

## Web Author Tips

### Upload New Document Version

Scenario: You have a web page that includes a link to a document that you uploaded, and now you need to make changes to that document.

Process:

1. Click the link on your web page to **open the document**, or find it on your computer and open it.
2. **Edit** your document **and save** it (note the location because you will browse to find it). The new saved document can be a different kind than the original; i.e., you can have a Word document originally but save the revised version as a PDF if you'd like.
3. **Open your web page** and "View - Work on this Page (all changes)."
4. **Edit the text element** that contains the link.
5. **Place your cursor on the link and click the <Anchor> button** in the tags line (below the text area) to highlight the link. Using the <Anchor> button ensures that the link is highlighted correctly.
6. **Click the link icon.**
7. **Click the selection arrow** next to "Type:" to see the list of types of links. (The default is "Page or Bookmark on Page.")
8. **Choose "New Document Version"** second choice in list.
9. **Click "Next."**
10. **Browse** and find the revised document.
11. **Save. Save. Submit.**

Uploading a new version has several benefits. You don't end up with old versions and you don't need to delete the old version to upload a new one. It also uses the same document name in Common Spot, so you don't need to type in that information or come up with something new since it just uses the previous one.