

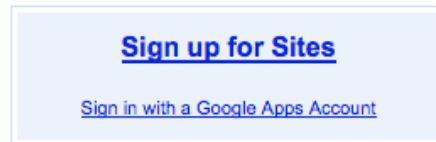
# Google Sites Tutorial

## YouTube Google Sites Tutorial:

<http://www.youtube.com/watch?v=fD-4FRTzxkI>

## Creating a Google Account

1. You need to have a Google account in order to use Google Sites. If you already have a Gmail account, you're set. If not, go to the link below to set up an account.
  - a. **Link to setup free Google account:** <http://google.com/sites>



## Creating a New Site

2. Once you have created a Google account, you are ready to begin developing your webpage. Click on the Create new site and follow the directions on the screen.

### Create new site

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**Site name**

**Your site will be located at this URL:**  
[http://sites.google.com/site/](http://sites.google.com/site/gusthelion)   
Site URLs can only use the following characters: A-Z,a-z,0-9



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**Site description** (optional) enter a short description of this site

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**Mature content** ☐ This site contains mature content only suitable for adults.


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**Share with** ☒  **Everyone in the world** can view this site  
☐  Only **people I specify** can view this site

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**Site theme**

  
☒ Default

  
☐ Simply White

  
☐ Charcoal

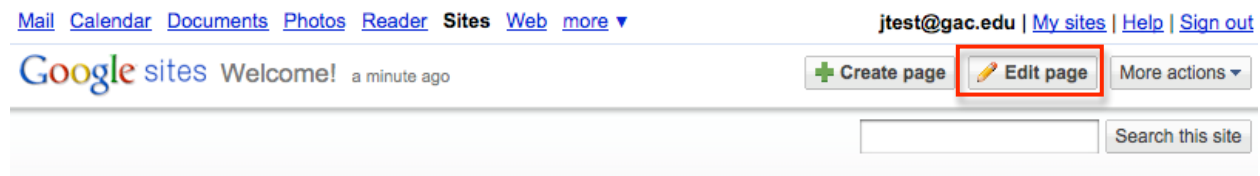
[More themes...](#)

- **Site Name:** This is the general name of your website and will automatically become the URL for your website. This will be the web address given to potential employers, etc. so make sure it's appropriate for your site's purpose, as well as professional.

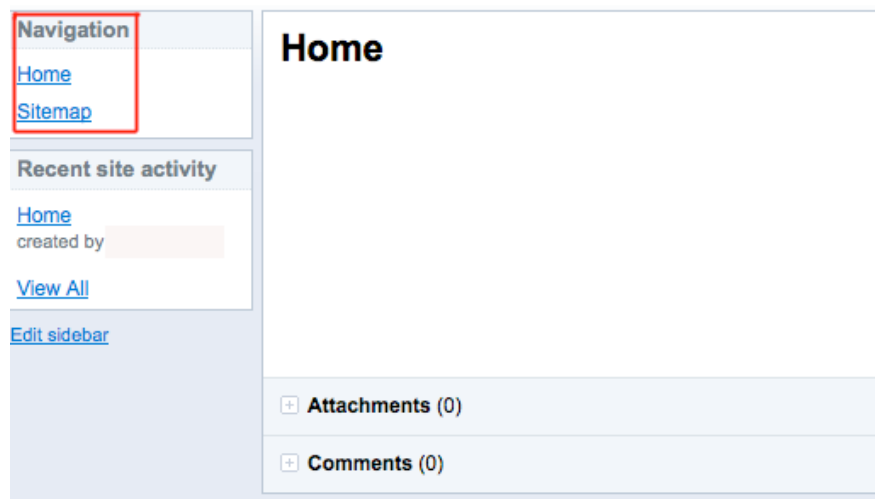
- **Sharing preference:** Choosing “Only people I specify can view this site” will create your website with privacy settings, so you will have to send invitations to those who you want to be able to see your site. Choosing “Everyone in the world can view this site” makes it open to the entire World Wide Web.
- **Select a Site theme:** Choose a basic theme or background for your site; Clicking “More themes...” allows you to choose from even more options than those displayed.
- Type in the code and click “Create Site”.

