## Drupal Support

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

### Search by Keyword
- **Browse by Category**
  - Simple Content Management
  - Formatting
  - Qualtrics
  - Images & Media
- **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 Content - Adding Pages to your Site
- 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

#### 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](#).

#### Submit a ticket

<table>
<thead>
<tr>
<th>Contact the Franklin OIT Help Desk</th>
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<tbody>
<tr>
<td><strong>Help Desk</strong></td>
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<td><strong>Call</strong></td>
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<table>
<thead>
<tr>
<th><strong>Hours of Operation</strong></th>
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<tr>
<td><strong>Monday - Friday</strong></td>
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<tr>
<td>8:00 a.m. - 5:00 p.m.</td>
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<table>
<thead>
<tr>
<th><strong>Website Information</strong></th>
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<td><strong>Homepage</strong></td>
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<td><strong>Directory</strong></td>
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</tr>
<tr>
<td><strong>Systems Status Information</strong></td>
</tr>
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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

Beginner
Intermediate
Advanced

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