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

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J SWSETUP		🎍 archived pages	7/13/2017 9:06 AM	File folder				
퉬 sysprep		鷆 de	7/13/2017 9:08 AM	File folder				
🎍 system.sav		퉬 diagnostic-tool-institute	7/14/2017 8:49 AM	File folder				
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1. Open the PDF folder in Windows Explorer

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

Y:\websites\Internet\EMSC32\accountability							_	
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138 items Offline status: Online Offline availability: Not availab	le							

- 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.