

# Website Training

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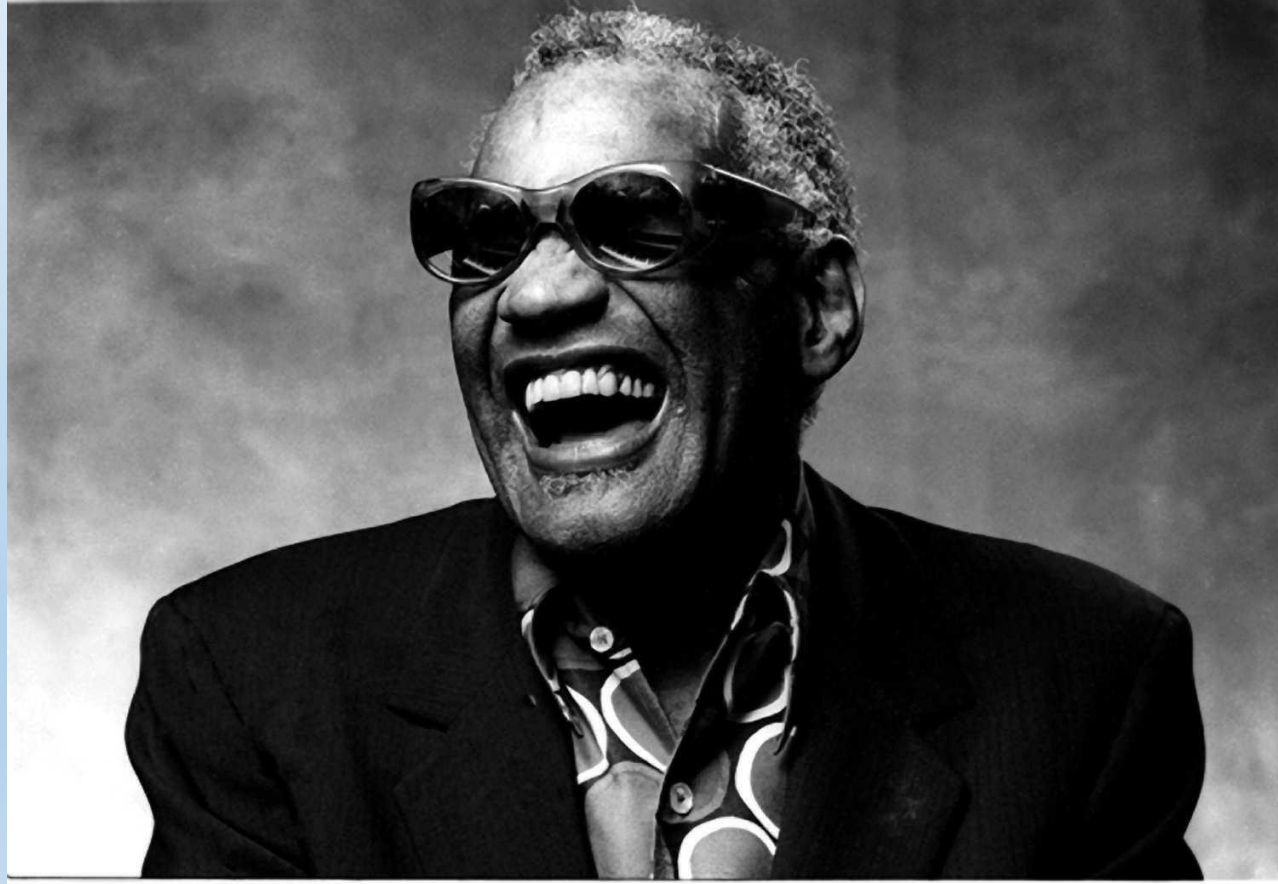
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# Part 1: Accessibility

