## 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>
<th>Qualtrics</th>
<th>Administrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Adding Content to your Website</td>
<td>- Adding Background Color to Blocks of Text</td>
<td>- CAS Authentication for Qualtrics Forms</td>
<td>- Adding Content to Blocks of Text</td>
</tr>
<tr>
<td>- Adding Links to Content</td>
<td>- Adding Tables and Making Them Responsive</td>
<td>- Creating a Basic Qualtrics Form</td>
<td>- Adding Links to Content</td>
</tr>
<tr>
<td>- Adding Pages or Links to the Menu Structure</td>
<td>- How to Add Buttons to Content</td>
<td>- Embedding Qualtrics Forms/Surveys in Your Drupal Site</td>
<td>- Creating New Article</td>
</tr>
<tr>
<td>- Adding Pages or Links to the Menu with Edit</td>
<td></td>
<td>- Remove Logo from Qualtrics Form</td>
<td>- Creating New Basic Page</td>
</tr>
<tr>
<td>- Adding Related Articles to Research Areas</td>
<td></td>
<td>- Setup Conditional E-mail Trigger for Qualtrics Notifications</td>
<td>- Creating New Course Schedule</td>
</tr>
<tr>
<td>- Adding Related Events to Research Areas</td>
<td></td>
<td>- Setup E-mail Trigger for Qualtrics Notifications</td>
<td>- Creating New Event</td>
</tr>
<tr>
<td>- Creating Content - Adding Pages to your Site</td>
<td></td>
<td>- Share/Collaborate a Qualtrics Project/Form</td>
<td>- Creating New Homepage Image Header</td>
</tr>
<tr>
<td>- Creating New Article</td>
<td></td>
<td></td>
<td>- Creating New Labs</td>
</tr>
<tr>
<td>- Creating New Course Schedule</td>
<td></td>
<td></td>
<td>- Creating New Research Area Page</td>
</tr>
<tr>
<td>- Creating New Event</td>
<td></td>
<td></td>
<td>- Creating New Slider for Homepage</td>
</tr>
<tr>
<td>- Creating New Homepage Image Header</td>
<td></td>
<td></td>
<td>- Editing your Personnel Page or Directory Listing on Your Unit’s Site</td>
</tr>
<tr>
<td>- Creating New Labs</td>
<td></td>
<td></td>
<td>- How to Delete Files</td>
</tr>
<tr>
<td>- Creating New Personnel/Directory Page</td>
<td></td>
<td></td>
<td>- How to Edit Content in Blocks</td>
</tr>
<tr>
<td>- Creating New Research Area Page</td>
<td></td>
<td></td>
<td>- Link to Courses on the UGA Bulletin</td>
</tr>
<tr>
<td>- Creating New Slider for Homepage</td>
<td></td>
<td></td>
<td>- Logging in to Google Analytics</td>
</tr>
<tr>
<td>- Editing your Personnel Page or Directory Listing on Your Unit’s Site</td>
<td></td>
<td></td>
<td>- Logging in to Your Website</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- New Homepage Header</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Publishing Events to the UGA Calendar of Events</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Unpublishing or Deleting Content</td>
</tr>
</tbody>
</table>

### Images & Media

---

### 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](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](http://oit.franklin.uga.edu)  
- **Directory**  
  [http://oit.franklin.uga.edu/](http://oit.franklin.uga.edu/)  
- **Service Offerings**  
  [https://kb.franklin.uga.edu/x/xgKlAg](https://kb.franklin.uga.edu/x/xgKlAg)  
- **Systems Status Information**  
  [http://oit.franklin.uga.edu/status](http://oit.franklin.uga.edu/status)
- 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

Server Level
- Pantheon - Backing up Your Live Site on Pantheon
- Pantheon - Restoring a Backup on Pantheon
- Pantheon - Running Security Updates

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