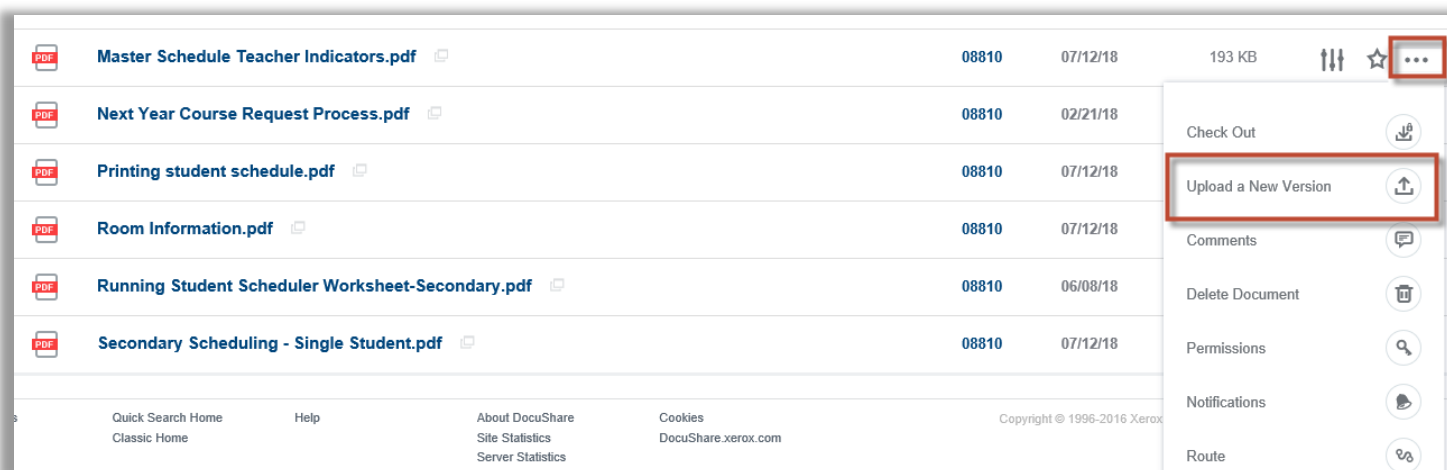## How to update a new version of the same document?

Uploading a new version of a document is **highly recommended** over adding a new version and deleting the old. When uploading a new version, anywhere there is a hyperlink to the document in the district website, the wesite link will update to the new version of the document. Deleting the document and adding a new document will break hyperlinks on the website and will have to be reconnected to the new document version. School Supply Lists are a great example of uploading a new version when something has changed. Once the upload is complete, the new version of the School Supply List will be refreshed on the district website.

1. Click on the ellipsis (three dots) across the document you need to update.
2. Select Upload a New Version.
3. Browse for your file and and upload.

It is recommended that documents that are public facing be in a PDF format, when possible.