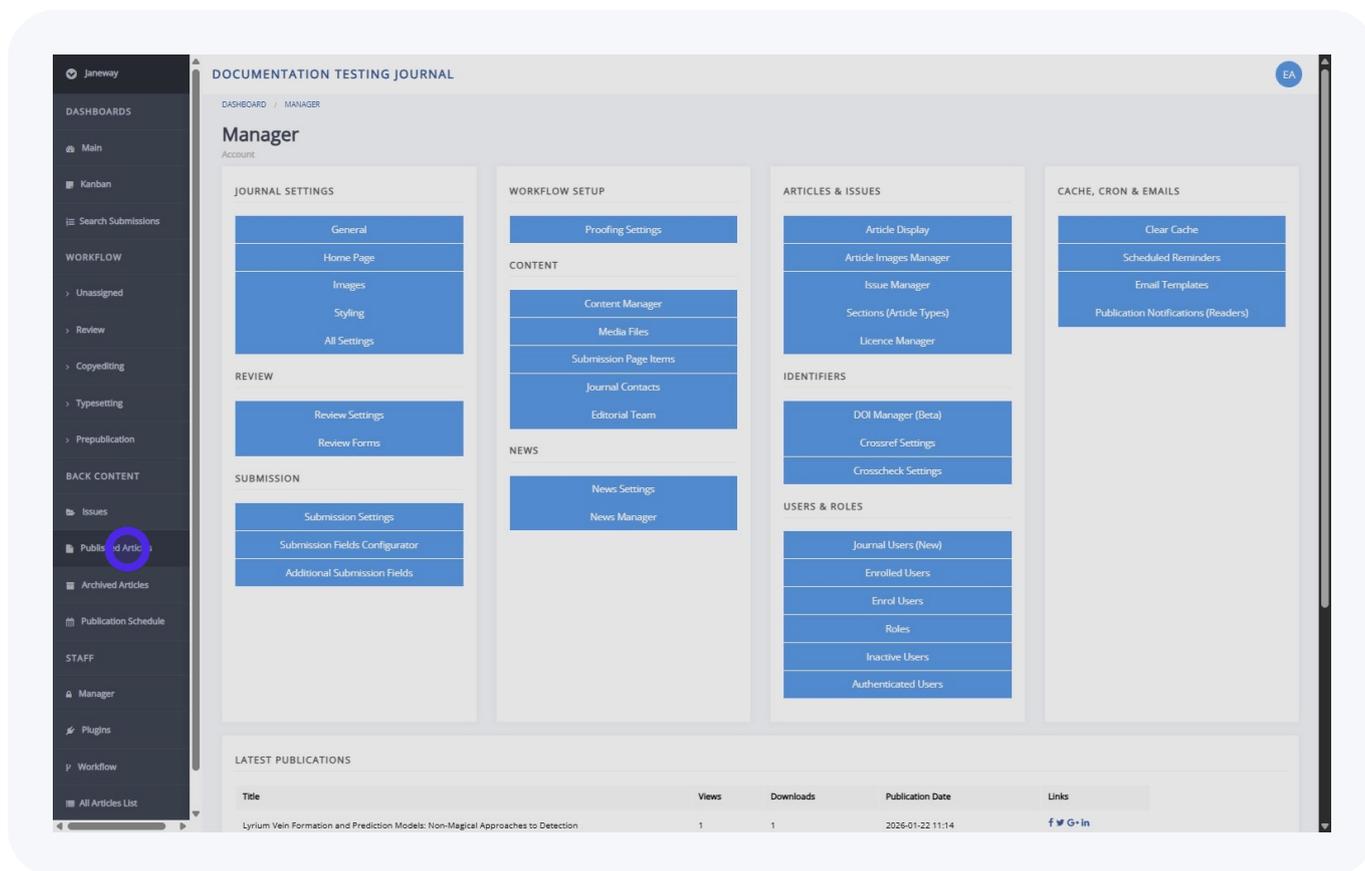


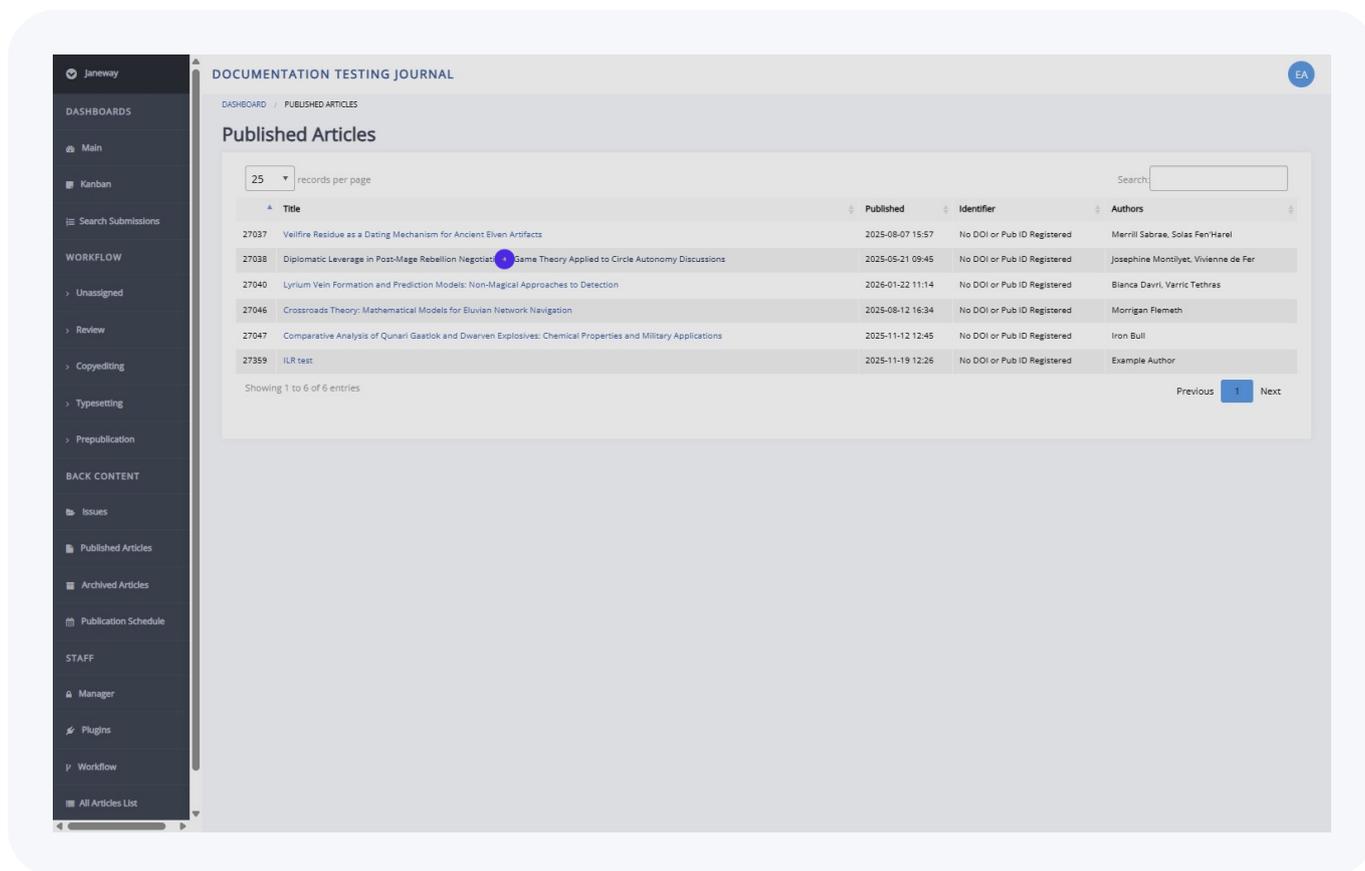
How to Manage and Replace Article Files in Janeway

This guide details navigating to the published articles section, viewing an article's details, and managing its associated files, including uploading a new version.



