

Replacing a File

There may be times when you have to update a file that already exists on your website. Rather than uploading another file, you can simply replace the existing file.

Replacing the file prohibits you from having to update pre-existing links.

Step	Action
1	Select the file you wish to replace.
2	Click the Edit tab.
3	<p>In the middle of the page you will see the new "drop zone" that allows you to drag files from your desktop directly into the Cascade interface. You can drag your file into the box.</p> <p>Or</p> <p>Choose the Browse (or Choose File if on Mac) button and select your file in the <i>File Upload</i> dialog box. Click the Open (or Choose) button on the <i>File Upload</i> dialog box.</p> <p><i>Note: Be sure you have renamed your file eliminated all spaces.</i></p>
4	Click the Submit button. <i>The "Edit Successful" message displays.</i>
5	<p>Click the Publish tab and click the Submit button. <i>The "Publish message sent successfully message" displays.</i></p> <p><i>Note: Cascade Contributors should follow the automatic or internal workflow to have the new file published as they will not be able to see the Publish tab.</i></p>