REPLACING IMAGES

Let’s say a photo was selected for use in a publication, but a logo from a computer had to be removed before it could be used. Now that the logo has been removed we need to get the designer the new updated revision.

When a new revision is added to the IMS Library, the asset is also updated across the site including lightboxes. So this makes it super easy to get designers the most updated file. Below are steps in achieving this.

Steps:

Step 1: Login into the IMS Library
Step 2: Locate the file you need to replace
Step 3: Under the preview image select "Other Actions"
Step 4: Click on “Replace File”

Step 5: Click “Browse for File”

Step 6: The Upload Replacement Original Dialog Box will open up and display the following items:

- File Thumbnail
- File name
- Size of file
- An option to “Replace meta data with data from new file” – Do not check this box.

Step 7: Select File
**IMPORTANT:** Do not check the “Replace Metadata with Data from New File” box
Step 7: Select Upload if the correct file and info is displayed.

Step 8: Wait for file to upload – load time varies depending on the file size.
Step 9: File is Successfully Replaced

- 9 Replaced file, 23 Jan 2014, 2:28pm
  Created by Bonica Ayala
  120118-lance-fletcher-4497.tif, 58.8 MB
  Changed Filename from "20120118-lance-fletcher-ayala-4497.tif" to "120118-lance-fletcher-4497.tif"

Current Revision

- 8 Edited Metadata, 8 Jan 2014, 12:24pm
  Edited by ftp upload account
  Changed from "" to "COPYRIGHT##, © Boston Architectural College; Bonica Ayala, Copyright © Boston Architectural College. All Rights Reserved##"