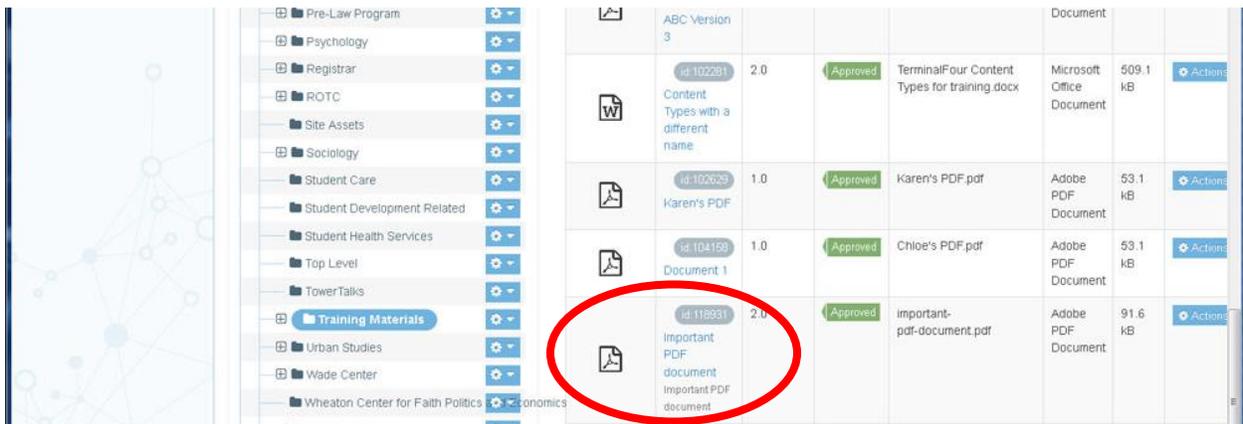


Updating an Existing PDF on the Website

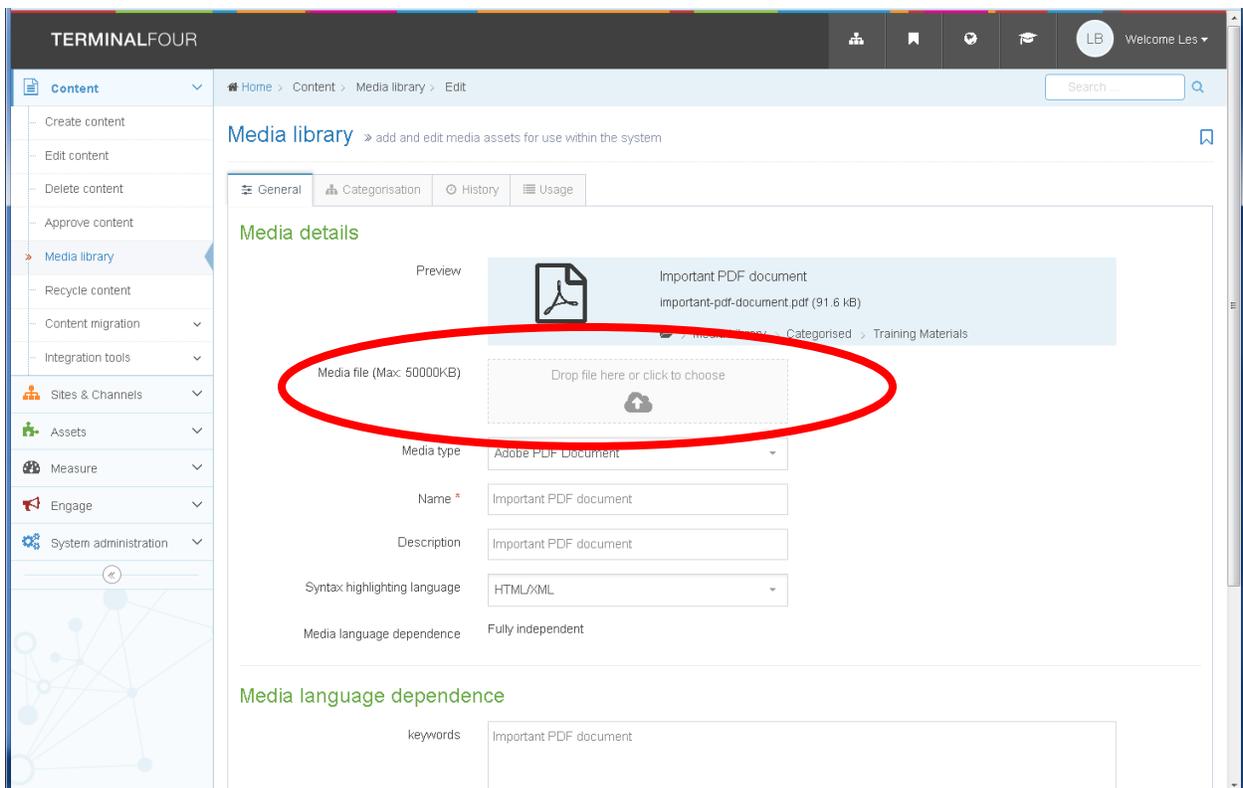
The reason that a PDF is placed online is usually because it is an important document that you want to have available to your visitors. It almost always means that there will be updates to that document in the future. It is also true that if it is an important document, there will be more than one place on the website that links to this document.