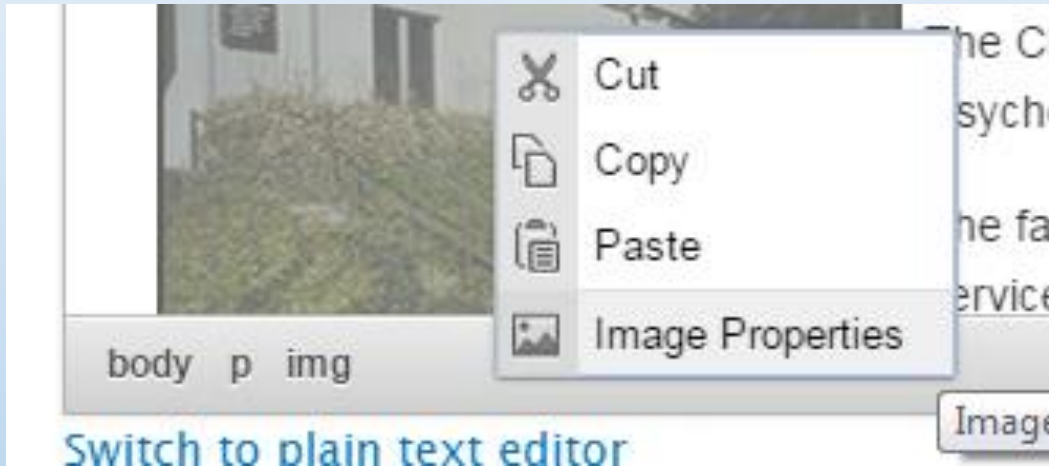


Keeping our website accessible is important to keeping our department out of a lawsuit. The next three slides describe things you must do to maintain accessibility on your pages.

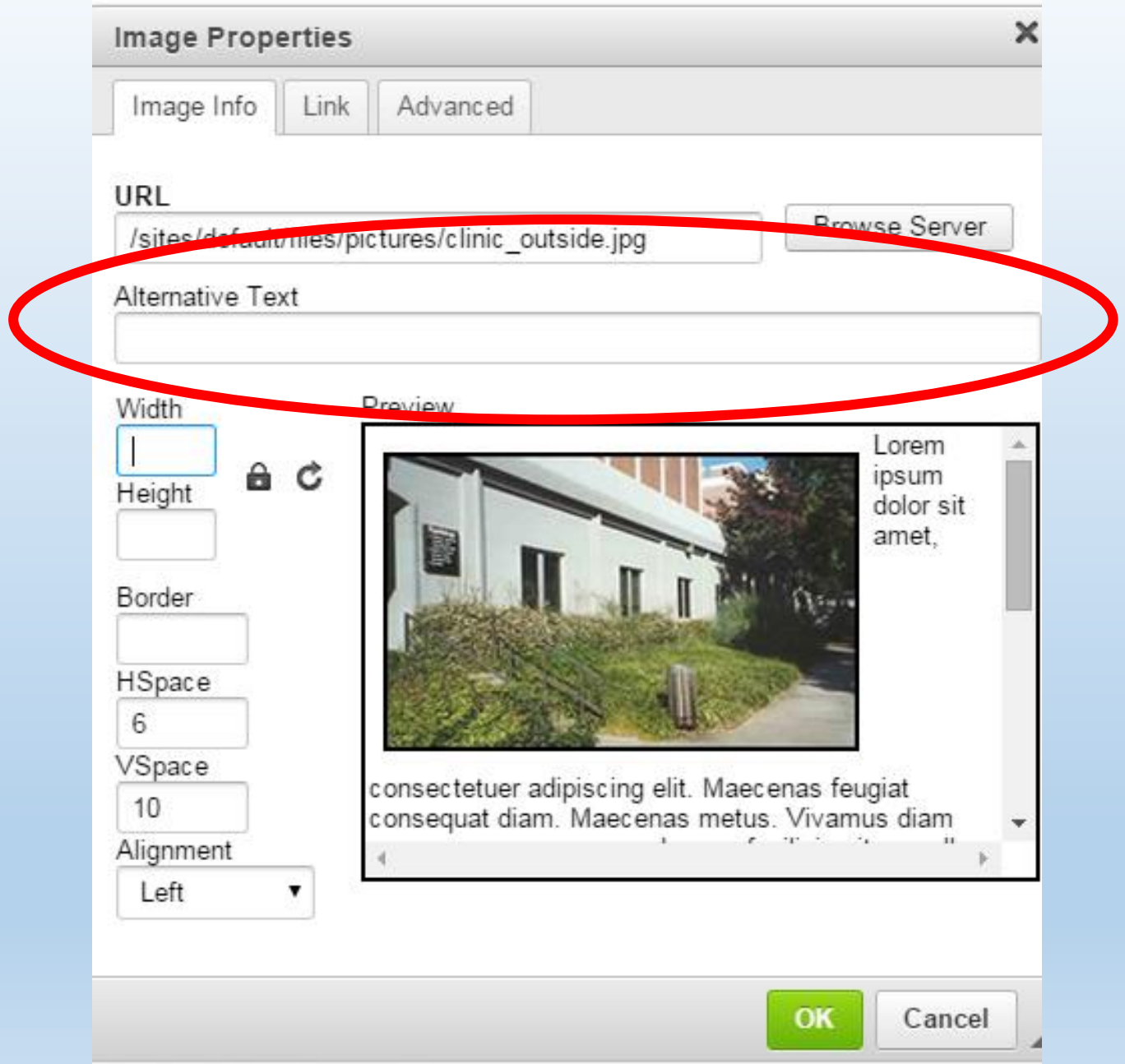
Insert alternative text with photos to describe what a picture is to those who can't see it.

