# Replacing or Re-linking Topic Documents – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Content tool in D2L.  For further information, please contact elearning@camosun.ca for assistance.

## Scenario

This tutorial will cover the steps involved when you want to replace a document in Content with a new or updated version, as well as what to do if a link to a Topic file breaks.
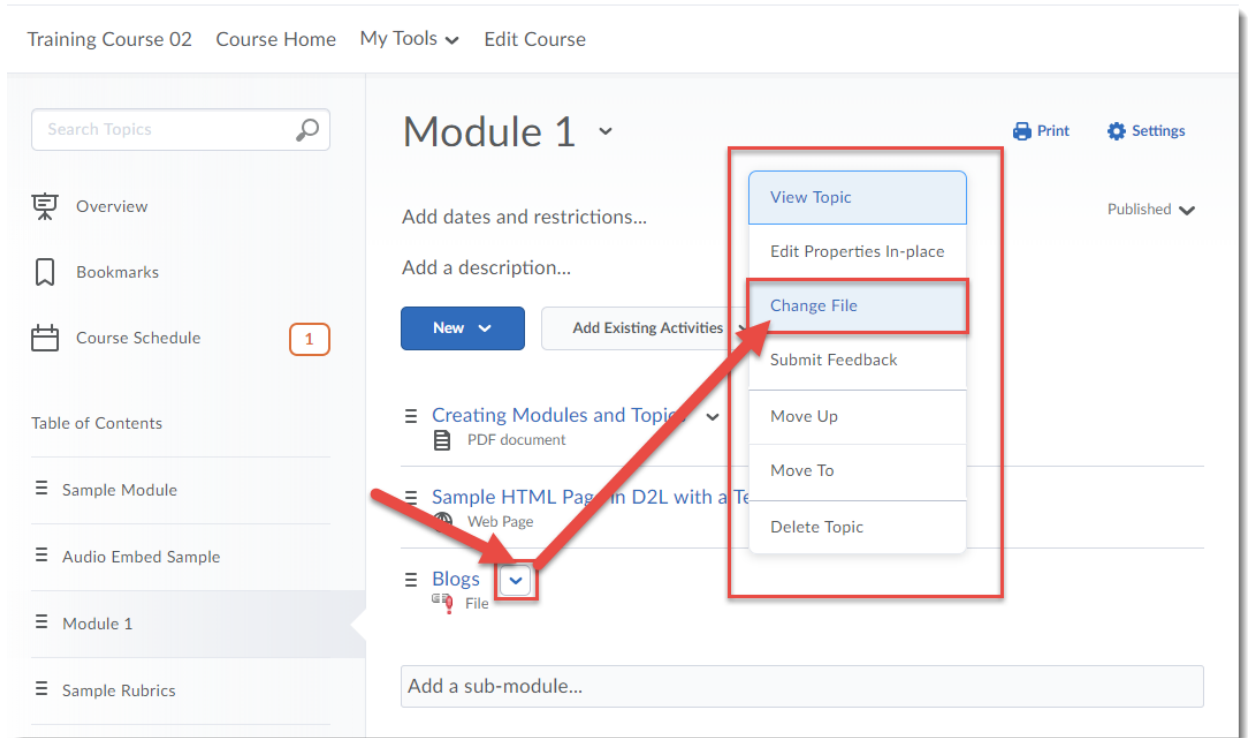
## Steps

