## Ingeniux - Updating an Existing Image

1. Select the Assets section



2. Navigate to the folder where the current image resides. Example: Assets > Images > Communications > 2020 > Web Editors Guide > Training

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3. Right-Click the image title in the asset-tree and select "Check Out"

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## 4. Click the "Upload New" button

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5. Upload the new image and click the "Upload" button

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6. Right-Click the image title in the asset-tree and select "Check In"

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7. Right-Click the image title in the asset-tree and select "Publish"

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8. Click the "Incremental" button



Revised 11/11/2020