# Drupal Support

## Departmental Website Training

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

## Search by Keyword

- **Browse by Category**
- **Browse by Complexity**

### By Category

<table>
<thead>
<tr>
<th>Simple Content Management</th>
<th>Formatting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Adding Content to your Website</td>
<td>• Adding Background Color to Blocks of Text</td>
</tr>
<tr>
<td>• Adding Links to Content</td>
<td>• Adding Tables and Making Them Responsive</td>
</tr>
<tr>
<td>• Adding Pages or Links to the Menu Structure</td>
<td>• How to Add Buttons to Content</td>
</tr>
<tr>
<td>• Adding Pages or Links to the Menu with Edit</td>
<td></td>
</tr>
<tr>
<td>• Adding Related Articles to Research Areas</td>
<td></td>
</tr>
<tr>
<td>• Adding Related Events to Research Areas</td>
<td></td>
</tr>
<tr>
<td>• Creating New Article</td>
<td></td>
</tr>
<tr>
<td>• Creating New Basic Page</td>
<td></td>
</tr>
<tr>
<td>• Creating New Course Schedule</td>
<td></td>
</tr>
<tr>
<td>• Creating New Event</td>
<td></td>
</tr>
<tr>
<td>• Creating New Homepage Image Header</td>
<td></td>
</tr>
<tr>
<td>• Creating New Labs</td>
<td></td>
</tr>
<tr>
<td>• Creating New Personnel/Directory Page</td>
<td></td>
</tr>
<tr>
<td>• Creating New Research Area Page</td>
<td></td>
</tr>
<tr>
<td>• Creating New Slider for Homepage</td>
<td></td>
</tr>
<tr>
<td>• Editing your Personnel Page or Directory Listing on Your Unit's Site</td>
<td></td>
</tr>
<tr>
<td>• How to Delete Files</td>
<td></td>
</tr>
<tr>
<td>• How to Edit Content in Blocks</td>
<td></td>
</tr>
<tr>
<td>• Link to Courses on the UGA Bulletin</td>
<td></td>
</tr>
<tr>
<td>• Logging in to Google Analytics</td>
<td></td>
</tr>
<tr>
<td>• Logging in to Your Website</td>
<td></td>
</tr>
<tr>
<td>• New Homepage Header</td>
<td></td>
</tr>
<tr>
<td>• Publishing Events to the UGA Calendar of Events</td>
<td></td>
</tr>
<tr>
<td>• Unpublishing or Deleting Content</td>
<td></td>
</tr>
<tr>
<td>• Welcome to your Drupal 9 Web site</td>
<td></td>
</tr>
<tr>
<td>• Creating New Article</td>
<td></td>
</tr>
<tr>
<td>• Creating New Basic Page</td>
<td></td>
</tr>
<tr>
<td>• Creating New Course Schedule</td>
<td></td>
</tr>
<tr>
<td>• Creating New Event</td>
<td></td>
</tr>
<tr>
<td>• Creating New Homepage Image Header</td>
<td></td>
</tr>
<tr>
<td>• Creating New Labs</td>
<td></td>
</tr>
<tr>
<td>• Creating New Personnel/Directory Page</td>
<td></td>
</tr>
<tr>
<td>• Creating New Research Area Page</td>
<td></td>
</tr>
<tr>
<td>• Creating New Slider for Homepage</td>
<td></td>
</tr>
<tr>
<td>• Editing your Personnel Page or Directory Listing on Your Unit's Site</td>
<td></td>
</tr>
<tr>
<td>• How to Delete Files</td>
<td></td>
</tr>
<tr>
<td>• How to Edit Content in Blocks</td>
<td></td>
</tr>
<tr>
<td>• Link to Courses on the UGA Bulletin</td>
<td></td>
</tr>
<tr>
<td>• Logging in to Google Analytics</td>
<td></td>
</tr>
<tr>
<td>• Logging in to Your Website</td>
<td></td>
</tr>
<tr>
<td>• New Homepage Header</td>
<td></td>
</tr>
<tr>
<td>• Publishing Events to the UGA Calendar of Events</td>
<td></td>
</tr>
<tr>
<td>• Unpublishing or Deleting Content</td>
<td></td>
</tr>
<tr>
<td>• Welcome to your Drupal 9 Web site</td>
<td></td>
</tr>
</tbody>
</table>

### 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

### Formatting

- • Adding Background Color to Blocks of Text
- • Adding Tables and Making Them Responsive
- • How to Add Buttons to Content

### Administrative

- • 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

## Images & Media

- • Adding Background Color to Blocks of Text
- • Adding Tables and Making Them Responsive
- • How to Add Buttons to Content

## 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 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

<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 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
• 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 server
• 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>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>