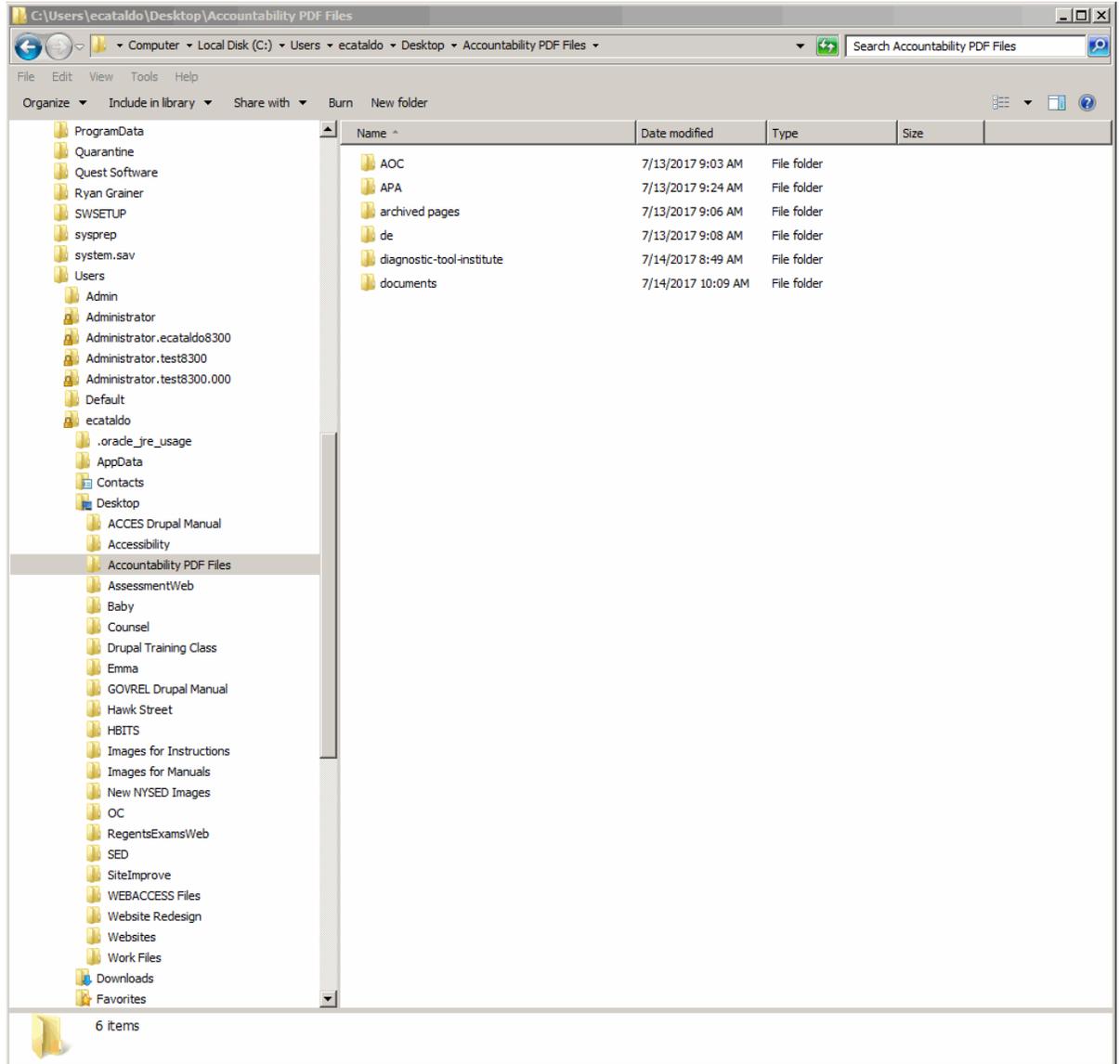
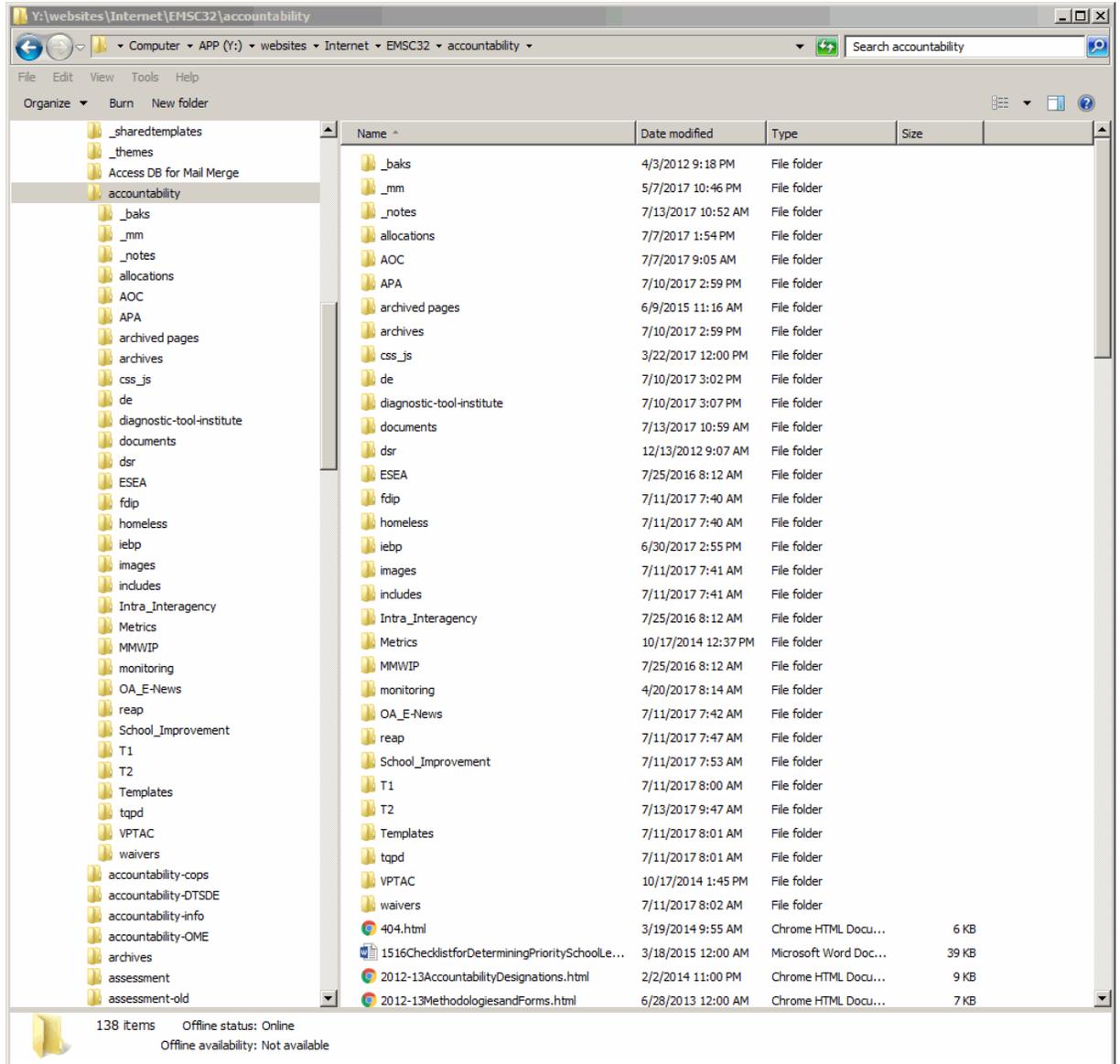


# Copy Revised PDF Files to the Web Server (Y: Drive)

1. Open the PDF folder in Windows Explorer



- In a separate Windows Explorer window, open your website which is on the Y: drive.



3. Under the C: drive, open the articles folder under the AOC > Resources folder.
4. Highlight to mark the files. Right click and select Cut.
5. Under the Y: drive, open the articles folder under the AOC > Resources folder.
6. Right click and select Paste
7. Select this for the next 7 conflicts.
8. Click Move and Replace
9. The revised files replace the old files.
10. Open the articles folder under the AOC > Resources folder.
11. Check in the files that do not have a padlock icon next to them.
12. Move the rest of your revised PDF files to the Y: drive.
13. Follow the same steps
14. You can also follow the Update files on the server instructions.