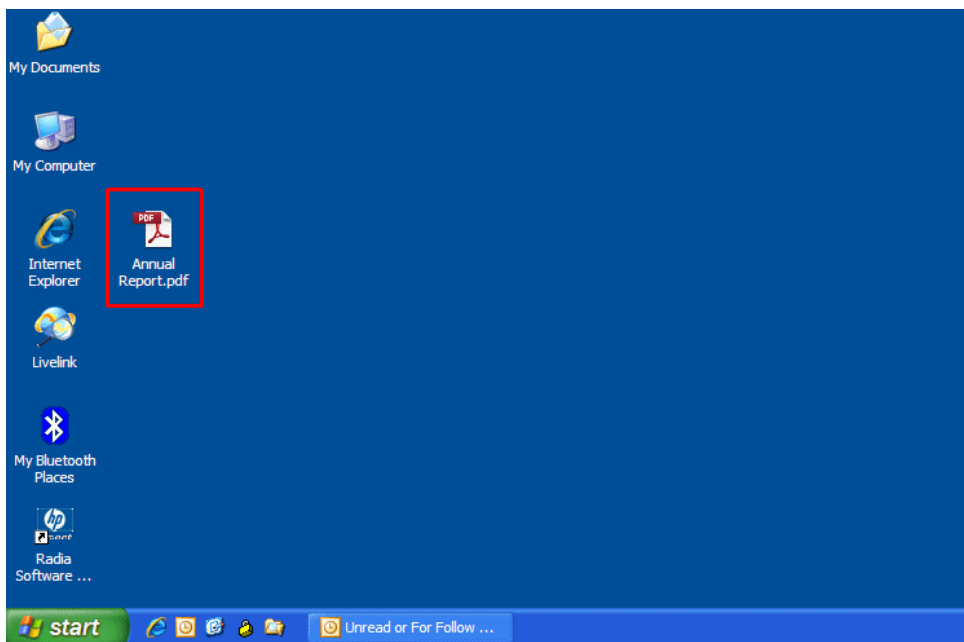# Content Server Document Management
Updating Non-Office Documents

Documents created with Microsoft office applications (Word, Excel, PowerPoint or Project) can be updated straight from the application (via the Opentext Explorer menu) or via the Edit link in Content Server. However, for all other document types a different approach is needed.

> **Tip:** As far as Content Server is concerned, ALL computer files of any type are just documents. You can add and update any file that you can save onto a computer using the technique below, including PDFs, Images, Publisher etc.
>
> Also, although this user guide concentrates on Non-Office Documents, the technique will also work with any Office document saved on your computer.

The first stage is to temporarily save the new version of the document to the Desktop of your computer. In the example below an updated version of a PDF file from the Internet has been downloaded and saved to the desktop. An earlier version of this document was previously added to Content Server and you want to update it with this new version.
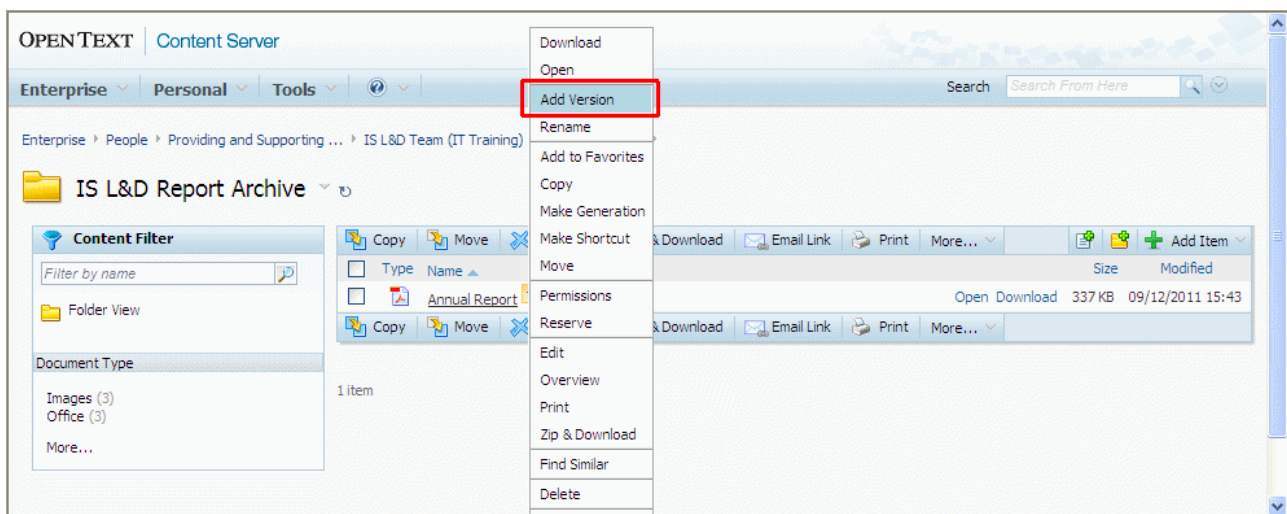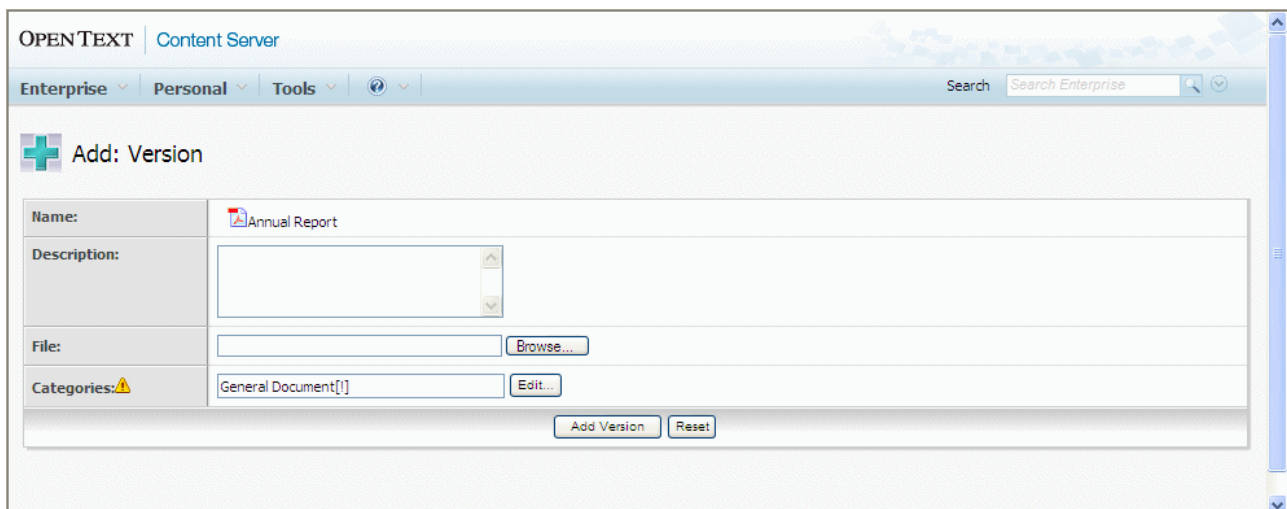