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.



Switch to plain text editor



# 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

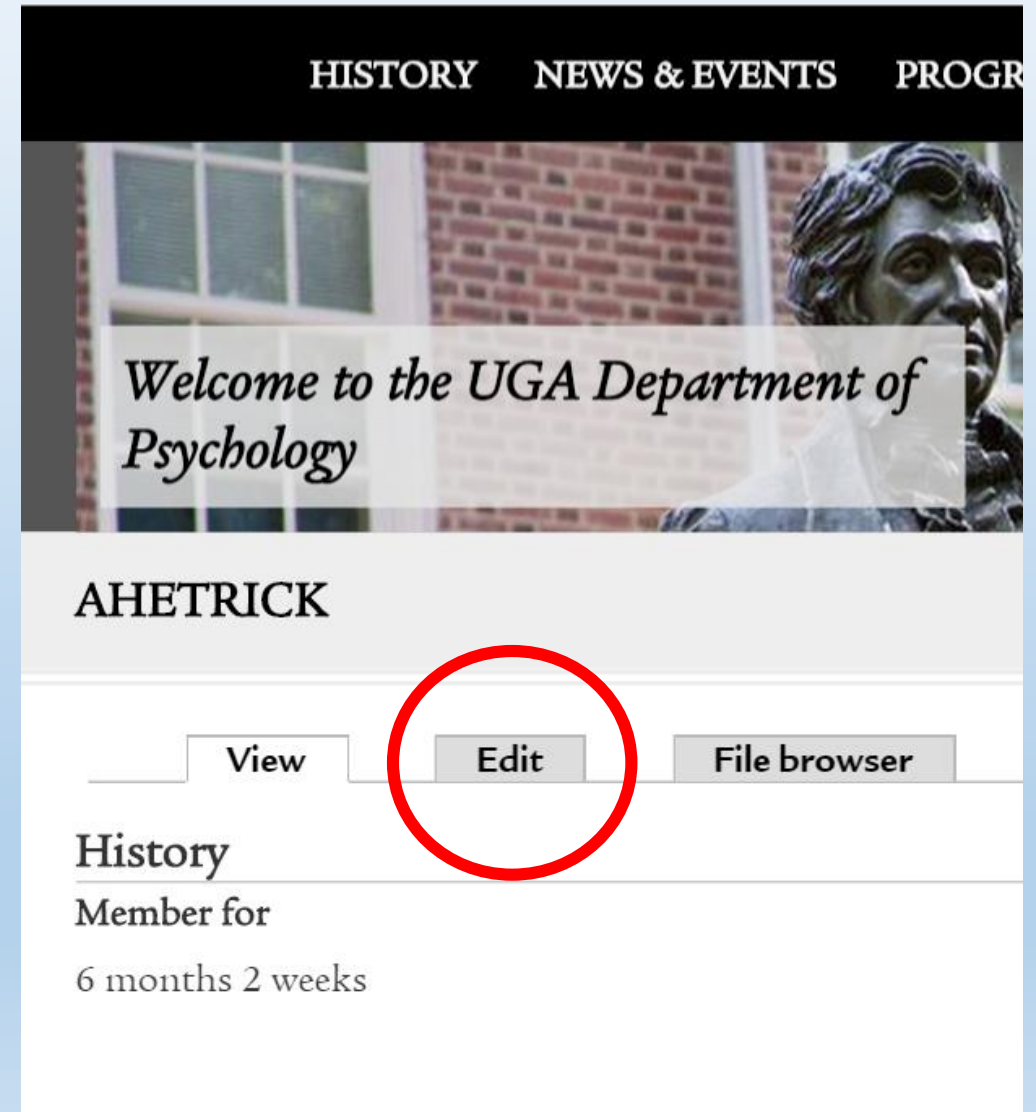




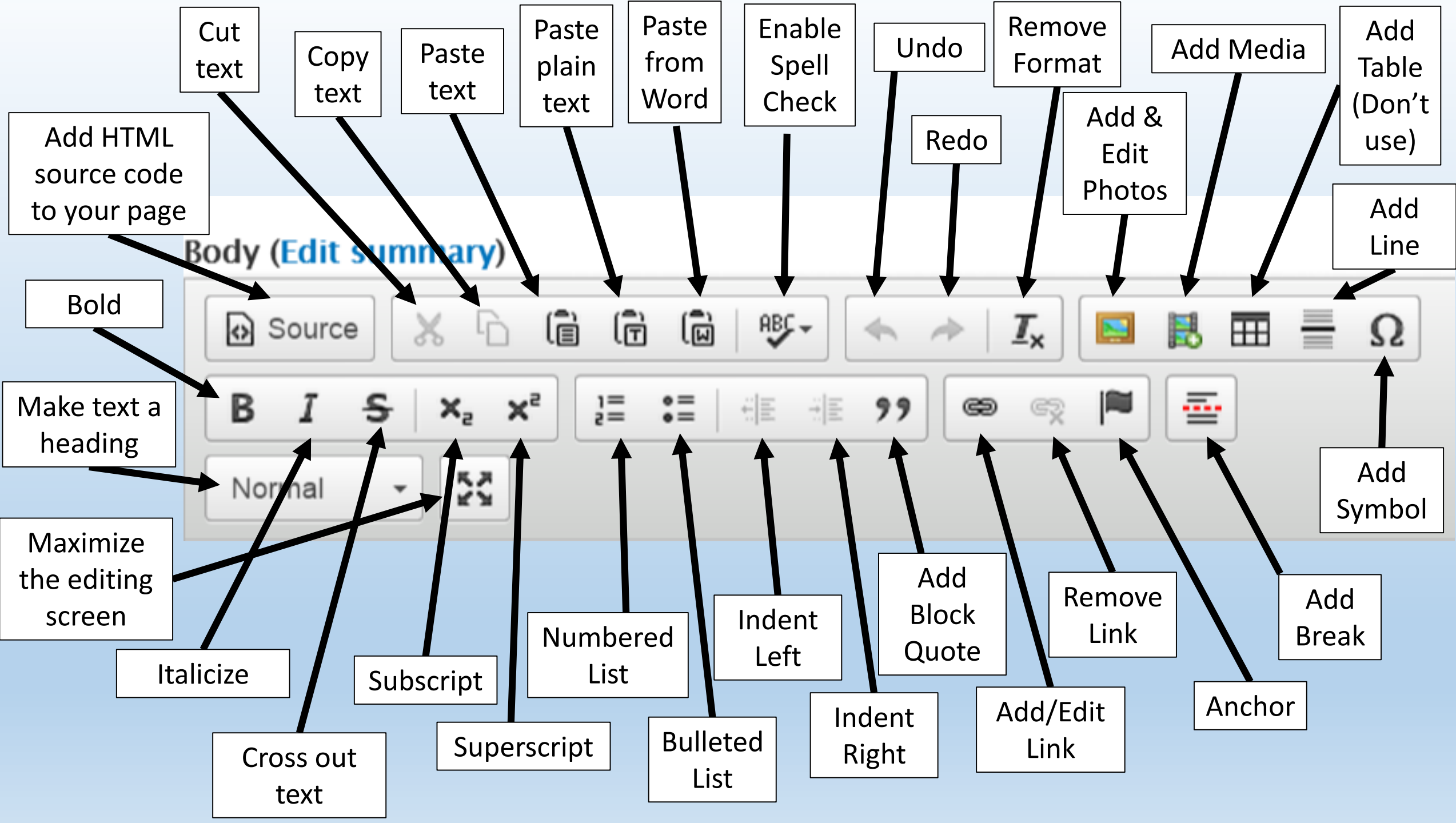
1. Login at [psyc.franklin.uga.edu/user](https://psyc.franklin.uga.edu/user)

