### Simple Content Management
- Adding Content to your Website
- Adding Links to Content
- Adding Pages or Links to the Menu Structure
- Adding Pages or Links to the Menu with Edit
- Adding Related Articles to Research Areas
- Adding Related Events to Research Areas
- Creating New Article
- Creating New Basic Page
- Creating New Course Schedule
- Creating New Event
- Creating New Homepage Image Header
- Creating New Labs
- Creating New Personnel/Directory Page
- Creating New Research Area Page
- Creating New Slider for Homepage
- Editing your Personnel Page or Directory Listing on Your Unit's Site
- How to Delete Files
- How to Edit Content in Blocks
- Link to Courses on the UGA Bulletin
- Logging in to Google Analytics
- Logging in to Your Website
- New Homepage Header
- Publishing Events to the UGA Calendar of Events
- Unpublishing or Deleting Content
- Welcome to your Drupal 8 Web site

### Formatting
- Adding Tables and Making Them Responsive
- How to Add Buttons to Content

### Qualtrics
- CAS Authentication for Qualtrics Forms
- Creating a Basic Qualtrics Form
- Embedding Qualtrics Forms/Surveys in Your Drupal Site
- Remove Logo from Qualtrics Form
- Setup Conditional E-mail Trigger for Qualtrics Notifications
- Setup E-mail Trigger for Qualtrics Notifications
- Share/Collaborate a Qualtrics Project/Form

### Administrative

### Images & Media

---

#### Login
To manage any part of your website, you will have to be logged into the Drupal CMS.

If you need help logging in, please review this login help document.

---

#### Contact the Franklin OIT Help Desk

**Submit a ticket**

<table>
<thead>
<tr>
<th>Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://helpdesk.franklin.uga.edu">http://helpdesk.franklin.uga.edu</a></td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td><a href="mailto:helpdesk@franklin.uga.edu">helpdesk@franklin.uga.edu</a></td>
</tr>
<tr>
<td>Call</td>
</tr>
<tr>
<td>706-542-9900</td>
</tr>
</tbody>
</table>

#### Hours of Operation
Monday - Friday
8:00 a.m. - 5:00 p.m.

#### Website Information

<table>
<thead>
<tr>
<th>Homepage</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://oit.franklin.uga.edu">http://oit.franklin.uga.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Directory</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://oit.franklin.uga.edu/">http://oit.franklin.uga.edu/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://kb.franklin.uga.edu/x/xgKIAg">https://kb.franklin.uga.edu/x/xgKIAg</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Systems Status Information</th>
</tr>
</thead>
</table>
• Adding Images to Content
• Adding/Editing Homepage Slides
• Embedding a Video in a Page
• Guide to Image Sizes
• Inserting an Image or File That is Already Being Used on the Website
• Inserting PDFs and Other Documents
• Optimizing Website Images
• Photoshop: Resizing and Optimizing Large Images
• Reducing PDF Size

Photoshop
• Photoshop: Clipping Masks Tutorial
• Photoshop: Correcting Minor Blemishes in Photos
• Photoshop: Introduction to Application Interface
• Photoshop: Layer Tutorial
• Photoshop: Masking Tutorial
• Photoshop: Opening and Creating Images
• Photoshop: Resizing and Optimizing Large Images
• Signing in to Use Adobe Software

Advanced Content Management
• Add a Banner Image to your Special Section or Conference Pages
• Adding Pages or Links to the Menu Structure
• Adding Pages or Links to the Menu with Edit
• Create a Menu Block with a Custom Title
• Create a Special Section
• Creating Friendly Course Schedules Using Google Docs and Google DataStudio for Use on Departmental Website
• Creating friendly course schedules using Google Docs for use on departmental web site
• Creating Special Sections of Your Site.
• Making a Special Category for Your Special Section's Events
• Override Date Controls on Homepage Using "Sticky" Functionality
• "Become" Another User to Check Their Permissions by Using "Masquerade"
• Adding Pages or Links to the Menu Structure
• Adding Pages or Links to the Menu with Edit
• Adding Personnel User Accounts
• Assigning Authorship to Personnel Pages
• Changing the Color Scheme of Your Site
• Creating New Personnel /Directory Page
• Logging in to Google Analytics
• Logging in to Your Website
• Looking Up a MyID
• Permission Levels
• Redirect Old Links to New Links
• Restrict Access to Content
• Scheduling Content
• Seeing Who Has Access to Your Site

