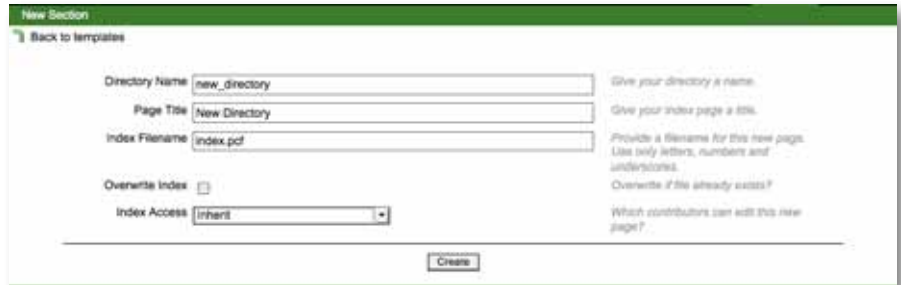


OmniUpdate Web Content Management

Directories-Add, Delete, Change Page Title

To Add...

1. From the Content tab in pages, click on the **new button**.
2. 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.
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)
Link 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.



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.