



# HOW TO - Replace PDF file in wordpress media library

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HOW TO - Replace a file  
in the WordPress media  
library

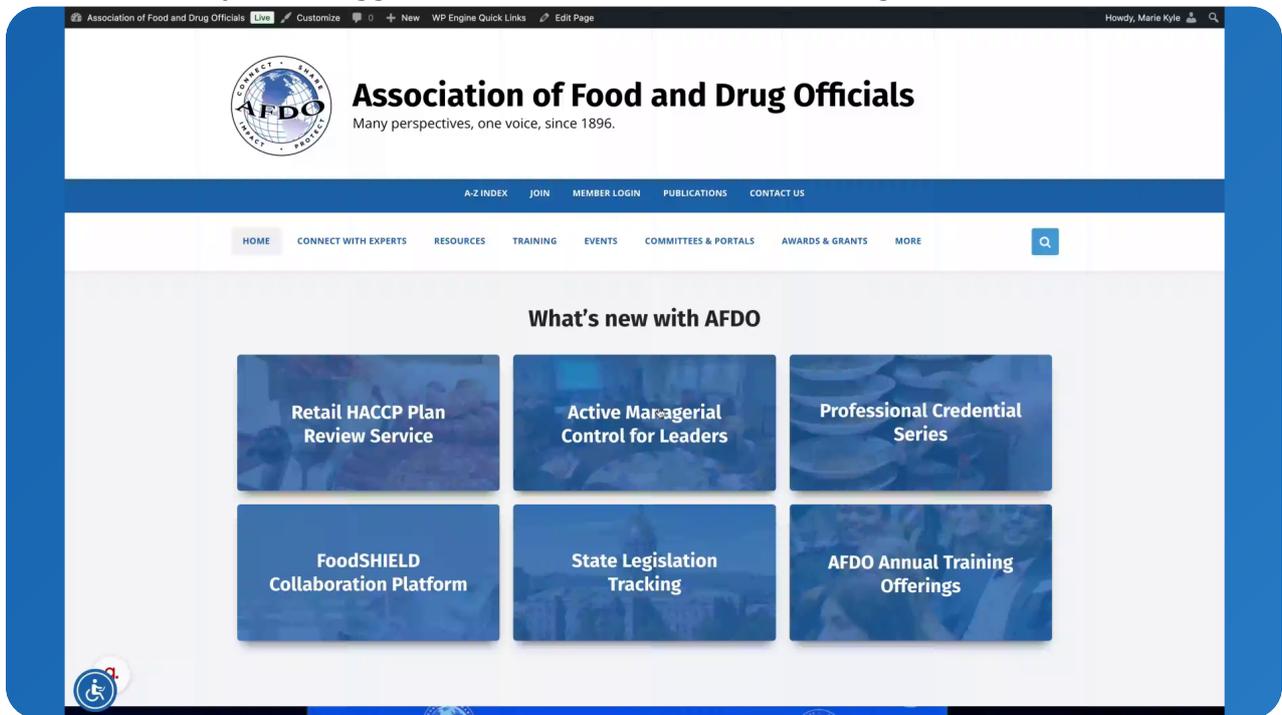


Introducing the new feature of replacing files in the WordPress media library, designed for more efficient content management.

Go to [www.afdo.org](http://www.afdo.org)

