

Website Training



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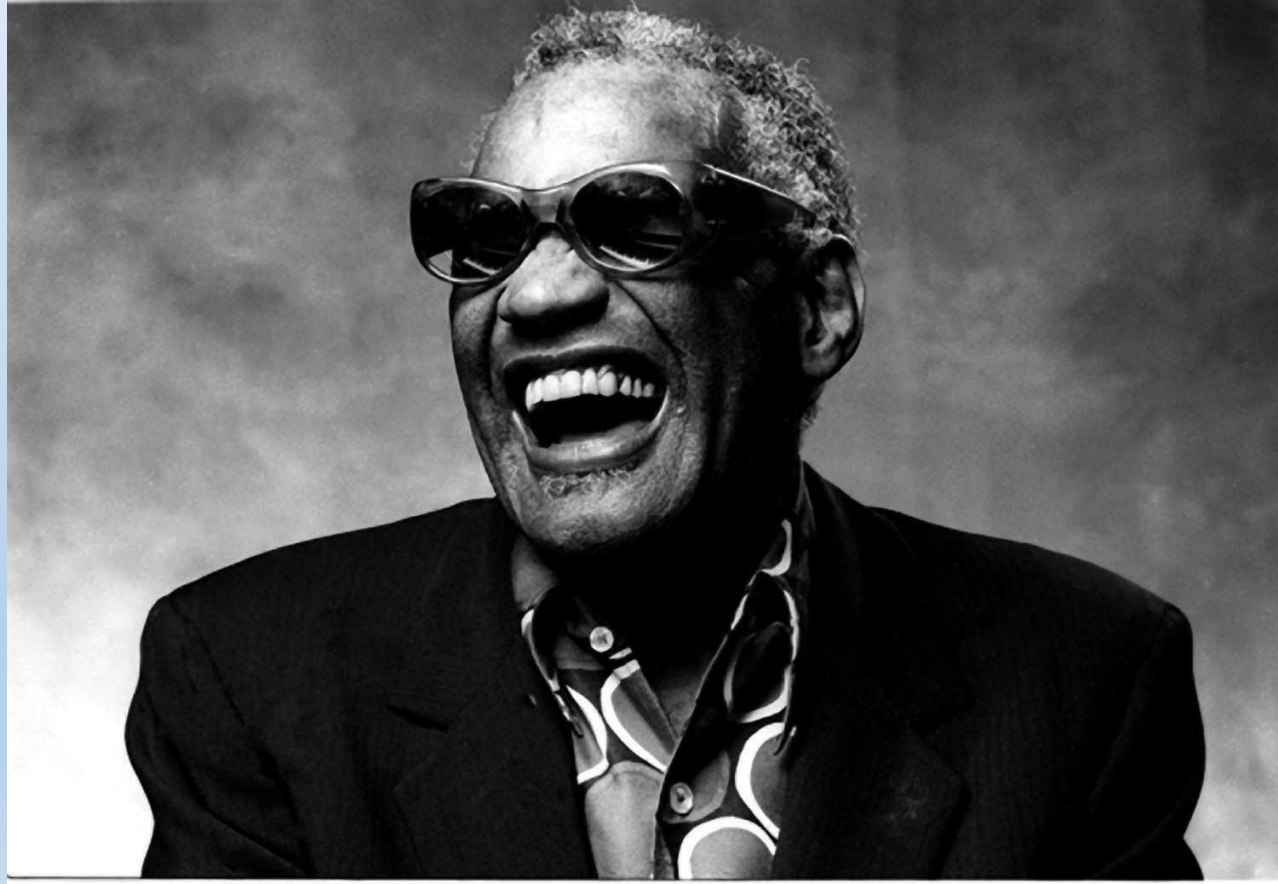
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Part 1: Accessibility