Therefore it is important that we set the link up properly (addressed in another tutorial) and then updated in the prescribed way so as to make the process as streamlined and foolproof as possible.

Go to your folder in the Media Library (make sure that you are displaying all of the items in the folder). Find the PDF that needs to be updated. Click on the name of the document which should be blue text.



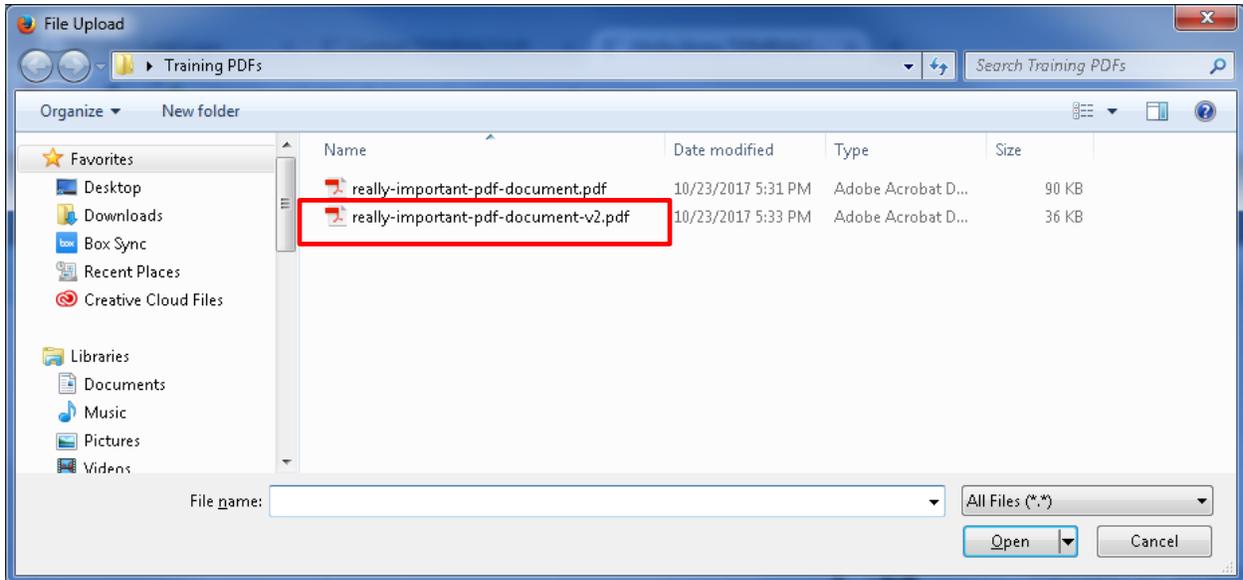
You will see the following view, which shows the name and settings for the document. Click on the light gray panel which is entitled “Media file”



Browse to the place on your computer where the new version of the PDF resides.

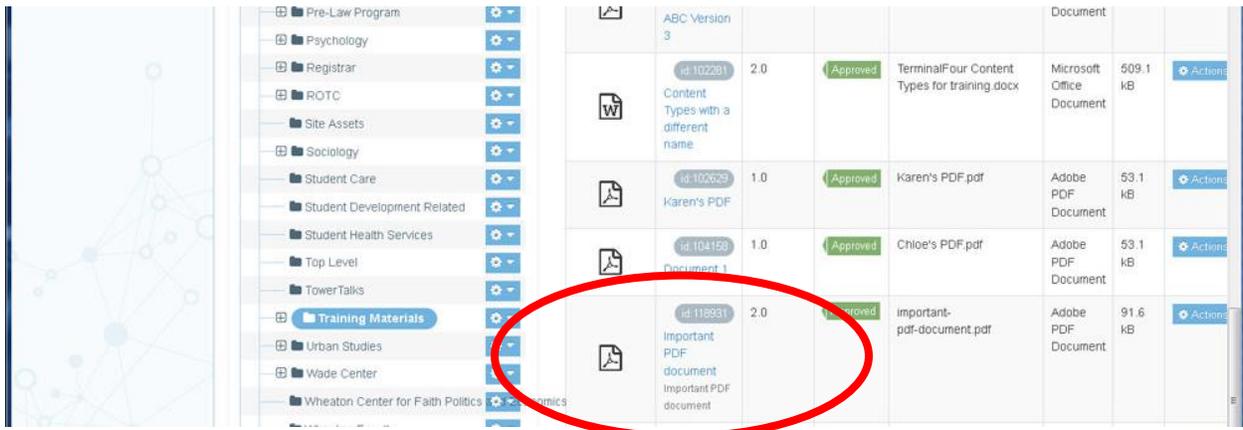
Note: The file needs to be on your computer, not in Box or on a shared folder.