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](#). 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



File Browser - Google Chrome

[https://cmshost8.franklin.uga.edu/index.php?q=imce&app=ckeditor|sendto@ckeditor\\_setFile|&CKEditorFuncNum=101](https://cmshost8.franklin.uga.edu/index.php?q=imce&app=ckeditor|sendto@ckeditor_setFile|&CKEditorFuncNum=101)

Upload Thumbnails Delete Resize Insert file

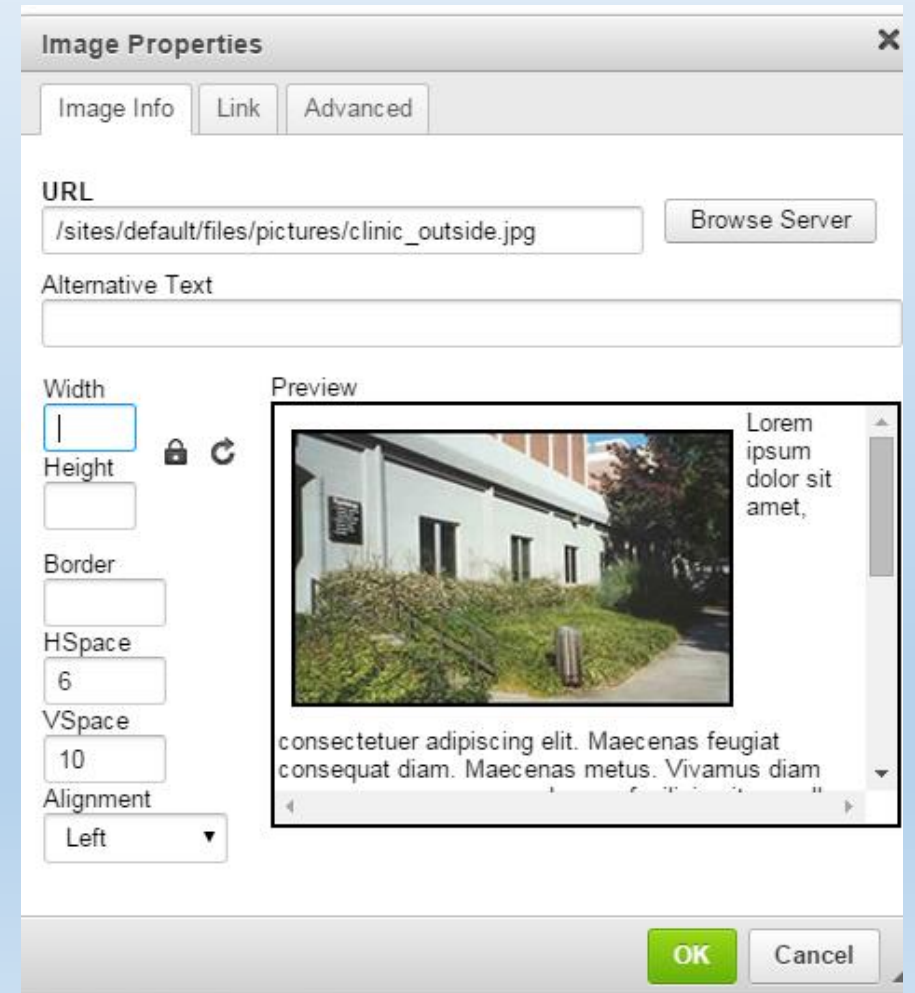
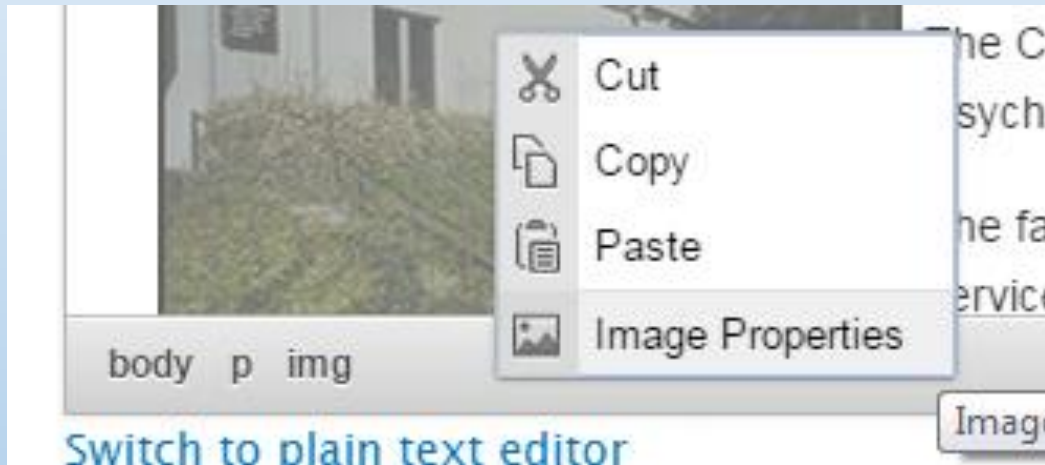
**Navigation**

