## 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 a New Homepage Image Header</td>
<td></td>
</tr>
<tr>
<td>• Creating a New Project Showcase</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 FAQ</td>
<td></td>
</tr>
<tr>
<td>• Creating New Homepage Image Header</td>
<td></td>
</tr>
<tr>
<td>• Creating New Inclusive Excellence Spotlights</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>
</tbody>
</table>

### Images & Media

### 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 external content in Your Drupal Site
- 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

#### Help Desk

- Contact the Franklin OIT Help Desk
- Submit a ticket

#### 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/xgKlAg
- Systems Status Information
• Adding Images to Content
• Creating/Editing Simple Slider Images on Homepage
• 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 an Accordion Menu to your Website
• 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.
<table>
<thead>
<tr>
<th>Topics</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Become” Another User to Check Their Permissions by Using “Masquerade”</td>
<td>Adding Personnel User Accounts</td>
</tr>
<tr>
<td>Adding Background Color to Blocks of Text</td>
<td>Blocking Web Committee and Personnel User Accounts</td>
</tr>
<tr>
<td>Adding Images to Content</td>
<td>CAS Authentication for Qualtrics Forms</td>
</tr>
<tr>
<td>Adding Links to Content</td>
<td>Creating Friendly Course Schedules Using Google Docs and Google DataStudio for Use on Departmental Website</td>
</tr>
<tr>
<td>Adding Pages or Links to the Menu Structure</td>
<td>Creating friendly course schedules using Google Docs for use on departmental web site</td>
</tr>
<tr>
<td>Adding Pages or Links to the Menu with Edit</td>
<td>Creating New Course Schedule</td>
</tr>
<tr>
<td>Adding Related Articles to Research Areas</td>
<td>Embedding external content in Your Drupal Site</td>
</tr>
<tr>
<td>Adding Related Events to Research Areas</td>
<td>Embedding Qualtrics Forms /Surveys in Your Drupal Site</td>
</tr>
<tr>
<td>Assigning Authorship to Personnel Pages</td>
<td>Filtering certain pages by Taxonomy Classification</td>
</tr>
<tr>
<td>Changing the Color Scheme of Your Site</td>
<td>How to Delete Files</td>
</tr>
<tr>
<td>Creating a Basic Qualtrics Form</td>
<td>How to Edit Content in Blocks</td>
</tr>
<tr>
<td>Creating a New Homepage Image Header</td>
<td>Inserting an Image or File That is Already Being Used on the Website</td>
</tr>
<tr>
<td>Creating a New Project Showcase</td>
<td>Logging in to your website on the staging sever</td>
</tr>
<tr>
<td>Creating New Article</td>
<td>Looking Up a MyID</td>
</tr>
<tr>
<td>Creating New Basic Page</td>
<td>Optimizing Website Images</td>
</tr>
<tr>
<td>Creating New Event</td>
<td>Pantheon - Running Security Updates</td>
</tr>
<tr>
<td>Creating New FAQ</td>
<td>Photoshop: Clipping Masks Tutorial</td>
</tr>
<tr>
<td>Creating New Homepage Image Header</td>
<td>Photoshop: Layer Tutorial</td>
</tr>
<tr>
<td>Creating New Inclusive Excellence Spotlights</td>
<td>Photoshop: Masking Tutorial</td>
</tr>
<tr>
<td>Creating New Labs</td>
<td>Reducing PDF Size</td>
</tr>
<tr>
<td>Creating New Personnel /Directory Page</td>
<td>Setup Conditional E-mail Trigger for Qualtrics Notifications</td>
</tr>
<tr>
<td>Creating New Research Area Page</td>
<td>Setup E-mail Trigger for Qualtrics Notifications</td>
</tr>
<tr>
<td>Creating New Slider for Homepage</td>
<td>Add a Banner Image to your Special Section or Conference Pages</td>
</tr>
<tr>
<td>Creating/Editing Simple Slider Images on Homepage</td>
<td>Adding an Accordion Menu to your Website</td>
</tr>
<tr>
<td></td>
<td>Adding Tables and Making Them Responsive</td>
</tr>
<tr>
<td></td>
<td>Create a Menu Block with a Custom Title</td>
</tr>
<tr>
<td></td>
<td>Create a Special Section</td>
</tr>
<tr>
<td></td>
<td>Creating Special Sections of Your Site.</td>
</tr>
<tr>
<td></td>
<td>Making a Special Category for Your Special Section’s Events</td>
</tr>
<tr>
<td></td>
<td>Managing Content in Blocks</td>
</tr>
<tr>
<td></td>
<td>Override Date Controls on Homepage Using “Sticky” Functionality</td>
</tr>
<tr>
<td>Editing your Personnel Page or Directory Listing on Your Unit's Site</td>
<td></td>
</tr>
<tr>
<td>Embedding a Video in a Page</td>
<td></td>
</tr>
<tr>
<td>Google Analytics Primer</td>
<td></td>
</tr>
<tr>
<td>Guide to Image Sizes</td>
<td></td>
</tr>
<tr>
<td>How to Add Buttons to Content</td>
<td></td>
</tr>
<tr>
<td>Inserting PDFs and Other Documents</td>
<td></td>
</tr>
</tbody>
</table>