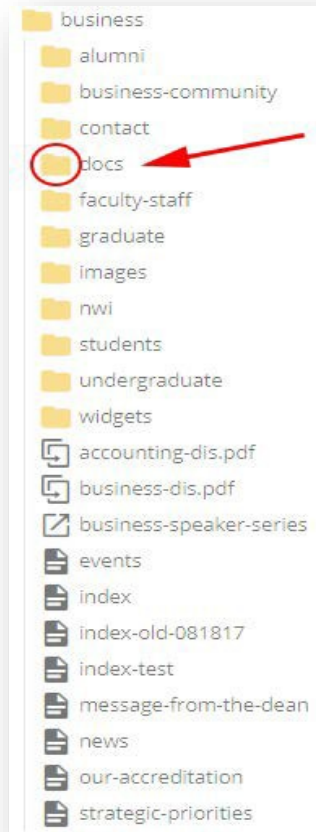
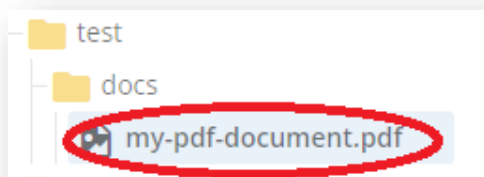


How to Download and Re-upload a PDF File in WCMS

Login to WCMS. Click on the folder icon to expand it. (Icon is the left of the folder name). Select the folder that contains the file.



Select the document you want to download by clicking on the document.




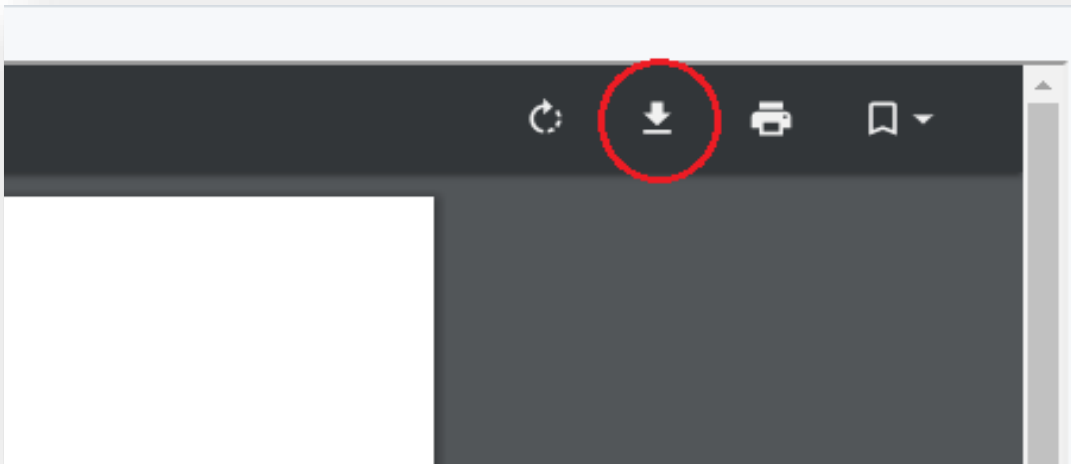
Once you have selected the document, a preview will be generated on the right side of the screen showing the whole document.

