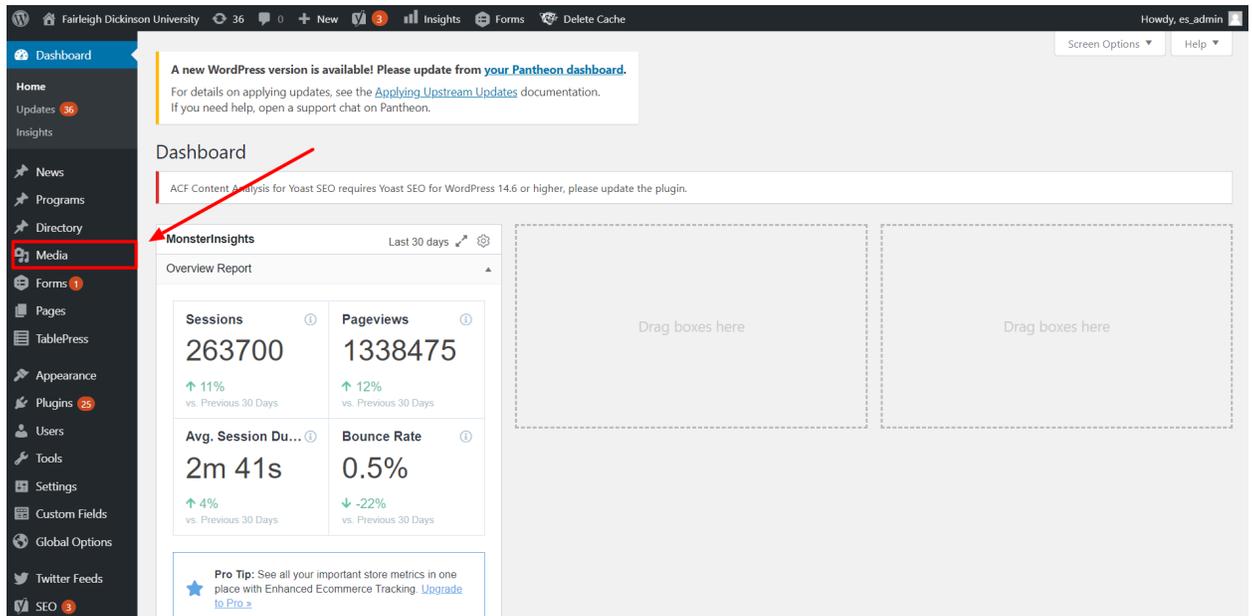


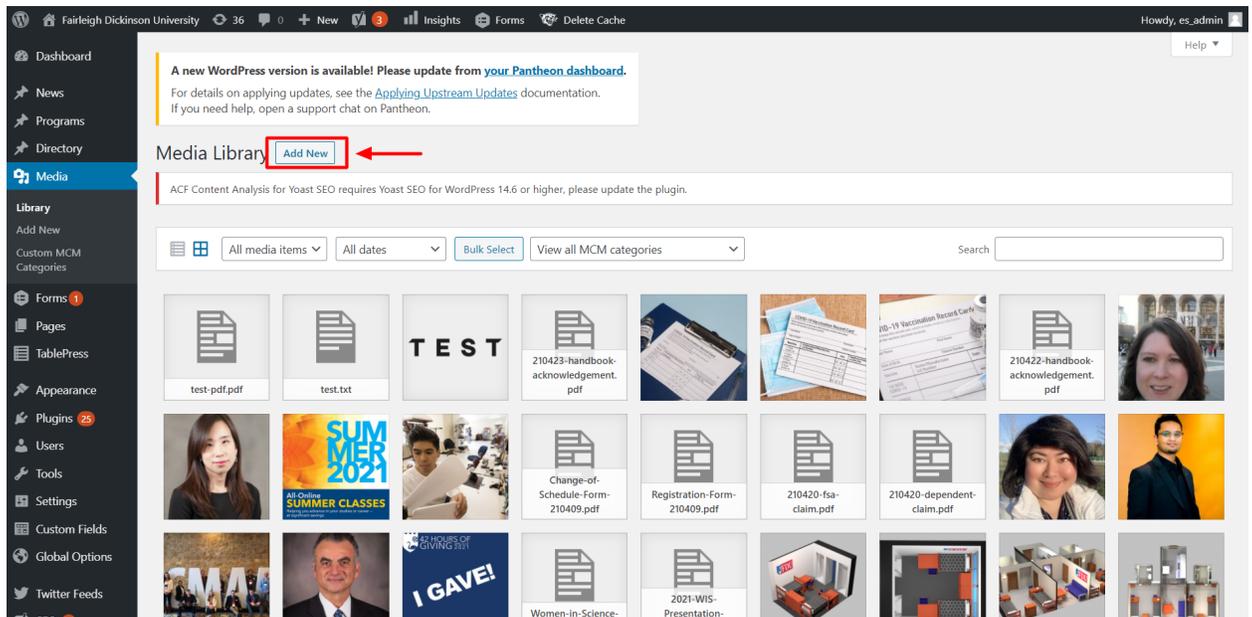
Updating Media Library file

Step-by-step