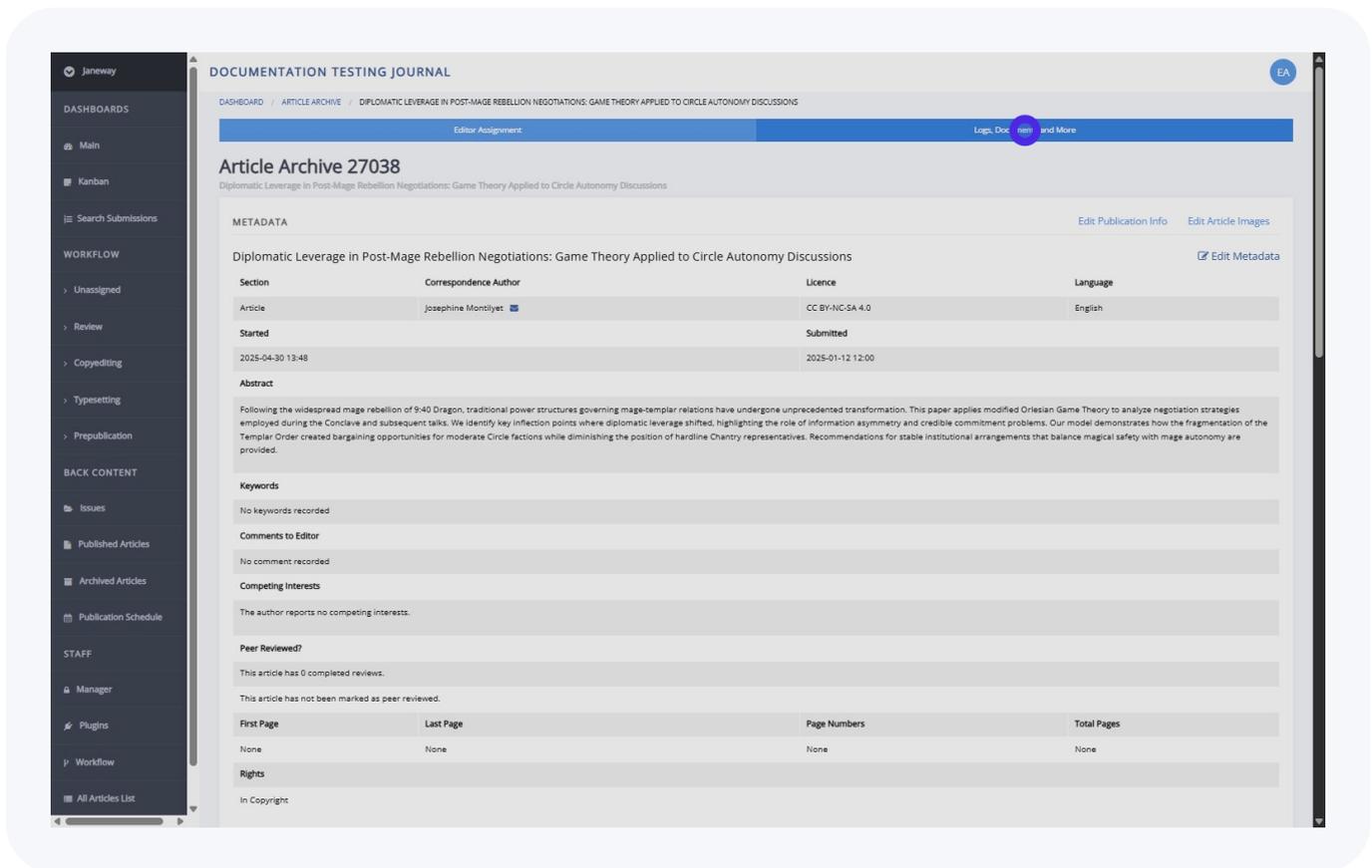
Navigate to Published Articles

Click on 'Published Articles' under the 'BACK CONTENT' section in the left sidebar to view the list of published articles.



