### Drupal Support

#### Departmental Web site Training

See our Web site training schedule

#### Search by Keyword

- Browse by Category
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#### By Category

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#### 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

- 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.

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#### Login

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

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### Images & Media
• 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
• "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
• Blocking Web Committee and Personnel User Accounts
• 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

By Complexity

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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.

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
| • Inserting PDFs and Other Documents |
| • Installing Typefaces |
| • Logging in to Google Analytics |
| • Logging in to Your Website |
| • Measure Social Media Traffic with Google Analytics |