## Editing your Home Page

3. Click “Edit page” to be able to change the title, add introductory paragraph and photos, and more.



This is the landing page of your website, so you'll want the title and introductory paragraph to tell visitors a little bit about the site. There is a Navigation bar at the left that contain links to the other pages on your website and can be edited by clicking “Edit sidebar” (See more instructions at #9).



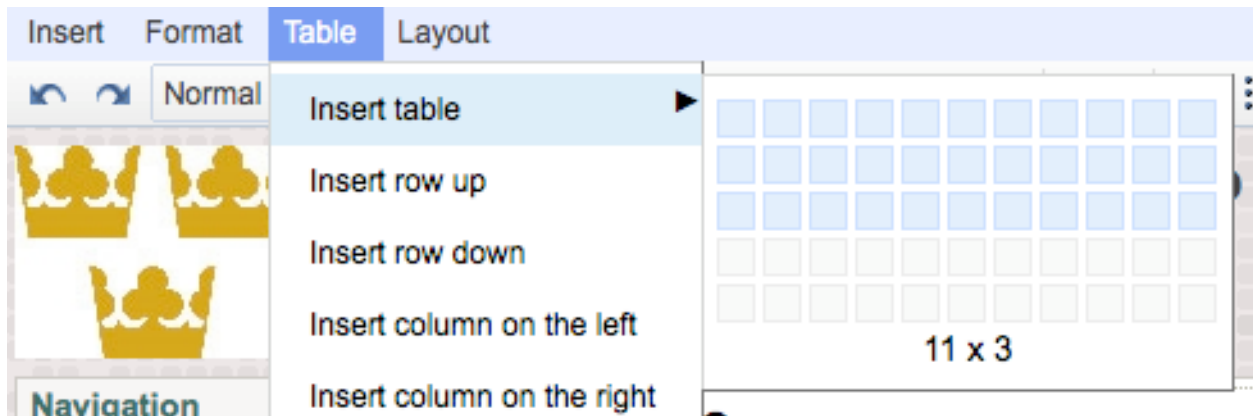
## Adding a New Page

4. Click on the “Create page” button to start building your website, and select “web page” template from the options. Give your page a title and determine what level you want your

page to belong to. For this page, select “top level” and click OK. Your new web page will be created and opened up in the Edit Mode, ready for you to add content.

### Inserting a Table

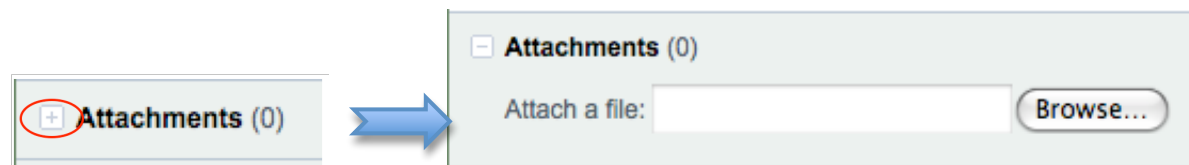
5. Insert an 11 column X 5 row table from the Table Menu. This will be your framework for a sample Standards and Artifacts page that students could create to provide easy access to documents that demonstrate the various competencies required by NCATE, AAHE, and NASPE.



**Tip:** If you are having trouble centering your table on the page, click on the “html” icon on the editing toolbar and make sure that the “table style” line includes the words “margin-left: auto; margin-right: auto;” somewhere between the enclosing brackets. For example: `<table style="border-color: rgb(136, 136, 136); border-width: 1px; border-collapse: collapse; margin-left: auto; margin-right: auto;" border="1" bordercolor="#888888" cellspacing="0">`

### Uploading an Attachment

6. You can attach files within the Attachments section at the bottom of any page. To attach a document, click Browse next to Attach a file, browse for the file, select it, and click Open. *Please note: The limit on file uploads is 10MB per file.*