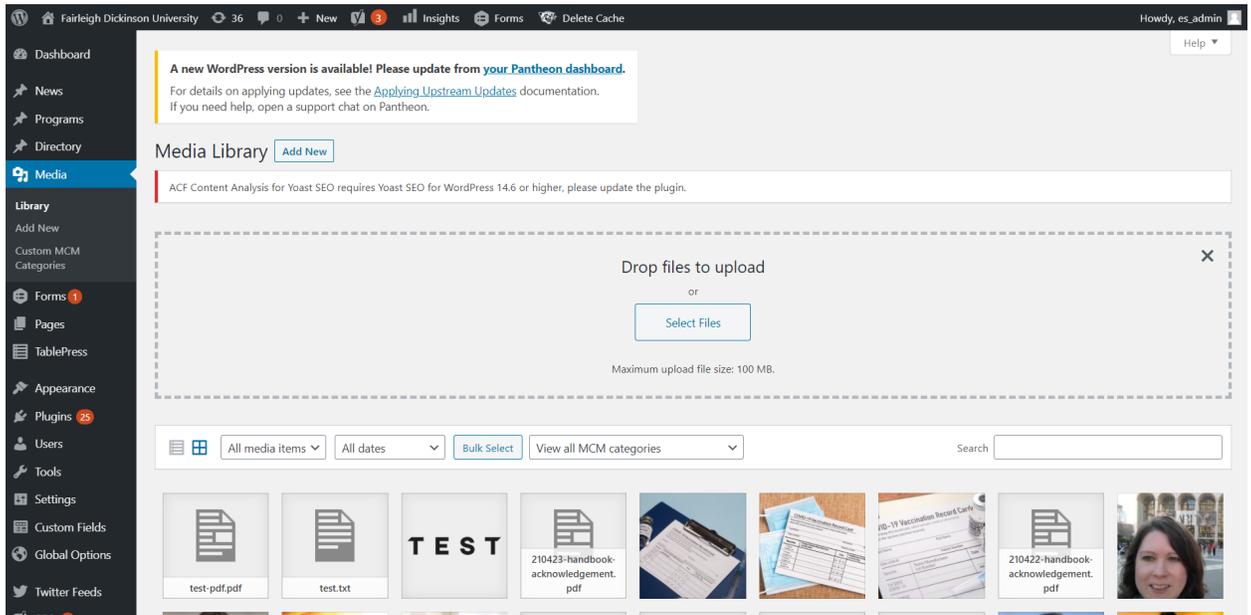
1. Log in as an Administrator or any user who has access to the Media section.
2. On the left navigation bar, select Media.