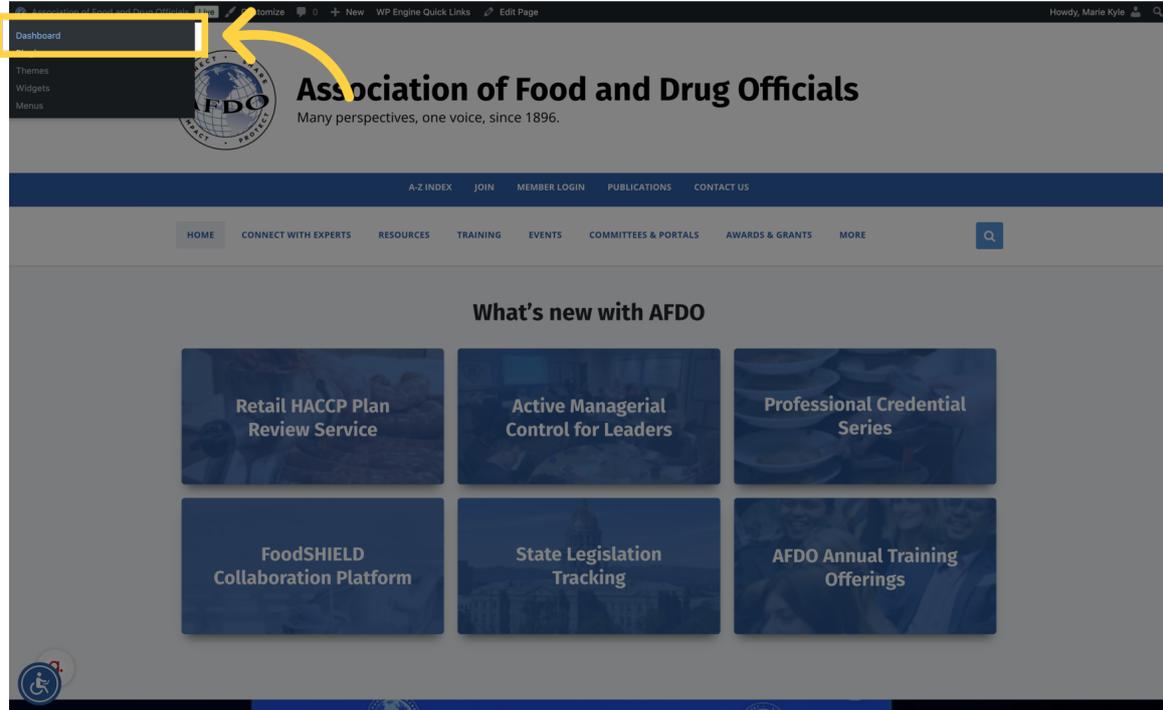
## 01 Introduction

First, make sure you are logged in to WordPress ADMIN at [afdo.org](http://afdo.org)



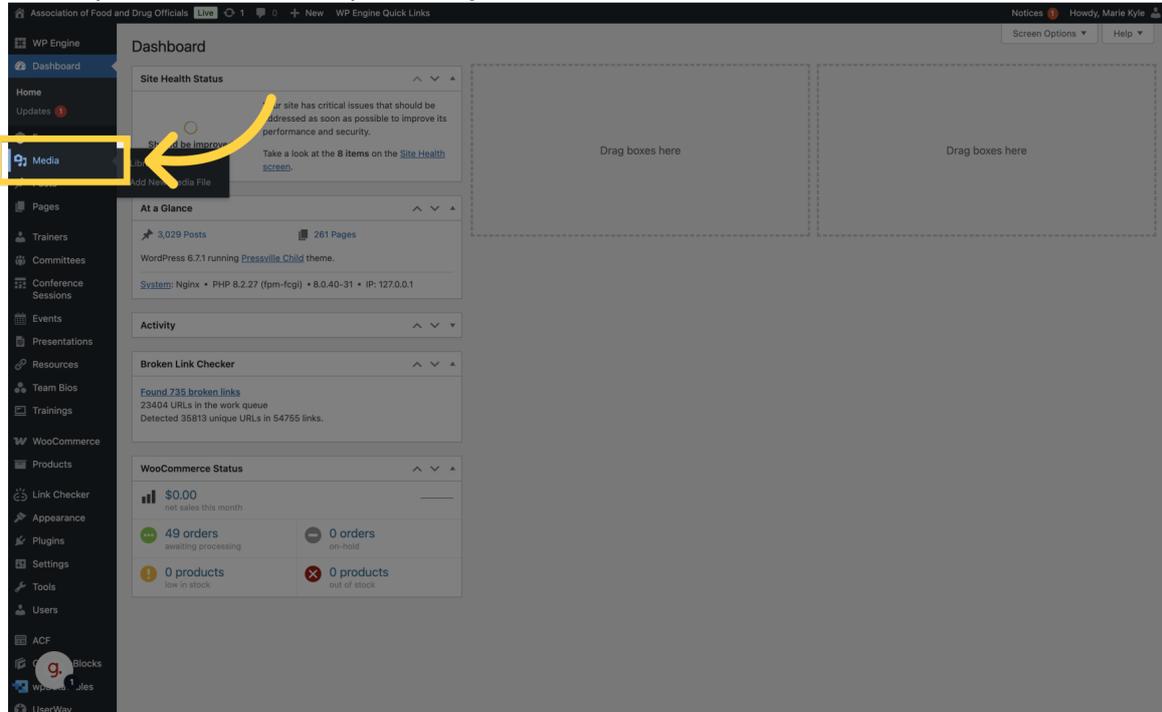
## 02 Click "Dashboard"

