### 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

### Images & Media

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**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**

Contact the Franklin OIT Help Desk

- **Help Desk**
  - [http://helpdesk.franklin.uga.edu](http://helpdesk.franklin.uga.edu)
  - Email: [helpdesk@franklin.uga.edu](mailto: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/](http://oit.franklin.uga.edu/)
• 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 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
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| • Inserting PDFs and Other Documents |
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| • Logging in to Google Analytics |
| • Logging in to Your Website |
| • Measure Social Media Traffic with Google Analytics |