## Drupal Support

### Departmental Web site Training

See our [Web site training schedule](#).

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### By Category

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### Images & Media

- 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
  - 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

### 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/xgKIAg

**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 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
- Google Analytics
  - Google Analytics Primer
  - Logging in to Google Analytics
  - Measure Social Media Traffic with Google Analytics

### By Complexity

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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 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
• Adding Personnel User Accounts
• Blocking Web Committee and 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
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• 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
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• Override Date Controls on Homepage Using "Sticky" Functionality
| Inserting PDFs and Other Documents |
| Installing Typefaces |
| Logging in to Google Analytics |
| Logging in to Your Website |
| Measure Social Media Traffic with Google Analytics |