



Edit and update files in articles

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Every file you add to an article in your knowledge base is stored in your **Files** page.

If you've added the wrong file to an article, you can either delete the file or select it and select the **Replace** control (two arrows pointing side-to-side) to replace the image or file with a new one.

If the file itself needs to be updated with a more recent copy--such as an updated screenshot or more recent version of a Word document or PDF--consider editing it directly in the **Files** page, which will automatically update any articles where that file is used. You can edit the file's name, the file itself, or labels associated with it. Refer to [Edit and update files](#) for instructions on making these types of file edits.

You can't edit the URL of a file.
