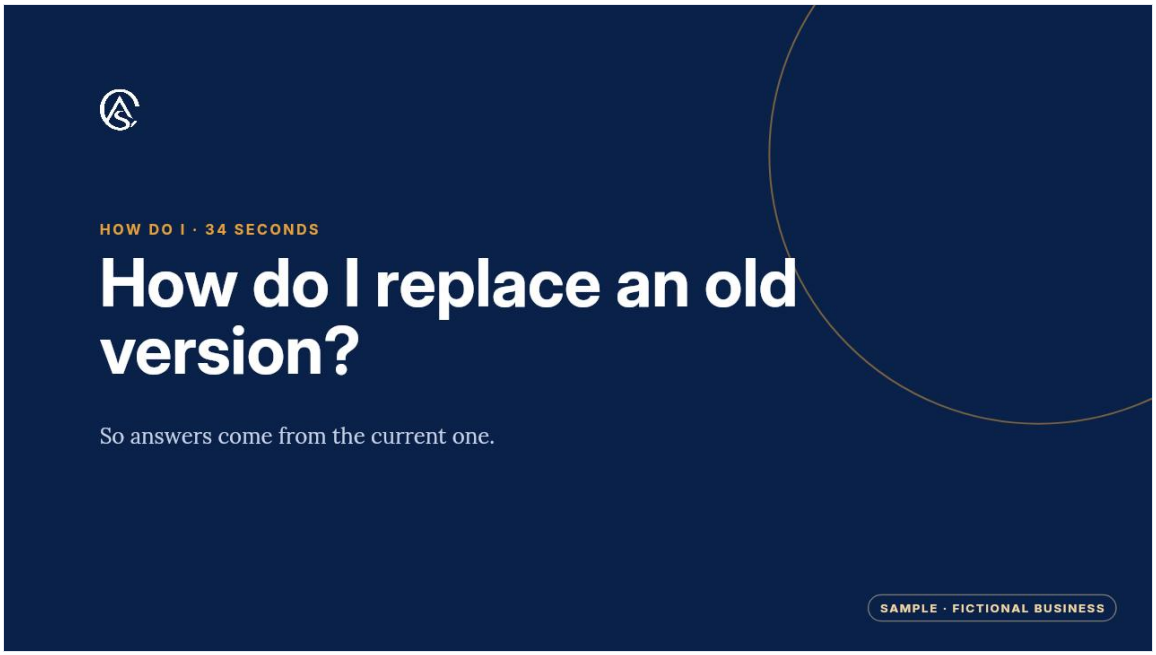
DOCUMENT DESK · HOW DO I

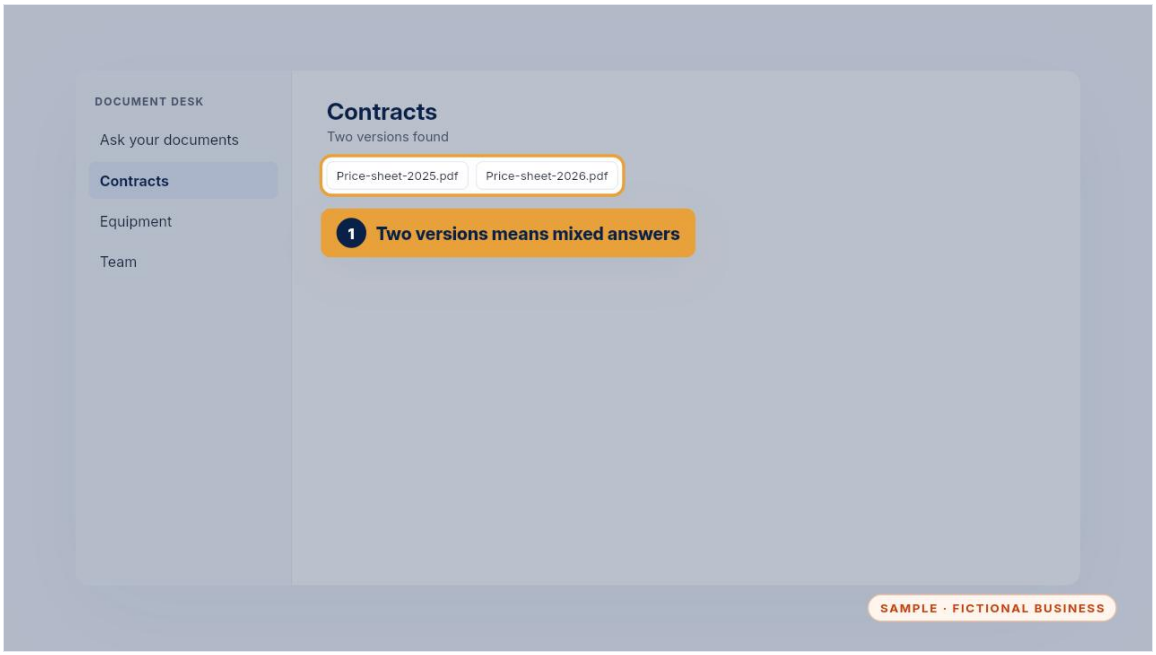
How do I replace an old version?