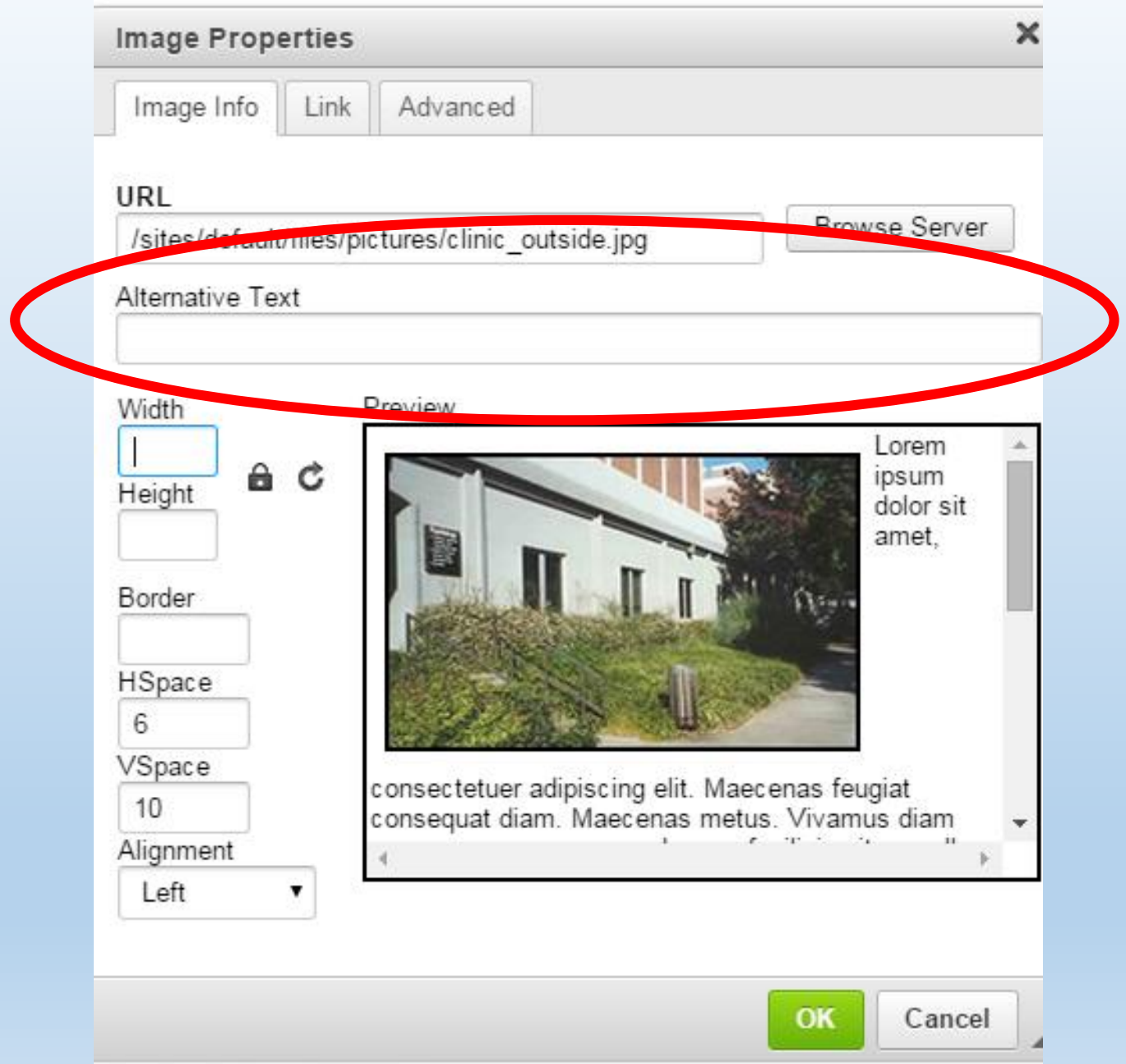