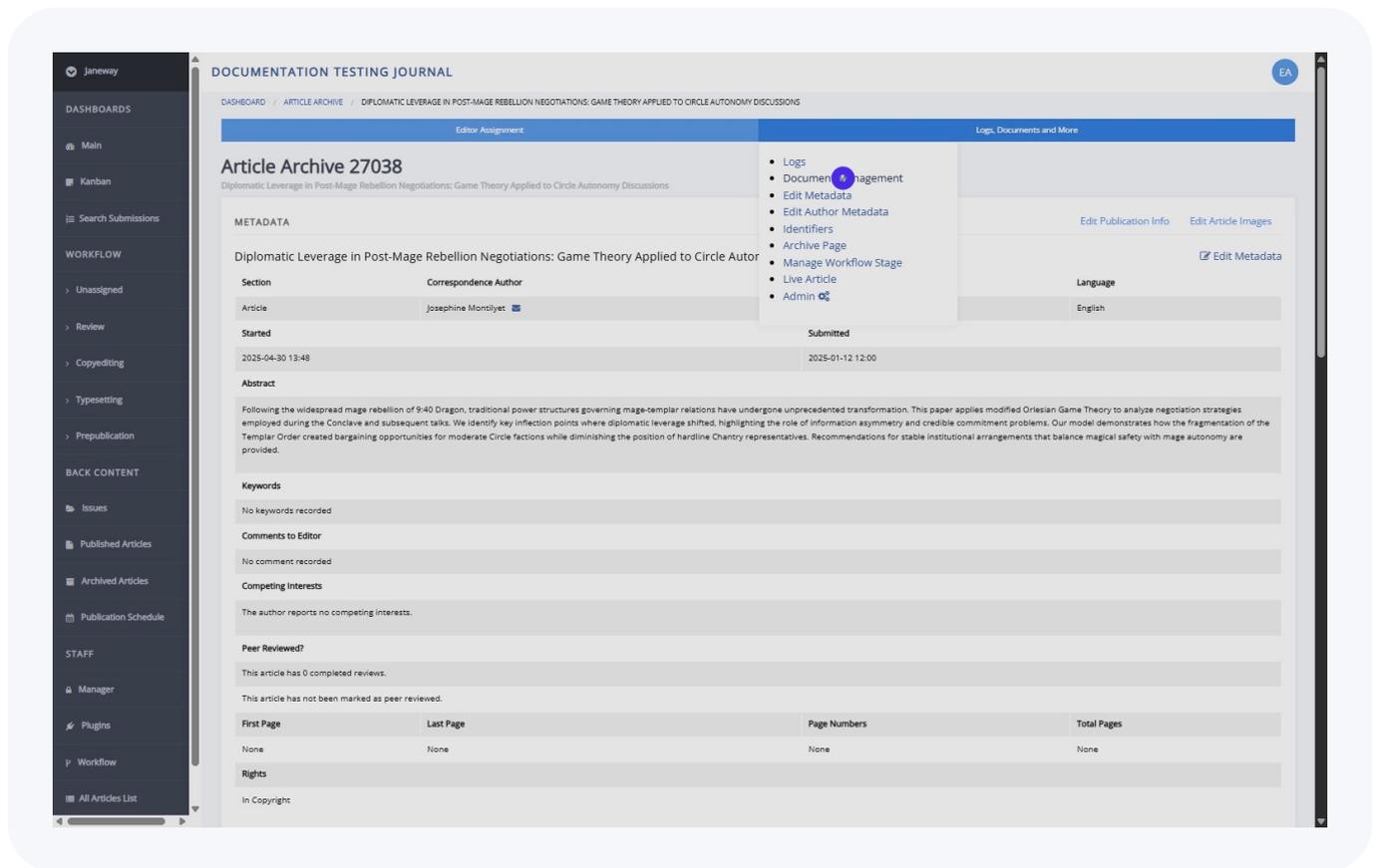
Select an Article to Edit

Click on the title 'Diplomatic Leverage in Post-Mage Rebellion Negotiations: Game Theory Applied to Circle Autonomy