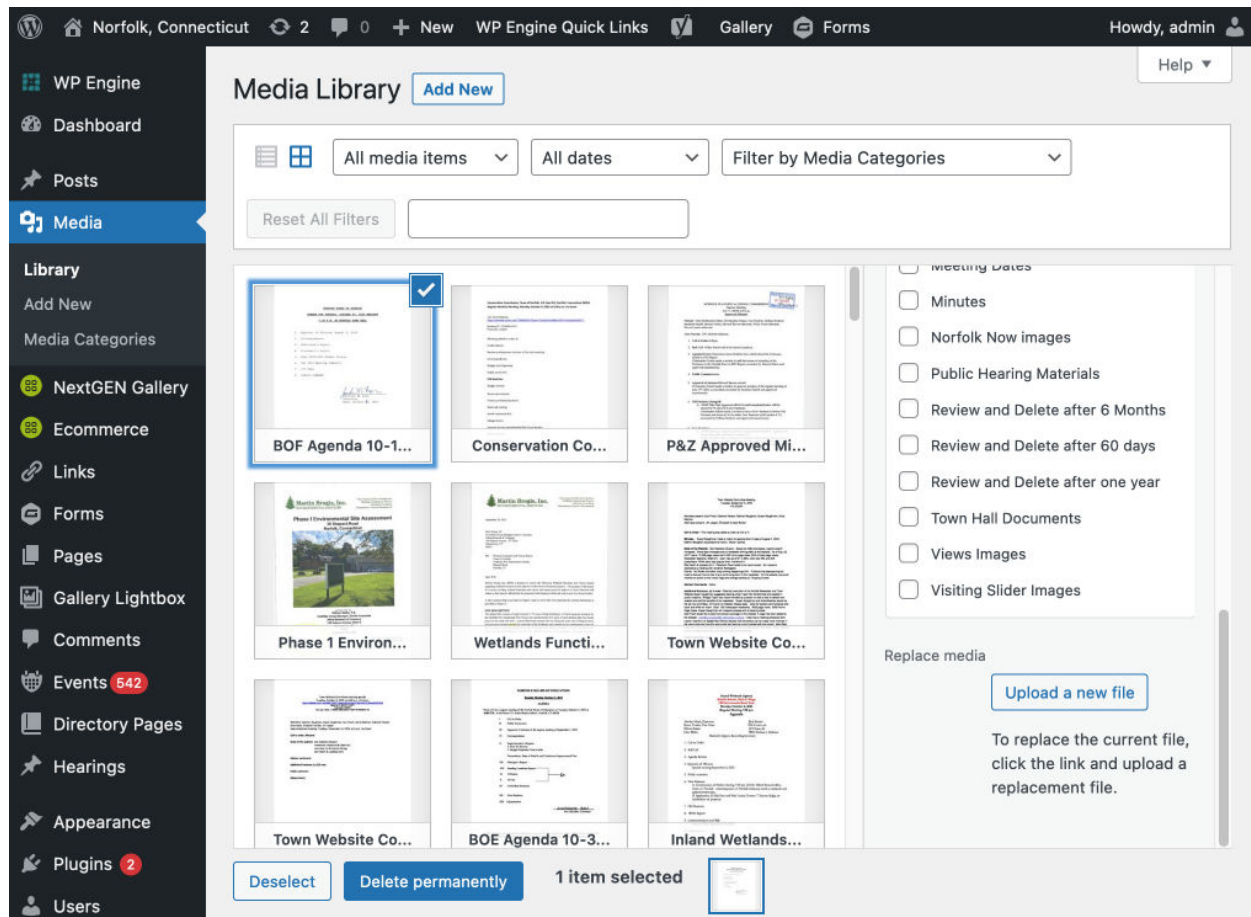


How to replace a media file

This tutorial shows how to replace a .pdf, but images can be replaced using the same technique.

- 1) Locate the file that you want to replace in the Media Library and click on it.



The screenshot displays the WordPress Media Library interface. The top navigation bar includes the site name "Norfolk, Connecticut", a refresh icon, a "New" button, and quick links for "WP Engine Quick Links", "Gallery", and "Forms". The user is logged in as "Howdy, admin". The left sidebar contains a menu with "Media" highlighted, along with other options like "WP Engine", "Dashboard", "Posts", "Library", "Add New", "Media Categories", "NextGEN Gallery", "Ecommerce", "Links", "Forms", "Pages", "Gallery Lightbox", "Comments", "Events 542", "Directory Pages", "Hearings", "Appearance", "Plugins 2", and "Users". The main content area is titled "Media Library" and features an "Add New" button. Below the title are filter options: "All media items", "All dates", and "Filter by Media Categories". A "Reset All Filters" button is also present. The media items are displayed in a grid. The first item, "BOF Agenda 10-1...", is selected, indicated by a blue checkmark in the top right corner. The right sidebar contains a list of checkboxes for various media categories, including "Meeting Dates", "Minutes", "Norfolk Now images", "Public Hearing Materials", "Review and Delete after 6 Months", "Review and Delete after 60 days", "Review and Delete after one year", "Town Hall Documents", "Views Images", and "Visiting Slider Images". Below this list is a "Replace media" section with an "Upload a new file" button and a text box that says "To replace the current file, click the link and upload a replacement file." At the bottom of the grid, there are buttons for "Deselect", "Delete permanently", and "1 item selected".

