

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.

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



4. 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.

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🙆 Dashboard	A new WordPress version is available! Please update from your Pantheon dashboard.	Help 🔻			
🖈 News	For details on applying updates, see the <u>Applying Upstream Updates</u> documentation.				
📌 Programs	If you need help, open a support chat on Pantheon.				
🖈 Directory	Media Library Add New				
91 Media	ACE Content Analysis for Yoast SEO requires Yoast SEO for WordPress 14.6 or higher please undate the pluvin				
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5. 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.

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		Title	test pdf 1
2		Caption	
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6. 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.

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A Directory	Replace Media Upload		
9 Media	ACE Content Analysis for Yoast SEO requires Yoast SEC	for WordPress 14.6 or higher, please update the plugin	
Library Add New Custom MCM Categories Forms 1 Pages TablePress Appearance Y Plugins 25	ACF Content Analysis for Yoast SEO requires Yoast SEO Choose Replacement Media NOTE: You are about to replace the media file "test-p Choose a file to upload from your computer Maximum file size: 100 MB	for WordPress 14.6 or higher, please update the plugin.	Optimize your images with ShortPixel, get +50% credits! Image: ShortPixel Image: ShortPixel Start for social base of the signing up as an Enable ShortPixel rayer our sites images! Check our how much ShortPixel rayer our sites images! Check our how much ShortPixel rayer our sites and get +50% credits when signing up as an Enable Media Replace user! Forever:
 ▲ Users ✓ Tools Settings Gustom Fields Global Options ✓ Twitter Feeds ✓ SEO ③ f Facebook Feed ① Misights Q Solr Power 	test-pdf-1.pdf	another test pdf.pdf	ARE YOU CONCERNED WITH YOUR SITE SPEED?
- Soli Power	9 KB	9.39 KB	SITE SPEED?

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.

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E Settings	9 KB 9.39	КВ	SITE SPEED?
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S Global Options	Replacement Options	Date Options	SPECIALISTS TO
💓 Twitter Feeds	Just replace the file	When replacing the media, do you want to:	SOLUTION FOR YOU.
🕅 SEO 🚯	Note: This option requires you to upload a file of the same type (pdf) as the one	Replace the date	
f Facebook Feed 🕕	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.	Keep the date (06/May/2021 17:25) Set a Custom Date	FIND OUT MORE
🖾 Insights	\bigcirc Replace the file, use new file name and update all links		
Solr Power	Note: If you check this option, the name and type of the file you are about to		
Sucuri Security	upioua was 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		
🐼 All Import	directly, those links will no longer work. Be careful.)		
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- 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.