

OmniUpdate – Using Sidebar Navigation

By default, WIU's content management system is set to use one sidebar navigation include file per directory. However, the system also allows sub-directories to inherit the navigation from a parent directory.

Default Sidebar Navigation (One Sidebar per Directory)

By default, OmniUpdate uses one navigation sidebar include file per directory. This allows the HTML files in each directory to share the same sidebar navigation as well as flexibility allowing each directory to have its own distinct sidebar.

To create a directory and sidebar:

1. Log in to your OmniUpdate account
2. Click the Content Tab
3. If you wish to make a sub-directory of an directory that already exists, click the directory you wish to place a new sub-directory into.
4. Click the "New" button
5. Click the "New Section" button
6. Enter the required information:
 - a. **Directory Name** must be all lowercase letters. Use underscores instead of spaces.
 - b. **Page Title** will be the title of the index page that will be automatically created
 - c. **Index Filename** should typically be left as index.pcf
 - d. **Overwrite Index** should be unchecked *unless* you wish to overwrite an existing page
 - e. **Index Access** should be changed to the group or user that needs to have access to this directory
7. Click Create. The directory will be created and a pcf file (see 6c above) as well as a `_navigation.inc` file will be created. `_navigation.inc` is the sidebar navigation include file specific to this directory.

Inheriting a Sidebar from a Parent Directory

If you wish to have a sub-directory use the same sidebar navigation as its parent directory (i.e. you wish www.wiu.edu/purple/gold to use the same sidebar as www.wiu.edu/purple) you can do so without manually updating multiple `_navigation.inc` files.

1. Follow steps 1-7 above to create a subdirectory within an existing directory.
2. If you want a subdirectory to use the `_navigation.inc` file from its parent directory, simply delete the `_navigation.inc` file in the subdirectory. OmniUpdate will automatically use the `_navigation.inc` file from the parent directory. (Currently, the system will look up, recursively, through 10 directory levels until it finds a `_navigation.inc` file to use).