

Glenville State University – Drupal Tutorials

How to Edit an Existing Document

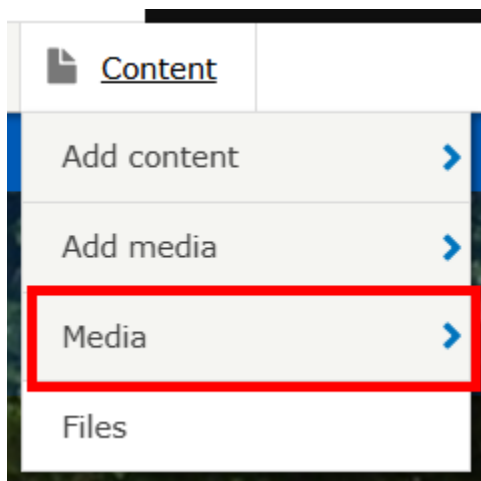
Last Updated: July 1, 2026 (By: Josh Chambers)

Sometimes it is necessary to update an existing PDF, Word, or other document that already exists on the website. The Media Library makes it easy to do this without having to find and edit the pages the document is linked from.



To do this, you will need to search for the document in the media library. If you do not know the media's name, you can find what document you want to replace and copy the linked text for that document.

Click on the Content menu item and click the media link. This will take you to the Media Library.



Once there you can search for the media item you wish to edit in the form at the top of the page. Enter the name into the Media Name field and click Filter.

Media name	Type	Published status	
My Document Form	- Any -	- Any -	Filter

The results will display below:

Media name		Type	Published status			
My Document Form		- Any -	- Any -		Filter	

☐	Thumbnail	Media name	Type	Author	Status	Updated	Operations
☐		My Document Form	Document	jechambers	Published	07/01/2026 - 09:47	Edit

Click the edit button to the right of the media item to edit it.

This displays the form that allows you to edit the item:

[^ Document](#)

 [my-document_0.pdf](#) (1.02 MB)

Name *

Replace file

File

No file chosen

One file only.
100 MB limit.
Allowed types: txt pdf doc docx xls xlsx ppt pptx csv odt ods odp.

☒ Overwrite original file (.pdf)

When checked, the original filename is kept and its contents are replaced with the new file's contents. The original file may be deleted if no previous revision references it (depending on your settings).

If you want to change the display name, you can do this by editing the Name field.

If you want to replace the document itself, click the Choose File button under Replace file. Adhere to the same naming conventions as in the How to Add a New Document tutorial.

As files are saved based on the month they are added, new files will be given a new URL path (even if the actual file name is the same).

However, if the document is likely linked from an external source, such as an external webpage, newsletters, etc., and you do not want references to the document to be broken or outdated, you can keep the “Overwrite original file” checkbox checked. This will upload the new document to the exact file path as the current document. However, be aware that you may need to request that the website cache be cleared for the document to be promptly updated.

If keeping the exact current file path is not required, uncheck this option.

A file ready to be saved may look like the following:

^ Document

 my-document_0.pdf (1.02 MB)

Name*

My Document Form

Replace file

File

Choose File

my-document.pdf

One file only.
100 MB limit.
Allowed types: txt pdf doc docx zip xls xlsx ppt pptx csv odt ods odp.

☐ Overwrite original file (.pdf)
When checked, the original filename is kept and its contents are replaced with the new
original file may be deleted if no previous revision references it (depending on your sp

When completed, click the Save button. This will automatically update links to the document on all pages that reference this Media Library item. There is no need to edit those pages and replace the links.