

# Modern

Overwriting an Existing Document

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## Introduction

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## Modern Campus: Overwriting an Existing Document

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2. Navigate to the **Documents** folder within your department in Modern Campus.

### **Figure 4**

3. Make sure you are in the **Staging** environment then click the **Upload** button to upload your new document.
4. Click **Add+** and locate your file or drag your new file into the **Upload** window. Make sure the new document

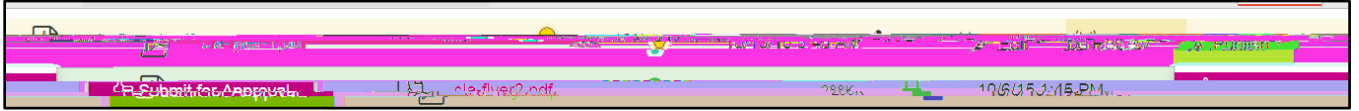
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9. After uploading the document, hover over the target documents row and click the **lightbulb** to check the document out.

**\*Hint:** click the **Modified** column heading to sort documents in descending order so your newly uploaded document appears at the top of the list.

10. However over the target documents row and then hover over **Publish** and choose **Submit for Approval**.



**Figure 8**

11. The **Submit for Approval** form will appear. Type a **Subject** such as **Please approve this pdf**.

12. Type a Message.

13. Click **Submit**. A message will appear confirming that the document was submitted for approval. The owner will receive a message in their email.