HOW TO - Replace PDF file in wordpress media library

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

Go to www.afdo.org

01 Introduction

First, make sure you are logged in to WordPress ADMIN at afdo.org

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	Retail HACCP Plan Review Service	Active Maragerial Control for Leaders	Professional Credential Series	
	FoodSHIELD Collaboration Platform	State Legislation Tracking	AFDO Annual Training Offerings	
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02 Click "Dashboard"

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

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	Retail HACCP Plan Review Service	Active Managerial Control for Leaders	Professional Credential Series	
	FoodSHIELD Collaboration Platform	State Legislation Tracking	AFDO Annual Training Offerings	
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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.

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	Dashboard				Screen Options 🔻	Help 🔻
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04 Click the file thumbnail

In the media library, click on the thumbnail of the file you want to replace.



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.



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.

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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

Select New Media File	3								×
Upload files Media Library									
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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.

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🖞 Committees			Hyatt	Regency Dallas, Dallas, Texas					Form-Fillable.pdf	
Conference		Company Name:							File type: PDF	
Sessions		Contact (Advance):							File size: 1 MB	_
Presentations		Contact (On-Site):							Delete permanently	Update
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🔓 Team Bios		Phone:	Cell:		Office:				Set featured image	
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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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