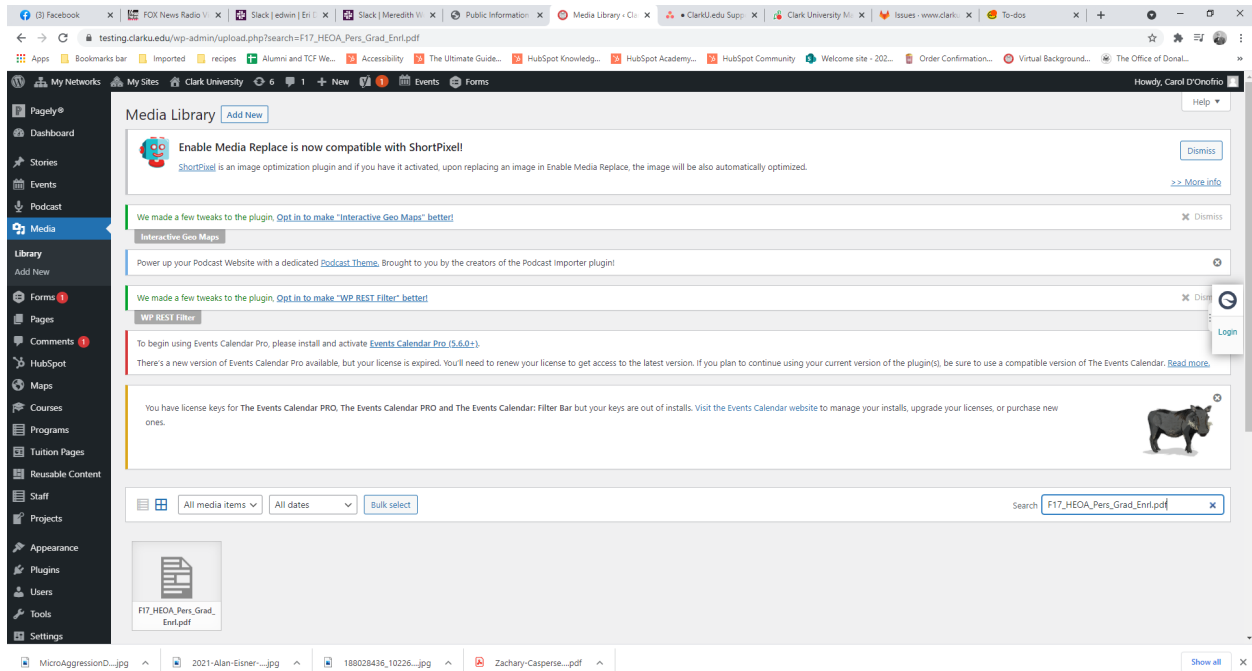
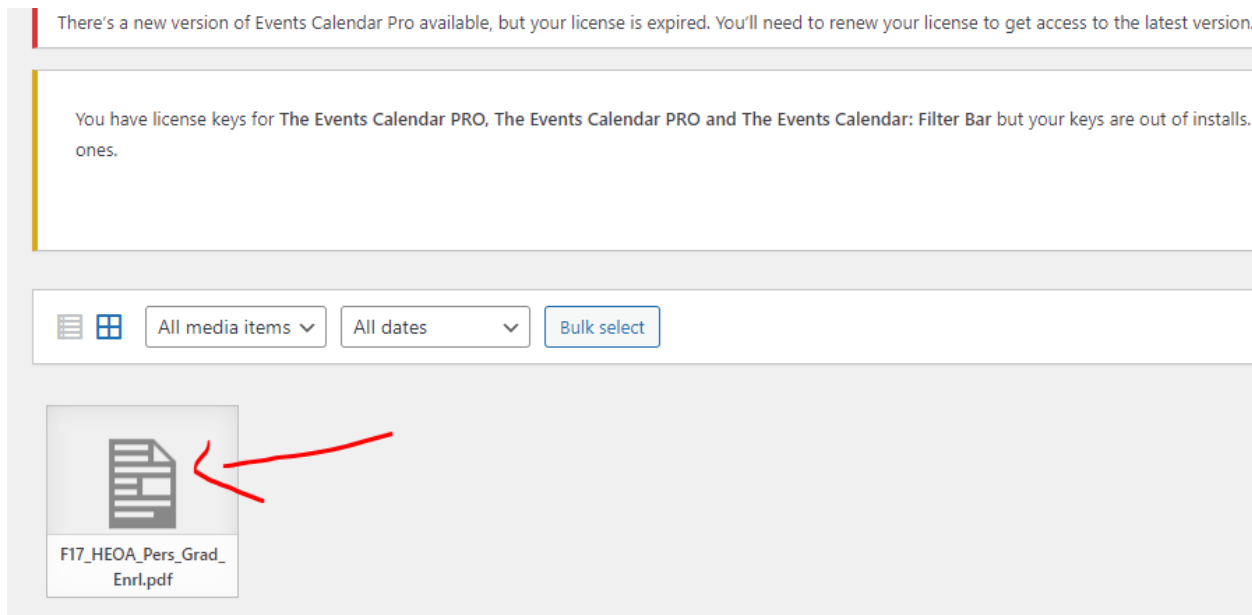


