# Updating a Previously Published Asset



Select the asset you want to update in the asset tree. In order to edit it, you need 1 to begin the workflow steps. Check Out 💿 🕞 🧭 Assign Io 🔻 😵 ■+◇ ക CounselingStudentAffairs CreditEval  $\bigcirc$ CriminalJustice Properties Dean Students File Name: tl : File Type: С Documents File Size: 6 Q Masthead IMG Template Guide.pd hekey.pdf Current URL: ~/Departm I icons Images Restrict Asset Publication 🕨 🗋 Test +%+ 🗟 eight.jpg Start Date: MM/DD/YY Faculty StaffMasthead.jpg MM/DD/YY End Date: Fireworks.jpg Notes: 🗟 five.jpg

## 2 Click the **Advance in Workflow** icon.

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In the Advance Workflow window, **Update Asset** is the only option.

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## Select yourself in the list of users.

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# 5 Click "Advance Workflow" button.

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Made with Scribe - https://scribehow.com

#### You can now edit the asset.

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In the Properties window, select **Upload New** button.

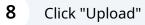
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In the Reupload button, a window to your computer opens (not pictured). Find the asset you want to load. Click Open.

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**9** You now need to finish the workflow.

#### Click the **Advance in Workflow** icon.

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**10** In the Advance Workflow window, **Submit for Publishing** is the only option.

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## Click the **Assign To** box.

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