Navigate to Wordpress ADMIN by clicking on the "Dashboard" link in the upper left of the screen



### 03 Click "Media"

Next, in the sidebar navigation, click on the Media section. This allows you to view all media that has been uploaded to the site previously.





## 05 Click "Edit more details"

You'll be taken to the "Attachment details" screen. Clicking on the "Edit more details" link lets you access additional editing features.

Attachment details

Uploaded on: February 11, 2025  
Uploaded by: Maria Kyle  
File name: 2025-Sponsor-Registration-Form-Fillable.pdf  
File type: application/pdf  
File size: 1 MB

Title: 2025 Sponsor Registration Form- Fillable  
Caption:  
Description:  
File URL: <https://www.afdo.org/wp-content/uploads/2025/02/>  
[Copy URL to clipboard](#)

Required fields are marked \*

Checkbox  [Edit more details](#) [Download file](#) [Delete permanently](#)

**Sponsorship Registration Form**  
129th AFDO Annual Educational Conference  
June 21-25, 2025  
Hyatt Regency Dallas, Dallas, Texas

Company Name:  
Contact (Advance):  
Contact (On-Site):  
Complete Address:  
Phone: call: Office:  
Email: Website:

**SPONSORSHIP OPPORTUNITIES** View page 2 of 3 items

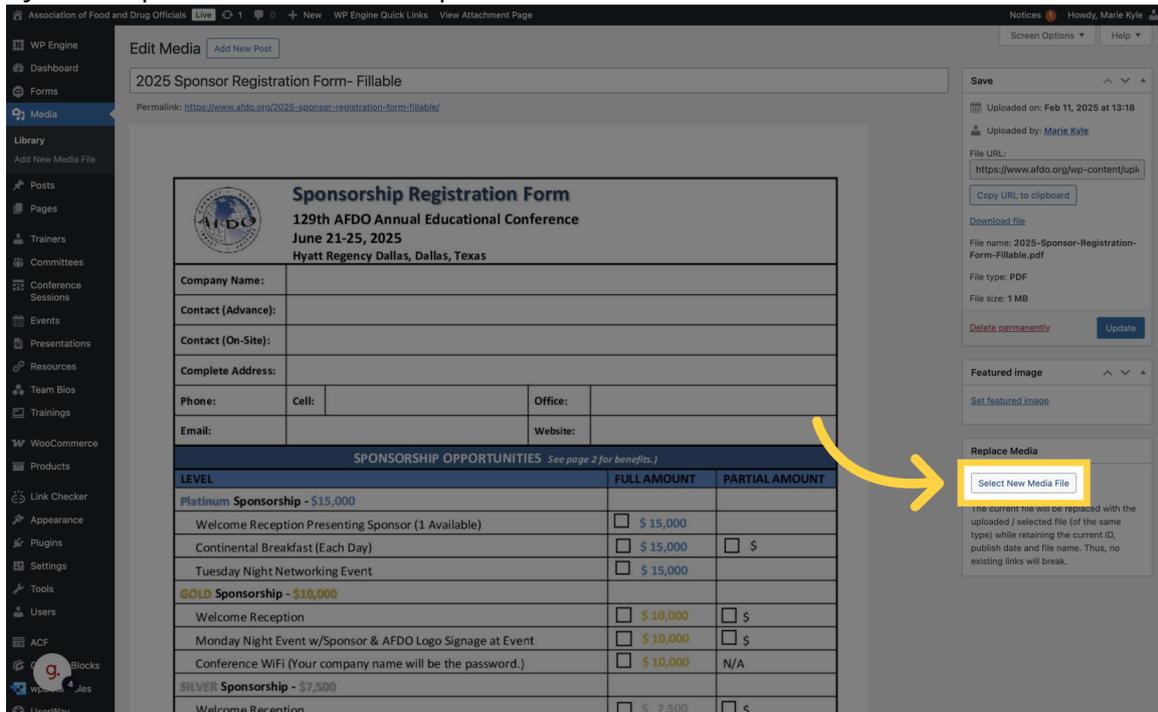
LEVEL	FULL AMOUNT	PARTIAL AMOUNT
<b>Platinum Sponsorship - \$15,000</b>		
Welcome Reception Presenting Sponsor (1 Available)	<input type="checkbox"/> \$ 15,000	
Continental Breakfast (Each Day)	<input type="checkbox"/> \$ 15,000	<input type="checkbox"/> \$
Tuesday Night Networking Event	<input type="checkbox"/> \$ 15,000	
<b>SILVER Sponsorship - \$10,000</b>		
