# Drupal Support

## Departmental Web site Training

See our Web site training schedule

## Search by Keyword

- Browse by Category
- Browse by Complexity

## By Category

### 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 9 Web site

### Formatting
- Adding Background Color to Blocks of Text
- 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 web site, 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

Help Desk  
http://helpdesk.franklin.uga.edu

Email  
helpdesk@franklin.uga.edu

Call  
706-542-9900

### Hours of Operation

Monday - Friday  
8:00 a.m. - 5:00 p.m.

### Website Information

Homepage  
http://oit.franklin.uga.edu

Directory  
http://oit.franklin.uga.edu/

Service Offerings  
https://kb.franklin.uga.edu/x/xgKlAg

Systems Status Information
• 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 website
• Creating Special Sections of Your Site
• Making a Special Category for Your Special Section’s Events
• Override Date Controls on Homepage Using “Sticky” Functionality

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>
</table>

Franklin OIT Status
http://status.franklin.uga.edu/
https://kb.franklin.uga.edu/x/BQB0

UGA/EITS Systems Status Pages
http://status.uga.edu
https://twitter.com/uga_eits
https://www.facebook.com/uga.eits

USG Systems Status Page
http://status.usg.edu

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 Background Color to Blocks of Text

Adding Images to Content

Adding Links to Content

Adding Pages or Links to the Menu Structure

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 Article

Creating New Homepage Image Header

Creating New Labs

Creating New Personnel/Directory Page

Creating New Research Area Page

Creating New Special Section

Adding Related Articles to Research Areas

Adding Related Events to Research Areas

Adding Pages or Links to the Menu

Adding Links to Content

Adding to Blocks of Text

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

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

Overide Date Controls on Homepage
<table>
<thead>
<tr>
<th>Inserting PDFs and Other Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installing Typefaces</td>
</tr>
<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>
</tbody>
</table>