- 1. Go to Media Library
- 2. Search for PDF to replace
- 3. Click the List Icon
- 4. Hover the PDF and Click "Replace Media"

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- 5. Browse to upload the new PDF
- 6. Make sure "Replace the file, use new file name and update all links" is checked
- 7. Click Upload and your done

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Replacement Options

Just replace the file

Note: This option requires you to upload a file of the same type (pdf) as the one you are replacing. The name of the attachmen the same (MCC_452_Developer_1.26.pdf) no matter what the file you upload is called.

Replace the file, use new file name and update all links

Note: If you check this option, the name and type of the file you are about to upload will replace the old file. All links pointing t current file (MCC_452_Developer_1.26.pdf) will be updated to point to the new file name. (If any other websites link to the file d those links will no longer work. Be careful.)