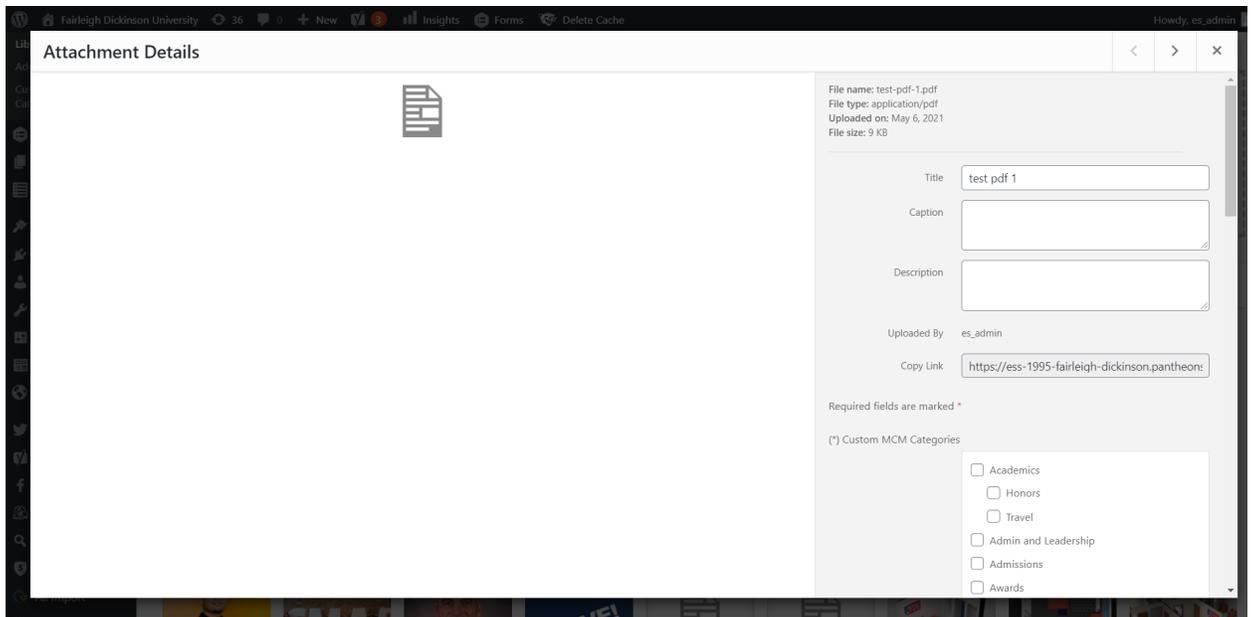
3. To add a new file, select the button called "Add New" next to the title of the page (Media Library).



- There is a new block where files can be dropped or selected from a folder. Select a file to upload. **Please consider:** the name of the file will be used as part of the document link, be sure to name the document as needed before uploading it.



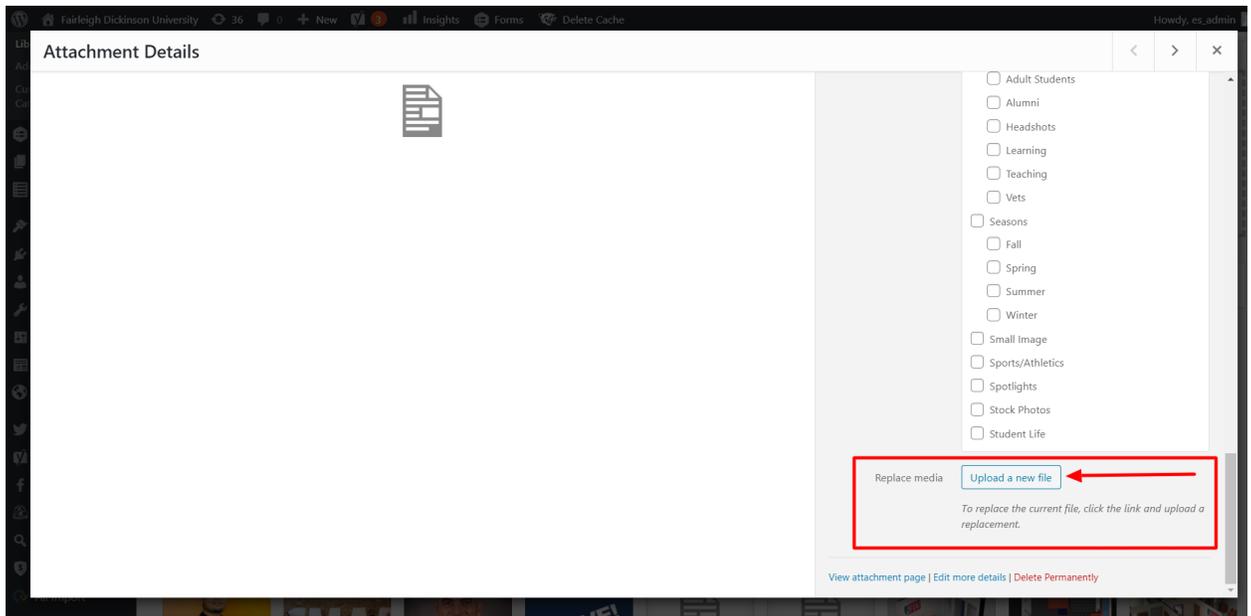
- The file will be added to the list of documents. To see the details of the document, select the document and it will display a modal called "Attachment detail". If the file is an image, it will display a preview.