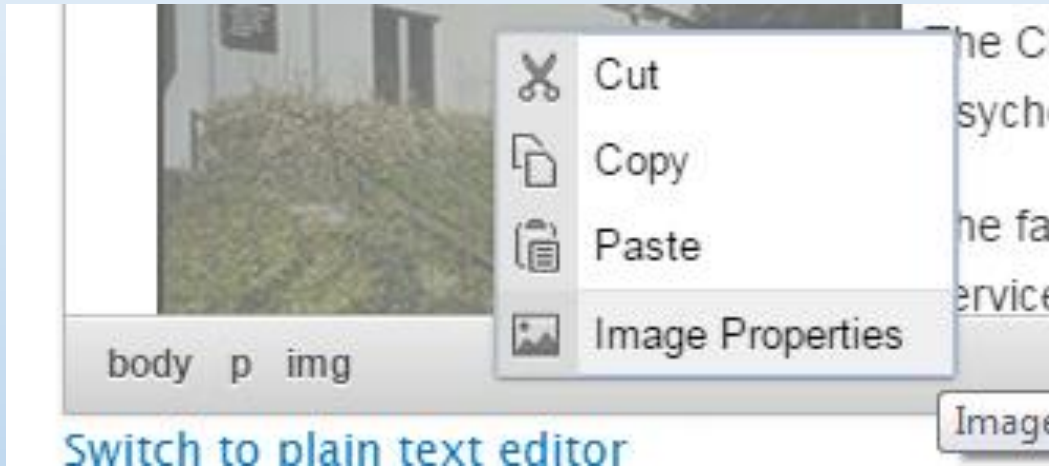


