



Updating PDF's in Wordpress





INFORMATION SYSTEMS

UPDATING PDF'S IN WORDPRESS

© Neighborhood Health Plan of Rhode Island
910 Douglas Pike
Smithfield, R.I. 02917
1-800-459-6019 (Main)

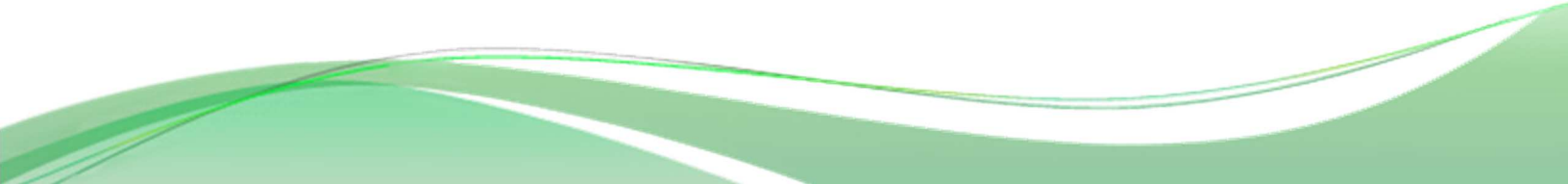
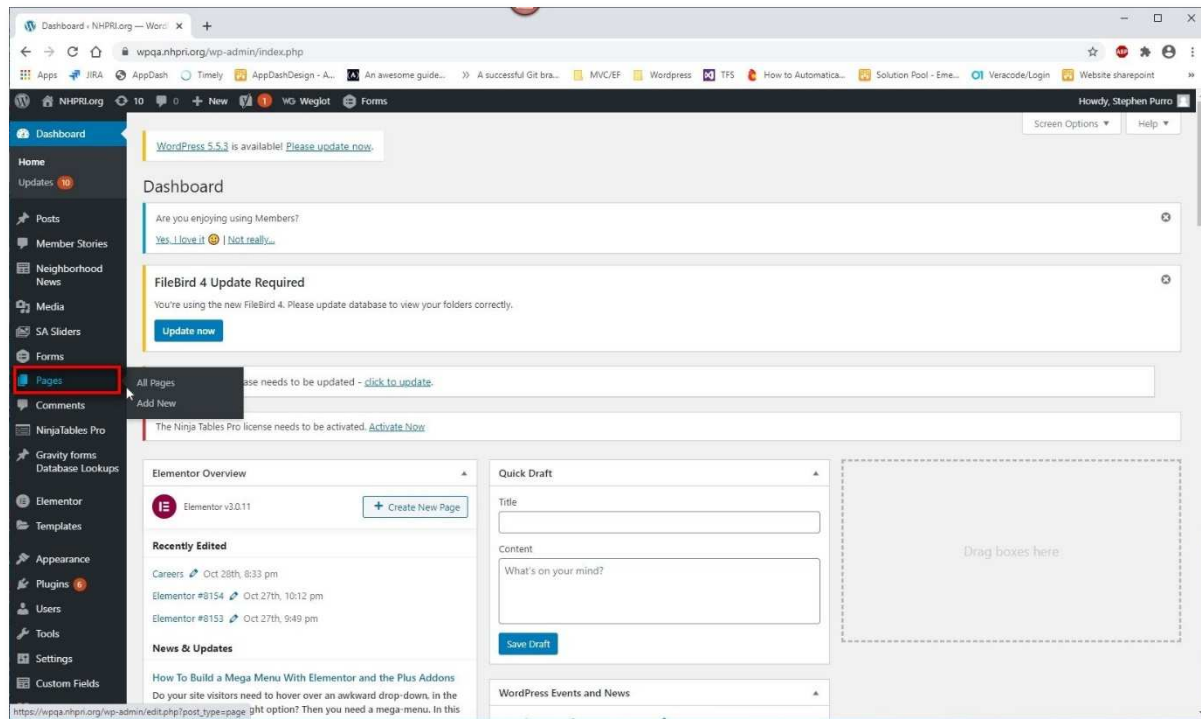


Table of Contents

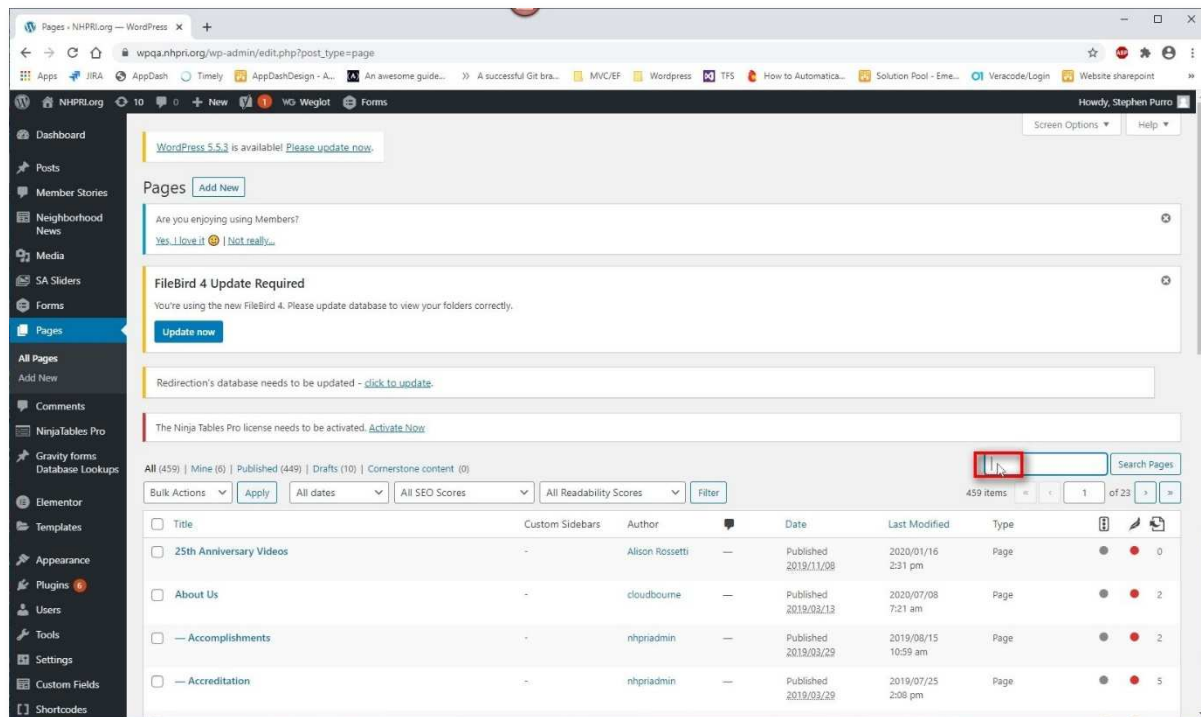
| | |
|--|----|
| Updating Existing PDF's | 1 |
| After signing into WordPress dashboard for NHPRI.org click on "Pages" in the left navigation menu..... | 1 |
| Type the name of the page in the Search bar..... | 2 |
| Click "Search Pages" | 2 |
| Click the page name | 3 |
| Find and click the link to update..... | 4 |
| Click the edit button | 4 |
| Copy the file name | 5 |
| Click Media (in the navigation menu to the left)..... | 5 |
| Paste the PDF file name into the search bar..... | 6 |
| Paste the PDF file name into the search bar (cont.) | 6 |
| Click the file name that appears | 7 |
| Click "Upload a new file" | 7 |
| Click "Choose File" | 8 |
| Select your new file | 8 |
| Select "Replace the file, use new file name and update all links" | 9 |
| Select "Replace the date" | 9 |
| Click "Upload" | 10 |
| Click "Update" | 10 |

