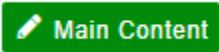
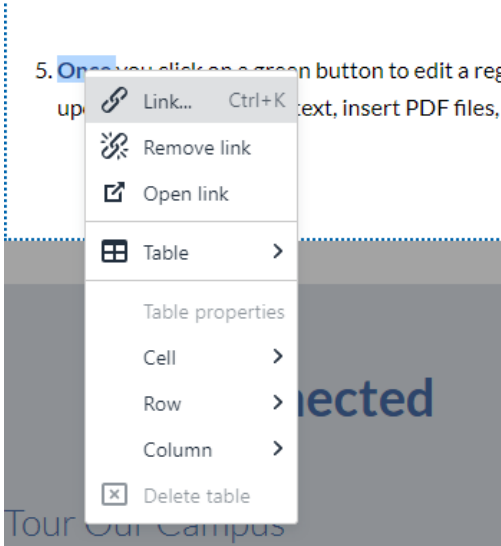


Update a PDF or Other File

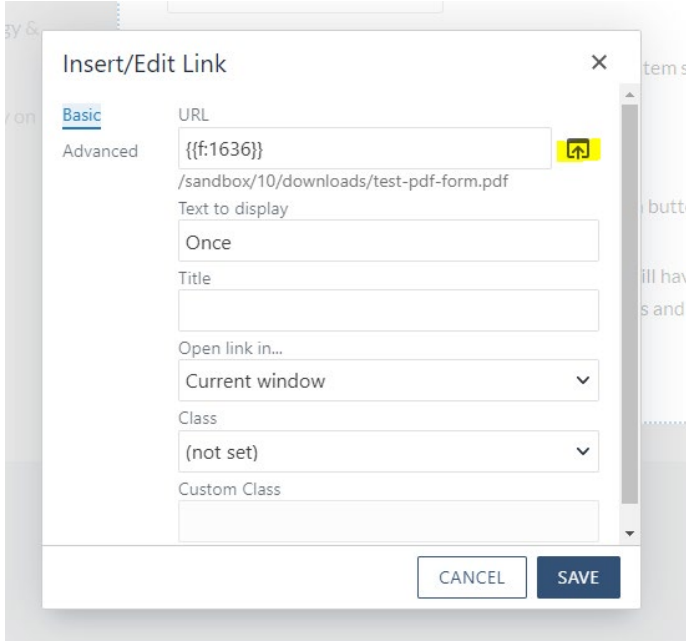
- 1. From your department page, log into OU Campus.
- 2. Click the Main Content button to toggle into editing mode:



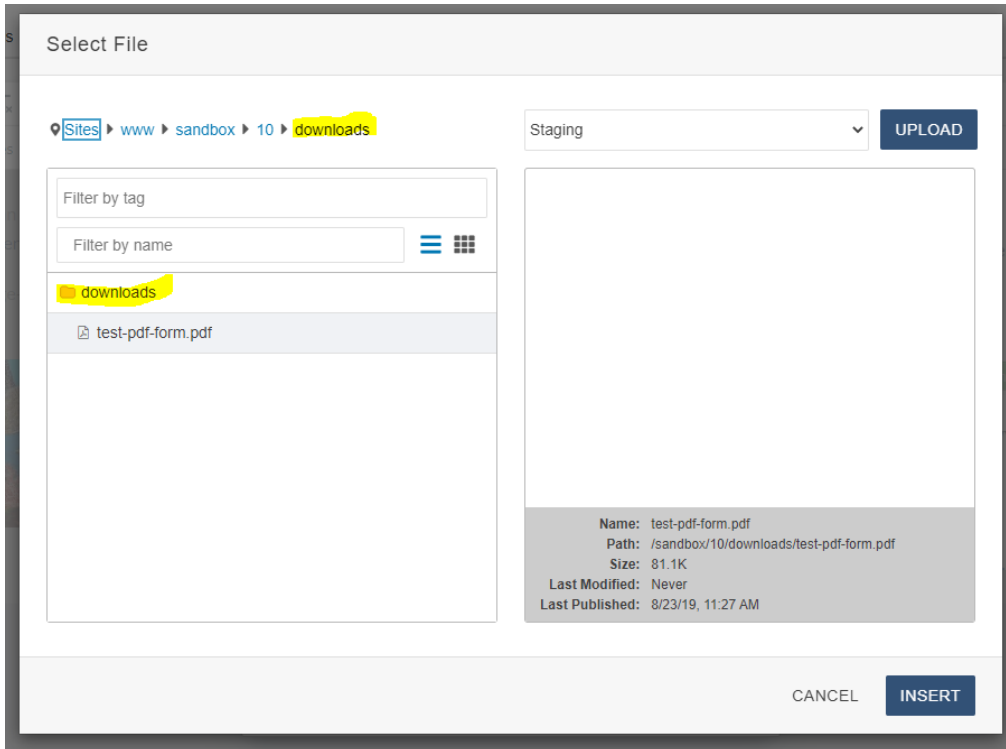
- 3. Right click existing PDF or other file and select "Link..." or "Update/Edit Link" depending of your version of Omni.



