# Drupal Support

## Departmental Web site 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 Content - Adding Pages to your 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>
</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

## Administrative

<table>
<thead>
<tr>
<th>Images &amp; Media</th>
</tr>
</thead>
</table>

## 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**

<table>
<thead>
<tr>
<th>Help Desk</th>
<th>Email</th>
<th>Call</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://helpdesk.franklin.uga.edu">http://helpdesk.franklin.uga.edu</a></td>
<td><a href="mailto:helpdesk@franklin.uga.edu">helpdesk@franklin.uga.edu</a></td>
<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>
<th>Directory</th>
<th>Service Offerings</th>
<th>Systems Status Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://oit.franklin.uga.edu">http://oit.franklin.uga.edu</a></td>
<td><a href="http://oit.franklin.uga.edu/">http://oit.franklin.uga.edu/</a></td>
<td><a href="https://kb.franklin.uga.edu/x/xgKlAg">https://kb.franklin.uga.edu/x/xgKlAg</a></td>
<td></td>
</tr>
</tbody>
</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

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