OmniUpdate – Directory Variables

WIU's OmniUpdate content management system is configured to use directory variables that can be used to:

1. set the <h2> tag of every page in a directory
2. change the address information in the footer for every page in a directory

Setting the <h2> tag (i.e. "friendly name") for all pages in a directory

The <h1> tag of every page is "Western Illinois University". The <h2> tag should define your "section" or "college" or "department" and the <h3> tag should define the actual page.

The <h1> tag is hard-coded into every page, and the <h3> tag is customizable on a page-by-page basis by editing the page's <title> information. The <h2> tag, however, is a special case, as it is set by using a directory variable.

Where is the <h2> displayed

The <h2> tag is displayed just below the side header and above the left navigation (if you are using left navigation).
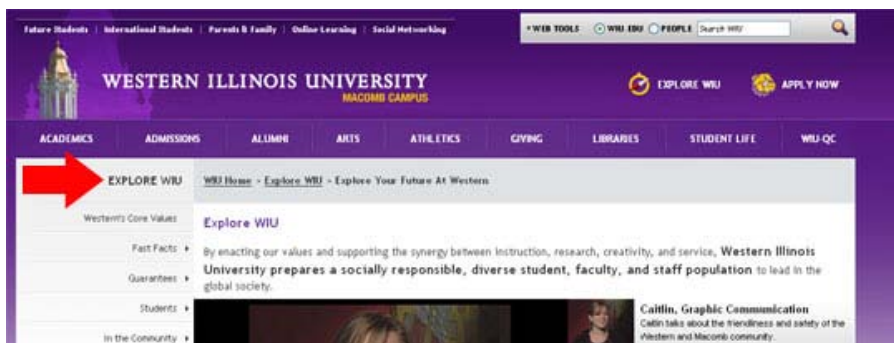
How to change the <h2> Tag:

Note: To change the <h2> tag, you must be a Level 10 administrator of the account.

1. Log in to your OmniUpdate account
2. Click the Content Tab
3. The <h2> tag is a directory variable, so locate the directory you want to change
4. Click the "Access" icon for the directory. This icon us under the "Admin" heading
5. Scroll to the bottom of this window to the "Directory Variables" section

6. The <h2> tag is set with a directory variable called "friendlyName". By default, this name is set to "Change Me". Change this by typing **friendlyName** (case matters) into the left field, and the name you want to display as your <h2> tag in the right field
7. Click Save

Changing the footer address

By default, the address information displayed in the lower right corner of the site is the general WIU contact information. You can overwrite this using a directory variable.

Note: To change the footer address, you must be a Level 10 administrator of the account.

1. Log in to your OmniUpdate account
2. Click the Content Tab
3. First, you must create a new address include file to reference. Create a new file that contains address information like the following:

   <p>WESTERN ILLINOIS UNIVERSITY</p>

   <p>Sherman Hall / 1 University Circle</p>

   <p>Macomb, IL 61455 USA</p>

   <p>309•298•1414</p>

4. Save and publish this file.
5. Locate the directory you want to apply the address change to
6. Click the "Access" icon for the directory. This icon us under the "Admin" heading
7. Scroll to the bottom of this window to the "Directory Variables" section
8. The address is set with a directory variable called "address". Change this by typing **address** (case matters) into the left field, and the absolute path to the access file created in step 3. For example, if you saved the file in about/includes/address.inc, type **/about/includes/address.inc**
9. Click Save