

Need to update a report or replace a file everywhere on your site? No problem.

You can replace files in your content tab, and this will automatically update the file anywhere it is on your site.

However, if you need to keep the previous file for your records, be cautious, this is kind of like recording over a VHS tape, there is no going back! If you would rather just upload a new file and keep both files, check out [our knowledge base article on files](#).

Ready to proceed and get to replacing? See the step-by-step guide below!