Welcome Reception	<input type="checkbox"/> \$ 10,000	<input type="checkbox"/> \$
Monday Night Event w/Sponsor & AFDO Logo Signage at Event	<input type="checkbox"/> \$ 10,000	<input type="checkbox"/> \$
Conference WiFi (Your company name will be the password)	<input type="checkbox"/> \$ 10,000	N/A
<b>Gold Sponsorship - \$7,500</b>		
Welcome Reception	<input type="checkbox"/> \$ 7,500	<input type="checkbox"/> \$
President's Reception	<input type="checkbox"/> \$ 7,500	<input type="checkbox"/> \$
Willey Awards w/Sponsor Recognition at Each Table	<input type="checkbox"/> \$ 7,500	<input type="checkbox"/> \$
<b>BRONZE Sponsorship - \$5,000</b>		
Welcome Reception	<input type="checkbox"/> \$ 5,000	<input type="checkbox"/> \$
Networking Breaks (Each Break)	<input type="checkbox"/> \$ 5,000	<input type="checkbox"/> \$
Conference Program w/Sponsor Logo on the Cover	<input type="checkbox"/> \$ 5,000	N/A
Conference Attendee Notebook w/Sponsor & AFDO Logo for Goody Bags	<input type="checkbox"/> \$ 5,000	N/A
Hotel Key Cards w/Sponsor Logo and Website	<input type="checkbox"/> \$ 5,000	N/A
Attendee Water Bottles w/Sponsor Logo	<input type="checkbox"/> \$ 5,000	N/A
Endowment Foundation Sunday Night Event	<input type="checkbox"/> \$ 5,000	N/A
Conference Mobile App w/ Logo in App	<input type="checkbox"/> \$ 5,000	N/A

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Document Preview

## 06 Click "Select New Media File"

Next you'll be taken to the "Edit Media" screen. Clicking the "SELECT NEW MEDIA FILE" button will allow you to replace the file with an updated version.



