Website Training
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Part 1: Accessibility
Keeping our website accessible is important to keeping our department out of a lawsuit. The next three slides 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, but they need a blank space in the alternative text field.
Use headings when possible

Make hyperlinks meaningful; Don’t type “click here” or the URL without other text.

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.
Add HTML source code to your page

Cut text
Copy text
Paste text
Paste plain text
Paste from Word
Enable Spell Check
Undo
Redo
Remove Format
Add Media
Add & Edit Photos
Add Table (Don’t use)
Add Line
Add Symbol
Add Break
Anchor
Add/Edit Link
Remove Link
Add Block Quote
Indent Right
Indent Left
Numbered List
Bulleted List
Superscript
Subscript
Cross out text
Italicize
Bold
Maximize the editing screen
Make text a heading

Body (Edit summary)
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. We’ve had a recent issue with new faculty and students because their MyID does not match their UGA email address.
Part 3: Adding Images and Files
Add and resize images using the image content editor (IMCE) button
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
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 called a “lab.” If you have a lab with a homepage already, you can add subpage to this lab page. To do this, go to add content, then select “Lab Basic Page.”
To make this lab basic page show up on your main page, type the name of your lab in the “lab association” field.
To add your lab to a research area, go to the edit portion of the main lab page of your lab website. Then, type in the desired program under the “research area” field.
You can add personnel to your lab pages by going to that person’s personnel page. Type in your lab page name under the “Lab Association” field.
You can add pictures to the slideshow above your lab page. To do this, go to add content, then slide. Checkmark the “Lab Pages” box at the top of the page, and then type in your lab in the “Lab Association” box. Upload your picture under the “Image” field.
Pictures for slides must be 960x160 pixels in size. You can use Photoshop or Picasa (free) 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, contact the webmaster.
Part 6: 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

Check the box to 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/websites-update-request-form
If you’ve exhausted all of the resources in this PDF file and still have questions, contact Andrea Hetrick, the Psychology Department Webmaster, at psychology@uga.edu
I am 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!