Discussions' from the list of published articles.



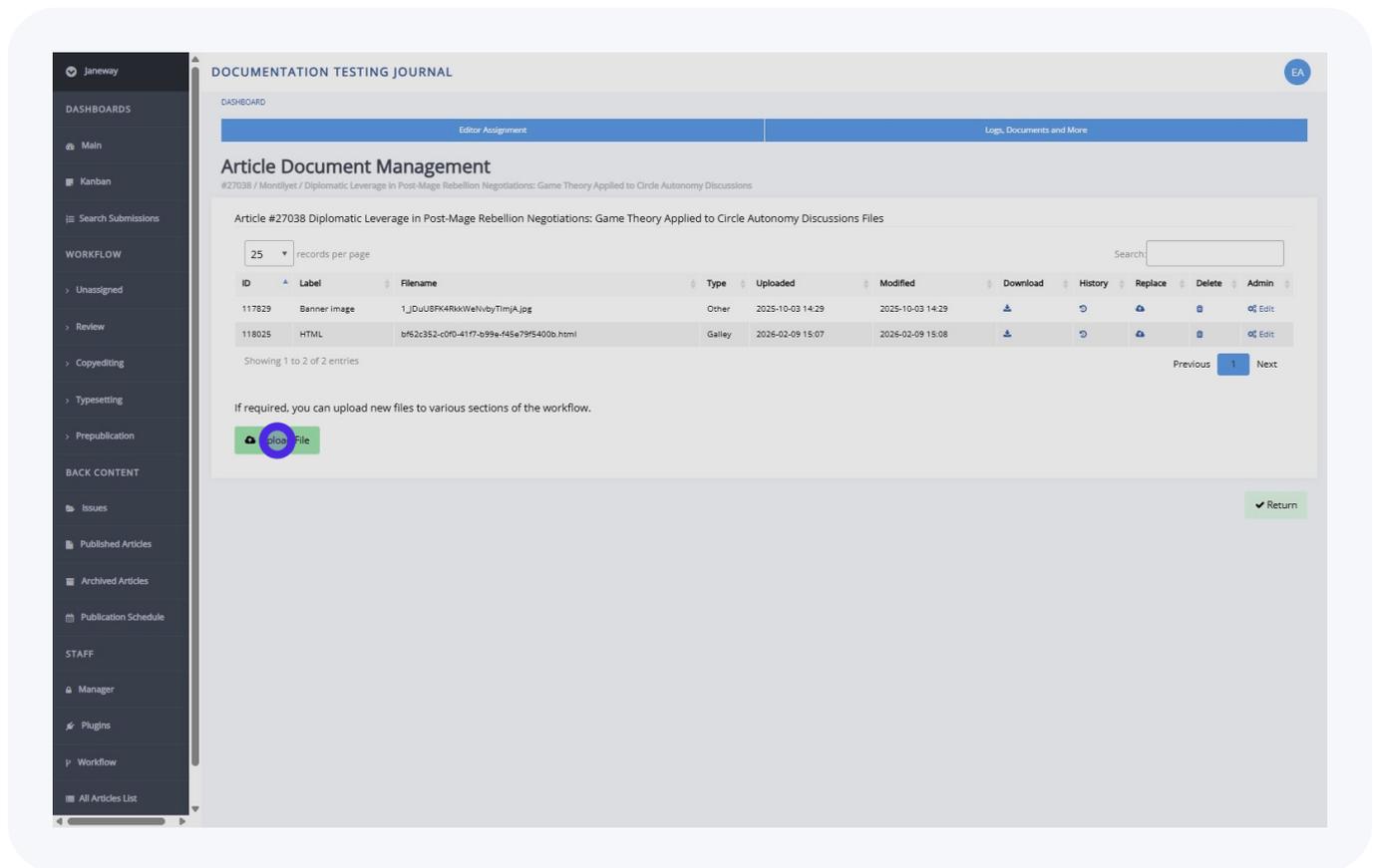
Access Document Management

Click on 'Logs, Documents and More' at the top right of the article view.



