



# Course Tools: Replacing Files

1. Click the link "Manage Files" in the "Content Tools" listing on the left hand side of your screen



2. Type the name (or keyword) of the file you would like to search for in the open text field shown below

Select where you would like the search engine to look for your keywords by clicking the appropriate checkbox(s)

**File and Folder Search**

Search for:  File Names  Folder Names  File Content

that contain:

**Search**

3. Click the "Search" button to initiate the process.

4. A list of search results (with the keywords you listed in bold) will be generated for your perusal

### Search Results

 Demo\_Brain Surgery **Handout** 1.doc

 Demo\_Brain Surgery **Handout** 2.doc

 Demo\_Brain Surgery **Handout** 3.doc

Done

5. Click on the link corresponding to the file you wish to update or replace

6. Click the “browse” button

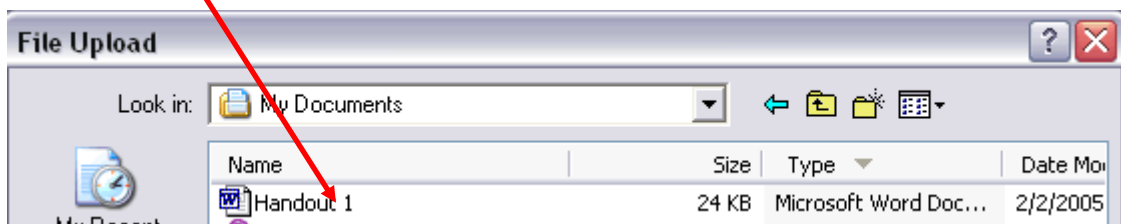
Created by: **Lucy VanPelt**

File name:

Folder:  ▼

Replace file:

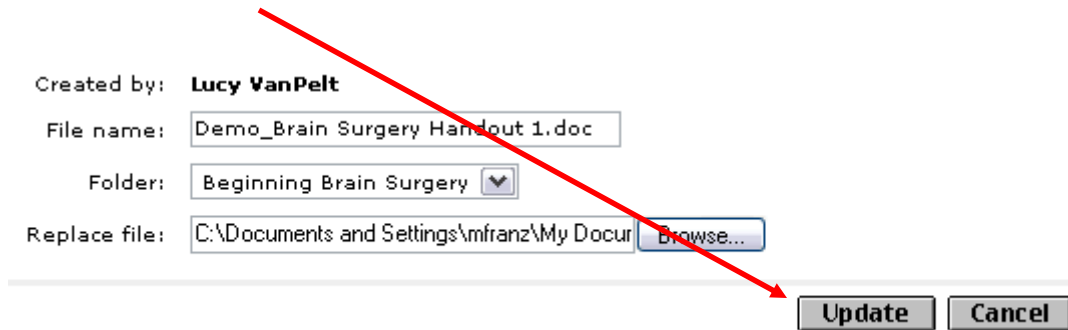
7. Select the file you would like to replace the current document with



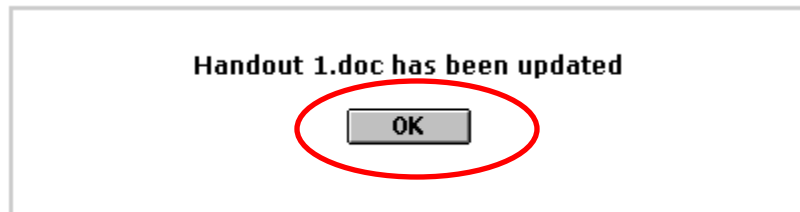
8. Click the “Open” button



9. Click the “Update” button



10. Upon successful completion of the update process the user will be informed with the following prompt



11. Click the “OK” button to finish the process