Keeping our website accessible is important to keeping our department out of a lawsuit. The next three four describe things you must do to maintain accessibility on your pages.

Insert alternative text with photos to describe what a picture is to those who can't see it.

Do this when you upload the picture or by right-clicking on the picture and selecting image properties.

Profile pictures next to a name or decorative photos do not need alternative text.



Use headings when possible

Make hyperlinks meaningful; Don't type "click here" or the URL without other text. For example, say "[Click here for more information about the clinical graduate program](#)" Instead of "[Click here](#) for more information about the clinical graduate program."

When you upload a new CV, make sure you enter the word “CV” in the description field.

Don't embed or link to youtube videos that do not have captions.

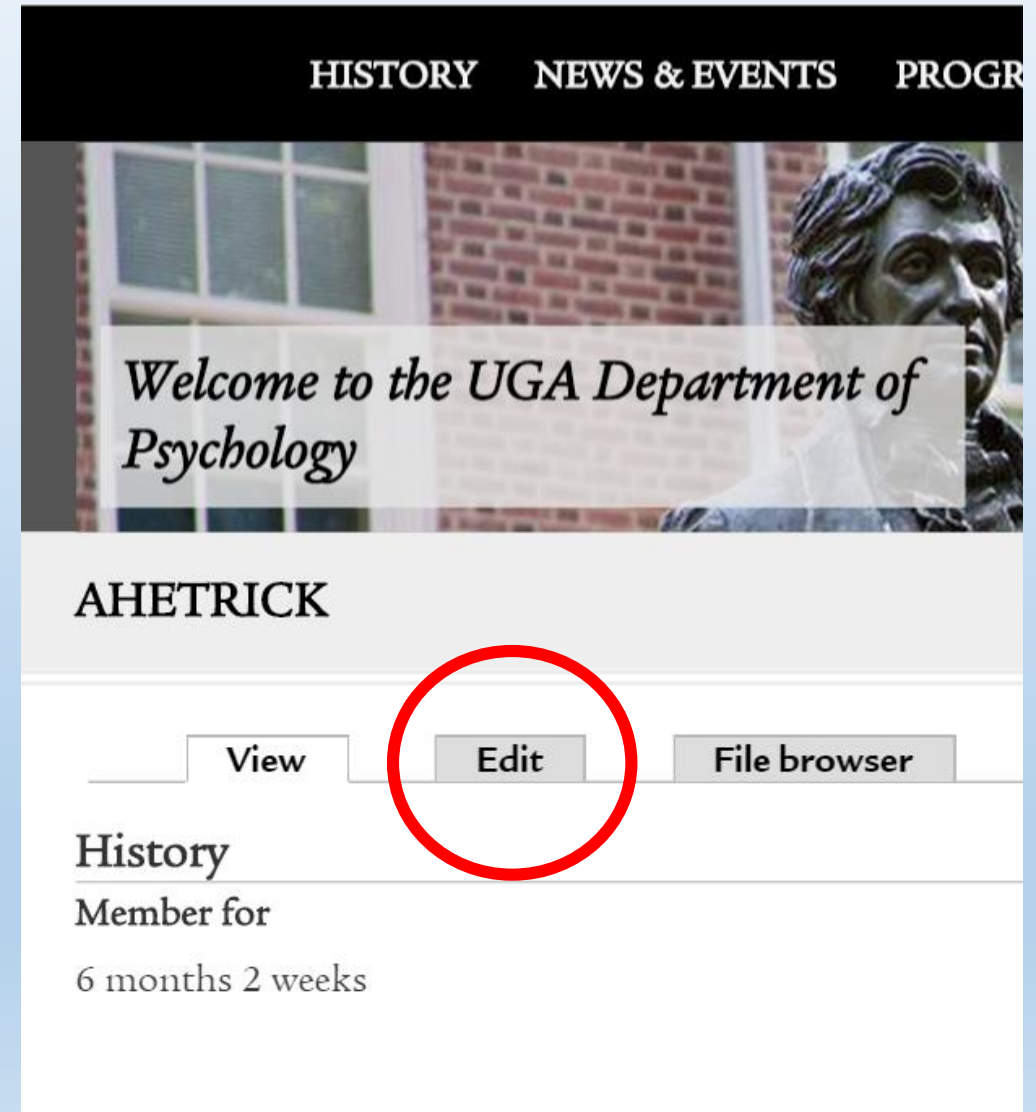
