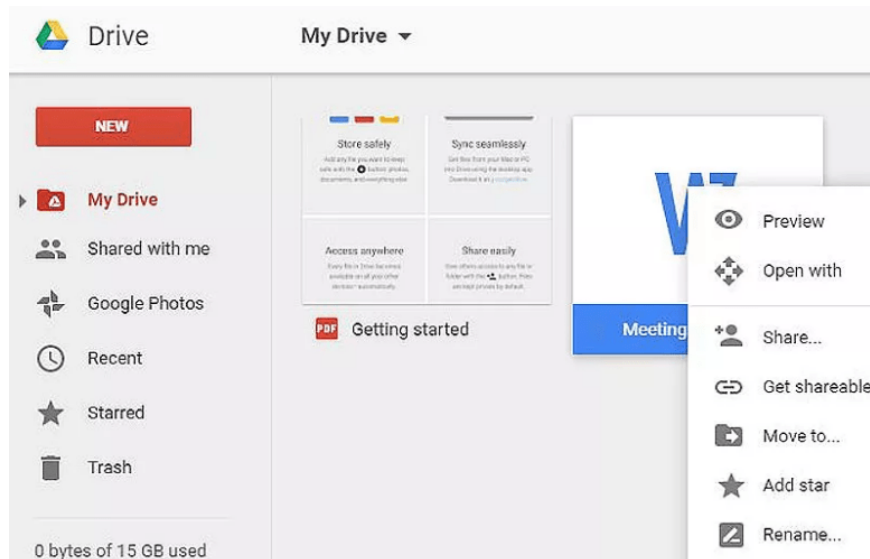


How to update files on Google Drive does not change the shared link

On Google Drive, if you upload any file and share the file link for other users, when you change the file, you will have to re-share the updated (updated) file again. In addition Google Drive also allows you to upload multiple files with the same name and format, which means you will not be able to replace old files that have been uploaded if the new file has the same name.

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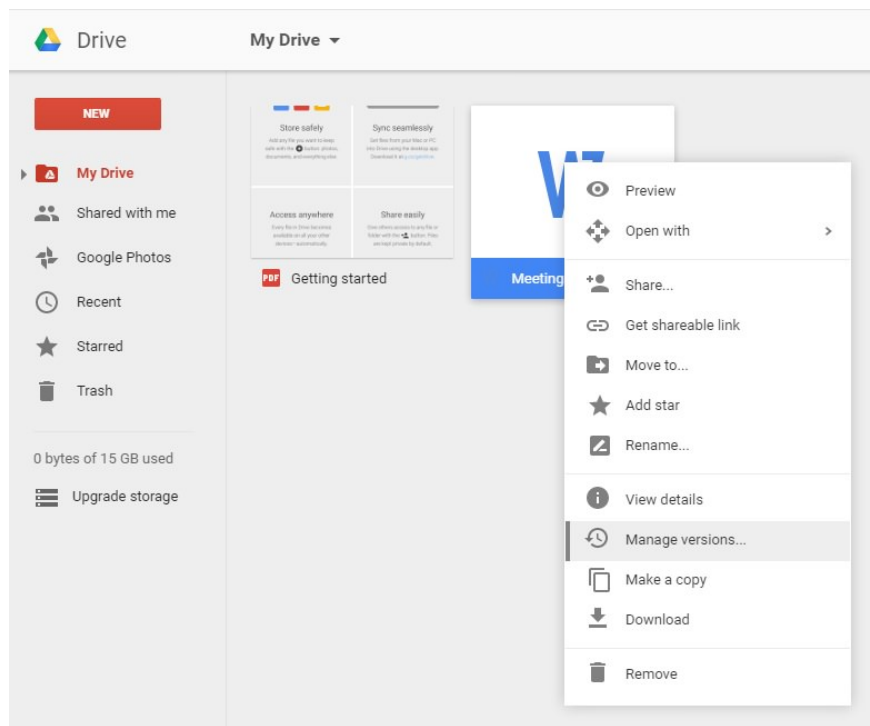
However, there is a simple way that you can use to update the file without changing the link of the file. Please refer to the following article of Network Administrator.



Note that this only applies to files stored on Google Drive, such as MS Office, PDF files, etc. And does not work with Google Docs files.

Step 1:

Find the file in Google Drive that you want to update. Click on the file and select / **Manage versions Version Manager** .

