



PSNC Website Media Replace Plugin Guide

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Change Control

Date	Version	Author	Change Description
22/04/2020	0.1	Elliot Bennett	Initial Version
23/04/2020	1.0	Elliot Bennett	Client Release

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1. Introduction

The 'Media Replace Plugin' is a newly installed plugin which has been installed on the PSNC site as well as the LPC sites.

The plugin will enable you to replace media (images and files) in WordPress without needing to delete, re-upload and rename the file. The new media that will be used will simply overwrite the previous media and will take its place (provided that the two pieces of media are of the same file type)

This plugin should aid with version control and provide an easier way for media to be replaced as the pages/posts where the media appears will not need to be repointed to view this newly uploaded media as it will take the previous pieces place.

2. Explanation

This plugin is super easy to use; all you need to do is have the new media you would like to use saved locally to your machine. From here you will then need to access the WordPress site for the website you wish to make the change on and find the media you would like to replace in the Media Library.

Once this has been found, there will be a new option available called 'Replace Media' which will need to be selected. This will open a new window.

<input type="checkbox"/> File	Author	Media Categories	Uploaded to	Date	SSO Desc
<input type="checkbox"/>  Covid 19 faqs banner COVID-19-FAQs-banner.png Edit Delete Permanently View Replace media	ebisolutionsltd	—	(Unattached) Attach	2020/04/21	No Description.

From here 'Choose File' needs to be selected and the new media should be chosen. There are some additional options at the bottom which should also be completed called 'Replacement options' and 'Date Options'.

Replacement Options – This option allows you to choose whether the new media should use the file name of the previously loaded media or if this should be updated to the name that the new media is saved as locally. Selecting the second option will also update all links where this file is used to point them to the new file.

Date Options – This option allows you to choose whether the date the file was loaded should remain as the date the file was initially loaded, or if it should be updated to today's date. There is also a third option for inserting a custom date.

Once these options have been sorted and finalised, select upload and these changes will be saved.