Part 2: Editing Pages



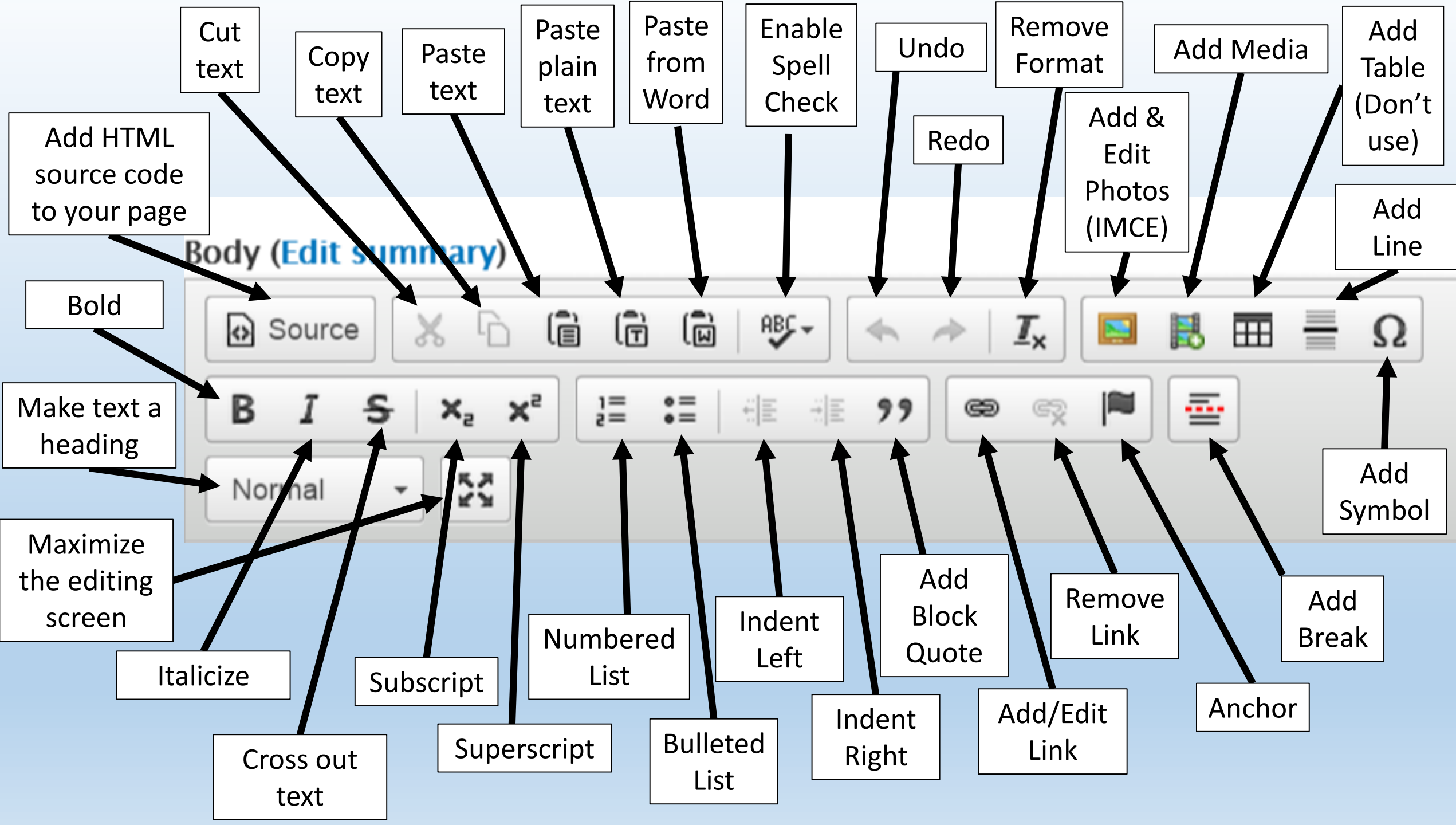
1. Login at psyc.franklin.uga.edu/user

2. Navigate to the page you would like to edit

3. Click the edit tab



There are several buttons and options to editing webpages on our site. The next page includes labels of the buttons within the page editor tool.



Guide for Updating Your Site:

<https://kb.franklin.uga.edu/display/FOKFC/Edit+your+directory+listing+on+your+departmental+website>

Basic Drupal Training Videos:

<https://www.youtube.com/channel/UCjaUshDsgHQ3UuSuaB3DCWw>

If you have trouble editing once you log in, contact the [help desk](#). If your MyID does not match your UGA email address, you may need to let them know your myID.

Part 3: Adding Images and Files



Add and resize images using the image content editor (IMCE) button



File Browser - Google Chrome

https://cmshost8.franklin.uga.edu/index.php?q=imce&app=ckeditor|sendto@ckeditor_setFile|&CKEditorFuncNum=101