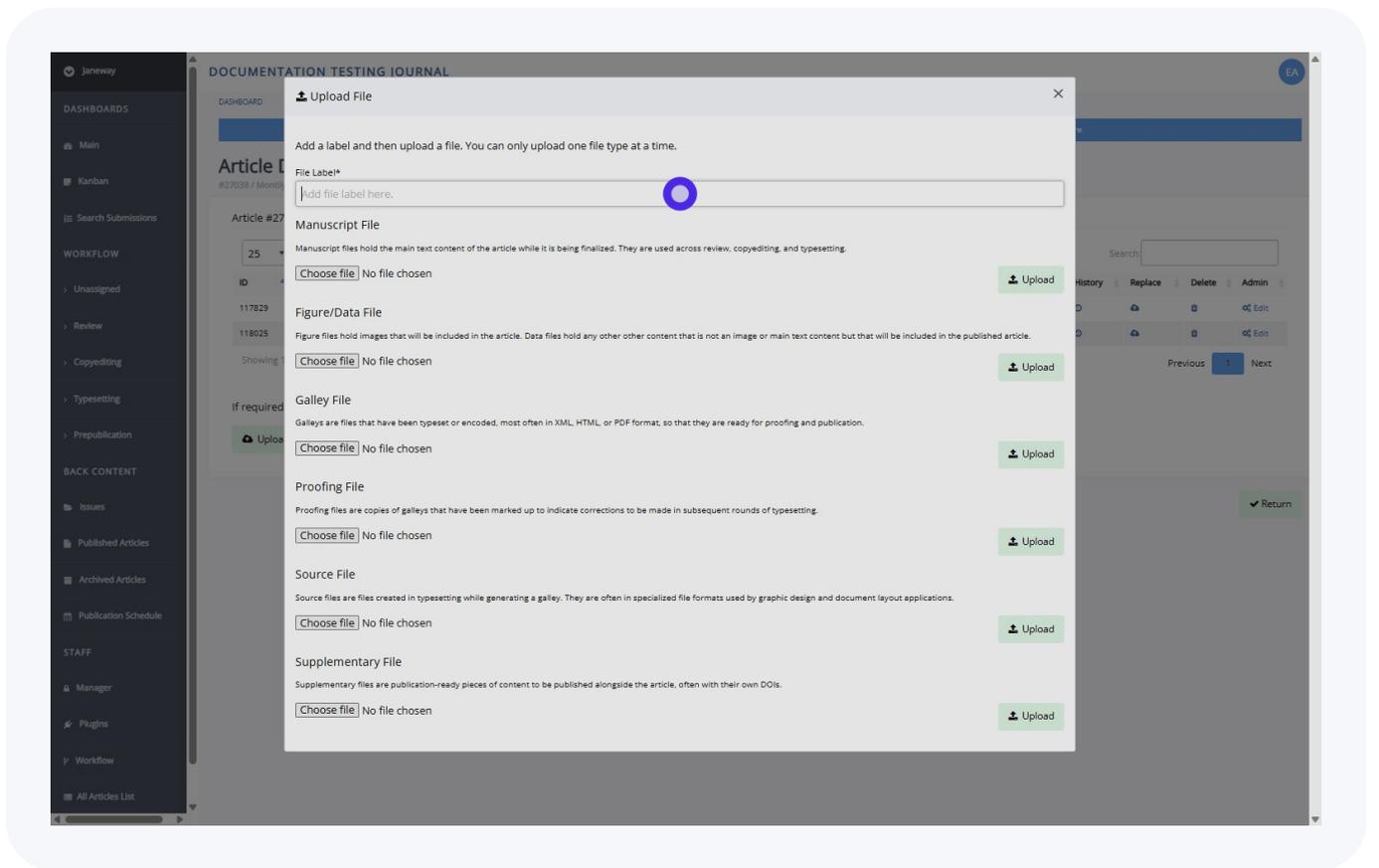
Open Document Management Options

Click on 'Document Management' from the dropdown menu to access file options for the article.