Updating Existing PDF's

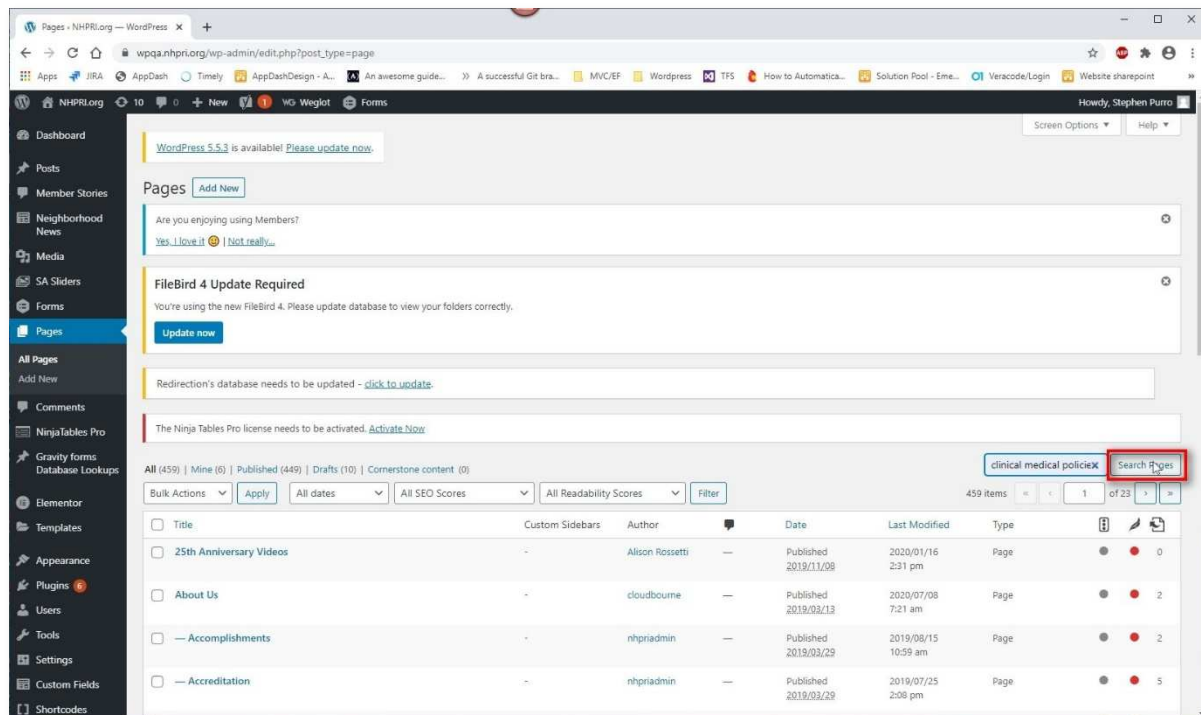
After signing into WordPress dashboard for NHPRI.org click on “Pages” in the left navigation menu



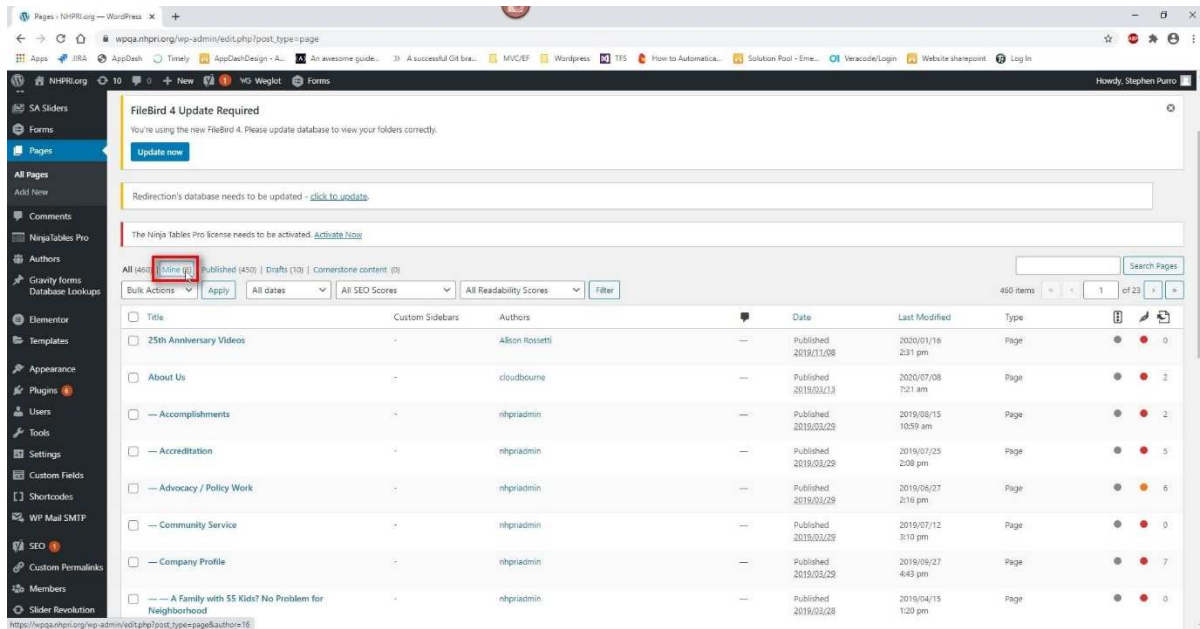
Type the name of the page in the Search bar



Click “Search Pages”



