

Best Practices

Best Practices Overview

File Name Extensions

Important Note: Remember to keep the extension of .pcf when naming files. If this extension is changed, the page will not render appropriately, including that the header, footer, and styles will not be available.

New Directories

When creating a new directory, please adhere to the following standards for OmniUpdate. Only lower case letters, number, hyphens, and underscores are allowed to be used. For example, "a-directory", "a_directory", and "1directory" are fine, however "aDirectory" and "adirectory!" are not.

New Folder v. New Section

If not available, do not create a new directory by using New Folder. If New Section does not appear, contact the administrator. The section template should contain all of the necessary files to make the pages within the new directory render correctly. New Folder should only be used if a binary file is needed (e.g., images, files, PDFs).

UT Tyler Support



UT Tyler Web Communications Support: uttyler.edu/web/

UT Tyler OU Campus support: uttyler.edu/oucampus/

Contacting the UT Tyler Web Team: web@uttyler.edu