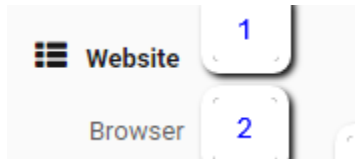
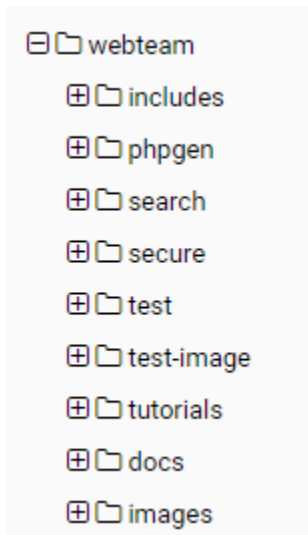


Upload/Replace an existing dotCMS files

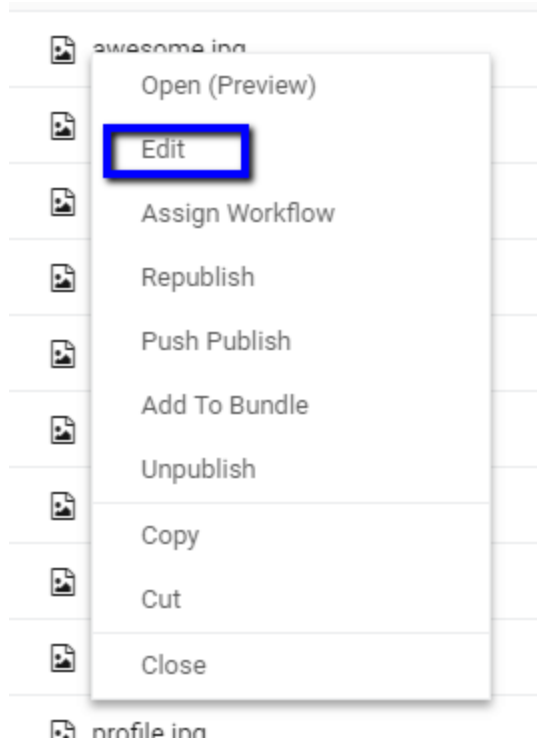
1. Log into dotCMS: <http://www.uakron.edu/c>
2. Click on Website on the left side of the screen.
3. Click on Browser.



4. Use the scroll bar and the plus signs to navigate to the folder that contains the file you want to replace.



5. When you've located the file, right click on it and choose "Edit"




6. For documents, you'll see an option to download the current file. For images, you'll see a preview of the image.

File Asset:



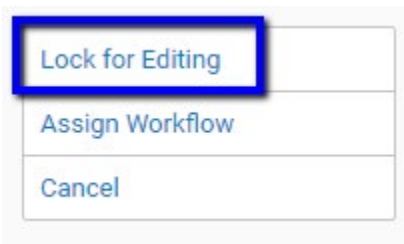
awesome.jpg

 Remove

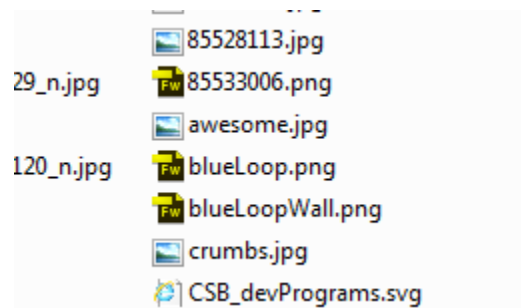
Title:

awesome.jpg

7. On the far right side of the screen, click on “Lock for Editing” .

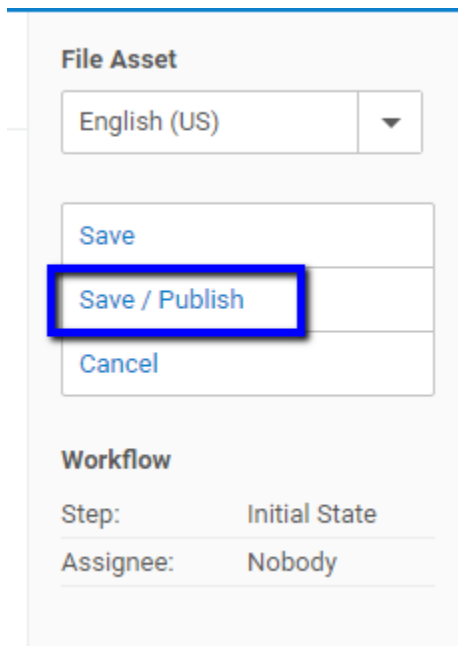


8. Click on Remove to remove the current version of the file from dotCMS.
9. Click on Choose File, then navigate to the location on your computer, flash drive, or network drive where the new version of the file is located.



NOTE: To maintain you links, the new version of the file must have the EXACT same name and format as the file you are replacing in dotCMS. Otherwise, you'll need to adjust your links to the new name.

10. Click the file to select it, click Open.
11. dotCMS will upload the new version of the file and indicate when this done.
12. On the far right of the screen, click on Save/Publish.



The screenshot shows a 'File Asset' dialog box. At the top, there is a dropdown menu set to 'English (US)'. Below this is a section with three buttons: 'Save', 'Save / Publish', and 'Cancel'. The 'Save / Publish' button is highlighted with a blue rectangular border. Below the buttons is a 'Workflow' section containing two rows of information: 'Step: Initial State' and 'Assignee: Nobody'.

13. The files will finish uploading and you'll get a confirmation note. dotCMS will then return you to your list of files.