Swap in a new version of a document so answers come from the current one.

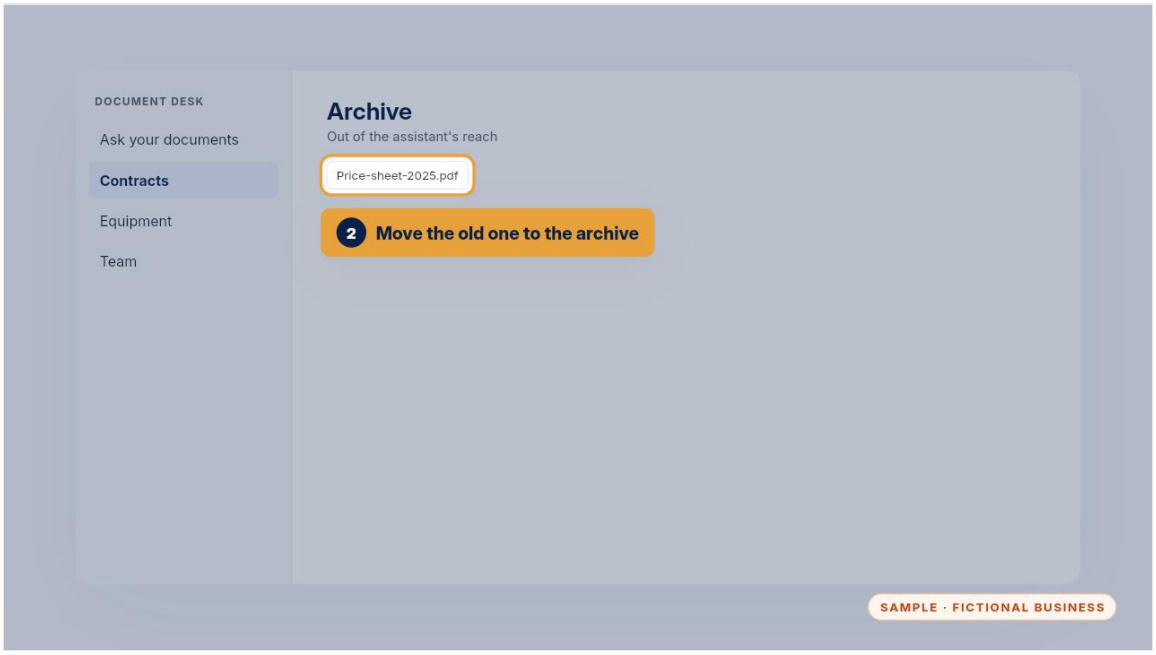
Watch the narrated video: https://openarmsolutions.com/guides/document-desk/replace-an-old-version