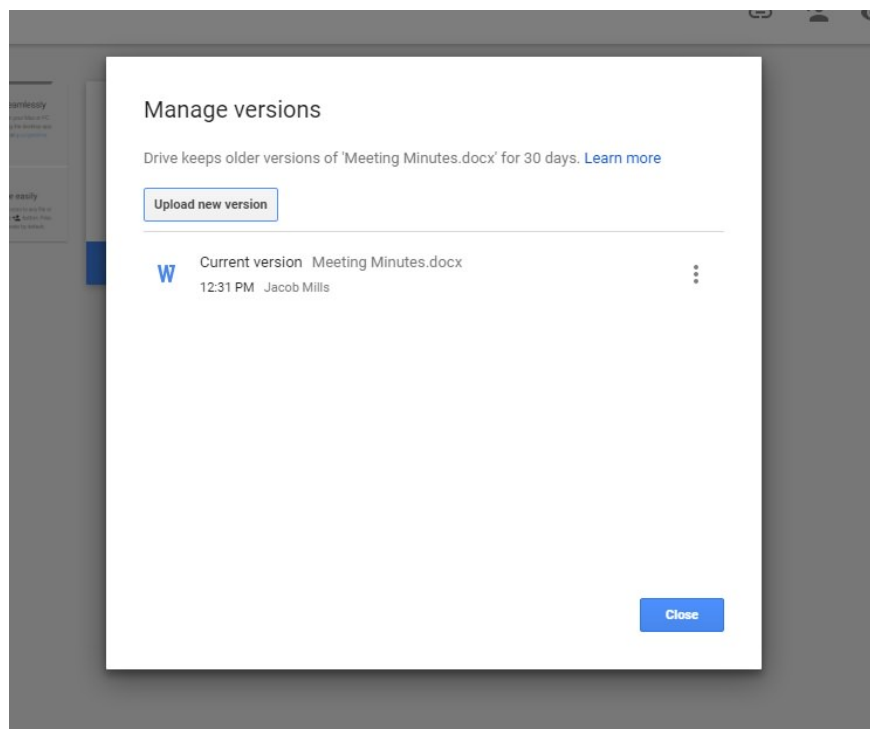


Note:

The Manage Versions option only works when you use Google Drive in a web browser.

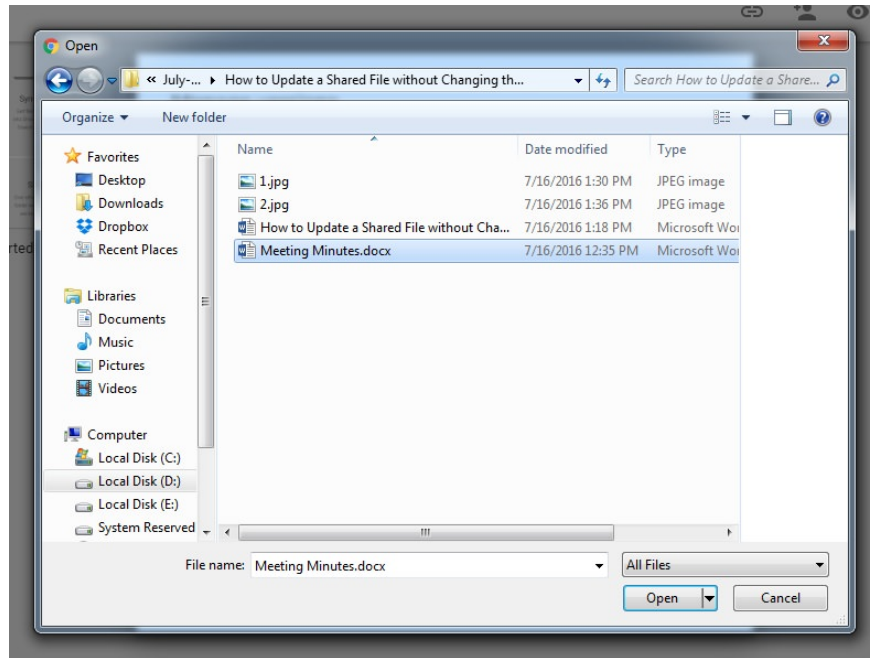
Step 2:

On the Manage Versions window, click **Download new version** / **Upload new version** .



Step 3:

