


Replace Media

This article describes how to replace media entries.

You can replace media, and retain the entry's metadata, URL and analytics. The time-based metadata on the entry is kept in place, however it will likely be out of sync with the new media. The time-based metadata should be manually adjusted.

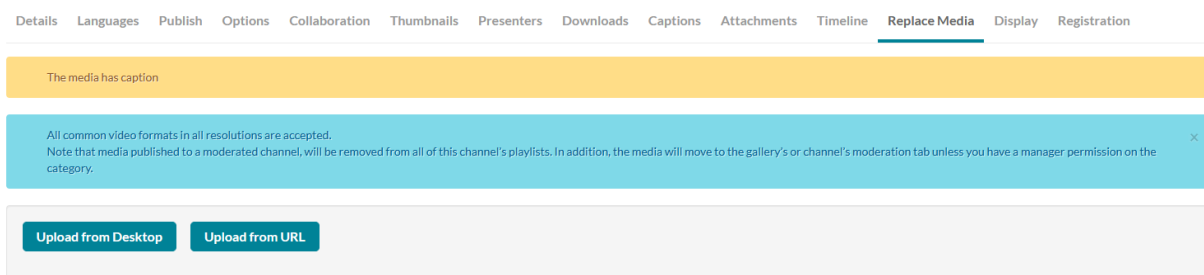
If the media is published in a moderated channel/category, media will be unpublished and moved to the pending moderation state. If the media is in an unmoderated channel/category, the media will still be published.

 Media will be unpublished from a moderated location (channel/gallery/category) and will remain published otherwise.

To replace a media entry

1. Access the [Edit Media Page](#).
2. Click on the Replace Media or Replace Video tab.

Replace Media screen displays.



3. Click **Upload from Desktop** or **Upload from URL**.
If uploading from desktop, select your file then click **Open**.
If uploading from URL, type a valid URL in the "enter the URL here" field and click **Validate URL**. If the URL is not validated, you receive notification. Supported protocols are http, https, and ftp.
4. After the upload is complete, click **Approve Replacement** to approve, or **Cancel Replacement** to cancel.

[template("cat-subscribe")]