Upload Thumbnails Delete Resize Insert file

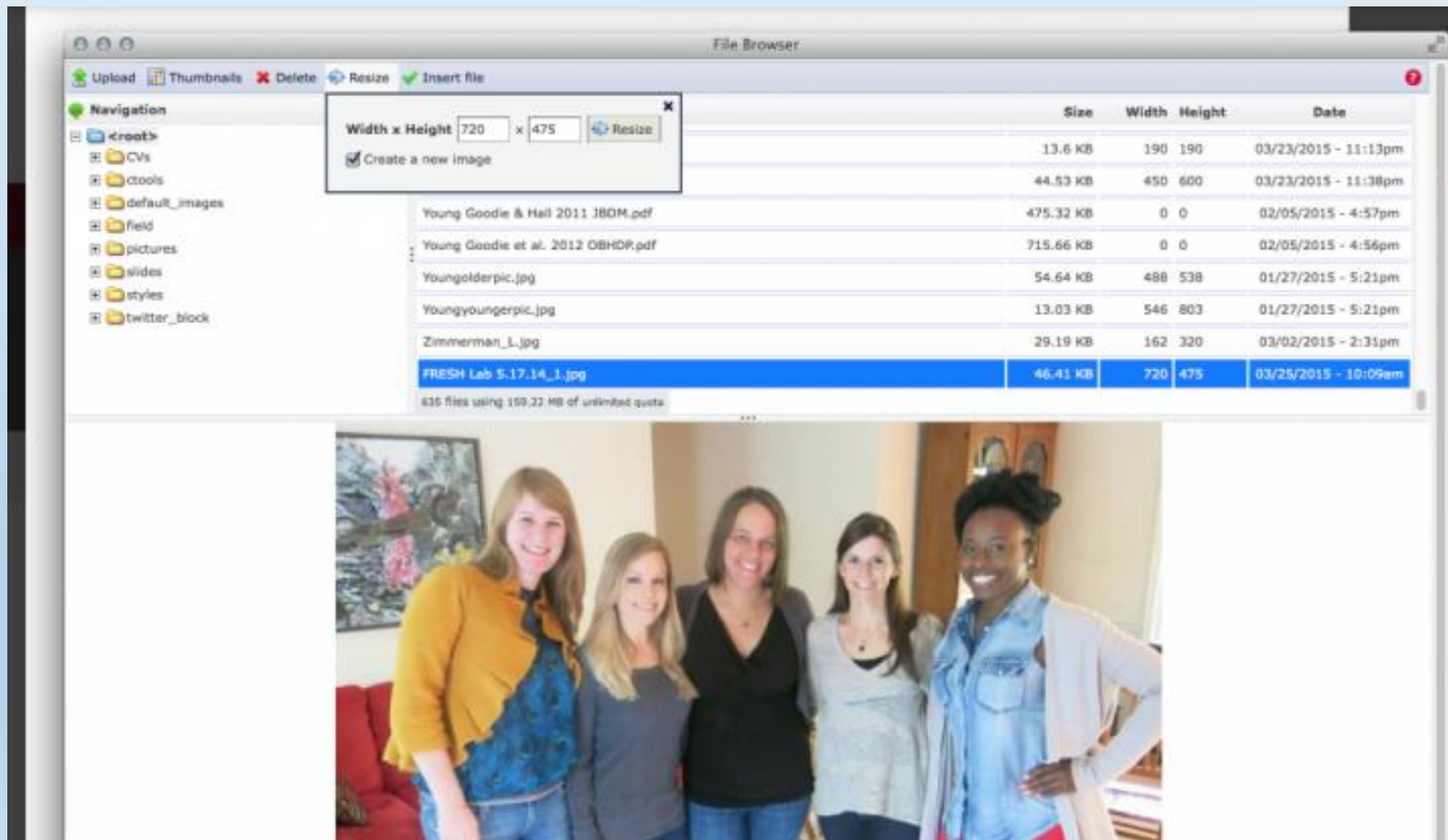
Navigation

- <root>
- CVs
- ctools
- default_images
- field
- pictures
- slides
- styles
- twitter_block

