

# OU Campus

## Overwriting an Existing Document

### Introduction

If you have a document that needs replacing on the Towson University website, it is encouraged that you overwrite the original document using the same name. In doing so, links to the original document are kept intact and there is no need to have older versions of the document deleted from the Documents folder.

### Locating the Name of the Existing Document

It is not always apparent what the name of the document you are replacing is called.

1. To determine the name of a document, click on the document link and navigate to the address bar of your web browser.

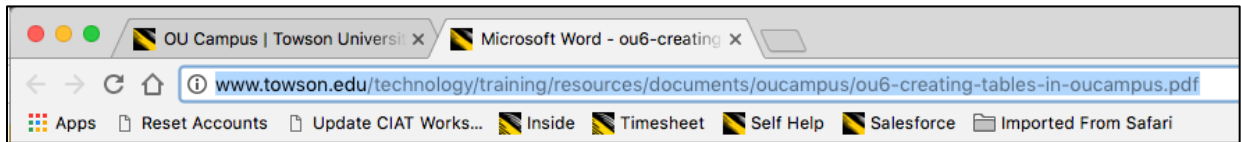


Figure 1

2. The last portion of the address in the address bar is the name of the document. Make sure to save your new document with the exact same name including hyphens.



Figure 2

**Note:** It is a good idea to name your documents with generic references. Avoid dates or years in the document so that overwriting a document won't show an outdated reference to a prior year.

### Uploading a Replacement Document

1. Login to the OU Campus environment and then select **Pages** from the **Content** menu on the **Global Access** toolbar

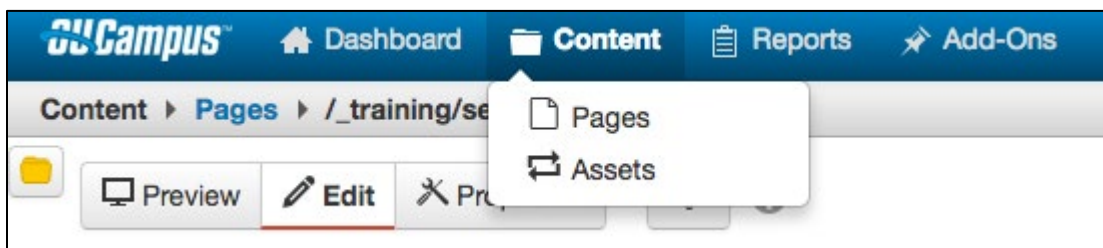


Figure 3

## OU Campus: Overwriting an Existing Document

2. Navigate to the **Documents** folder within your department in OU Campus.

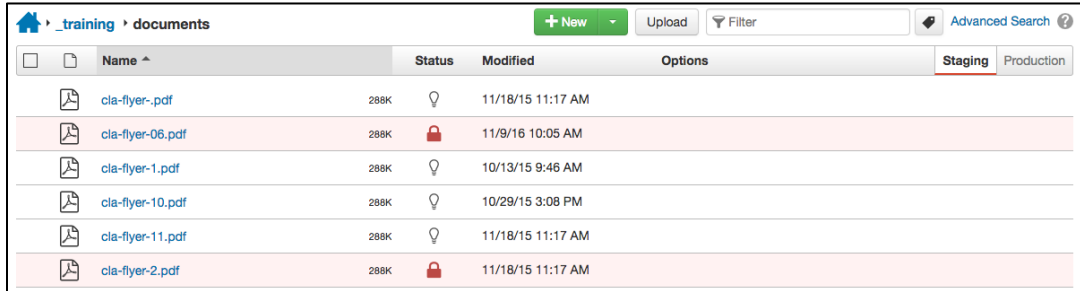


Figure 4

3. Make sure you are in the **Staging** environment then click the **Upload** button to upload your new document.
4. Click **Add+** and locate your file or drag your new file into the **Upload** window. Make sure the new document has the same name as the existing document.