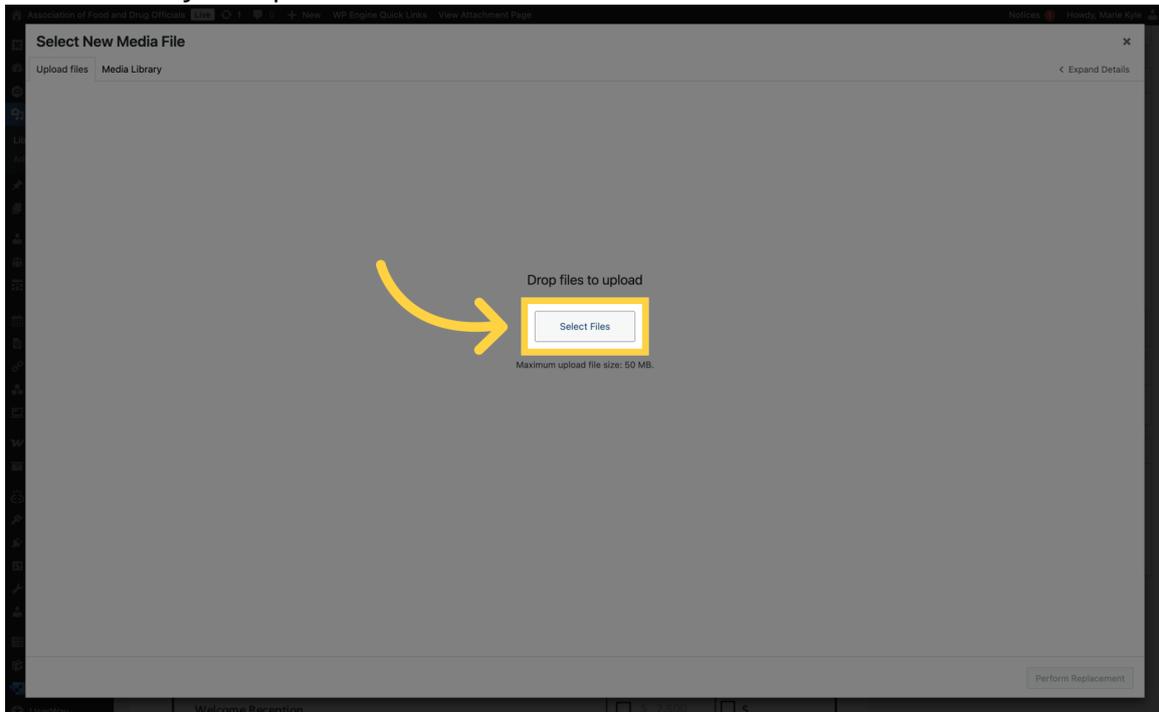
The screenshot shows the WordPress 'Edit Media' interface for a PDF file titled '2025 Sponsor Registration Form- Fillable'. The main content area displays a form for the 'Sponsorship Registration Form' for the '129th AFDO Annual Educational Conference' held from June 21-25, 2025, at the Hyatt Regency Dallas, Texas. The form includes fields for Company Name, Contact (Advance and On-Site), Complete Address, Phone (Cell and Office), Email, and Website. Below the form is a table of 'SPONSORSHIP OPPORTUNITIES' with columns for Level, Full Amount, and Partial Amount. The table lists Platinum (\$15,000), Gold (\$10,000), and Silver (\$7,500) sponsorship levels with various event options.

LEVEL	FULL AMOUNT	PARTIAL AMOUNT
<b>Platinum Sponsorship - \$15,000</b>		
Welcome Reception Presenting Sponsor (1 Available)	<input type="checkbox"/> \$ 15,000	
Continental Breakfast (Each Day)	<input type="checkbox"/> \$ 15,000	<input type="checkbox"/> \$
Tuesday Night Networking Event	<input type="checkbox"/> \$ 15,000	
<b>GOLD Sponsorship - \$10,000</b>		
Welcome Reception	<input type="checkbox"/> \$ 10,000	<input type="checkbox"/> \$
Monday Night Event w/Sponsor & AFDO Logo Signage at Event	<input type="checkbox"/> \$ 10,000	<input type="checkbox"/> \$
Conference WiFi (Your company name will be the password.)	<input type="checkbox"/> \$ 10,000	N/A
<b>SILVER Sponsorship - \$7,500</b>		
Welcome Reception	<input type="checkbox"/> \$ 7,500	<input type="checkbox"/> \$

In the right-hand sidebar, the 'Replace Media' section is visible, containing a button labeled 'Select New Media File' which is highlighted by a yellow arrow.

