

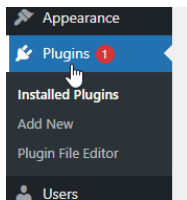
Installing **PublishPress Future** post expiration plugin

What it does: allows you to add an expiration date (minute) to posts which you can configure to either delete the post, change it to a draft, or update the post categories at expiration time.

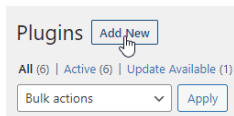
A note about website plugins: we highly recommend care and caution when adding plugins to a library website. Use recommended plugins or plugins that have recent updates, have many installations, have good documentation and are compatible with the current version of WordPress you are using. There is a risk that a poorly developed plugin could cause serious problems with the functionality of a website or unintended security risks. Only add as many plugins as you feel you have staff capacity to maintain and troubleshoot when needed.

Step 1: add plugin to website

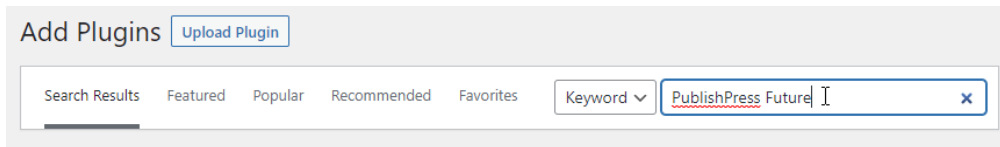
On the website dashboard, click on “Plugins” on the lefthand sidebar.



At the top of the screen, click the “Add New” button.



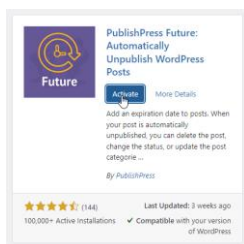
In the “Add Plugins” screen, type “PublishPress Future” in the search box.



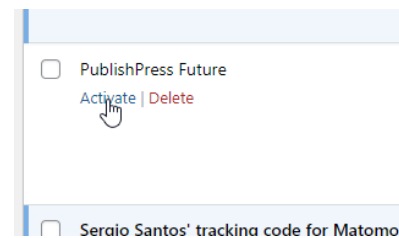
Click the “install now” on the PublishPress Future link.



After it has installed, click “activate” in the same box.



Note: sometimes this activation isn't quite complete – you may need to return to the “Plugins” menu from the dashboard sidebar and click “Activate” underneath the plugin name. 🤖



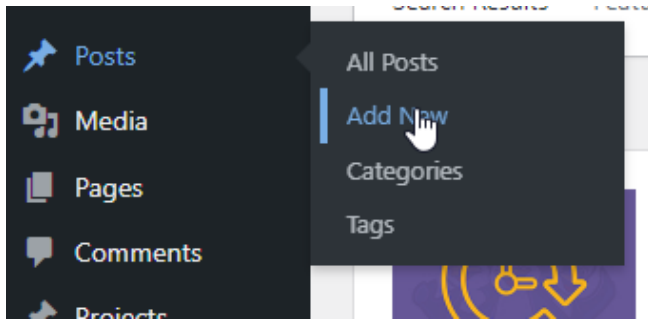
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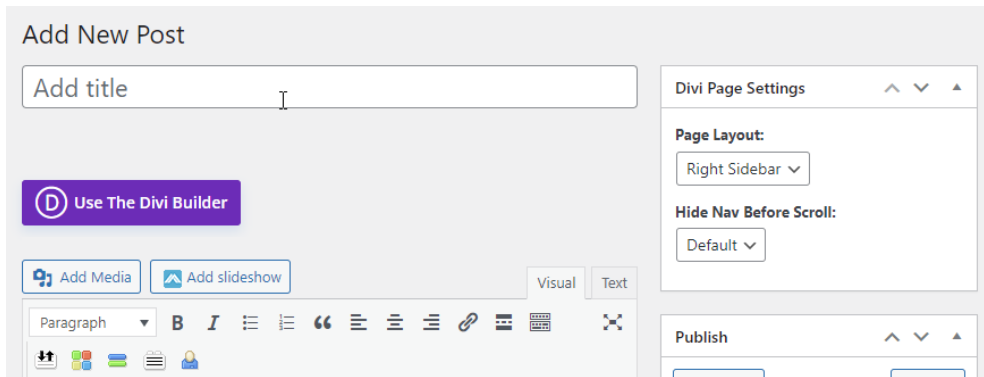
Step 2: set a post to expire

Once the plugin is installed and activated you will see a new box at the bottom of the Add New/Edit Post page.

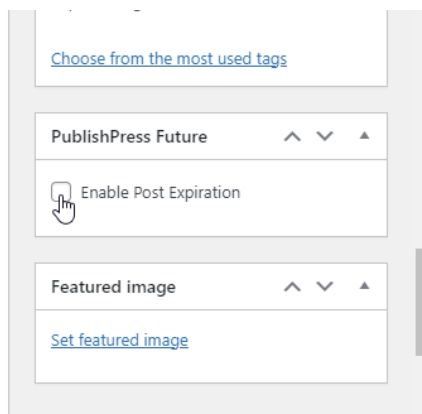
To try it out, go to “Post → Add New.”



You will see the standard post creation page appear.



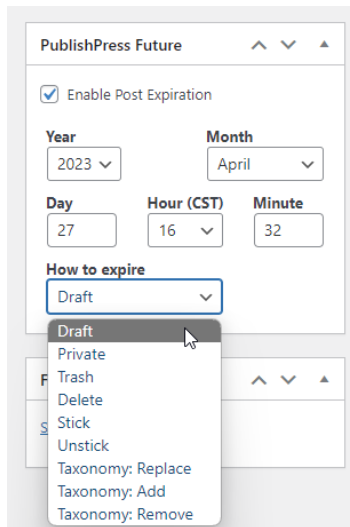
Scroll down to the bottom of the page – you should see a box down on the right near the Featured Image box that says “PublishPress Future” with an “Enable Post Expiration” checkbox.



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Select “Enable Post Expiration” and you’ll see the following menu:



Here you can select the date/time you would like your post to change it’s default published status, plus a dropdown with a variety of options of what will happen to that post once it expires.

Most often I go with the default of expiring to “Draft.” This preserves the original post in the posts list, but it removes it from the public view.

For advanced users or if you really want a lot of control over what happens to information on your website, you could look into the other options. You could also choose to send the post to the Trash/Delete the post, change the status to Private so it would be accessible if somebody knew the exact link but it wouldn’t appear on your website or be searchable, or do a few other things like change/add a category.

Another pro-tip: if you don’t like scrolling all the way to the bottom of the page to get to this or the featured image boxes, you can hover over the title bar until the cursor turns to a compass. Click and drag the widget to the preferred place on the post composition page.