- <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

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

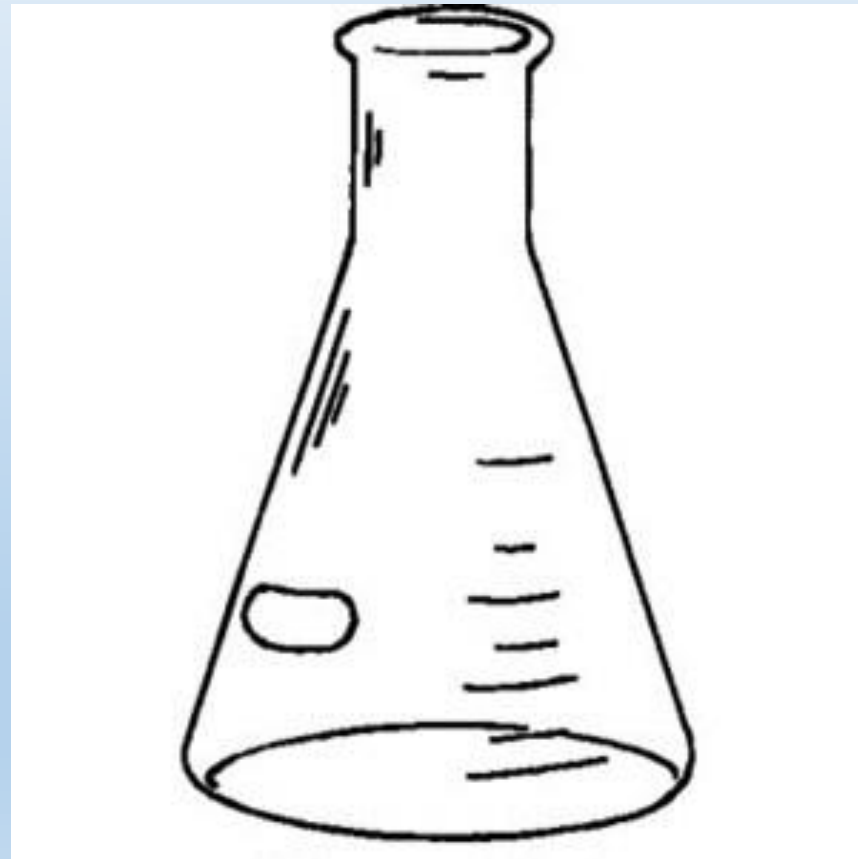
Add content

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 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.

### *Labs*

Behavioral and Brain  
Sciences Labs

Clinical Labs

Industrial-  
Organizational Labs

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

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 Andrea Hetrick, the Psychology Department Webmaster, at [psychology@uga.edu](mailto: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!