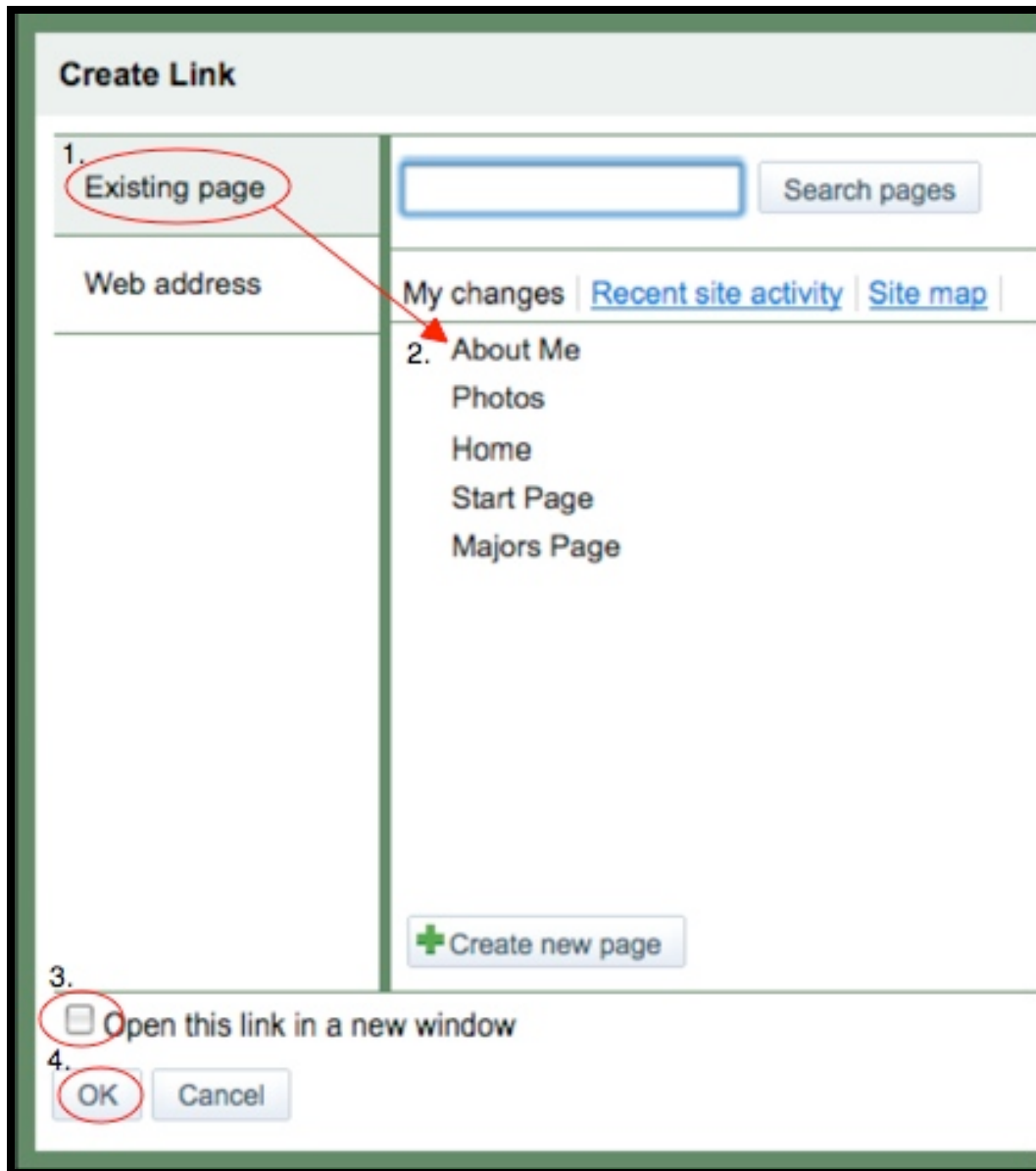
*Note: If the “Browse” button is not visible, click on the “+” sign to the left of Attachments to reveal the browse field and button. The ability to add attachments to a page is set in More Actions > Page Settings > Allow Attachments.*

### Creating Links

7. You can create links to:
  - a. External web pages (pages that you don’t create, such as your institution’s home page)

- b. Internal web pages (pages that you create within your Google Site)
- c. A file (a Word document, a PowerPoint, a picture, etc.)
- d. An email link (a link that opens up a mail client and pre-addresses an email to someone)

To create a link, select the text that you want to become the link and click on the “Link” button on the Toolbar. (Make sure you are in the “Edit Mode.”) Select the type of link you would like to create and click “OK.”



