and media previews. You can also see whether a post has been

published or still requires approval. Click on a tile to open a detailed view

of your post including the full content and attached media as well as any

applied tags. Here you can edit unpublished posts or delete if you've

changed your mind. If you'd like to rearrange your posting

schedule for the week, click on a post and drag it to your desired time.