
2 Understand Platform File Management

You'll have an easier time managing your content by understanding how the GeorgiaGov Platform handles file attachments. Here's what you need to know:

Files can be deleted

It's easy to delete a file when you log into your Editor Portal, but watch out!

Once a file is deleted, it's **GONE**. You cannot undo a file deletion, and we can't undo it for you.

Deleting a file will remove any references to it in the Related Files section on any of your web pages, but any links to it in the content will still be there. If you don't delete those after you delete the file, you'll have broken links and frustrated users.

Only delete a file if you know:

- No other page on your site links to it.
- You no longer need that file to be online.

Updating a file? Don't delete and re-upload?check out the next section for a better way!

Files can be overwritten

If you want to replace a document with an updated version, you can save yourself some time and overwriting. When you upload a document with the same name as an existing document, a window pops up and asks if you want to replace, rename, or upload a different file; click **Replace Existing File**.

This can be especially helpful when updating documents that change on a regular schedule. By keeping the same file name, you keep the same URL, so other websites, including search engines like Google, will always have a working link to your document.

Please note that when you replace a file on the server with a new version of the file, it can take up to 24 hours for the old version to clear out of the server cache and your browser cache. After 24 hours, you should see the new file.