

## Updating documents

TerminalFour media links point to a "container", not the actual file. This feature means that whatever is contained in the "container" will be served when one clicks on the media link. The setup makes updating documents and files that need a periodic update easy.

This tiny convenient setting ensures that you only change the document in the media library. If the file is linked <sup>1</sup>correctly, the change will update all files' references with the new version.

### How To

**NB: First check the URL path to the document that you want to update, this will tell you where the document is stored in the media library.**

(1) Go to the media library on T4

Follow the instructions on "Figure 3" of this document:

- [https://www.ru.ac.za/media/rhodesuniversity/content/webunit/t4trainingmaterial/Media\\_Library\\_v8.pdf](https://www.ru.ac.za/media/rhodesuniversity/content/webunit/t4trainingmaterial/Media_Library_v8.pdf) , to get to the media library

(2) Then follow the folder structure depicted in the URL, to navigate to your section.

(3) In this folder, you can use the filter to search for the document using the name or the file name, if it's not immediately displayed on the first page.

(4) On the blue "Actions" button adjacent to the file, on the right-hand side of your screen, choose the "edit" option.

(5) On the next screen, you may edit the name if it included the version or a year, then add a description.

(6) Click "Drop file here or click to choose" to select the latest version of the document from your computer.

(7) Once it appears on the window as a file, click on "Save Changes" at the bottom right.

On the next transfer, the document should update accordingly.

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<sup>1</sup> See step 4.a. of this document:

[https://www.ru.ac.za/media/rhodesuniversity/content/webunit/t4trainingmaterial/Add\\_Media\\_to\\_a\\_page\\_v8.pdf](https://www.ru.ac.za/media/rhodesuniversity/content/webunit/t4trainingmaterial/Add_Media_to_a_page_v8.pdf)