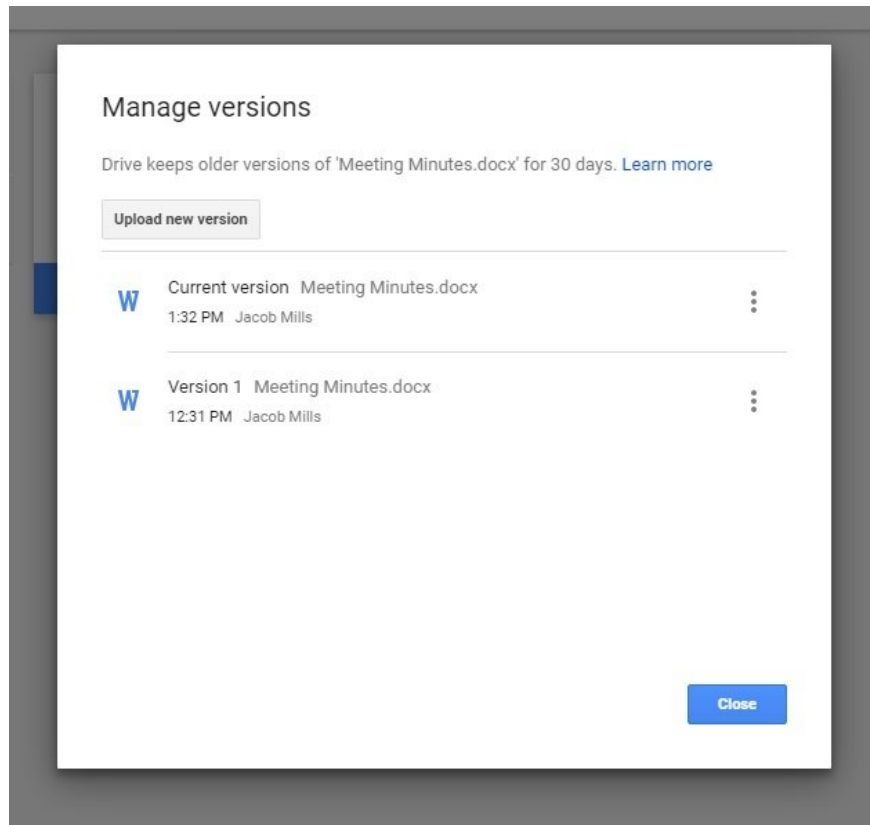
Next select the upload file, then click **Open** .



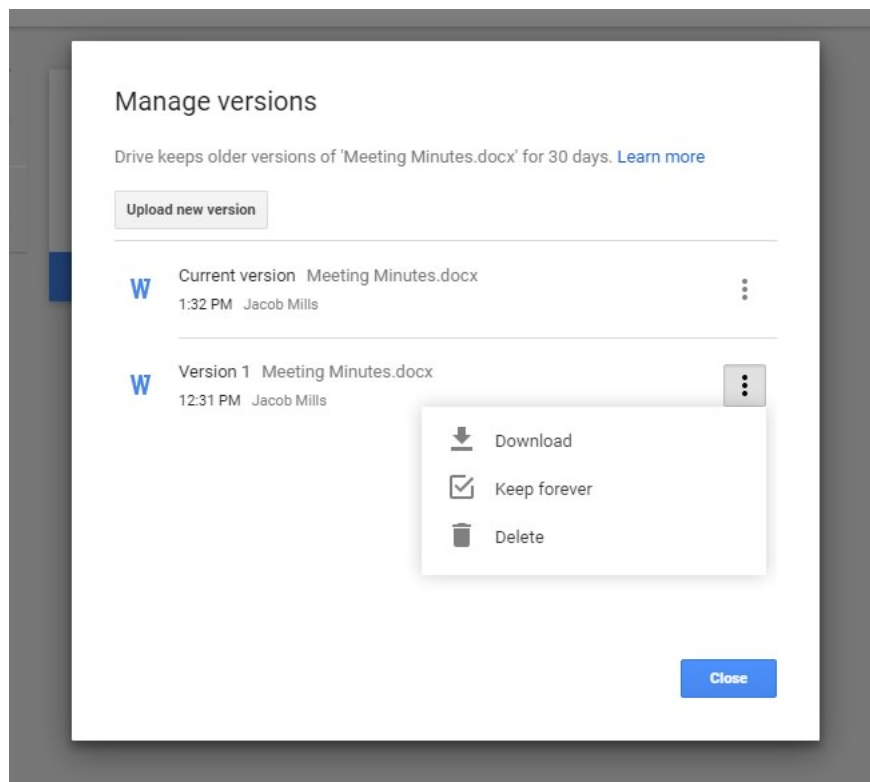
Step 4:

After the file has been uploaded, you can see both the newer (older) version and the older version of the same file.

Both files can be shared.



By default Google Drive will store old versions of files within 30 days. You can also download old versions of files, delete or store them forever.



In addition, you can apply the steps above to change the format or file name that the file sharing link remains the same, unchanged.

Refer to some of the following articles:

1. Trick to clear cache Dropbox, OneDrive and Google Drive
2. 5 interesting features on Google Drive that users do not know
3. Want more 2GB of free lifetime storage on Google Drive? Spend 5, no, just 2 minutes

Good luck!

You finished reading the article "**How to update files on Google Drive does not change the shared link**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.