How to replace a media file – with the same name.

Go to the Media Library – do a search for that file name:



Click on the media file to open it up in the library:



Click on the “upload a new file”:



Uploaded on: August 20, 2018
Uploaded by: carwilliams
Uploaded to: Public Information
File name: F17_HEOA_Pers_Grad_Enrl.pdf
File type: application/pdf
File size: 1 MB

Title: Enrollment and Graduation Rates by Financial Status

Caption: [Empty field]

Description: [Empty field]

File URL: https://www.testing.clarku.edu/wp-content/uploads/2018/08/1

Copy URL to clipboard

Required fields are marked *

Replace media: Upload a new file

To replace the current file, click the link and upload a replacement.

[View attachment page](#) | [Edit more details](#) | [Delete permanently](#)

Then click on the following options:

Click on Choose File – to upload new file.

Then click on “Just replace the file”. This will keep the same name of the file.

Then click on “Keep the date” – which will keep the same folder structure and file name – and if someone else or another website is linking to the same file – it won’t create a broken url or link.

You have license keys for The Events Calendar PRO, The Events Calendar PRO and The Events Calendar: Filter Bar but your keys are out of installs. Visit the Events Calendar website to manage your installs, upgrade your licenses, or purchase new ones.

Choose Replacement Media

NOTE: You are about to replace the media file "F17_HEOA_Pers_Grad_Enrl.pdf". There is no undo. Think about it!

Choose a file to upload from your computer

Maximum file size: 98 MB

[Choose File](#) No file chosen

F17_HEOA_Pers_Grad_Enrl.pdf

1 MB

Replacement Options

Just replace the file

Note: This option requires you to upload a file of the same type (pdf) as the one you are replacing. The name of the attachment will stay the same (F17_HEOA_Pers_Grad_Enrl.pdf) no matter what the file you upload is called.

Replace the file, use new file name and update all links

Note: If you check this option, the name and type of the file you are about to upload will replace the old file. All links pointing to the current file (F17_HEOA_Pers_Grad_Enrl.pdf) will be updated to point to the new file name. (If any other websites link to the file directly, those links will no longer work. Be careful.)

Date Options

When replacing the media, do you want to:

Replace the date

Keep the date (20-Aug-2018 14:21)

Set a Custom Date

If you want to create a new url with a new file name – just click on “replace the file” option. You can choose to keep the same date/structure or folder – or you can create a new date stamp for the new url. However, this will update the url within your site – but not anyone elses or other websites. They will have a broken url or be linking to the old file not the newer replacement.

Choose Replacement Media

NOTE: You are about to replace the media file "F17_HEOA_Pers_Grad_Enrl.pdf". There is no undo. Think about it!

Choose a file to upload from your computer

Maximum file size: 98 MB

Choose File | Zachary-Cas...atement.pdf

F17_HEOA_Pers_Grad_Enrl.pdf | 1 MB

Zachary-Caspersen-Artist-StatementL.pdf | 31.43 KB

Replacement Options

Just replace the file

Note: This option requires you to upload a file of the same type (pdf) as the one you are replacing. The name of the attachment will stay the same (F17_HEOA_Pers_Grad_Enrl.pdf) no matter what the file you upload is called.