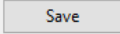
Downloading a document from WCMS

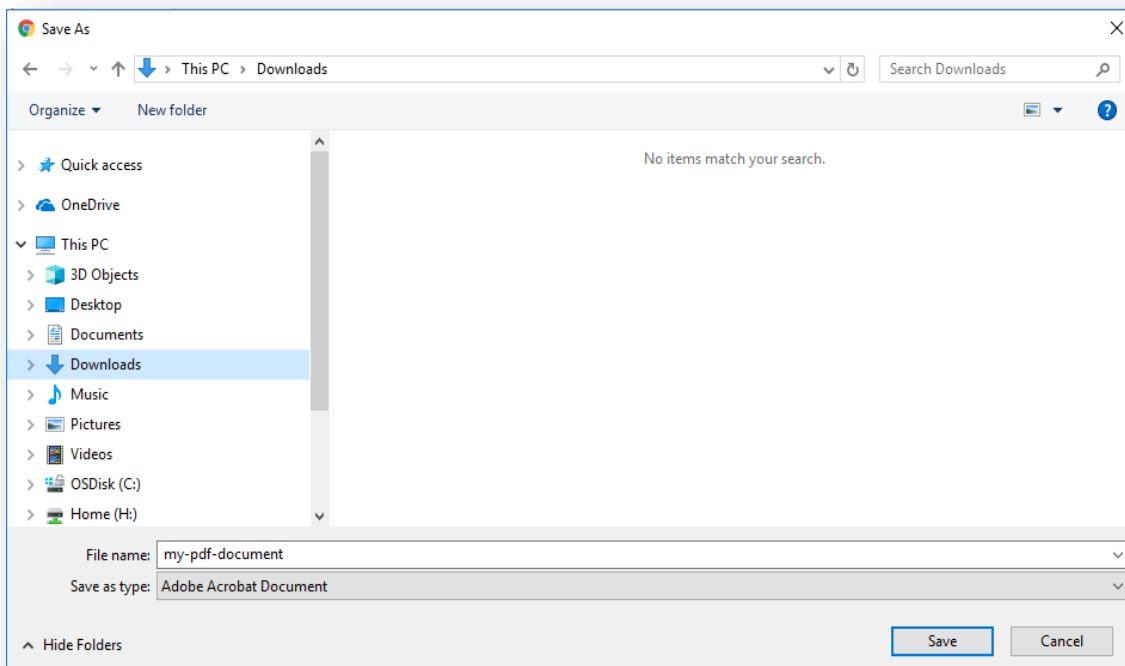
There are two ways of downloading a document.

Option 1


Click on the download  icon found on the top right of the document.



This window will appear asking you where you want to save the document. Select whichever location you would like to save it at. In most instances, it'll attempt to save it in your *Downloads* folder. Hit the  button when done.

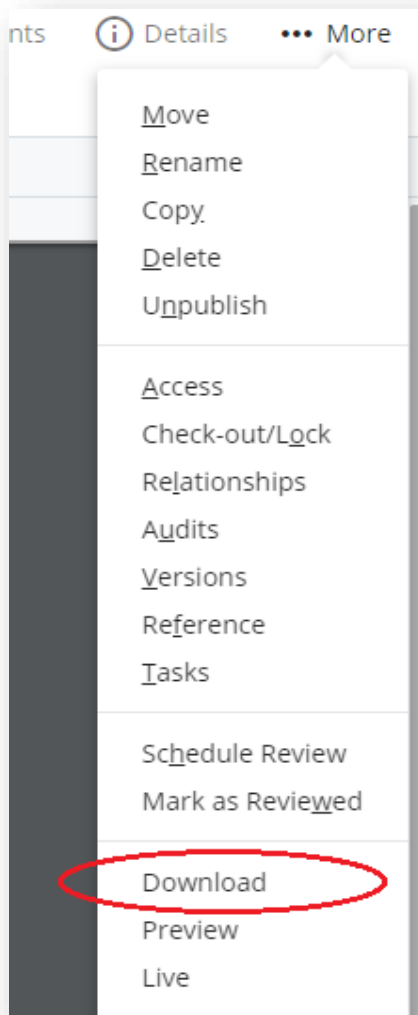


Option 2


Click on the  More button found on the top right of your WCMS window.