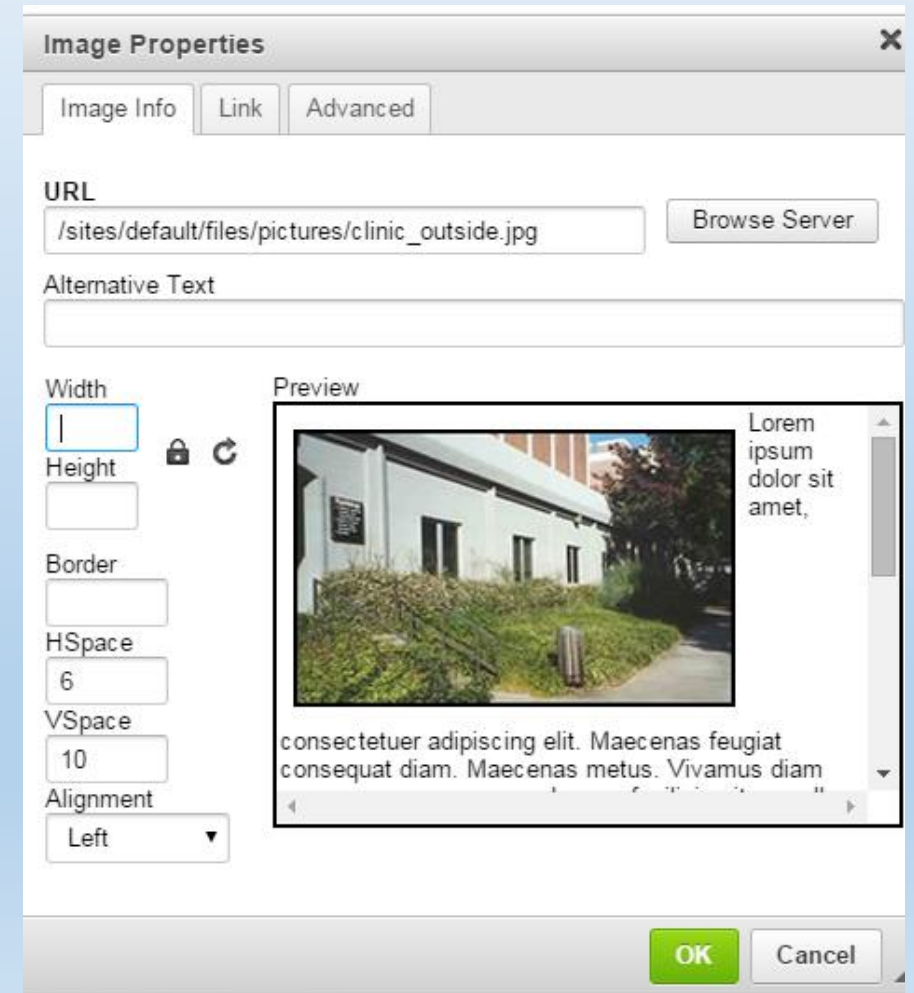
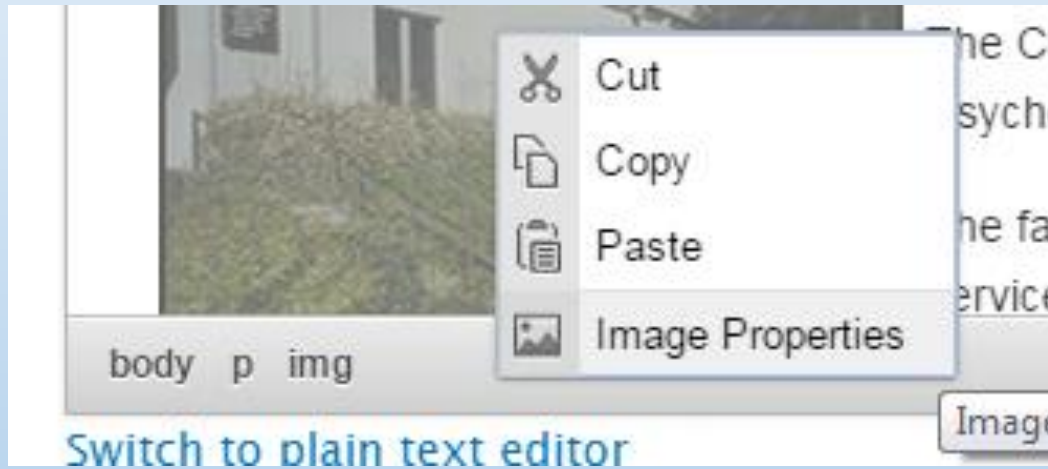
File name↓

2011-2012reception1.jpg
2011-2012reception2.jpg
2011-2012reception3.jpg
2011-2012reception3_0.jpg
2011-2012reception4.jpg
2011-2012reception4_0.jpg
2011-2012reception5.jpg

In other words, photos should be resized when they are uploaded and before they are inserted. Photos cannot be wider than 525 pixels across.



If your picture looks disproportionate, right-click on the picture, then click image properties. Take out the numbers in the size dimensions fields.



To add a link to a file, first highlight the text you want to link to the file. Then, click the IMCE icon. Upload your file just as you would an image, then click insert.

