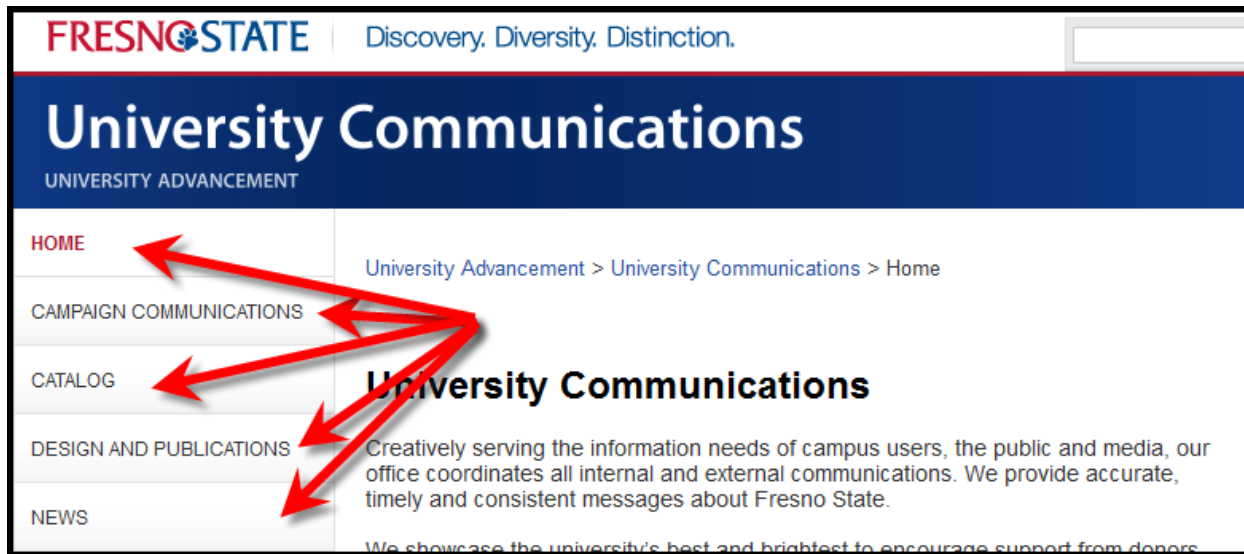
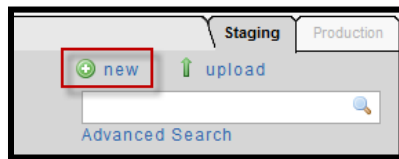


## New Section (directory)

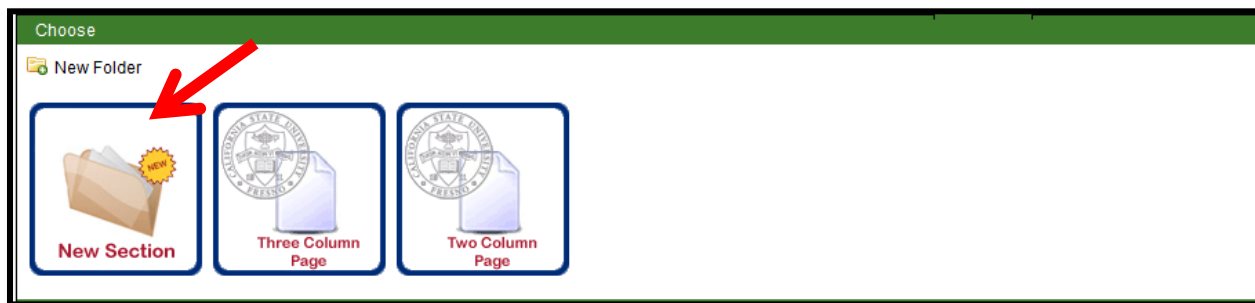


To create a new directory, click on the Content tab to view the Pages List. Then, navigate to the location on your site where you plan to create your new directory. Remember, Omni Update will create your new directory in the current directory you see open on your screen. A new section will have its own index page, breadcrumb.xml file and an includes folder with a side navigation folder. You can choose to have the section appear in the side navigation of the page if desired.

1. Once within the desired location, click the **"New"** button on the right side of the Pages List.



2. Click on the **"New Section"** button.



3. Type in the **name of the new directory**. When creating a new directory, **only lower case** letters, number, hyphens, and underscores are allowed.

4. Fill out the **Page Title**, for search engine usage fill out the **Keywords and Description fields** in the appropriate fields.
5. If you want the section to appear in the left side navigation of the page, for “**Add Navigation Item**”, choose Yes; otherwise choose No.
6. **Leave the Index Page Filename as “index.pcf”.**
7. Click **Create**

Location: [top](#) /

**New Section**

[Back to templates](#)

Directory Name

Page Title

Keywords

Description

Content

Body copy here.

Path:

Add Navigation Item: Yes

index page Filename:

**Create**

---

**\*NOTE:** Always keep the file extension of “.pcf” when naming the Index Filename.

---

After clicking “Create,” the new page or directory will be available to be edited. A new section will always have a breadcrumb file, an includes folder and an index page. The includes folder will have a side navigation file in it. You must **publish** the index.pcf file for the new section to go live. If you selected Yes for the side navigation, the new section will appear in the left side navigation like below. To add sub sections to a Directory see New Page or Modifying Menu Navigation in this document.