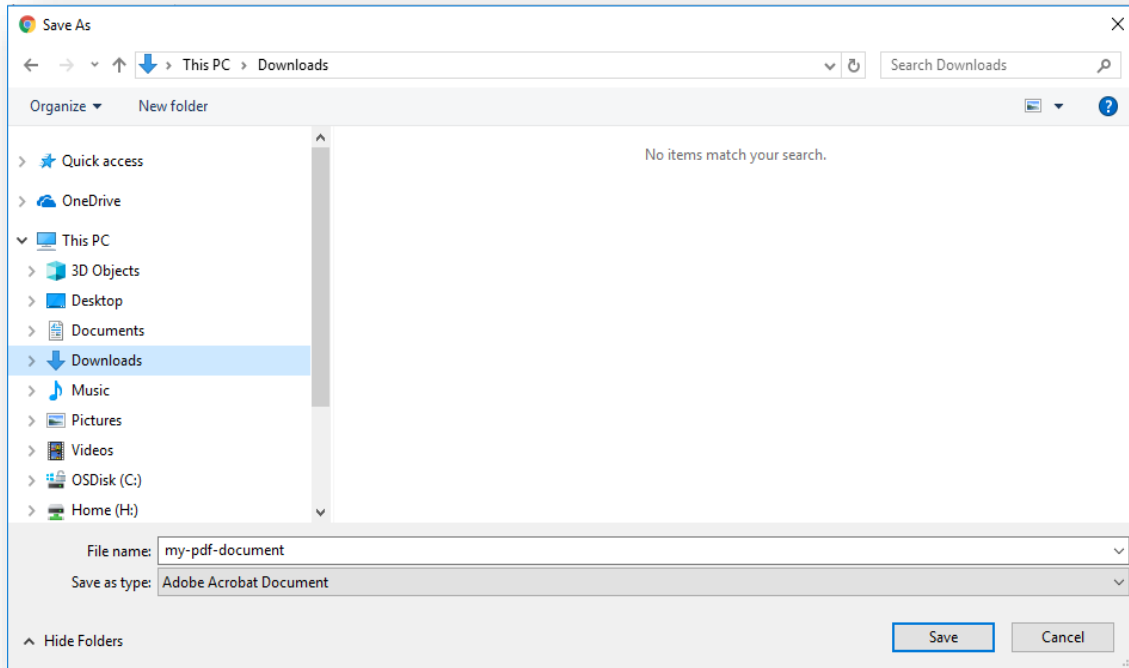


Once you have clicked on it, select the *Download* button that can be found towards the bottom.



Login to WCMS using Firefox or Chrome at: wcms.iu.edu

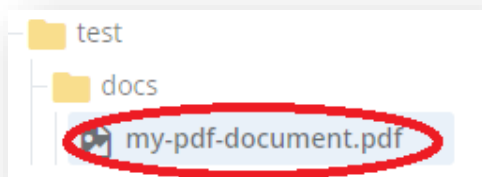
This window will appear asking you where you want to save the document. Select whichever location you would like to save it at. In most instances, it'll attempt to save it in your *Downloads* folder. Hit the  button when done.



Re-uploading a document to WCMS

Once you've made the changes to your document, you have to re-upload the updated version to WCMS.

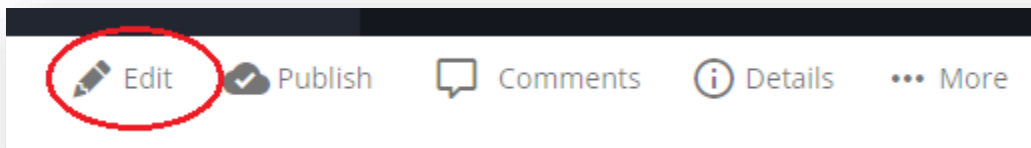
Find the document that you want to update in WCMS, and select it.