To update this document:

- Open Content Server and navigate to the location where the previous version is stored.

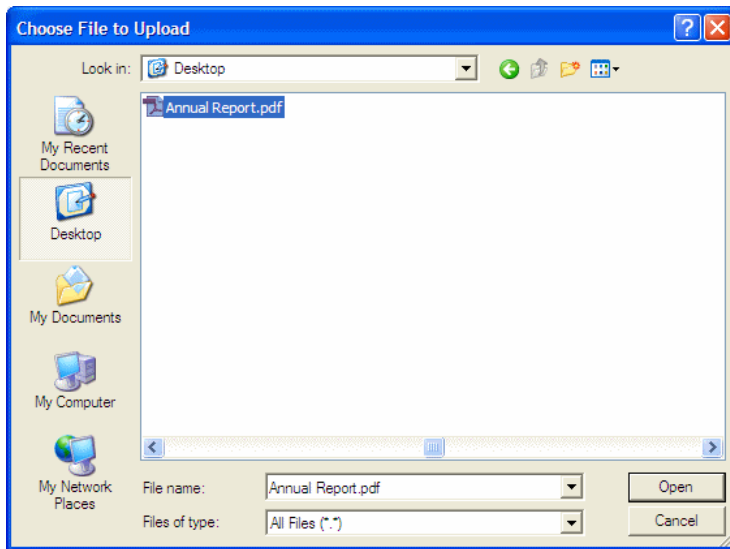- Click on the **Function** button ⌄ to the right of the document name.
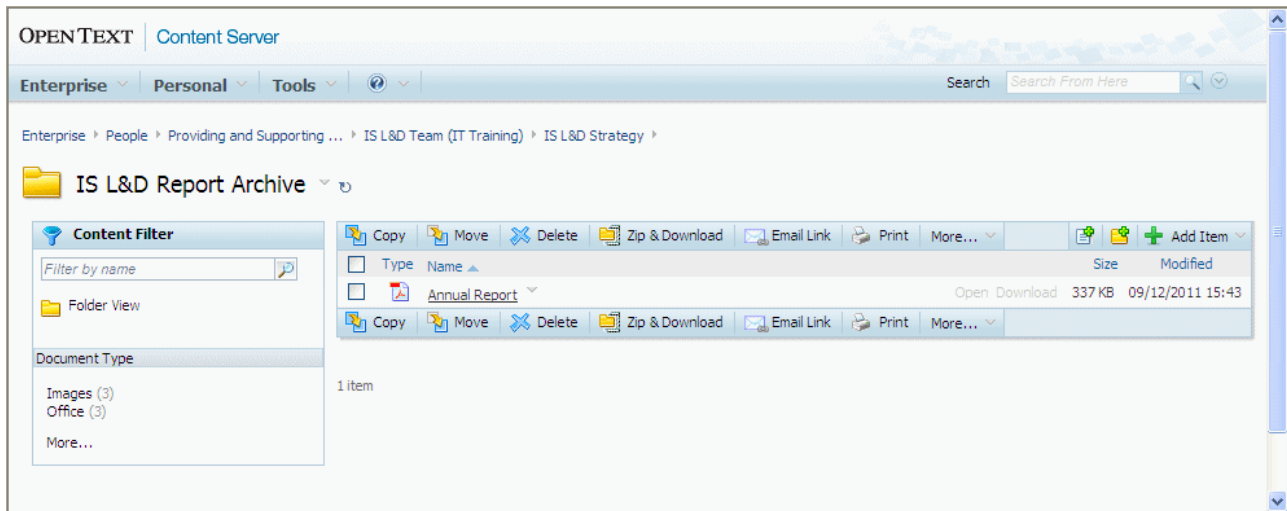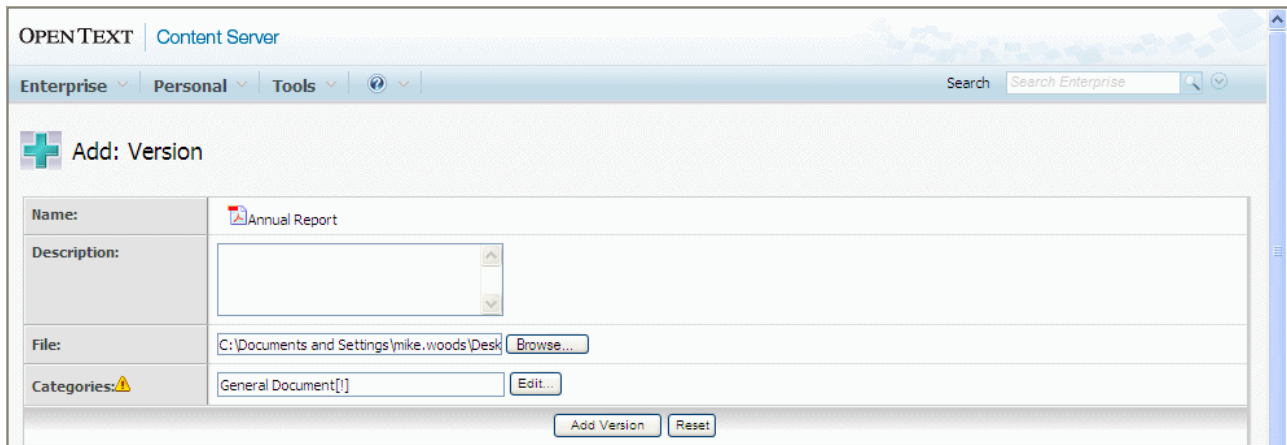
- Choose **Add Version** from the menu.
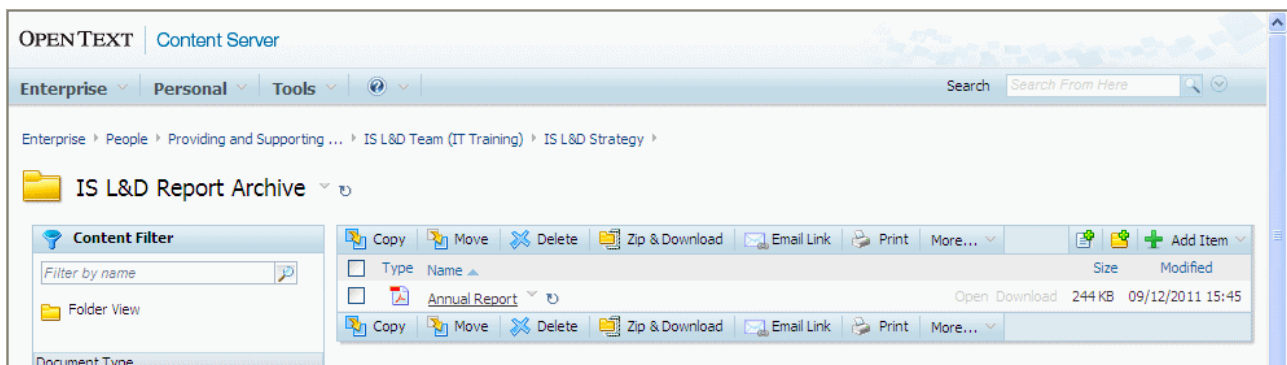

- Click on the **Browse** button.

- Click on the **Desktop** button in the left panel.

- Select the document and click on the **Open** button.

- **Click on the Add Version button.**

The document has now been updated..

Note: The **Modified** icon (the blue curly arrow) to the right of document name shows that the document has been recently modified. This will disappear after a few days.

Important: Don't forget to now delete the original document from your Desktop.