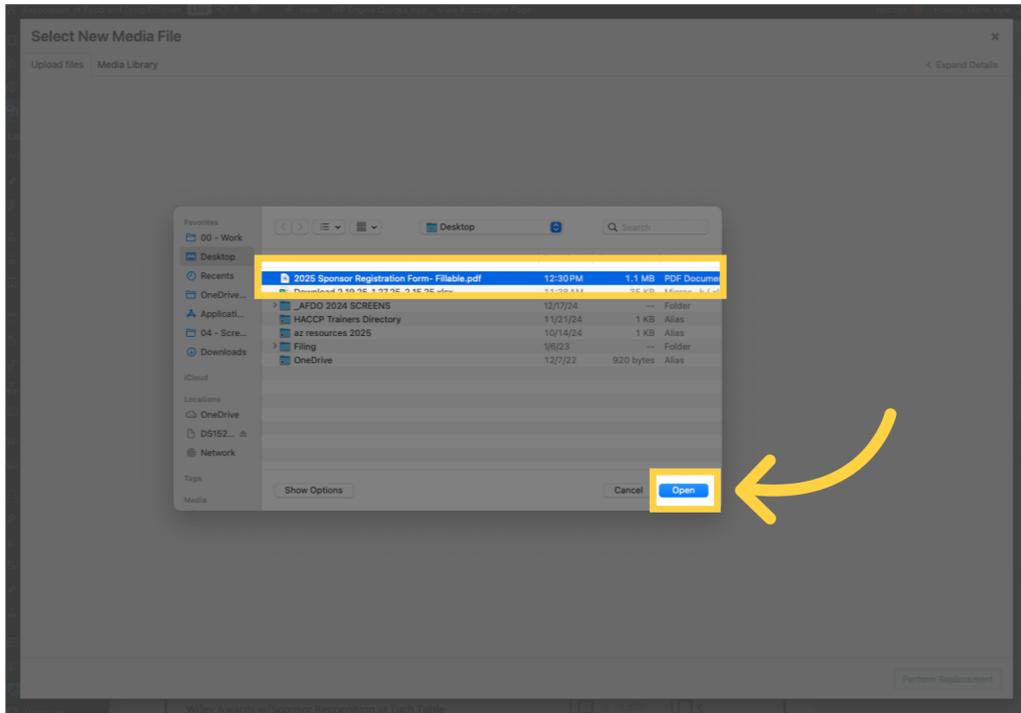
## 07 Click "Select Files"

Here, you can browse your computer to find the replacement file that reflects the latest updates. Keep in mind, the file type **MUST** be the same as the original file. For example, if the original file is a PDF, it can only be replaced with another PDF.



