# **OmniUpdate Web Content Management**

## Directories-Add, Delete, Change Page Title

### To Add...

- 1. From the Content tab in pages, click on the **new button**.
- Select the blue folder called New Section. This will open the new section window.
- 3. The Directory Name is the name that will appear in the address on the browser and cannot have any upper case letters or spaces. Underscore is okay.

Directory Name new_directory	Give your directory a name.
Page Title New Directory	Give your sides page a little.
Index Filename (index.pd	Projukte a filename for this new page. Use boly letters, numbers and understance.
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- 4. The Page Title will appear in the bread crumbs at the top of the page body.
- 5. Click create. An index page will automatically be created.

NEW DIRECTORY	Home > English > New Directory > New Directory
Link 1	Main content (top row)
Link 2	Main Content (left column)
Line 3	

#### To Delete...

6. From the Content tab in pages, click on the trash can in the same row of the directory that will be deleted.

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7. Click on the trash can. A warning message will show advising that the directory and all files within the directory will be permanently deleted and CANNOT be retrieved. If okay, click OK.

#### To change the directory title...

8. To rename the directory title, check out the index page for the directory and **click on the wrench icon**, edit properties, under the edit section. Change the Title as needed. Click Save. Publish the page to view changes.