A document preview will open on the right side. Find the

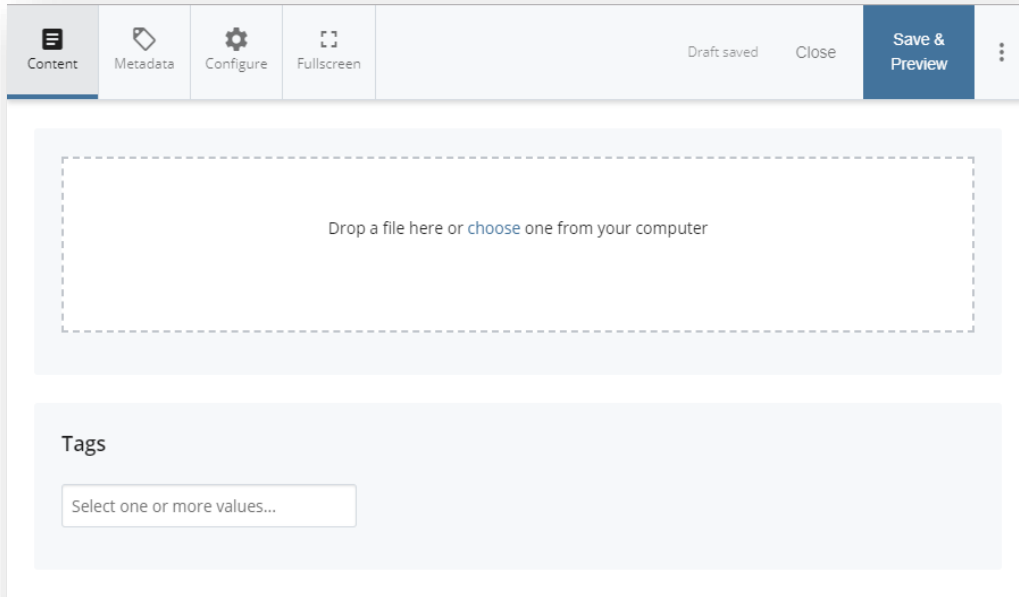


button on the top right of your WCMS window.

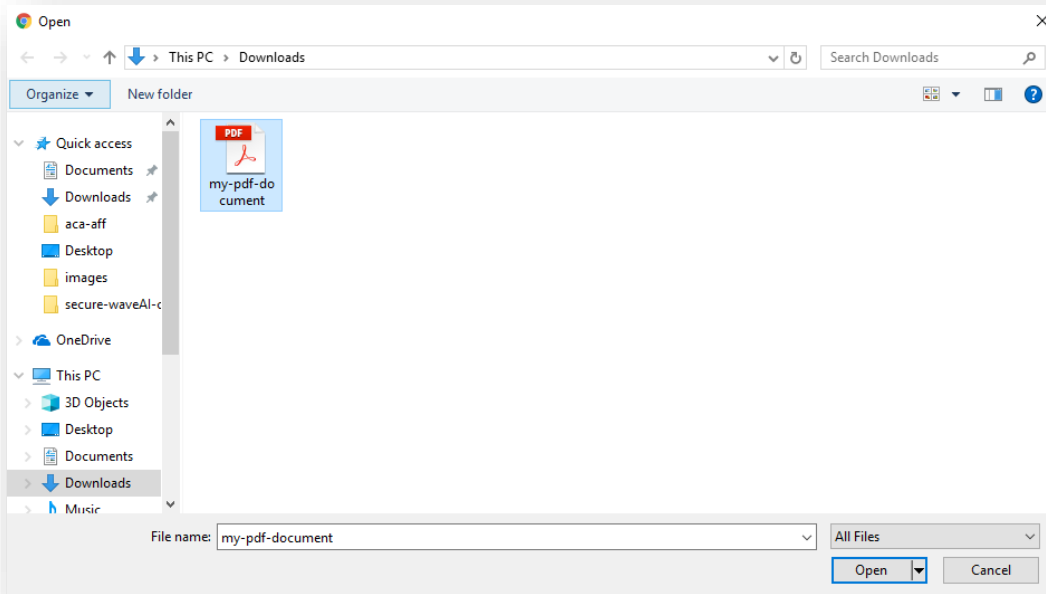


Login to WCMS using Firefox or Chrome at: wcms.iu.edu

This *dialog box* will open up. Click on the dotted dashed area “**Drop file(s) here or choose some from your computer**” to select the file you want to or drag and drop your file into the dotted dash area.

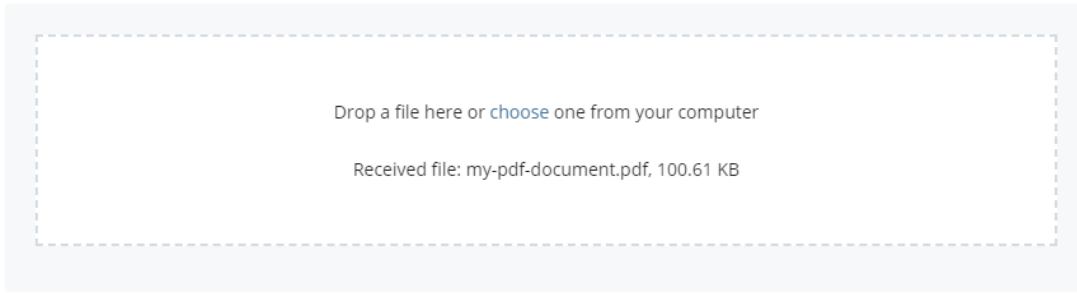


This window will appear asking you where the document you want to upload is. Find your document in whichever location you saved it at. In most instances, recent downloads can be found in your *Downloads* folder. Hit the **Open** button.