Server Level
• Pantheon - Backing up Your Live Site on Pantheon
• Pantheon - Restoring a Backup on Pantheon
• Pantheon - Running Security Updates

Google Analytics
• Google Analytics Primer
• Logging in to Google Analytics
• Measure Social Media Traffic with Google Analytics

By Complexity

<table>
<thead>
<tr>
<th>Beginner</th>
<th>Intermediate</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin OIT Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://status.franklin.uga.edu/">http://status.franklin.uga.edu/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="https://kb.franklin.uga.edu/x/BQB0">https://kb.franklin.uga.edu/x/BQB0</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UGA/EITS Systems Status Pages</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://status.uga.edu">http://status.uga.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="https://twitter.com/uga_eits">https://twitter.com/uga_eits</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="https://www.facebook.com/uga.eits">https://www.facebook.com/uga.eits</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Help
If you manage a Department, Center or Institute site, and would like a refresher training session please contact the Franklin Helpdesk at http://helpdesk.franklin.uga.edu or by e-mail at helpdesk.franklin.uga.edu.
• "Become" Another User to Check Their Permissions by Using "Masquerade"
• Adding Images to Content
• Adding Links to Content
• Adding Pages or Links to the Menu Structure
• Adding Pages or Links to the Menu with Edit
• Adding Related Articles to Research Areas
• Adding Related Events to Research Areas
• Adding/Editing Homepage Slides
• Assigning Authorship to Personnel Pages
• Changing the Color Scheme of Your Site
• Creating a Basic Qualtrics Form
• Creating New Article
• Creating New Basic Page
• Creating New Event
• Creating New Homepage Image Header
• Creating New Labs
• Creating New Personnel /Directory Page
• Creating New Research Area Page
• Creating New Slider for Homepage
• Editing your Personnel Page or Directory Listing on Your Unit’s Site
• Embedding a Video in a Page
• Google Analytics Primer
• Guide to Image Sizes
• How to Add Buttons to Content
• Inserting PDFs and Other Documents
• Adding Personnel User Accounts
• CAS Authentication for Qualtrics Forms
• Creating Friendly Course Schedules Using Google Docs and Google DataStudio for Use on Departmental Website
• Creating friendly course schedules using Google Docs for use on departmental web site
• Creating New Course Schedule
• Embedding Qualtrics Forms /Surveys in Your Drupal Site
• Filtering certain pages by Taxonomy Classification
• How to Delete Files
• How to Edit Content in Blocks
• Inserting an Image or File That is Already Being Used on the Website
• Logging in to your website on the staging sever
• Looking Up a MyID
• Optimizing Website Images
• Pantheon - Running Security Updates
• Photoshop: Clipping Masks Tutorial
• Photoshop: Layer Tutorial
• Photoshop: Masking Tutorial
• Reducing PDF Size
• Setup Conditional E-mail Trigger for Qualtrics Notifications
• Setup E-mail Trigger for Qualtrics Notifications
• Add a Banner Image to your Special Section or Conference Pages
• Adding Tables and Making Them Responsive
• Create a Menu Block with a Custom Title
• Create a Special Section
• Creating Special Sections of Your Site.
• Making a Special Category for Your Special Section’s Events
• Managing Content in Blocks
• Override Date Controls on Homepage Using “Sticky” Functionality
<table>
<thead>
<tr>
<th>Installing Typefaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging in to Google Analytics</td>
</tr>
<tr>
<td>Logging in to Your Website</td>
</tr>
<tr>
<td>Measure Social Media Traffic with Google Analytics</td>
</tr>
<tr>
<td>New Homepage Header</td>
</tr>
</tbody>
</table>