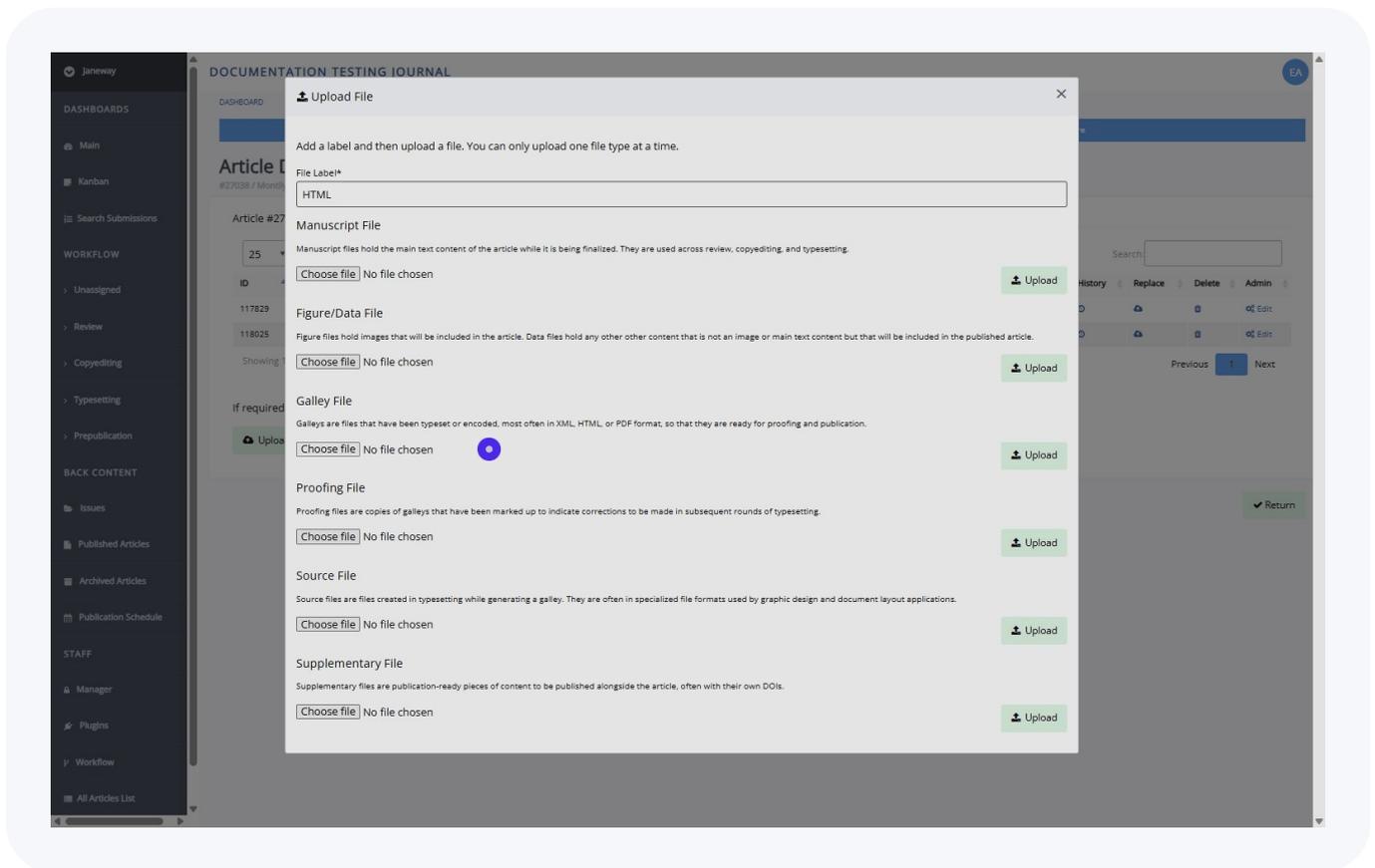
Initiate File Upload

Click the 'Upload File' button to open the file upload dialog.