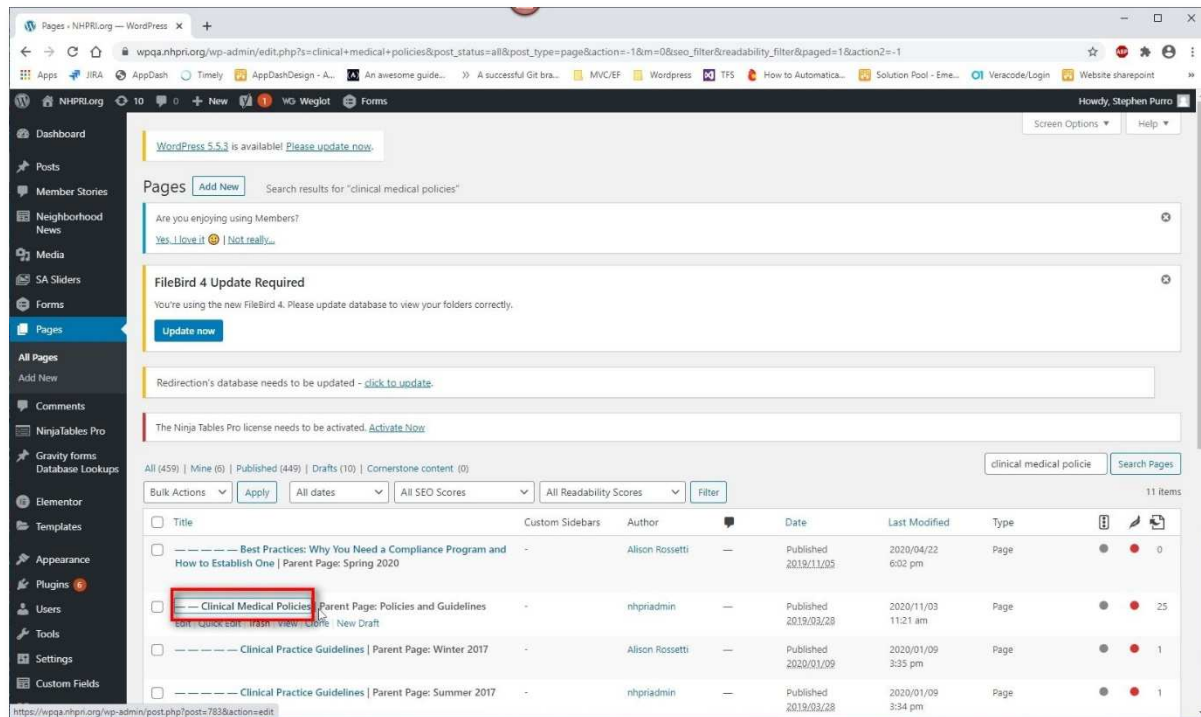
Alternative to searching for a page - Click 'Mine'



This screenshot shows the WordPress 'Pages' list in the wpqa.nhprl.org admin interface. The 'Mine (6)' filter is highlighted with a red box in the top navigation bar. Below the filters, a table lists several pages, including '25th Anniversary Videos', 'About Us', 'Accomplishments', 'Accreditation', 'Advocacy / Policy Work', 'Community Service', 'Company Profile', and 'A Family with 55 Kids? No Problem for Neighborhood'. The table columns include Title, Custom Sidebars, Authors, Date, Last Modified, Type, and a status indicator.

| Title | Custom Sidebars | Authors | Date | Last Modified | Type | Status |
|--|-----------------|-----------------|----------------------|---------------------|------|--------|
| 25th Anniversary Videos | - | Alison Rossetti | Published 2019/01/08 | 2020/01/18 2:31 pm | Page | 0 |
| About Us | - | cloudbourne | Published 2019/02/13 | 2020/07/08 7:21 am | Page | 2 |
| Accomplishments | - | nhpradmin | Published 2019/02/29 | 2019/08/15 10:59 am | Page | 2 |
| Accreditation | - | nhpradmin | Published 2019/02/29 | 2019/07/25 2:08 pm | Page | 5 |
| Advocacy / Policy Work | - | nhpradmin | Published 2019/02/29 | 2019/06/27 2:19 pm | Page | 6 |
| Community Service | - | nhpradmin | Published 2019/02/29 | 2019/07/12 3:10 pm | Page | 0 |
| Company Profile | - | nhpradmin | Published 2019/02/29 | 2019/09/27 4:43 pm | Page | 7 |
| A Family with 55 Kids? No Problem for Neighborhood | - | nhpradmin | Published 2019/02/28 | 2019/04/15 1:20 pm | Page | 0 |

