Manage versions of a PDF or other files in Google

Have you ever sent an email with a link to a PDF and realized that the PDF needs to be updated/changed? Google offers a fantastic tool to change the file associated with the sent link that changes the data related to the link. Once you upload a new version to Google, the old link will have the new file.
Here is how you make the change
1. On your computer, go to drive.google.com.
2. Right-click on the file you want to update.
3. Select "UPLOAD NEW VERSION"
4. Upload new version
5. That is it

You will see all of the previous file versions and can restore the file to an earlier version.