Part 4: Add Content





Dashboard

Content

Structure

Appearance

Configuration

Help

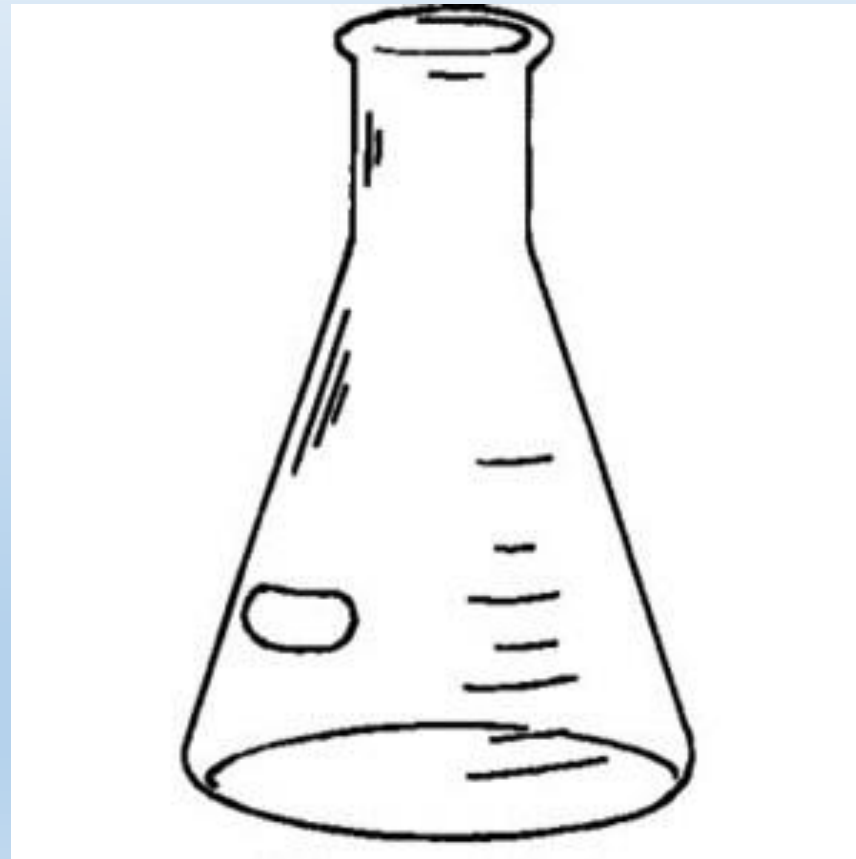
Add content

Bulk Content Operations (old Content viewer)

Under Add Content, faculty and graduate students are now able to add news items and add events to the calendar. Feel free to use this feature often.

Similarly, faculty and graduate students can also add graduate and undergraduate course information under the Add Content button.

Part 5: Add Lab Page



The homepage of each lab page is a content type called a “lab.” This is the introductory page for your lab that may also include a link to a site outside of the psychology department webpage.

To make edits to laboratory pages hosted on research.franklin.uga.edu, go to your lab page's home page URL and add /user to the end of it. Login, navigate to the page you would like to edit, then click on the edit tab.

You can add pictures to the slideshow above your lab page. To do this, go to add content, then slide. Upload your picture under the “Image” field.

Pictures for slides must be 960x160 pixels in size. You can use Photoshop, [Picasa](#) (free), or another photo editing software program to edit and combine your photos. If your picture is too small, you can use this [grey background](#) photo as the background of your picture.

To add a People page that links to user profiles (personnel page), contact the webmaster.

Part 6: Menu Structure



Only certain individuals have the ability to edit the menu structure.

Contact the webmaster if you would like the ability to do this or to request a change in the menu structure.

Menu settings

Clinical Graduate Ph.D. Program

Revision information

New revision

URL path settings

Automatic alias

URL redirects

1 redirect

Authoring information

By ahetrick on 2015-03-18 14:21:47
-0400

Publishing options

Published

Provide a menu link

Menu link title

Clinical Graduate Ph.D. Program

Description

Shown when hovering over the menu link.

Parent item

-- Programs ▼

If you want to change where in the menu a page is or add a new page to a menu, do not choose on “Main menu” or “Menu” as the parent item (see next slide). This will change the way our homepage looks.

Part 7: Webmaster Help



Please use our website update request form to submit changes to our website:

<http://psyc.franklin.uga.edu/website-e-update-request-form>

If you've exhausted all of the resources in this PDF file and still have questions, contact the Psychology Department Webmaster at psychology@uga.edu

The webmaster is more than happy to meet with you to: 1) teach you how to edit your pages or 2) make new edits for you.

Thanks Everyone!