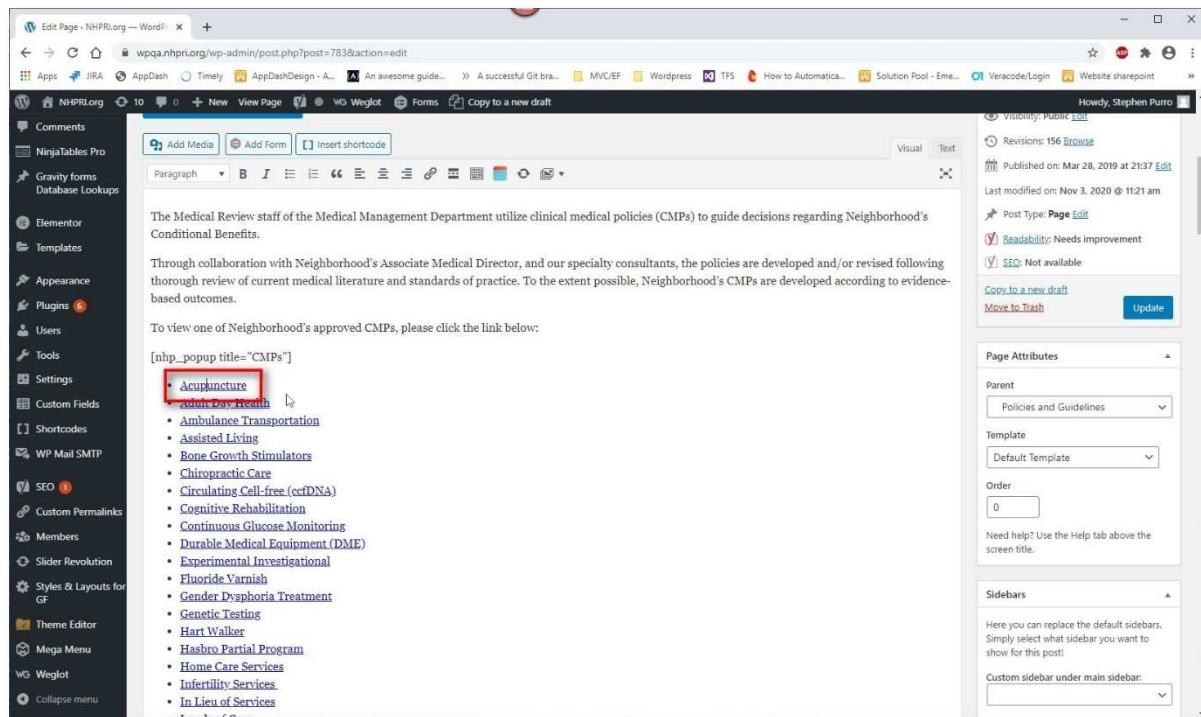
Click the page name



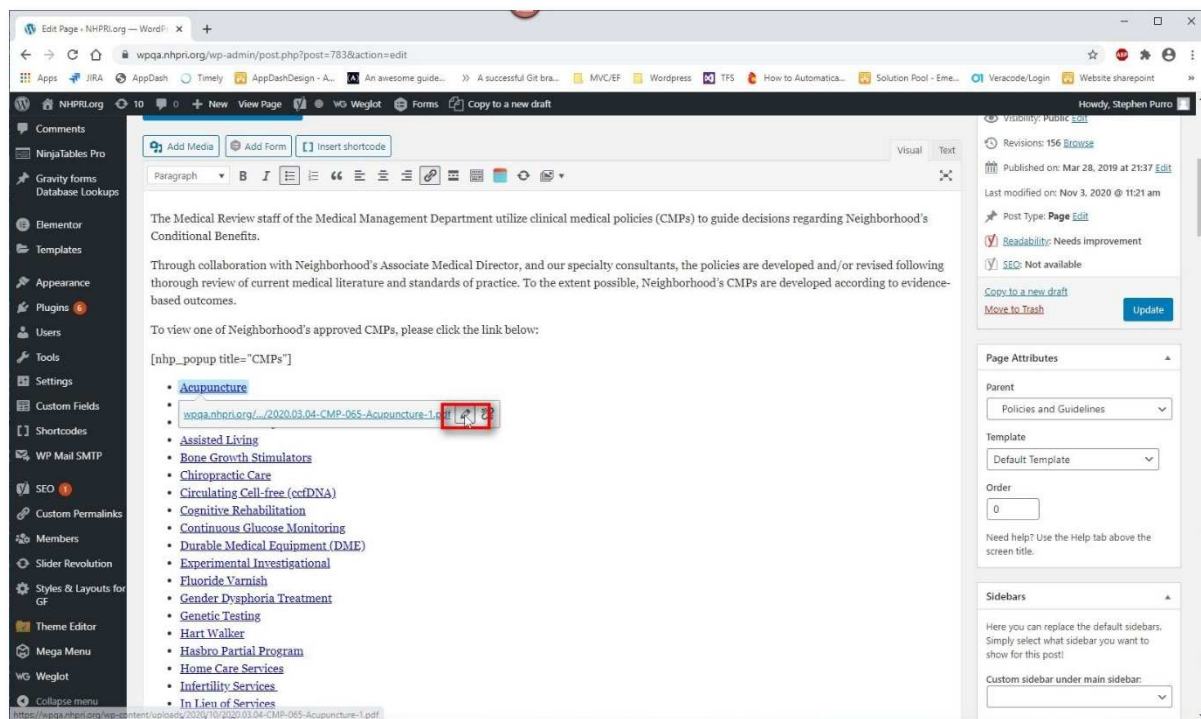
This screenshot shows the WordPress 'Pages' list in the wpqa.nhprl.org admin interface. The search results for 'clinical medical policies' are displayed. The 'Clinical Medical Policies' page is highlighted with a red box. The table columns include Title, Custom Sidebars, Author, Date, Last Modified, Type, and a status indicator.

| Title | Custom Sidebars | Author | Date | Last Modified | Type | Status |
|---|-----------------|-----------------|----------------------|---------------------|------|--------|
| Best Practices: Why You Need a Compliance Program and How to Establish One Parent Page: Spring 2020 | - | Alison Rossetti | Published 2019/11/05 | 2020/04/22 6:02 pm | Page | 0 |
| Clinical Medical Policies Parent Page: Policies and Guidelines | - | nhpradmin | Published 2019/03/28 | 2020/11/03 11:21 am | Page | 25 |
| Clinical Practice Guidelines Parent Page: Winter 2017 | - | Alison Rossetti | Published 2020/01/09 | 2020/01/09 3:35 pm | Page | 1 |
| Clinical Practice Guidelines Parent Page: Summer 2017 | - | nhpradmin | Published 2019/03/28 | 2020/01/09 3:34 pm | Page | 1 |