1.  First, go to the **Content** tool in your course site.

2.  Go to the Module containing the Topic you want to replace or re-link.  You can tell if a Topic link is broken because you will see a broken link icon and an exclamation point next to it (see below).
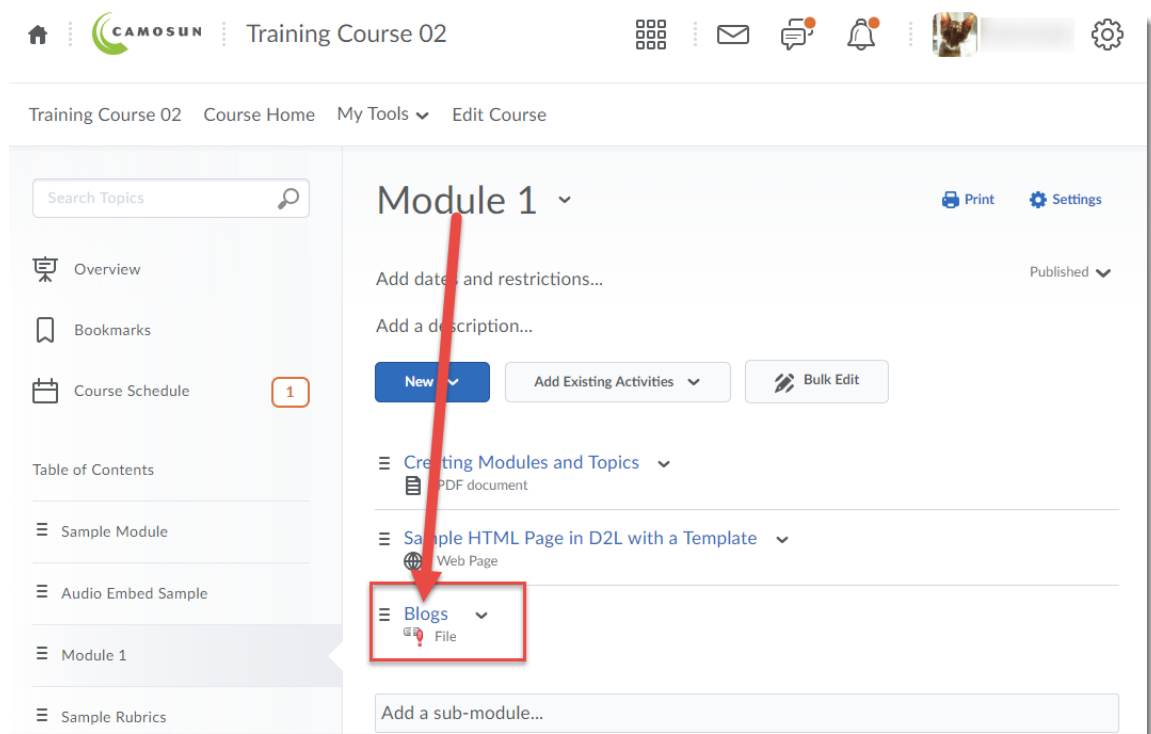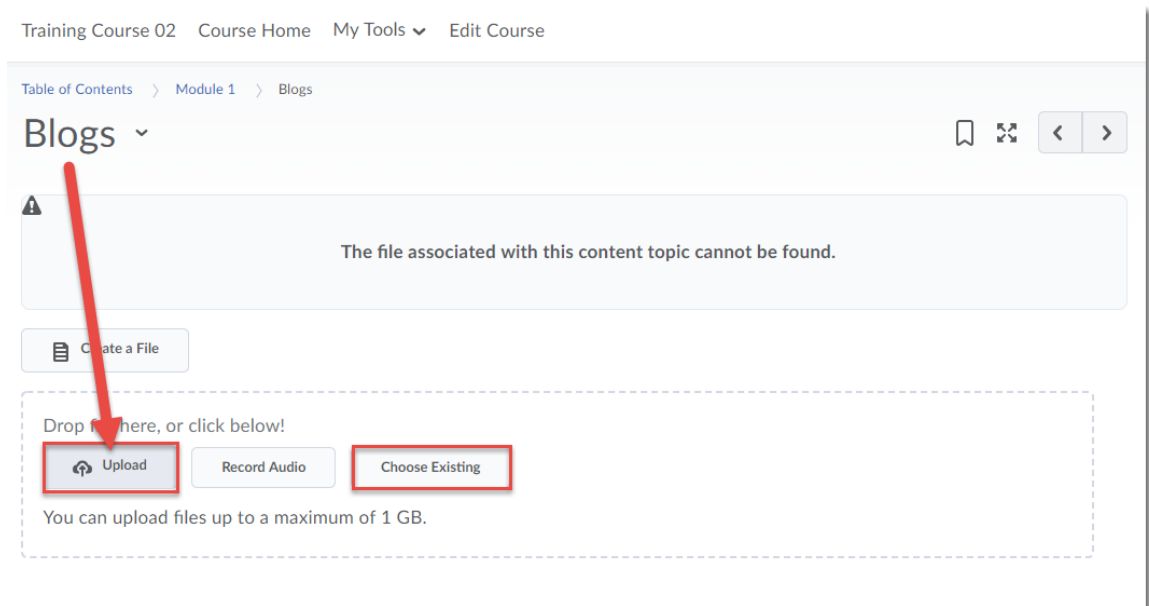
3. Click on the down arrow next to the title of the Topic you want to replace/re-link, and select **Change File**.



4. Click **Upload** to upload the replacement file from your computer, or click **Choose Existing** to find the replacement file in your Manage Files area. For this scenario, we will click **Upload**.

5. Find the file on your computer, select it and open it. Then click **Update**.  Your new file will now appear, replacing the old one.



## Things to Remember

After replacing or re-linking your Topic file, you may also want to change the title of the Topic as the old title will still be there.  See the tutorial *Renaming Modules and Topics* for step-by-step instructions.