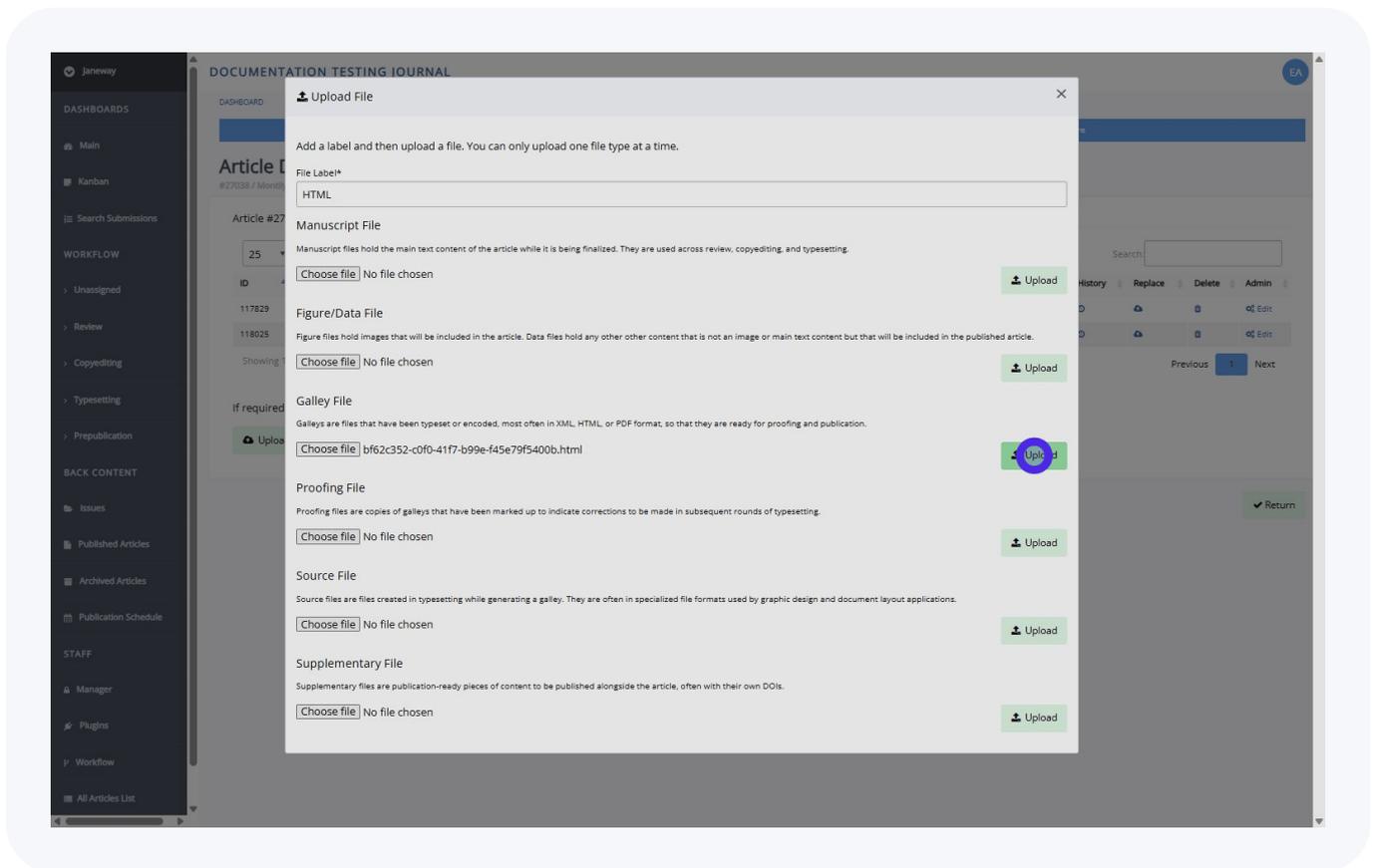
Select File Type for Upload

The 'Upload File' modal appears. Locate the 'Galley File' section.



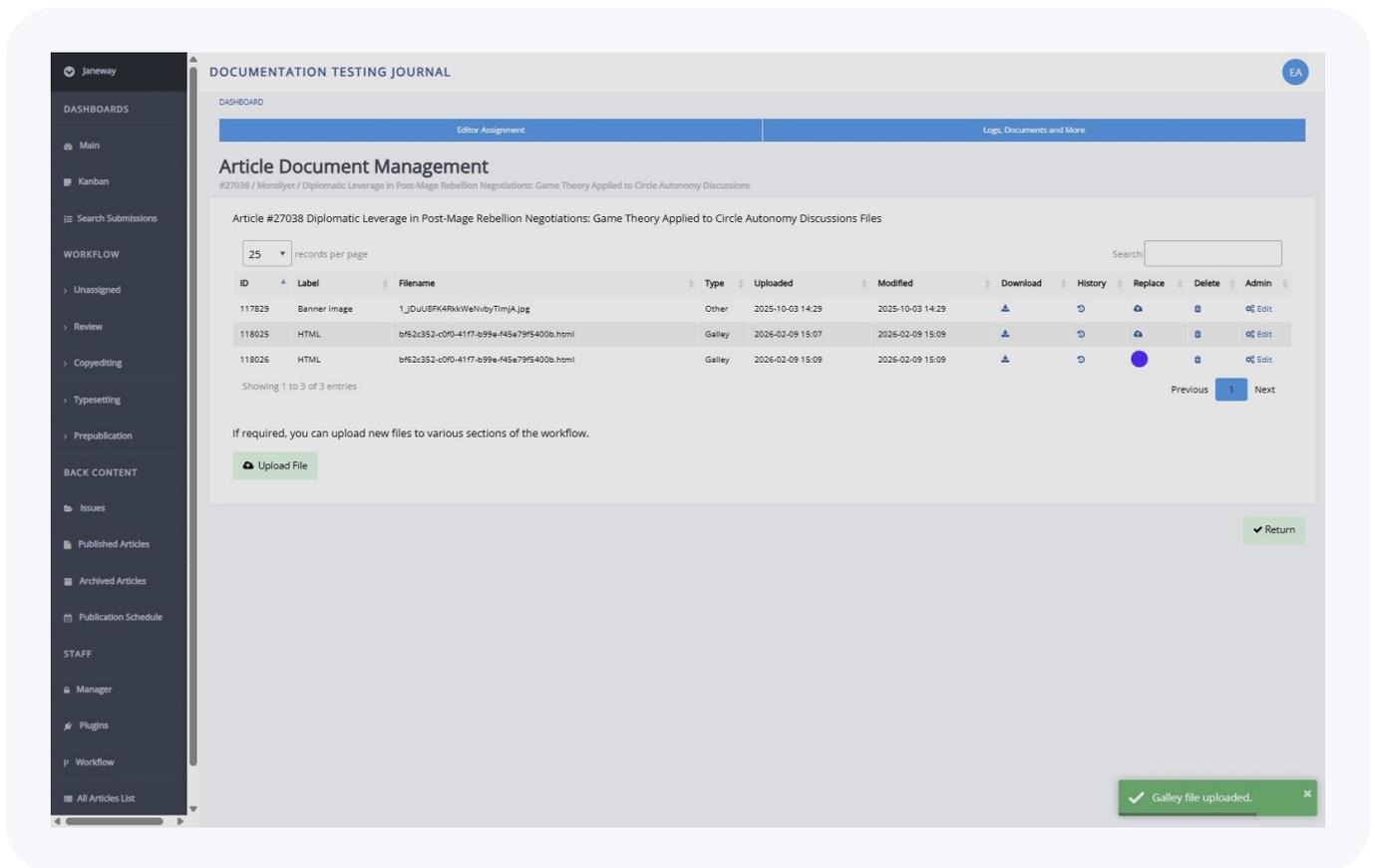
Choose the Replacement File

Click the 'Choose File' button next to 'Galley File' and select the file you wish to upload.



