

**TIP:** Words in italics are included in *RADR Quick Guide: Glossary*.

### Overview

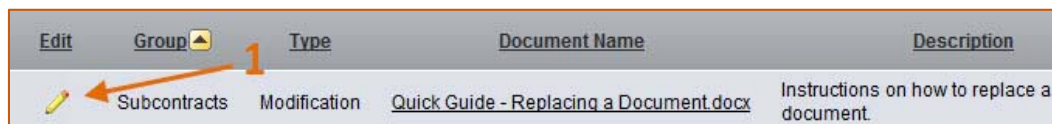
There are a few reasons why you may want to replace an existing document in RADR:

- The existing document was saved in such a way that it is HUGE, which means it will take longer to download as well as needlessly take up space in the database. With the newer versions of Adobe pdf files can be saved to reduce the overall digital size of the document.
- When the document was created it did not have Optical Character Recognition (OCR) capability. In order to be able to use the Text Search function in RADR a document must have OCR. Newer versions of Adobe make it possible to add OCR to an existing document.

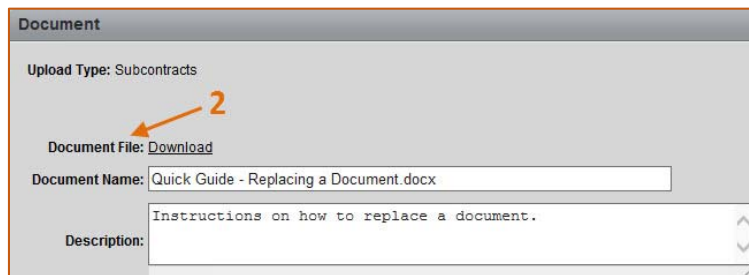
### Replacing a Document

**NOTE:** To replace a document you must have access to the *Upload Type* with which the document was uploaded.

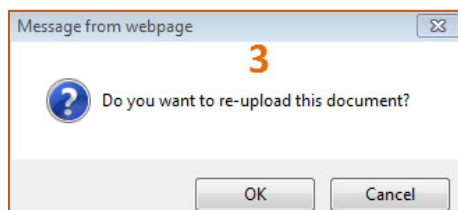
1. To replace a document, click on the *Edit* icon in the search results:



2. Double-click on the *Document File* field name:



3. A message will appear confirming that you want to re-upload the document. If you want to continue, click on the **OK** button.



- A Document File and Browse button will appear on the Document form.

The screenshot shows a web form titled "Document". At the top, it says "Upload Type: Subcontracts". Below this, there are two input fields: "Document File:" and "Document Name:". The "Document File:" field is empty, and the "Document Name:" field contains the text "Quick Guide - Replacing a Document.docx". To the right of the "Document File:" field are two buttons: "Browse..." and "Download". To the right of the "Document Name:" field are three buttons: "Cancel", "Delete", and "Apply Changes". Three orange arrows with numbers point to these buttons: arrow 5 points to the "Browse..." button, arrow 7 points to the "Cancel" button, and arrow 6 points to the "Apply Changes" button.

- Click on the **Browse** button to navigate to the document with which you want to replace the current document.
- You can also modify *Metadata* during this process. When you have completed your modifications click on the **Apply Changes** button.
- If you want to cancel the action and keep the current document, just click on the **Cancel** button.