*(1.) Creating a link to an existing page: (2.) Select the file from the list; (3.) decide whether to open in a new window or the existing window; and (4.) click OK.*

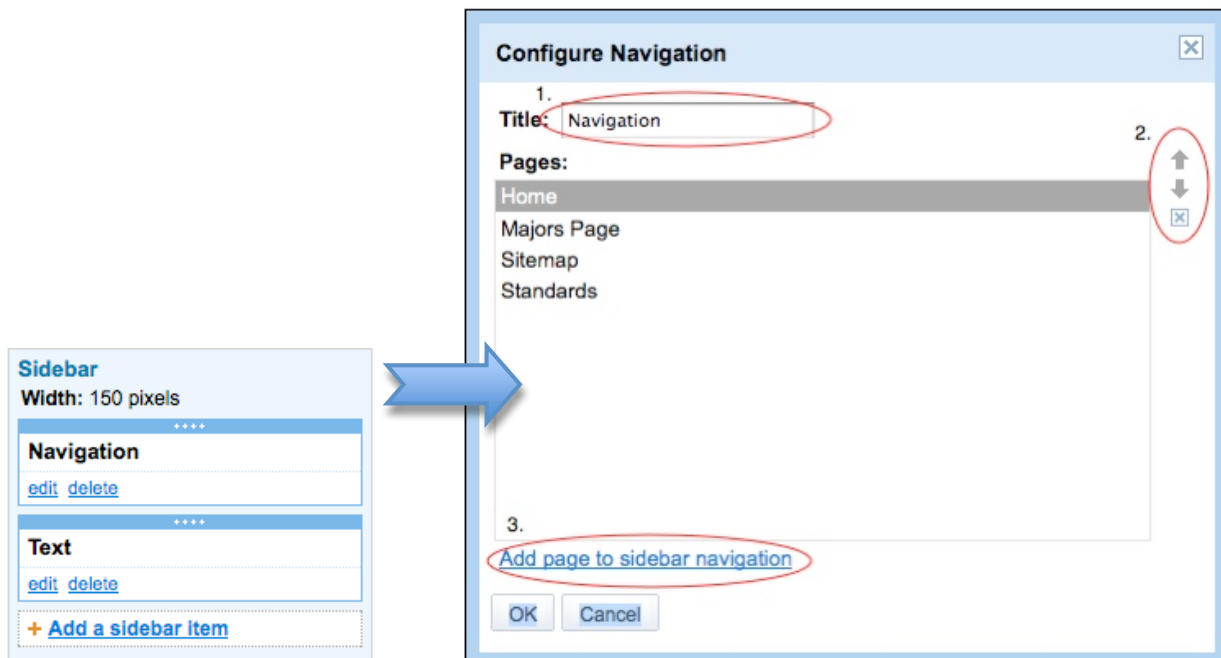
### **Inserting an Image**

- 8. To insert an image, select “Image” from the Insert Menu. In the resulting window, you can either select from images you have already uploaded to Google Sites, browse your

hard drive or flash drive for images, or select one from a web address. Once you have located the image, select it and click “OK.” You will then be able to format the picture using Google’s tools.

## Changing the Sidebar

9. You can change the Sidebar Navigation to reflect your personal preferences. To change the Sidebar, click on the “Edit Sidebar” link located just below the Sidebar. This will bring you to the Appearance Settings window where you can edit the Navigation and Text blocks by clicking on the “edit” button. You can also delete or add a Sidebar item in this same window.



*In editing the navigation, you can 1.) change the name of the Navigation block; 2.) rearrange the order of the links in the navigation block or delete a link; or 3.) add a page to the sidebar navigation.*

## More Actions

Here you can print, move, delete and preview the existing page. You can also:

### > Page Settings

10. The Page Settings feature in the More Actions drop-down menu allows you to rename your page and alter the following account features:
  - Show/Hide Page Settings in "Navigation" in the sidebar
  - Show/Hide Page Title
  - Show/Hide links to sub-pages
  - Allow attachments (must be checked to upload attachments, but can be turned off once all the page uploads are complete.)
  - Allow comments
  - Change the Page URL (name)

## > **Manage Site**

11. You can **delete a site** by going to the Site Settings menu and selecting “Other Stuff.” In this window you can also change the name of your website and change the landing page for your site. The landing page is the default page visitors will go to when they type in your Google Sites URL. By clicking on the Web Address tab, you can also find out the URL to your site.