Click on the updated version of the file (in this case: really-important-pdf-document-v2.pdf) and then click Open...



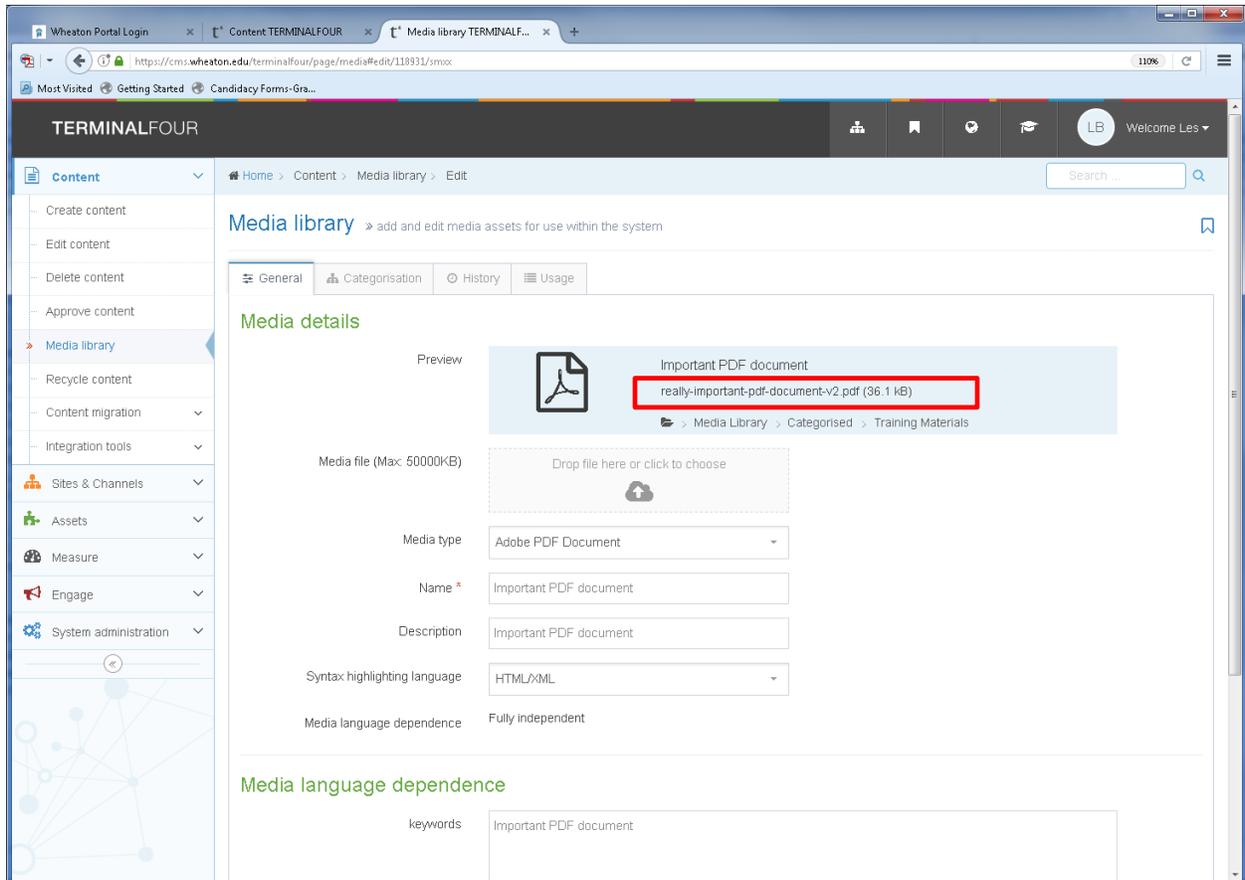
When you click on the revised version, then click Open, then scroll down and click on "Save Changes."

Now if you click on the name of the document "Important PDF document"



You will see that the name of the revised version of the document “really-important-pdf-document-v2.pdf” appears immediately under the “original” name of the document “Important PDF document”.

This confirms that the document is now updated, and any and all links that point to the “original” document will now display the latest version.



Please let me know if you have any questions.