Website Training
Clickable Table of Contents

Part 1: Accessibility
Part 2: Editing Pages
Part 3: Adding Images and Files
Part 4: Add Content
Part 5: Add Lab Page
Part 6: Menu Structure
Part 7: Webmaster Help
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+web+site

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
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 and image, then click insert.
Part 4: Add Content
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-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!