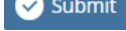
Login to WCMS using Firefox or Chrome at: wcms.iu.edu

Once you have clicked Open, the dialog box will change to this screen, indicating that the file was found:




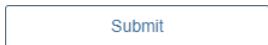
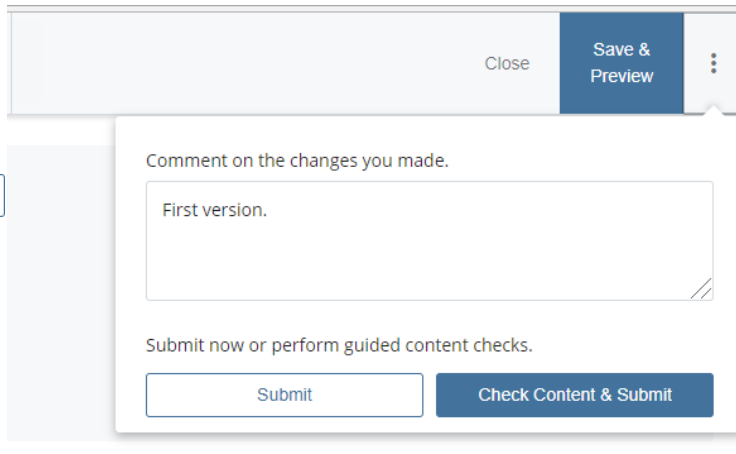
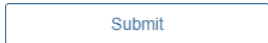
You must now submit the file. There are two options in how to do so.

Option 1

Then click on the “Save & Preview” button  then “Submit”  button the top right of the screen.

Option 2:

You can click the vertical three dots  next to “Save & Preview” and click the “Submit” button.



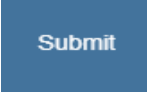
NOTE: After submitting, you must still publish the updated version of your PDF. Please follow the instructions below.

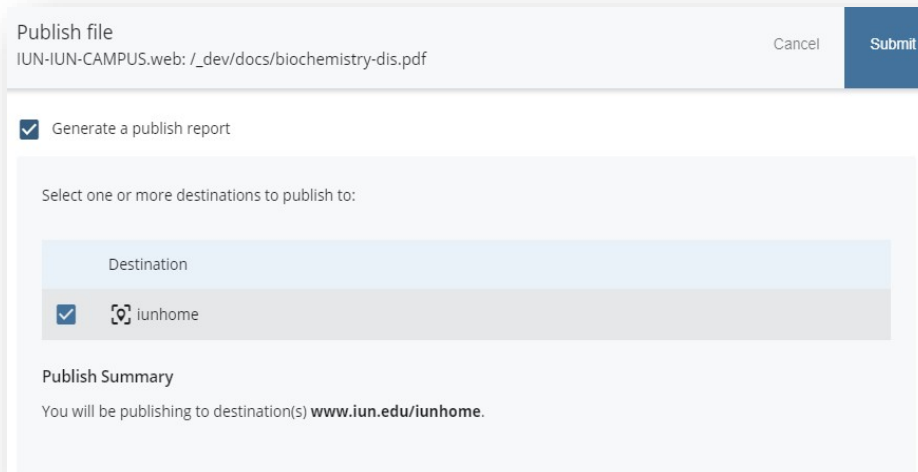
Publishing a document

After submitting the updated versions of your document, ***you still have to publish them.*** To publish the new and updated PDF so the links will work properly, find the document in the folder list. Right click on the asset's filename.

In the pop-up content menu, click **Publish**.



The destination should already be selected for “iunhome”. This is the productions server. To publish the assets, click the  button at the top right of the screen.



A green publish message will appear at the bottom of the screen informing you the “File is queued for publish. View publish queue.”

