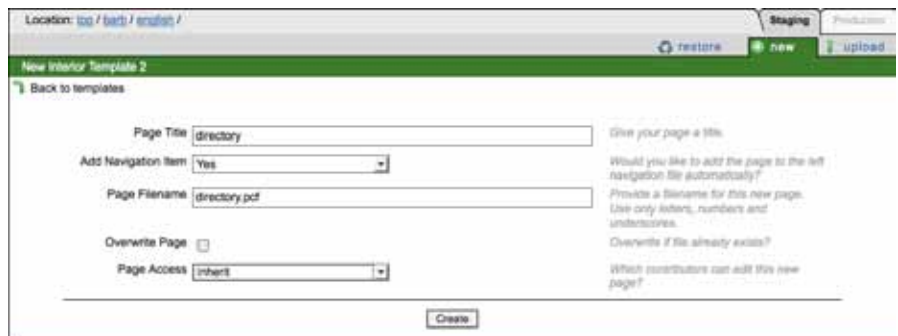


# OmniUpdate Web Content Management

## Files/Pages-Add, Delete, Restore, and Rename

### To Add a new file/page...

1. From the Content tab in pages, click on the **new button**.
2. Select the template that is best suited for the page.
3. The **Page Title** is the name that will appear in the address on the browser and can be properly capitalized with spaces. Page Filename **MUST** be all lowercase and can contain underscores.
4. Page Access should be set to "Inherit" or the explicit group needing access to this page
5. Click **create**.
6. The page is now ready for adding content.



[Home](#) > [Barb](#) > [English](#) > [Directory](#)

### To Delete a page...

7. From the Content tab in pages, **click on the recycle bin** in the same row of the page that will be deleted.

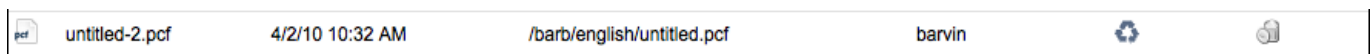


8. **Click on the recycle bin**. A warning message will show advising that the file will be sent to the recycle bin. Files are deleted from the production server, but will remain in the recycle bin and can be retrieved. If okay, click OK. A message will appear showing the files has been successfully moved to the recycle bin.



### To Restore a deleted file/page...

9. From the Content tab in pages, click on the **restore button** to enter the recycle bin.
10. In the recycle bin, click on the **restore symbol** in the same row of the page to be retrieved. This will return the file/page to the production server.



11. Once the file is back in the production server, it will need to be published again. A message will appear to remind the user of this.
12. If the trash can is chosen while in the recycle bin, **the file will be permanently deleted and cannot be retrieved**.



### To Rename the page title...

13. **Click on the wrench icon**, edit properties, under the edit section. Change the Title as needed. Click Save. Publish the page to view changes.