



Replacing Documents in Pacific

Governmental entities often have forms, policies, meeting agendas, or other documents that are linked in multiple places on their websites or updated frequently. Pacific allows you to replace existing documents with a new document—without redoing any links!

Follow the steps below to learn how:

Step 1:

Locate the page to which the document you wish to replace was originally uploaded.

Locate the page that contains the existing document you wish to remove.

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Terrific Permits

How to Obtain a Terrific Permit:

1. Download an application [here](#).
2. Complete your application.
 - a. Contact us at 303.555.1234 with any
3. Submit your application for approval.
 - a. In person:

*DOTN Headquarters
123 Main Street
Denver, CO 80202*
 - b. Online: please scan a copy of your signed
 - c. Via fax: 303.555.1234

Next Steps:

Terrific Permit Application.pdf

https://www.colorado.gov/pacific/s

1 of 1

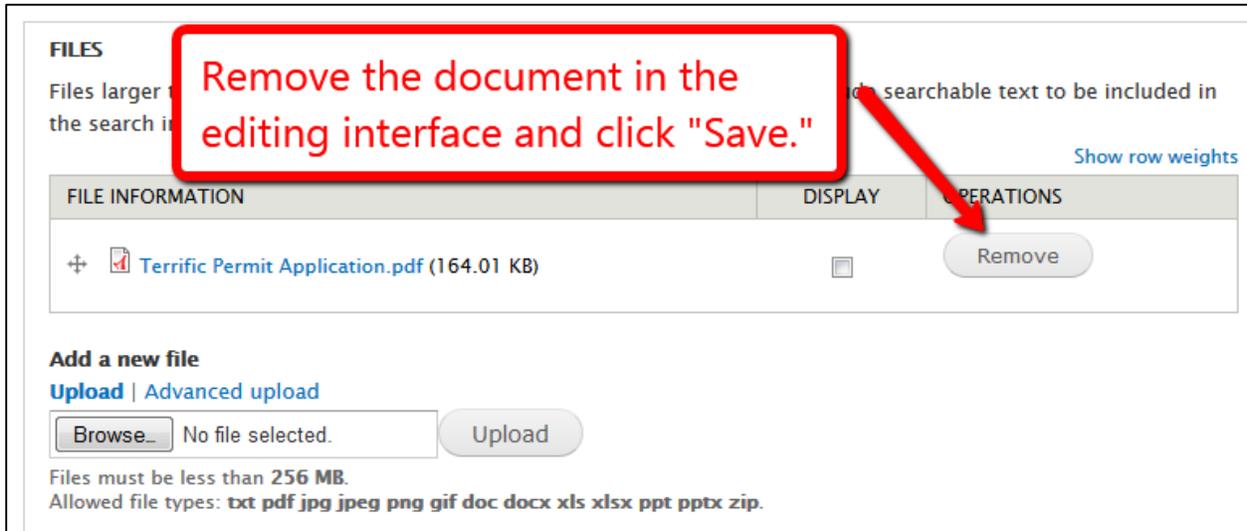
Terrific Permit Application

Revised December 2012

Internal use only:

Step 2:

Remove the outdated document from Pacific. If you did not save revisions of the page, you can remove the document using the editing interface.



The screenshot shows a table with three columns: FILE INFORMATION, DISPLAY, and OPERATIONS. A single row is visible with the file name "Terrific Permit Application.pdf (164.01 KB)". In the OPERATIONS column, there is a "Remove" button. A red box highlights the text "Remove the document in the editing interface and click 'Save.'" with a red arrow pointing to the "Remove" button.

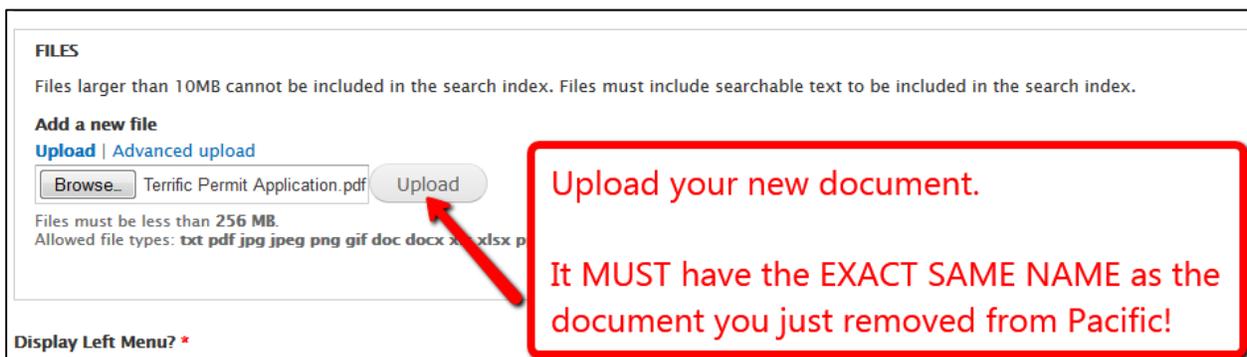
FILE INFORMATION	DISPLAY	OPERATIONS
 Terrific Permit Application.pdf (164.01 KB)	<input type="checkbox"/>	Remove

Add a new file
Upload | [Advanced upload](#)
Browse... No file selected. Upload
Files must be less than 256 MB.
Allowed file types: txt pdf jpg jpeg png gif doc docx xls xlsx ppt pptx zip.

If you saved revisions of the page, please reference "Removing Old Documents from Pacific" at <https://www.colorado.gov/pacific/sites/default/files/Removing%20Old%20Documents%20from%20Pacific.pdf>.

Step 3:

Enter the editing interface again and upload your new document. Save your changes.



The screenshot shows the "Add a new file" section with a "Browse..." button, a text input field containing "Terrific Permit Application.pdf", and an "Upload" button. A red box highlights the text "Upload your new document. It MUST have the EXACT SAME NAME as the document you just removed from Pacific!" with a red arrow pointing to the "Upload" button.

FILES
Files larger than 10MB cannot be included in the search index. Files must include searchable text to be included in the search index.

Add a new file
Upload | [Advanced upload](#)
Browse... Terrific Permit Application.pdf Upload
Files must be less than 256 MB.
Allowed file types: txt pdf jpg jpeg png gif doc docx xls xlsx p

Display Left Menu? *

NOTE: Your new document MUST have the exact same name as the old document!

In this example, both documents are called Terrific Permit Application.pdf.

Using the exact same name will result in the new document having the exact same URL as the previous document—this means all of your links to the updated document are still accurate!

The screenshot shows a website with a dark blue header and a navigation menu. A red callout box with white text says: "Your new document has the same URL as your previous document, so all links to your document will still work." Below the callout, a red arrow points to a browser window. The browser window shows a PDF document titled "Terrific Permit Application.pdf" with the URL "https://www.colorado.gov/pacific/s". The document content includes the title "Terrific Permit Application" and "Revised June 2014".

If your document URL has a number on the end that wasn't there before, your original document wasn't removed from Pacific. Check page revisions to find and remove the original document.

Stay Connected!

For more tips on preparing for your migration and information about Pacific, please visit <https://www.colorado.gov/goingpacific> or follow us on Twitter [@Coloradosipa](https://twitter.com/Coloradosipa) or Facebook [/Coloradosipa](https://facebook.com/Coloradosipa).

