How to Overwrite a File
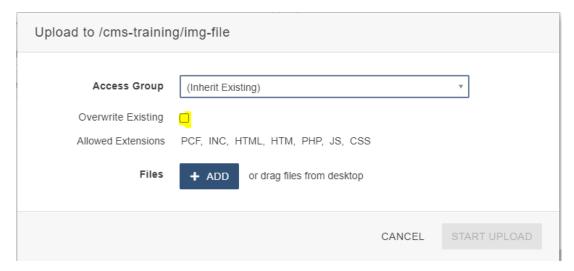
- Make sure all file names are in slug case (example: my-file-name.pdf)

    o 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.

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.