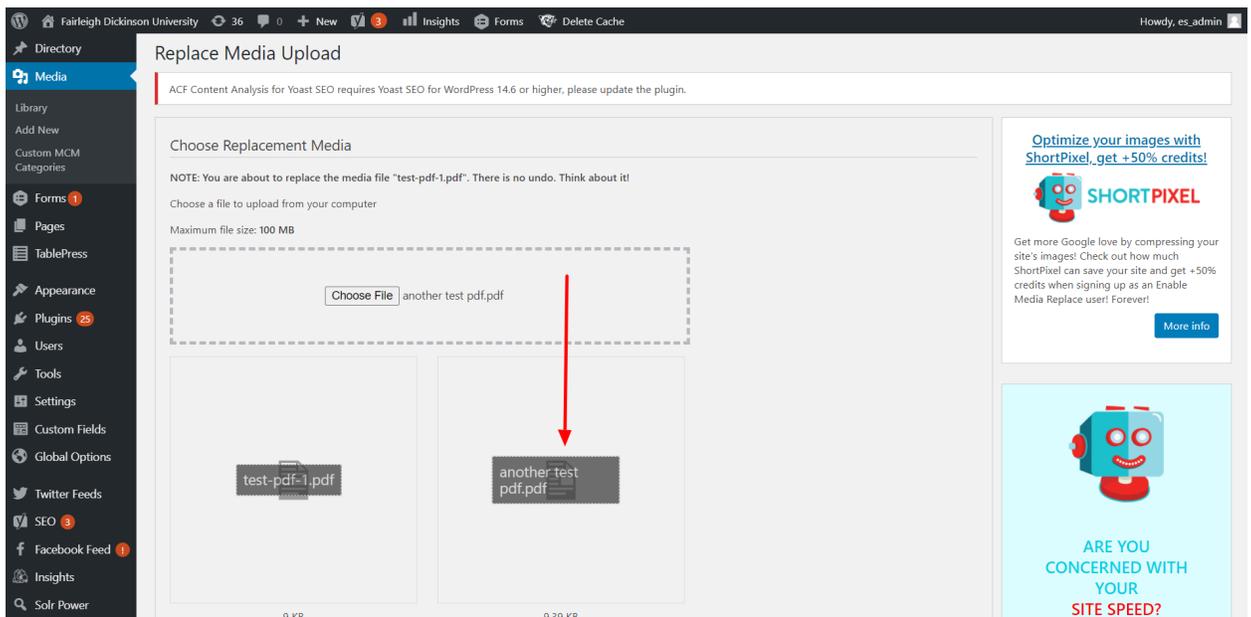
- Now, the file is already on WordPress. Copying the link displayed on the attachment details will show the file on the browser.

To update media

7. On the Attachment detail modal, scroll down. At the bottom, there is a button called “Upload a new file”. Select the button.



8. On the replace media upload page, there is a field to choose the new file. Select “Choose file” and select the new file to upload it.
9. The new document will appear next to the one that is going to be replaced.



10. Scroll down. On Replacement Options, select “Just replace the file”. To the side there is also a date option. By default the document will keep the date from the old file, but it can

be updated by selecting the option on Date Options.

The screenshot shows a WordPress media replacement dialog box. At the top, two file thumbnails are displayed: 'test-pdf-1.pdf' (9 KB) and 'another-test-pdf.pdf' (9.39 KB). A red arrow points to the 'Replacement Options' section. In this section, the radio button for 'Just replace the file' is selected. Below this, a note states: 'Note: This option requires you to upload a file of the same type (pdf) as the one you are replacing. The name of the attachment will stay the same (test-pdf-1.pdf) no matter what the file you upload is called.' The second option, 'Replace the file, use new file name and update all links', is unselected. A note below it says: 'Note: If you check this option, the name and type of the file you are about to upload will replace the old file. All links pointing to the current file (test-pdf-1.pdf) will be updated to point to the new file name. (If any other websites link to the file directly, those links will no longer work. Be careful.)' At the bottom of the dialog are 'Upload' and 'Cancel' buttons. To the right of the dialog is a sidebar with a 'Date Options' section. It contains the text 'When replacing the media, do you want to:' followed by three radio buttons: 'Replace the date' (unselected), 'Keep the date (06/May/2021 17:25)' (selected), and 'Set a Custom Date' (unselected). On the far right, there is a light blue promotional banner for ShortPixel with the text: 'ARE YOU CONCERNED WITH YOUR SITE SPEED? ALLOW ShortPixel SPECIALISTS TO FIND THE SOLUTION FOR YOU. FIND OUT MORE'. The bottom right corner of the dialog shows 'Get Version 5.7.1'.

11. To finish, select the button “Upload”. A new page will be displayed to edit media, and at the top, a notification should say “File successfully replaced”.
 - a. Name is going to be the same name it was for the first/old file. It can be modified.
 - b. Link to the new file is going to be the same for the first/old file, same on step 6.