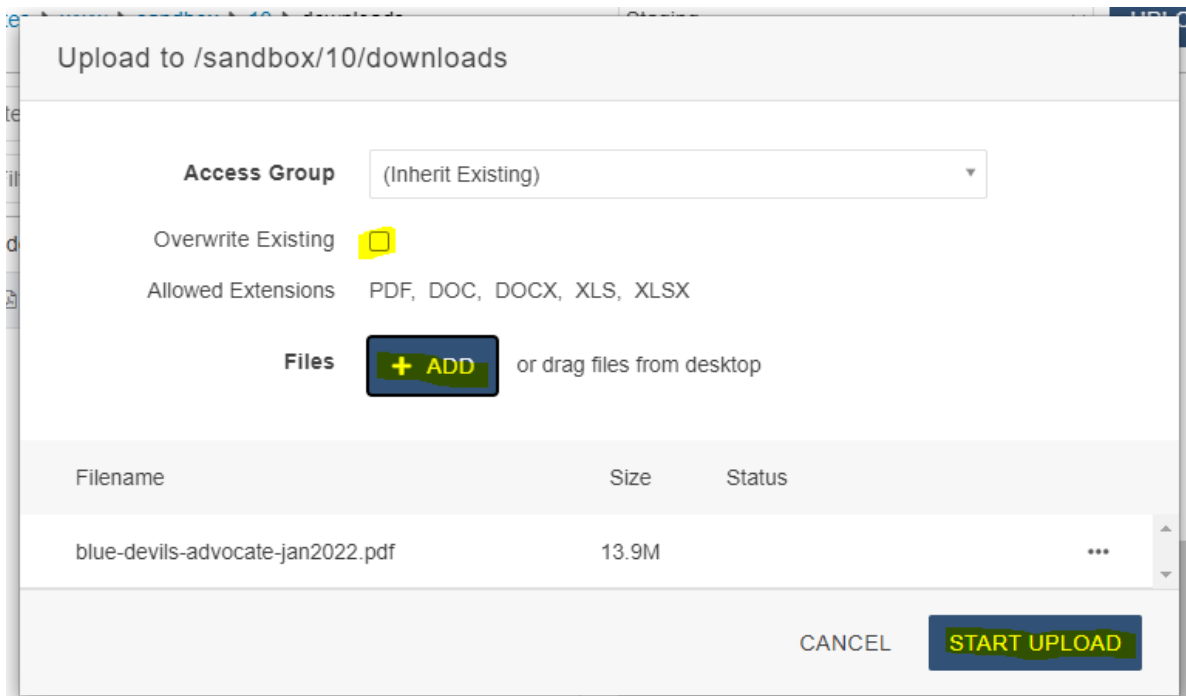
- 4. Select the box to the right of the URL