Find and click the link to update

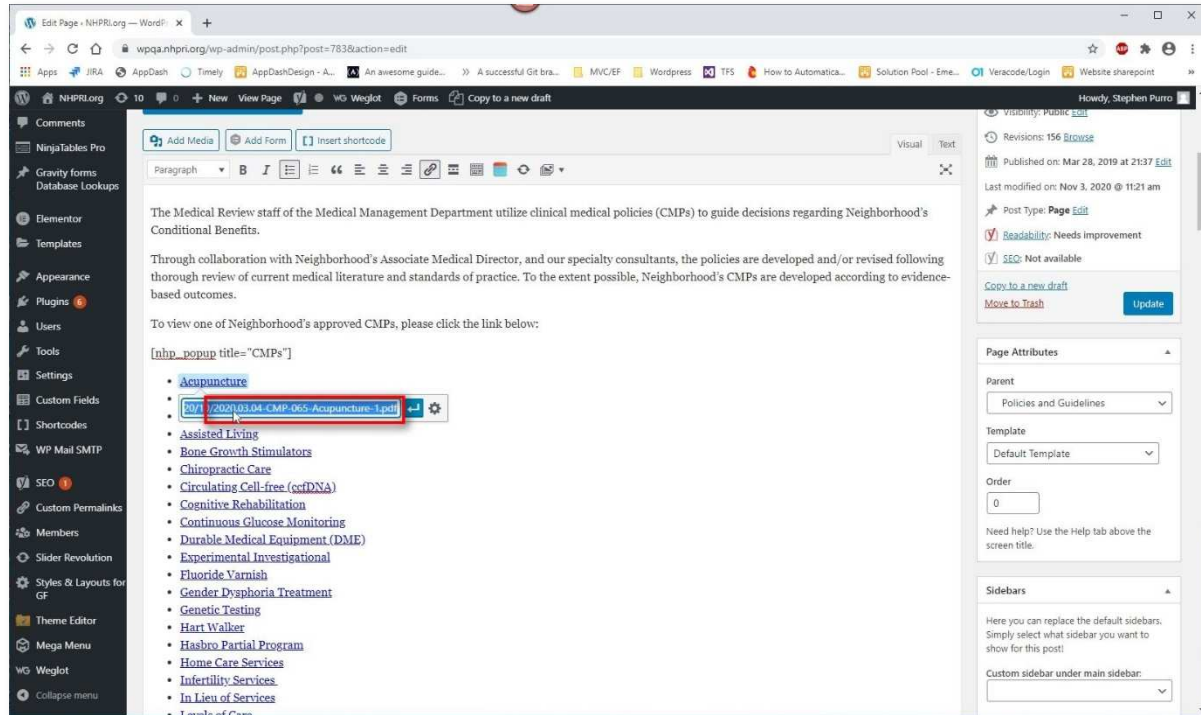


Click the edit button

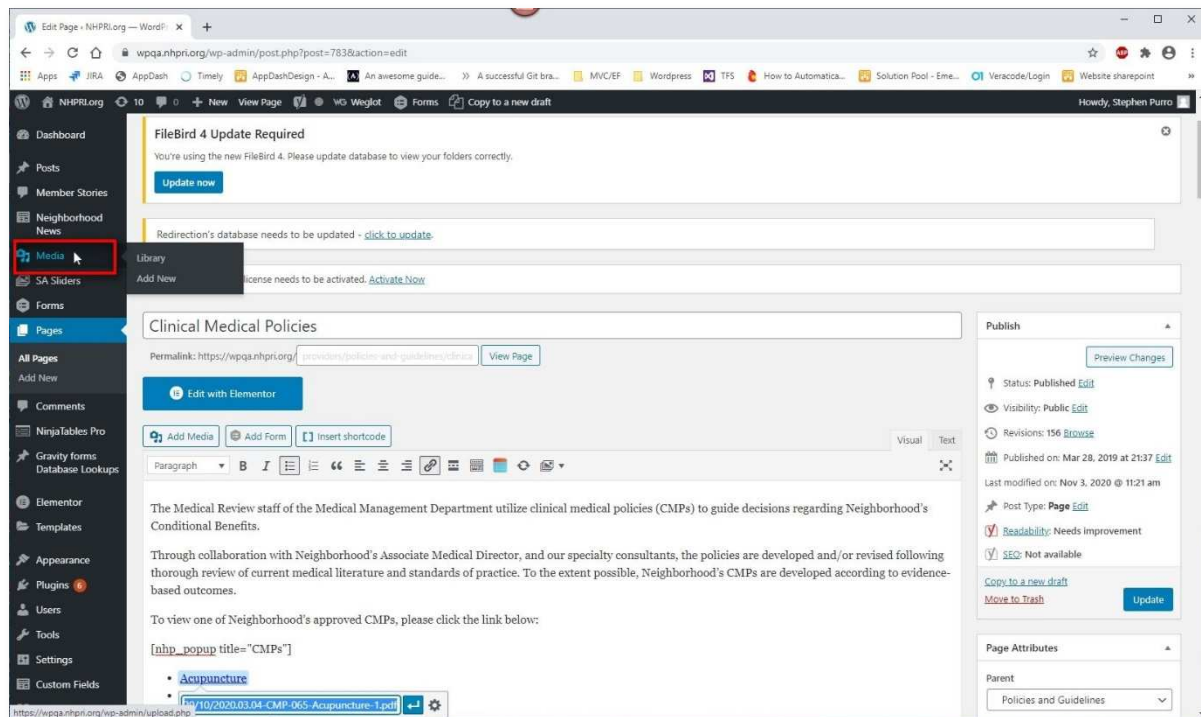


Copy the file name

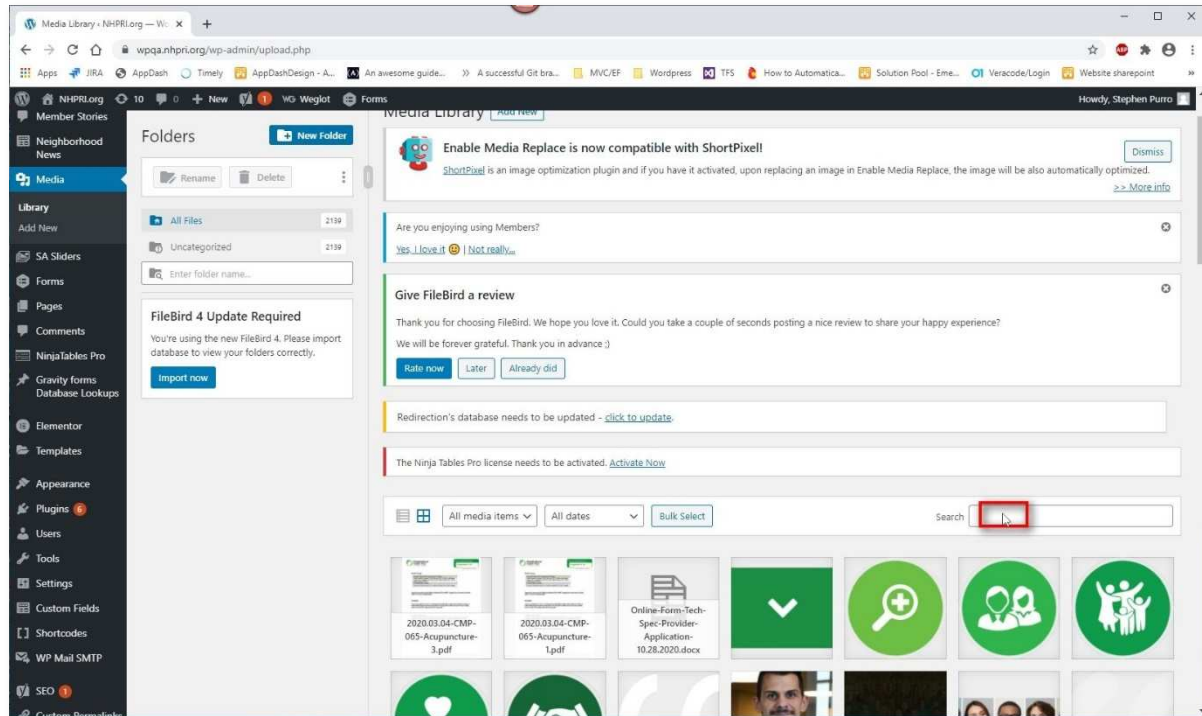
*Note—You do not need the entire link, just the name of the file (everything after the last '/' [slash] character)



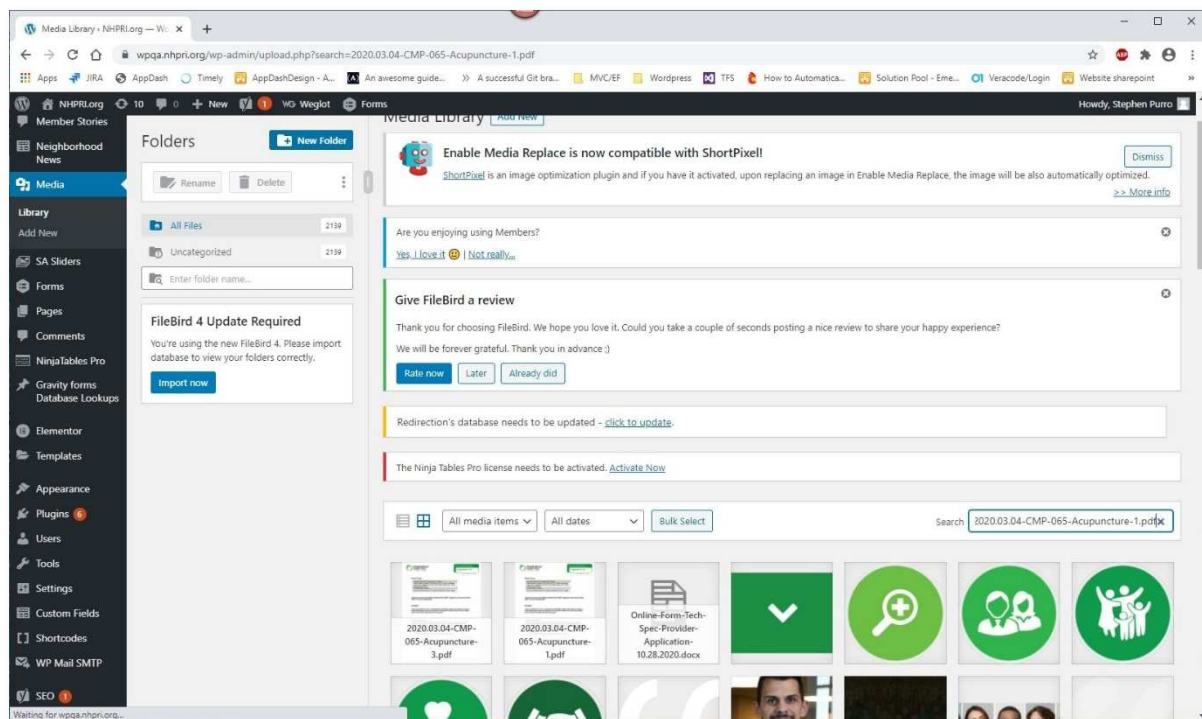
Click Media (in the navigation menu to the left)



