

Editing/Replacing a Document File

Suppose you've previously uploaded a PDF (or other document) to Cascade, and now you have an updated version of that document. It's possible to *replace the existing file* in Cascade, instead of uploading a new document.

Replacing the document has a major advantage: all the links you (and other web editors) have created to that document won't need to be changed.

To Replace a Document in Cascade:

1. Navigate to the document you wish to update.
2. Click the "Edit" tab.
3. Select "Browse" and locate the updated file on your computer.
4. Click "Submit".
5. You don't have to worry about the file name when replacing. Cascade will use the name which currently exists in the system.