

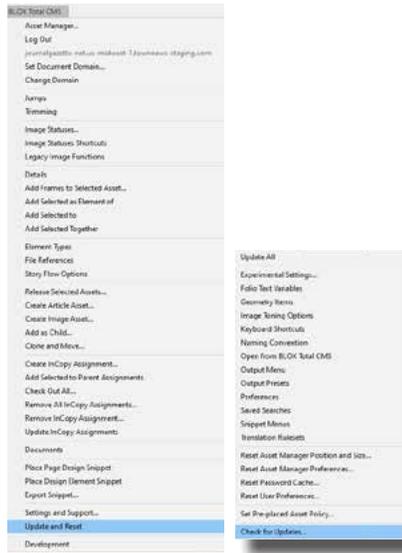
1-Pager — on Upgrading BLOX Total CMS —

Note: Updating BLOX Total CMS client code must be done by someone in the office who has access to Development Mode, or someone working remotely using Distributed Production with client code installed on their computer. This process works only at sites with client code 5.54 or newer.



Tip If a newer version of client code has been approved by Townnews QA, any user who has entered Development Mode in InDesign will be notified when they log in. They will be given the option to update. If done in the office, this update is for the entire site. If done by a remote user, the update is for the individual workstation.

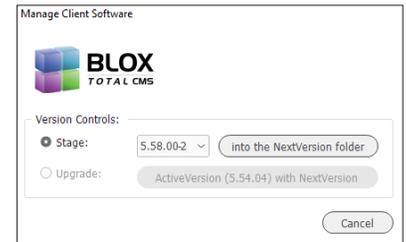
Step 1
Click the BLOX Total CMS menu, hover over Update and Reset and choose Check for Updates.



Step 2
A dialog will display what version you are on and what version is the most recent fully tested version. If you want to update, click Yes.



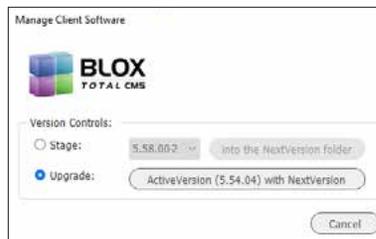
Step 3
The Manage Client Software dialog box will appear and Stage will be selected. Choose the Into the NextVersion folder button. This will put the software files into the staging folder.



Step 4
A Success dialog box should appear, stating where the software was placed. Click OK.



Step 5
The Manage Client Software dialog box will display again. If you wish to update immediately, and the Upgrade option is enabled, click the button that states that ActiveVersion will be updated with the version in NextVersion.



Step 6
A success dialog box will appear and state that the ActiveVersion folder has been update with the new client code and the PreviousVersion folder has been backed up with the prior code.

