



How to Overwrite a File

- Make sure all file names are in slug case (example: my-file-name.pdf)
 - lowercase letters and hyphens instead of spaces.
- If your file is updated **often**, use the **overwrite function**.
- **Note:** If you do not have access to overwrite, please request through a helpdesk ticket.

Upload to /cms-training/img-file

Access Group (Inherit Existing)

Overwrite Existing

Allowed Extensions PCF, INC, HTML, HTM, PHP, JS, CSS

Files or drag files from desktop

CANCEL

This replaces the old file with the updated file with the same name.

Use case: Naming a file holiday-schedule and overwriting every year instead of having multiple files like holiday-schedule-2021, holiday-schedule-2022, and so on.