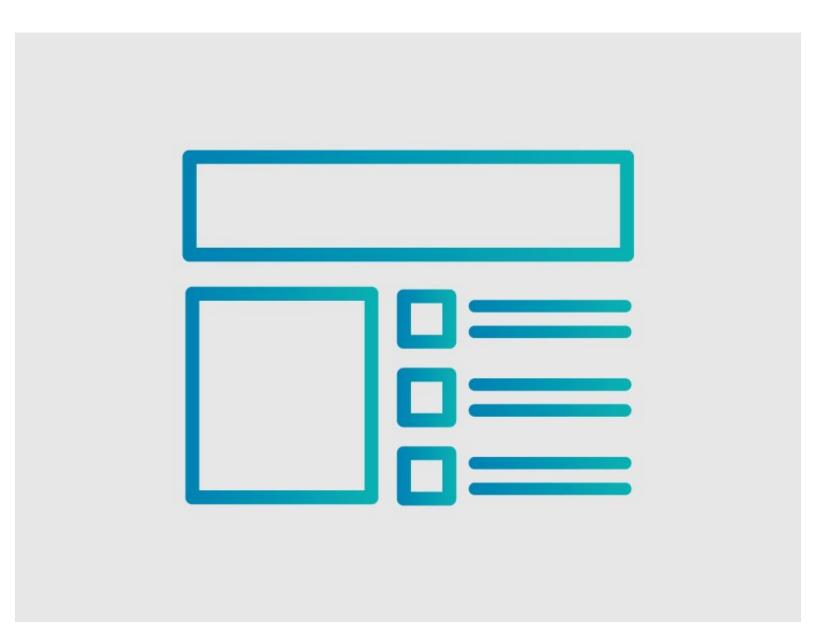


How to Upload a New Version of a PDF

This guide demonstrates how to upload a new version of a PDF document, without changing the document ID.

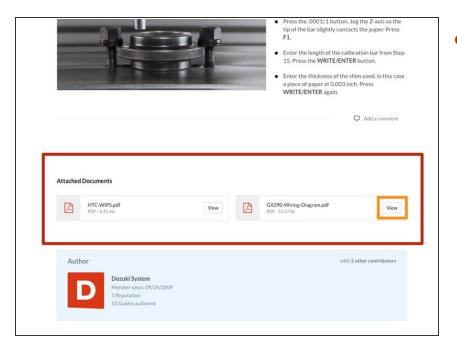
Written By: Dozuki System



INTRODUCTION

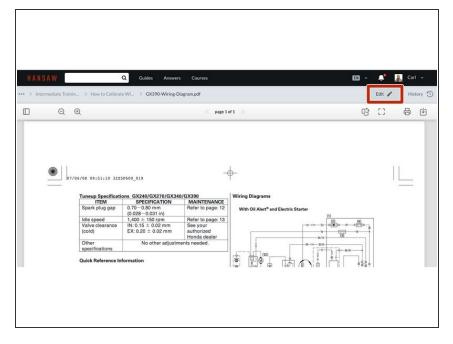
This guide demonstrates how to upload a new version of a PDF document, without changing the document ID.

Step 1 — Access the Document Page



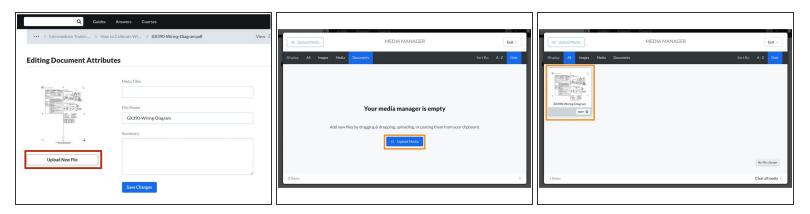
- From the Guide with the attachment you would like to update, navigate to the Attached Documents Section at the end of the guide.
 - Click the View button next to the document you would like to update.

Step 2 — Access the Edit Page



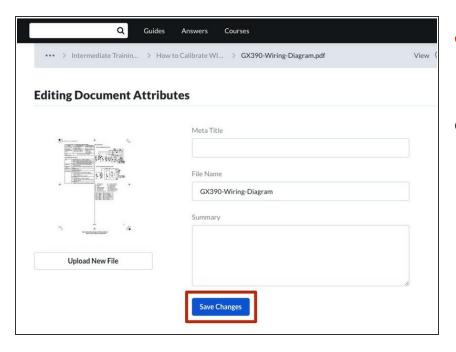
 Select Edit from the upper right header.

Step 3 — Upload a New Version



- Click the "Upload New File" button.
- Upload and select the new document in Media Manager.

Step 4 — Submit the Update



- Once you have uploaded the new document, click on the Save Changes button.
- The new document has been uploaded and replaced the original document.
 - Any links or references to this document will be updated to reference the most recent uploaded version of this document.