

## How to overwrite an existing resource

You want to upload a file a second time, intending to overwrite what's already uploaded. There's no need to delete the existing resource first, and any links to this file will be unaffected. This is how to do it:

1. Turn editing on.
2. Go to the resource that you want to replace by a newer version and click on **Edit**.
3. To replace the old resource, click on **Choose or upload a file**.
4. Click on **Upload a file** but **make sure** that your new (updated) file has the **same name** as the existing resource file. Be aware that Moodle doesn't tell you that it is overwriting, or warn you before you do.
5. Put a checkmark next to the selected file and click on **Choose**.
6. Click on **Save Changes** at the very bottom of a new screen.
7. Note: If the new version does not appear on your main page, it may be necessary to click the "refresh" button on your browser. This resets the "cache" in your browser and will also reflect any changes made to the database which is underneath the Moodle interface.

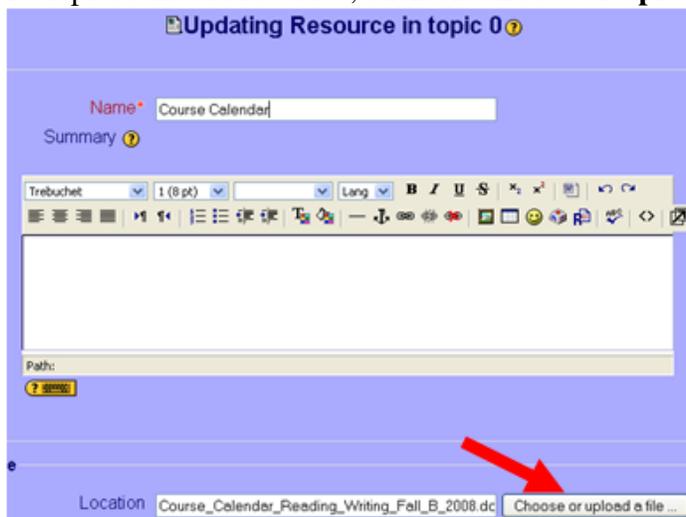
### Step-by-Step:

Turn **editing** on.

Go to the resource that you want to replace by a newer version and click on **Edit**.



To replace the old resource, click on **Choose or upload a file**.

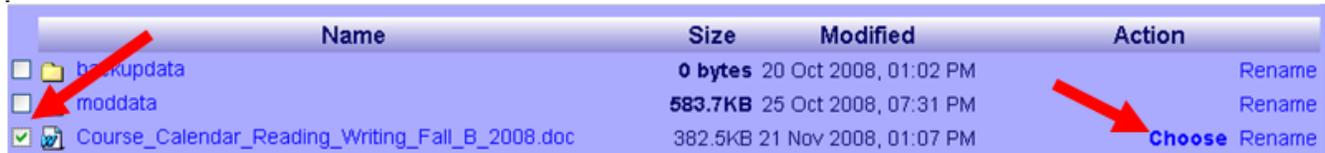


Click on **Upload a file** but **make sure** that your new (updated) file has the **same name** as the existing resource file.



At this point, your old file will be overwritten without warning! The old resource file is no longer available now. The links to this resource remain unaffected though.

Check the box and click on **Choose**.



Important: For these changes to become effective, you need to click on **Save changes** at the very bottom of a new screen.

Note: If the new version does not appear on your main page, it may be necessary to click the "refresh" button on your browser. This resets the "cache" in your browser and will also reflect any changes made to the database which is underneath the Moodle interface.