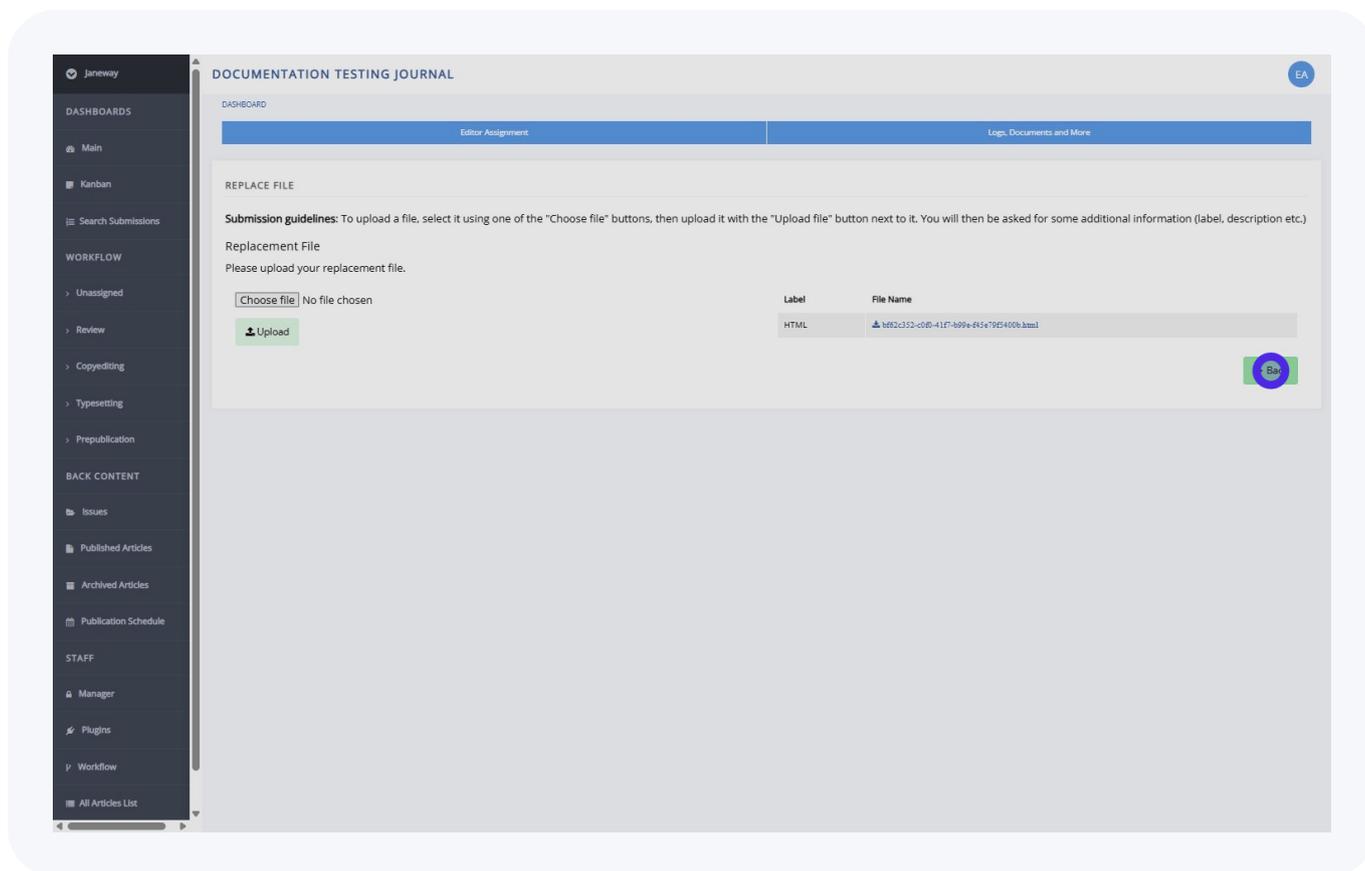
Upload the Selected File

After selecting the file, click the 'Upload' button associated with the Galley File type to begin the upload process.



Confirm File Upload Success

A confirmation message 'Galley file uploaded.' appears at the bottom right, indicating the file has been successfully added to the document management list.



Return to Article Files List

Click the 'Back' button on the 'REPLACE FILE' screen to return to the main Article Document Management view.