Overwriting Documents or Images

Images and other binary files (like PDF, Word, Excel, and PowerPoint) are uploaded to the Production Server by default. These files never exist on the Staging Server. It is possible to overwrite these files, once a file is overwritten in the Production Server it will automatically be updated on the live site. There is no need to publish anything.

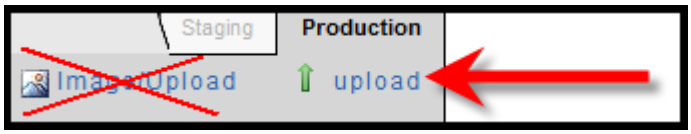
1. Navigate to the **Pages view** by clicking on the **Content tab** at the top left of the page.
2. Open either the **documents folder** or the **images folder** depending on which type of file you are uploading

   NOTE:** If you are uploading documents you must navigate to the site's **documents folder

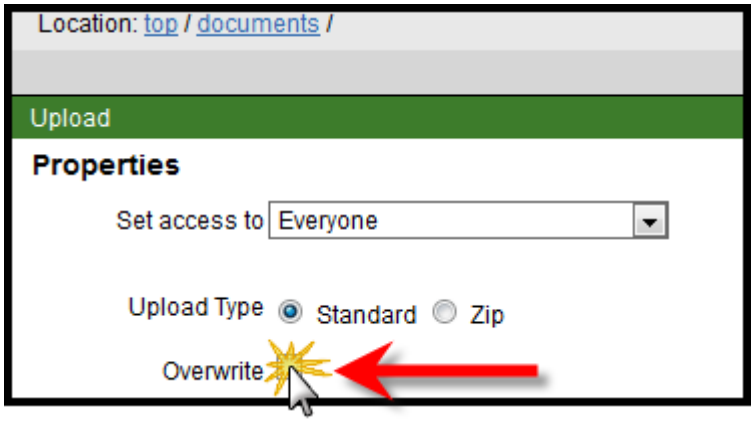
   *but if you are uploading images you must navigate to the site's **images folder**.*

3. Click on the **Production tab**

4. **Click on the Upload button** with the green up pointing arrow under the Staging and Production tabs. Never use the Image Upload icon. Even if you are uploading images, still use the green up pointing arrow Upload icon.

5. Leave the default setting of **Set access to: Everyone**.
6. **Choose upload type** – either standard (doc, docx, xls, xlsx, ppt, pptx, pdf, jpg, png, jpeg, gif) or Zip files
7. Click the Overwrite box

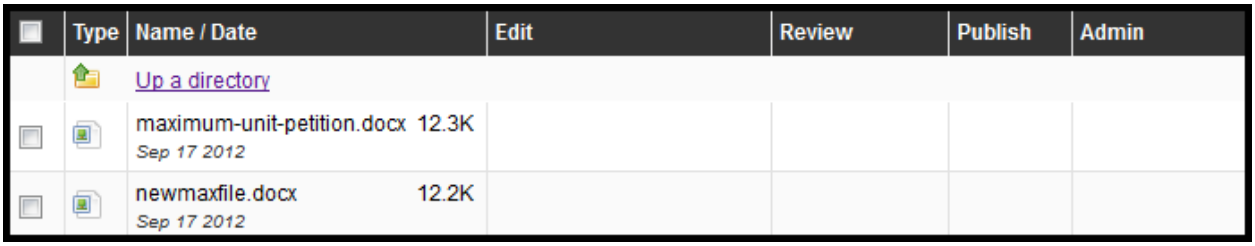


8. Browse for file(s) on your computer that you want to overwrite using the **Choose File button**
9. **Open** the desired file so that its name appears in the field to the right of Choose File

> ***NOTE:*** *The key to overwriting files is to make sure the existing name and the name of the file you are replacing it with are the same name. File extensions are mandatory when renaming.*

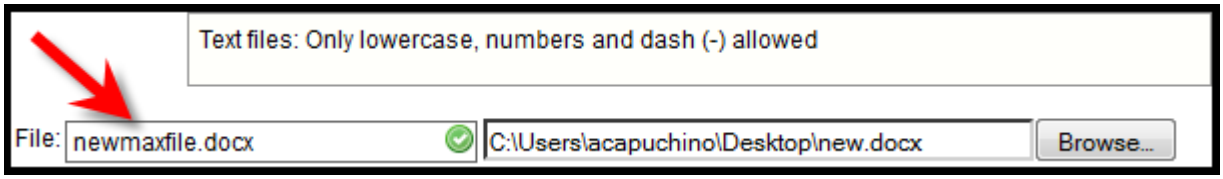
10. If the name of the file you are uploading is the same as the one that is already uploaded continue to the next step. If the name of the file you are uploading is not the same that is already uploaded change the name to match the one that is in the Production server by typing the exact same name in the File: field.

    Example: These files are already in the Production server



    To overwrite newmaxfile.docx with a file called new.docx, "newmaxfile.docx" must be the File name.

    NOTE: File extensions are mandatory.



11. Click **Upload.** You will receive a green success message upon completion.