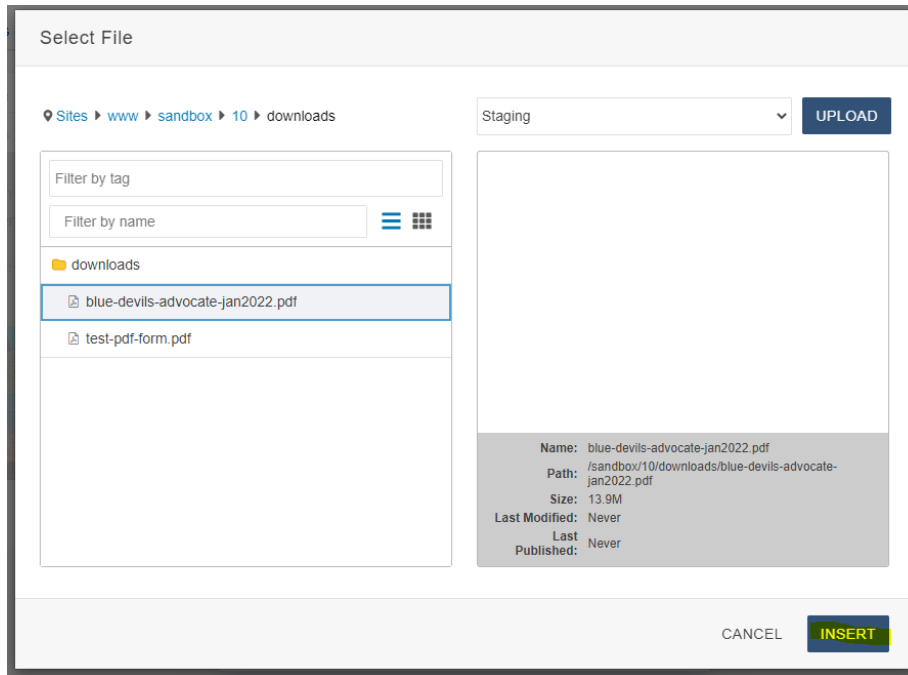
5. Make sure you are putting the file into the “downloads” folder. Then select Upload from the top right.



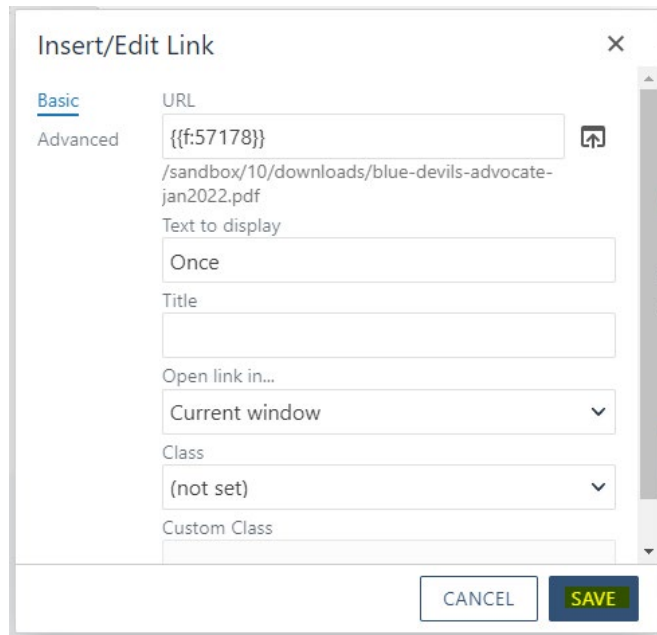
6. If your new file has the same name as the previous file check the “overwrite existing” box. Then click the +Add button to select the file from your computer. After that select start upload and your file (rename your file if there are any spaces or special characters other than “-,” “_”)



7. Select "Insert".



8. Then select save and your new file should be added to the page.



9. Save and Publish the page. If you overwrote the previous file it may take time for you computers cache to clear and grab the new file. To force this process press ctrl+F5 on your keyboard when you are on the webpage. Then check the file again.