Replace the file, use new file name and update all links

Note: If you check this option, the name and type of the file you are about to upload will replace the old file. All links pointing to the current file (F17_HEOA_Pers_Grad_Enrl.pdf) will be updated to point to the new file name. (If any other websites link to the file directly, those links will no longer work. Be careful.)

Date Options

When replacing the media, do you want to:

Replace the date

Keep the date (20/Aug/2021 14:21)

Set a Custom Date

Put new Upload in Updated Folder: 2021/05

Upload Cancel

I don't recommend this.

My recommendation is to use same file name (never include a date within a file name itself) and keep the same url path with the date in it.

For instance: <http://www.testing.clarku.edu/wp-content/uploads/2019/03/Harassment-Discrimination-Prevention-Policy.pdf>

The following date is a folder structure. **Keep as original path**. Does not matter for SEO or url reasons to change it. Just keep as is. Just however, never use a date in a **“file name”**.

Then hit “upload” blue button at the bottom:

Replace Options

Just replace the file

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 (Essential-Personnel-Limited-On-Campus-Operations-Pay-Policy.pdf) regardless of what the file you upload is called. If a CDN is used, remember to clear the cache for this image!

Replace the file, use the new file name, and update all links

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 (Essential-Personnel-Limited-On-Campus-Operations-Pay-Policy.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!)

Date Options


When replacing the media, do you want to

Replace the date with the current date

Keep the date (20/May/2022 18:26)

Set a Custom Date

Upload
Cancel



A new window opens up.

You can see by the attached photo – that on the right side of this screen, there is an original date uploaded, and a revised date. Now you know it was updated. Now you need to hit the “upload” blue button to update the server with this new file:

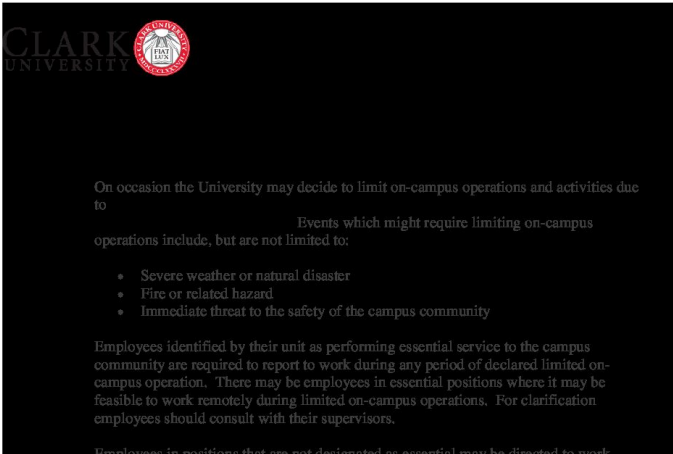
Edit Media [Add New](#)

Please complete your [Redirection setup](#) to activate the plugin.

When using The Events Calendar, we recommend that you use a geographic timezone such as "America/Los_Angeles" and avoid using a UTC timezone offset such as "UTC+0". Choosing a UTC timezone for your site or individual events may cause problems when importing events or with Daylight Saving Time. [Read more](#)

Essential-Personnel-Limited-On-Campus-Operations-Pay-Policy

Permalink: <https://www.clarku.edu/policies/essential-personnel-limited-on-campus-operations-pay-policy/>



Save

Uploaded on: May 20, 2022 at 18:26

File URL:
<https://www.clarku.edu/policies/wp-c...>

[Copy URL to clipboard](#)

File name: Essential-Personnel-Limited-On-Campus-Operations-Pay-Policy.pdf

File type: PDF

File size: 123 KB

Revised: Mar 6, 2023 @ 20:55

Replaced By: williamsca

[Delete permanently](#) [Update](#)

[Siteimprove Recheck](#)

Replace Media

[Upload a new file](#)

To replace the current file, click the link and upload a replacement file.

Replaced Thumbnails

When you view the file online – make sure you open up the link to the file in a new incognito or private window. As the older file may be cached into your browser. If you have any problems, please don't hesitate to reach out to the web team.