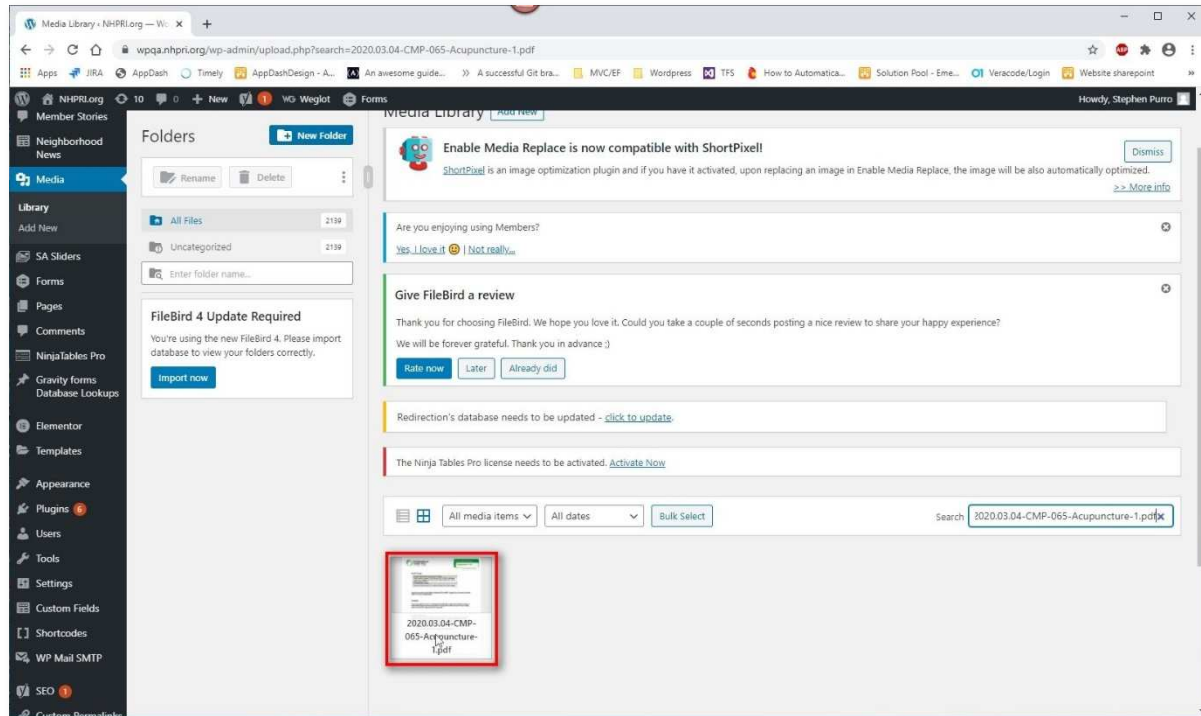
Paste the PDF file name into the search bar



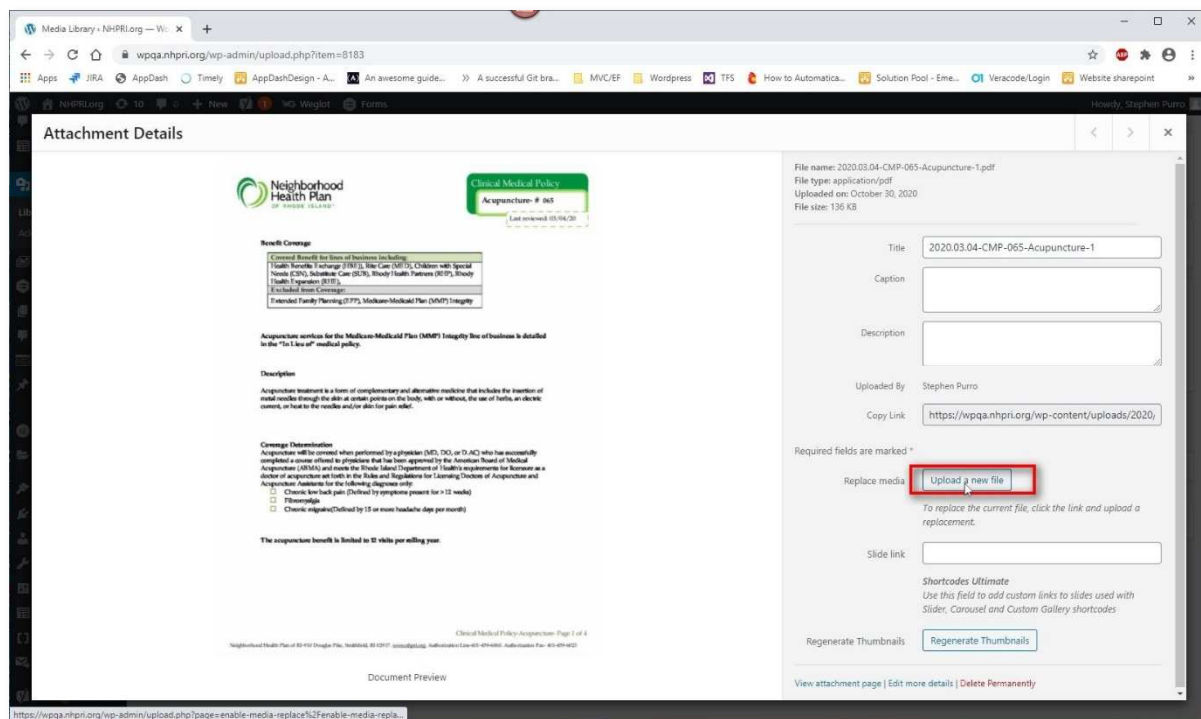
Paste the PDF file name into the search bar (cont.)