- 2) Click the Upload a new file button at the bottom of the right sidebar, then use the white box that says "New: Click here to upload or drop file in area" to either upload or drag and drop the new file

Norfolk, Connecticut 2 0 + New WP Engine Quick Links Gallery Forms Howdy, admin


WP Engine Dashboard Posts **Media** Library Add New Media Categories NextGEN Gallery Ecommerce Links Forms Pages Gallery Lightbox Comments Events 542 Directory Pages Hearings Appearance Plugins 2 Users

Replace Media Upload


Select Replacement Media

You are about to replace BOF-Agenda-10-10-23.pdf in your media library. This will be permanent. You can click on the new image panel and select a file from your computer. You can also drag and drop a file into this window

Maximum file size: 256 MB

Current	New
 <p>136 KB</p>	<p>Click here to upload or drop file in area</p>

Replacement Options




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Norfolk, Connecticut 2 0 + New WP Engine Quick Links Gallery Forms Howdy, admin


WP Engine Dashboard Posts **Media** Library Add New Media Categories NextGEN Gallery Ecommerce Links Forms Pages Gallery Lightbox Comments Events 542 Directory Pages Hearings Appearance Plugins 2 Users

Replace Media Upload


Select Replacement Media

You are about to replace BOF-Agenda-10-10-23.pdf in your media library. This will be permanent. You can click on the new image panel and select a file from your computer. You can also drag and drop a file into this window

Maximum file size: 256 MB

Current	New
 <p>136 KB</p>	<p>Click to BOF-Agenda-drop file 10-10-23(new).pdf</p> <p>136.45 KB</p>

Replacement Options




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3) Once you have uploaded the file you will see its name and size in the white box. Then scroll down and choose the replacement options you see in the screenshot below, “Just replace the file” and “Replace the date...” Finally click Upload to replace the old file with the new one.

The screenshot shows a WordPress media replacement dialog box. The top navigation bar includes the site name 'Norfolk, Connecticut', a refresh icon, a comment icon with '0', a '+ New' button, and links for 'WP Engine Quick Links', 'Gallery', and 'Forms'. The user is logged in as 'Howdy, admin'. A dark sidebar on the left lists various site features like 'NextGEN Gallery', 'Ecommerce', 'Links', 'Forms', 'Pages', 'Gallery Lightbox', 'Comments', 'Events 542', 'Directory Pages', 'Hearings', 'Appearance', 'Plugins 2', 'Users', 'Future', 'Tools', 'Settings', 'ACF', 'Options', 'Yoast SEO', 'Facebook Feed 1', 'CPT UI', and 'Collapse menu'. The main content area is titled 'Replacement Options' and contains two radio button options: 'Just replace the file' (selected) and 'Replace the file, use the new file name, and update all links'. Below the first option is a note: 'Note: This option requires you to upload a file of the same type (pdf) as the file you want to replace. The attachment name will remain the same (BOF-Agenda-10-10-23.pdf) regardless of what the file you upload is called. If a CDN is used, remember to clear the cache for this image!'. Below the second option is another note: 'Note: If you enable this option, the name and type of the file you are uploading will replace the old file. All links pointing to the current file (BOF-Agenda-10-10-23.pdf) will be updated to point to the new file name. (If other websites link directly to the file, those links will no longer work. Be careful!)'. Below these options is an 'Options' section titled 'When replacing the media, do you want to:' with three radio button choices: 'Replace the date with the current date (03/Oct/2023 15:13)' (selected), 'Keep the date (02/Oct/2023 17:01)', and 'Set a Custom Date'. At the bottom are 'Upload' and 'Cancel' buttons. On the right side of the dialog, there is a promotional banner for 'SUPERB PIXELS' WordPress theme, featuring an 'INSTALL NOW' button, a preview image, and a list of features: 'SEO Optimized', 'Page Builder Compatible', 'Lightning Fast', '1-Click design', '100+ Layouts', and 'FREE'. A 'DOWNLOAD FOR FREE' button is also present.