### Drupal Support

**Departmental Web site Training**

See our Web site training schedule

**Search by Keyword**

* Browse by Category
  * By Category
  * 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**

**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

<table>
<thead>
<tr>
<th>Help Desk</th>
<th><a href="http://helpdesk.franklin.uga.edu">http://helpdesk.franklin.uga.edu</a></th>
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<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:helpdesk@franklin.uga.edu">helpdesk@franklin.uga.edu</a></td>
</tr>
<tr>
<td>Call</td>
<td>706-542-9900</td>
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**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**
• 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

Server Level

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

Google Analytics

• Google Analytics Primer
• Logging in to Google Analytics
• Measure Social Media Traffic with Google Analytics

By Complexity

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<th>Beginner</th>
<th>Intermediate</th>
<th>Advanced</th>
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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 Data Studio 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
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