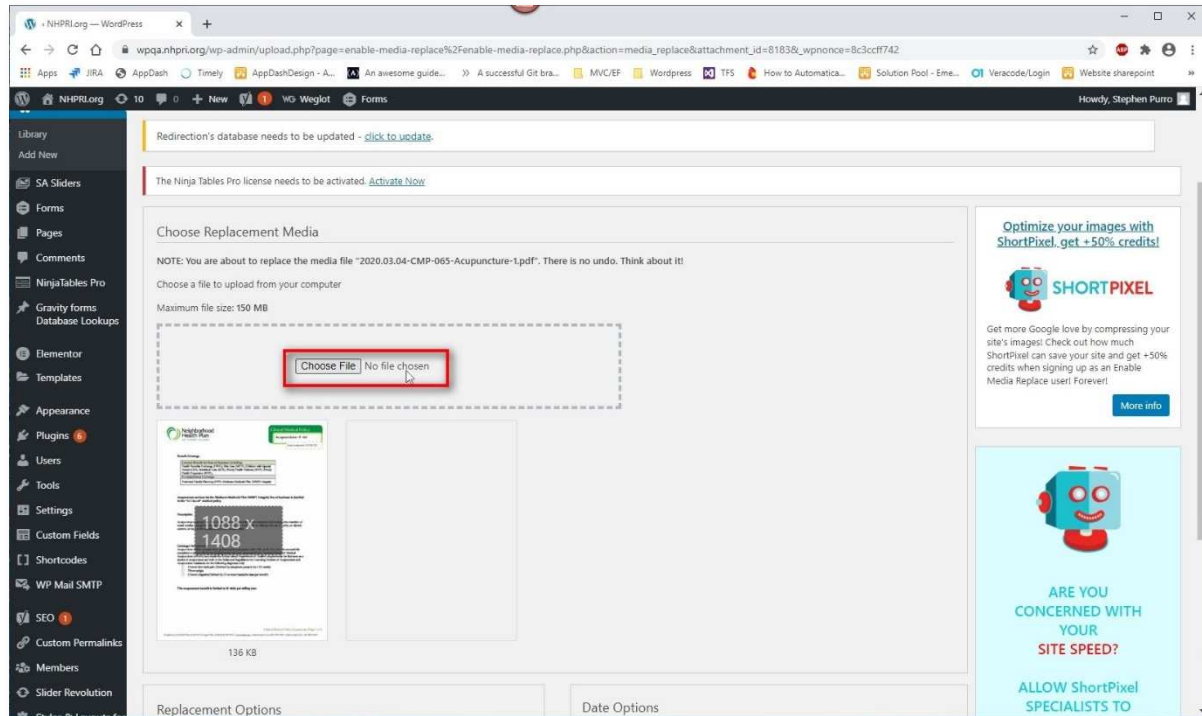
Click the file name that appears



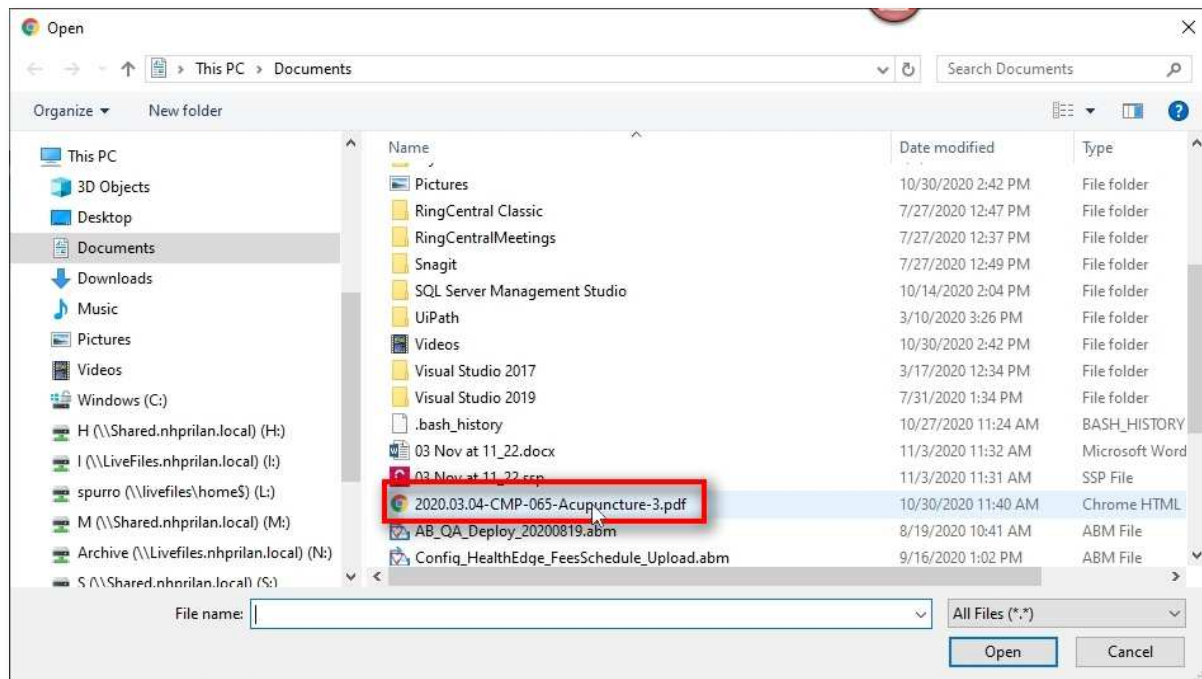
Click “Upload a new file”



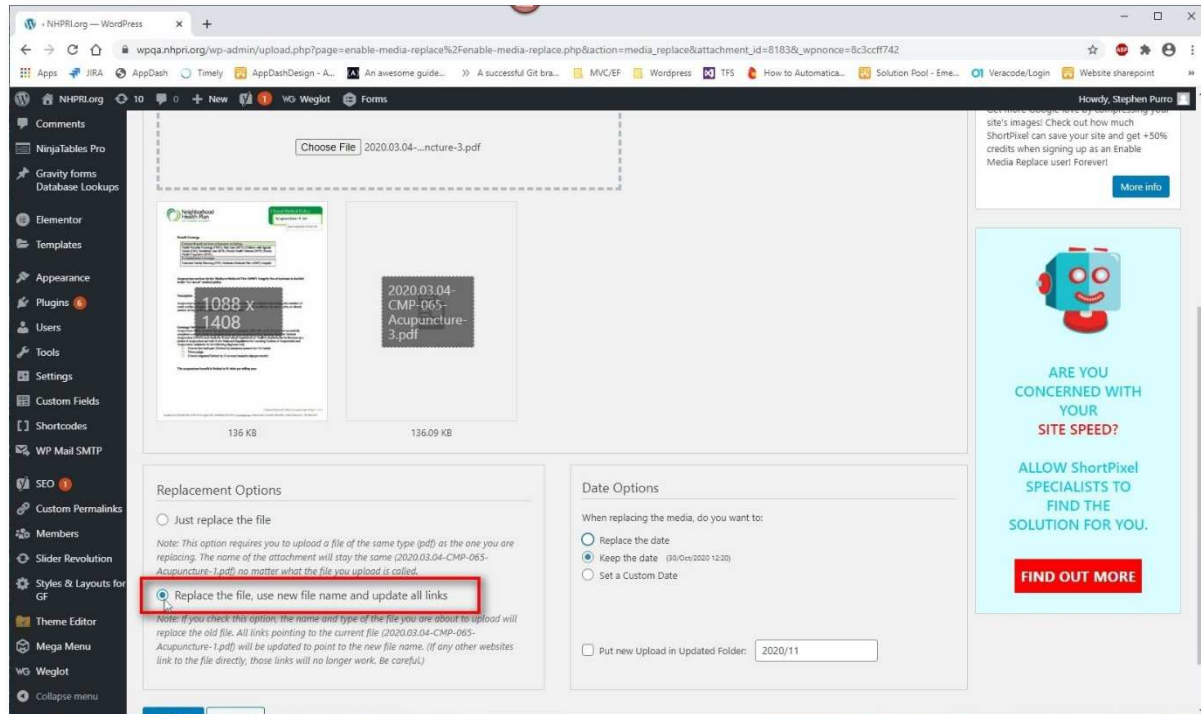
Click “Choose File”