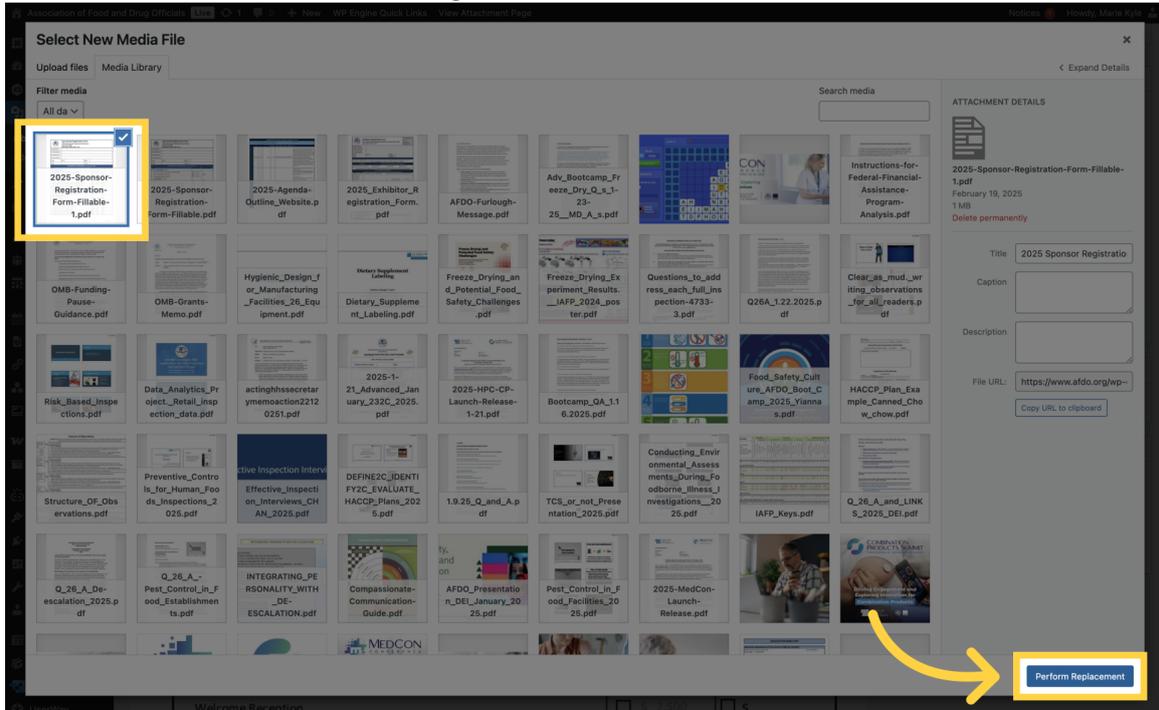
## 08 Choose A Replacement File

From your computer, choose a replacement file. Once selected, click on the OPEN button



## 09 Click "Perform Replacement"

The file you selected will then be uploaded to the media library. Next, click on the "PERFORM REPLACEMENT" button on the lower right side of the screen



## 10 Verify update

The replacement is now complete. It might take a minute for the change to appear on the website. To verify if the file has been updated, click on the PERMALINK to view the latest version of the file.

**2025 Sponsor Registration Form- Fillable**

Permalink: <https://www.afdo.org/2025-sponsor-registration-form-fillable/>

### Sponsorship Registration Form

129th AFDO Annual Educational Conference  
June 21-25, 2025  
Hyatt Regency Dallas, Dallas, Texas

Company Name: \_\_\_\_\_

Contact (Advance): \_\_\_\_\_

Contact (On-Site): \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone: cell: \_\_\_\_\_ Office: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

SPONSORSHIP OPPORTUNITIES <small>See page 2 for benefits.</small>		
LEVEL	FULL AMOUNT	PARTIAL AMOUNT
<b>Platinum Sponsorship - \$15,000</b>		
Welcome Reception Presenting Sponsor (1 Available)	<input type="checkbox"/> \$ 15,000	
Continental Breakfast (Each Day)	<input type="checkbox"/> \$ 15,000	<input type="checkbox"/> \$
Tuesday Night Networking Event	<input type="checkbox"/> \$ 15,000	
<b>GOLD Sponsorship - \$10,000</b>		
Welcome Reception	<input type="checkbox"/> \$ 10,000	<input type="checkbox"/> \$
Monday Night Event w/Sponsor & AFDO Logo Signage at Event	<input type="checkbox"/> \$ 10,000	<input type="checkbox"/> \$
Conference WiFi (Your company name will be the password.)	<input type="checkbox"/> \$ 10,000	N/A
<b>SILVER Sponsorship - \$7,500</b>		
Welcome Reception	<input type="checkbox"/> \$ 7,500	<input type="checkbox"/> \$

By utilizing the media replacement feature, you can more efficiently handle media file updates by using the REPLACE MEDIA feature in the wordpress media library.

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