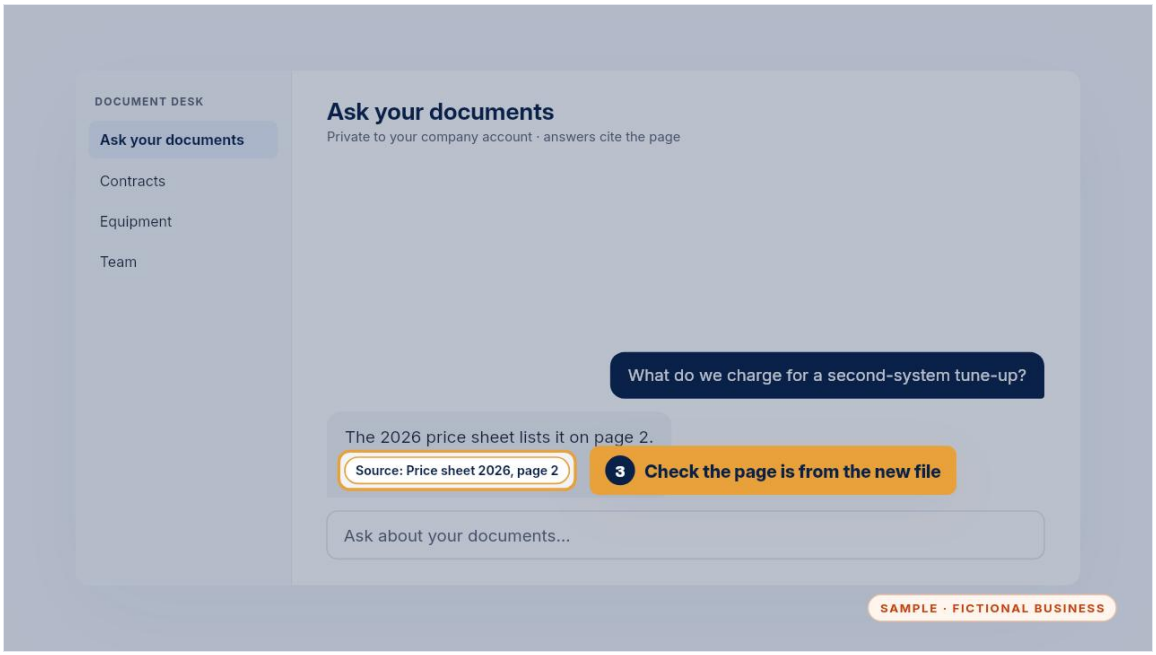
1. When a document is updated, here's how to make sure answers come from the new version.



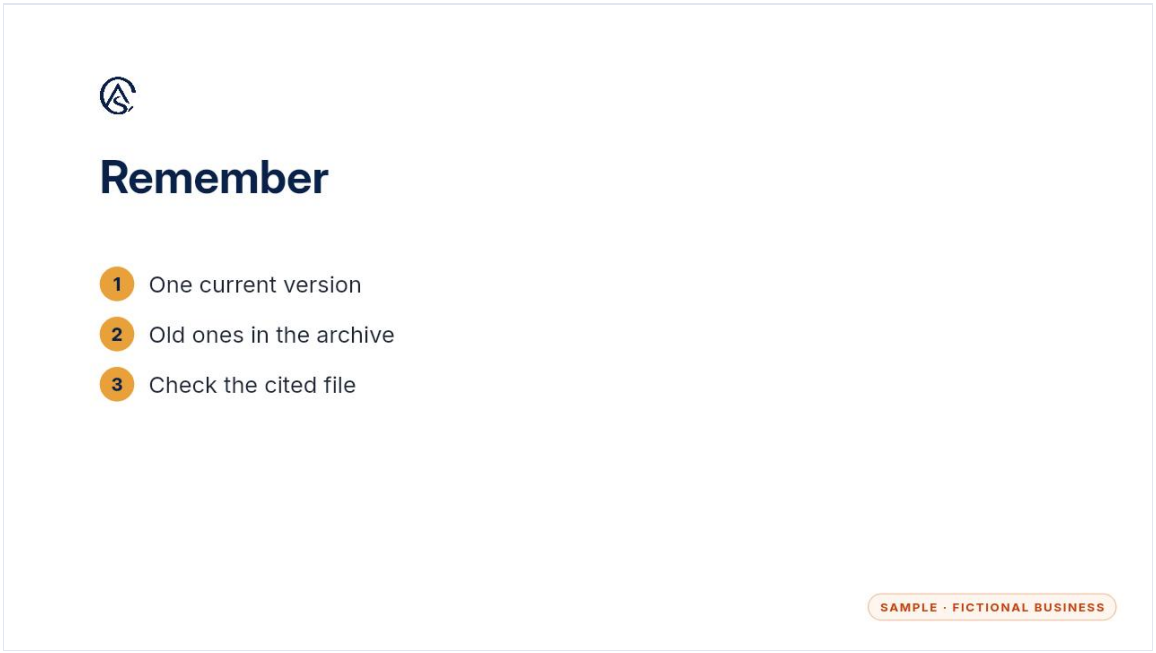
2 If the old and new versions sit in the same folder, the assistant can quote either one. That's how old prices end up in answers.



3 Move the old version to your archive folder, the one the assistant can't read. Keep the new version where the old one was.



4 Ask a question the new version answers differently, and check the cited page comes from the new file.



5 One current version, the rest archived, and a quick check.