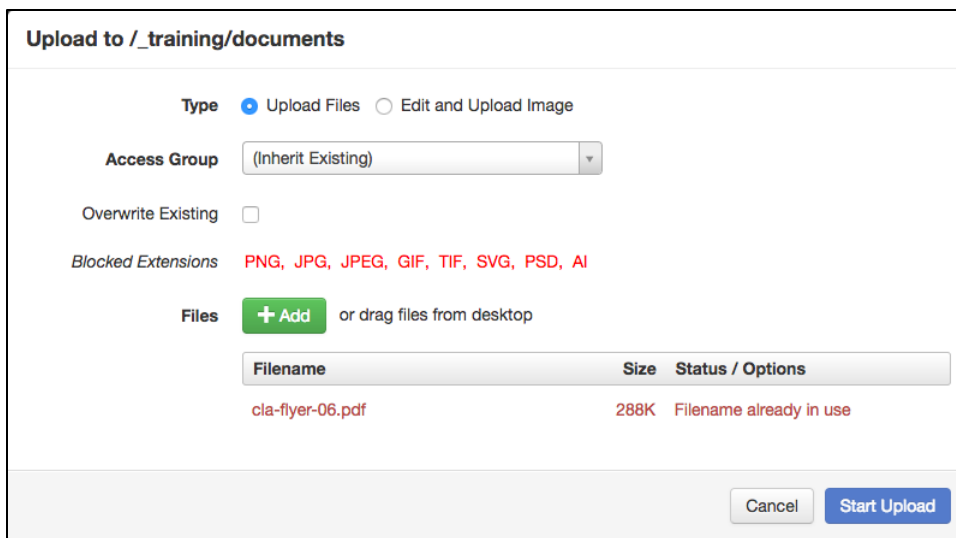


Figure 5

5. Click the **Overwrite Existing** checkbox. The **Start Upload** button will become active.



Figure 6

6. Click the **Start Upload** button. Your file will be uploaded, replacing the existing file in the system. Hyperlinks will remain the same.

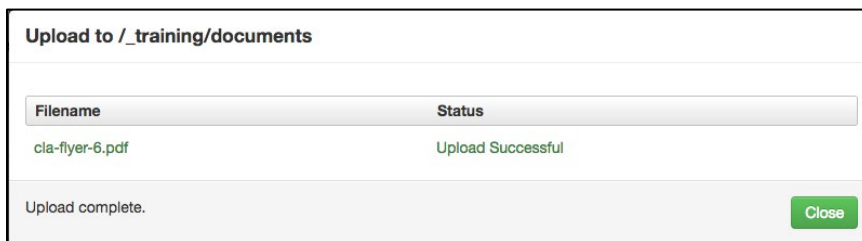


Figure 7

7. The **file was uploaded successfully** will appear at the bottom of the screen.
8. Click **Close**.

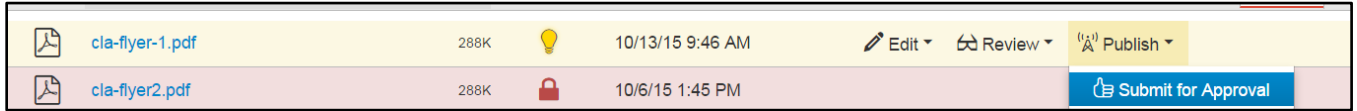
## OU Campus: Overwriting an Existing Document

---

9. After uploading the document, hover over the target documents row and click the **lightbulb** to check the document out.

**\*Hint:** click the **Modified** column heading to sort documents in descending order so your newly uploaded document appears at the top of the list.

10. Hover over the target documents row and then hover over **Publish** and choose **Submit for Approval**.



**Figure 8**

11. The **Submit for Approval** form will appear. Type a **Subject** such as **Please approve this pdf**.

12. Type a Message.

13. Click **Submit**. A message will appear confirming that the document was submitted for approval. The owner will receive a message in their email.