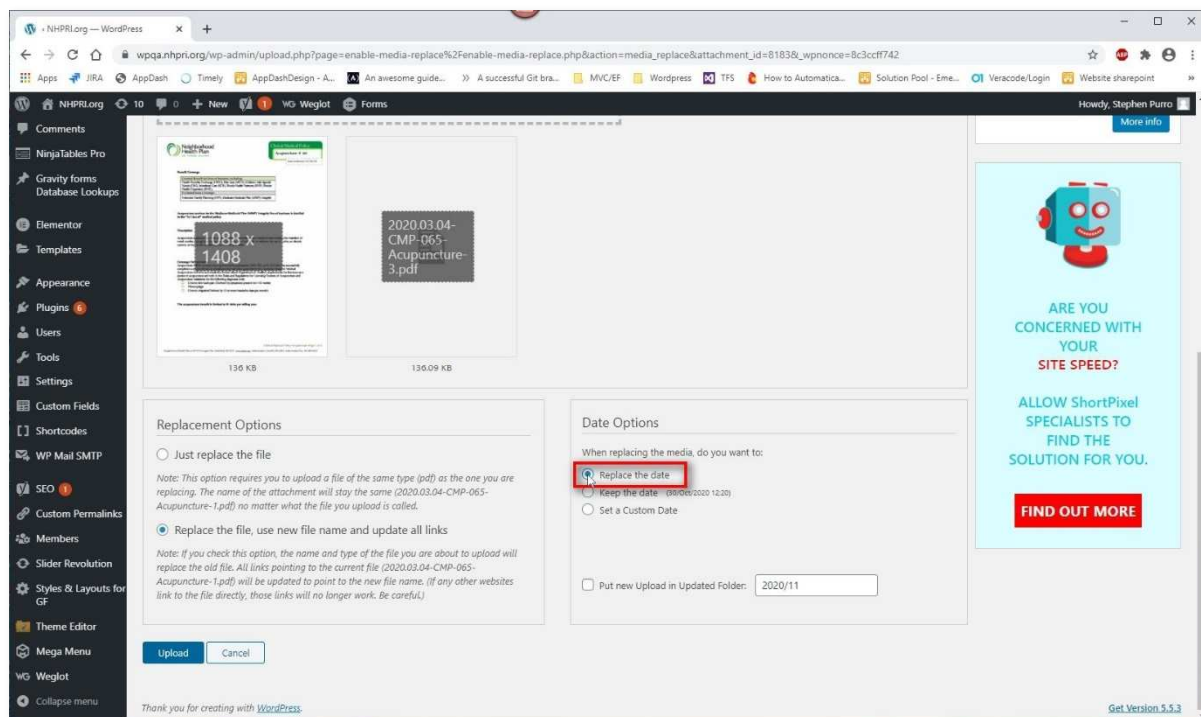
Select your new file



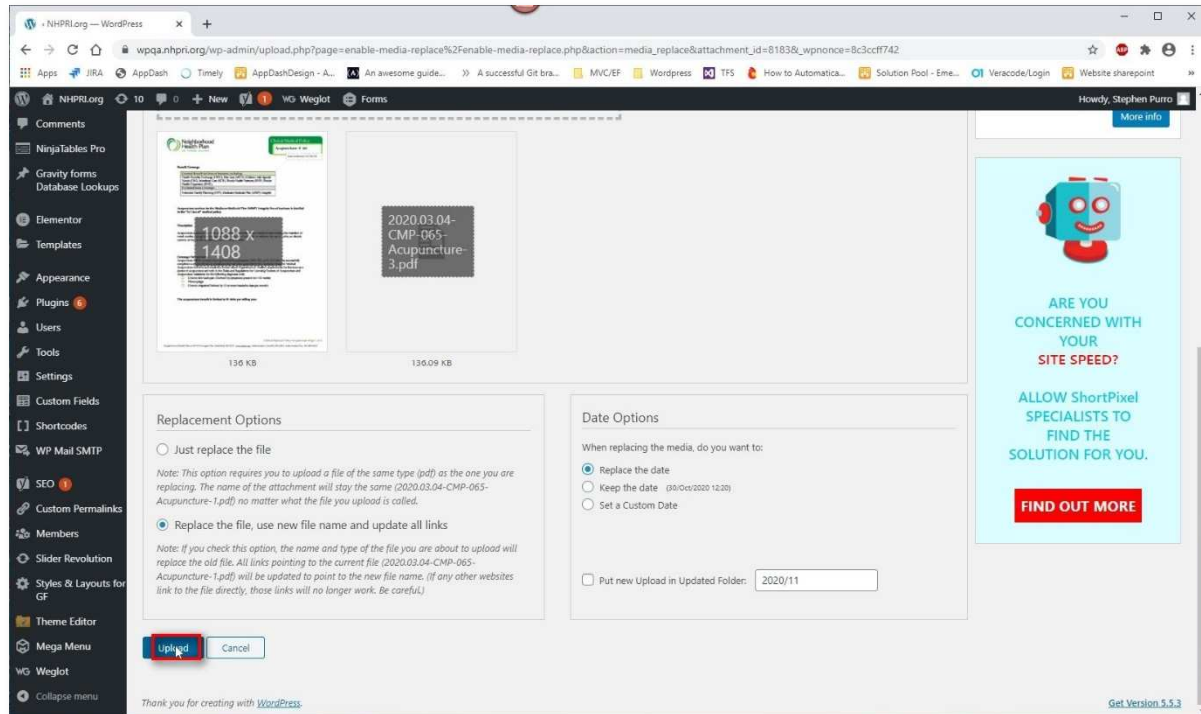
Select “Replace the file, use new file name and update all links”



Select “Replace the date”



Click “Upload”



Click “Update”

