

## Overview of Google Site

Throughout the semester you will be asked to complete a number of projects, many of which will be displayed in an electronic portfolio. There are various authoring programs that can be used to create electronic portfolios. In the past, this course used Adobe GoLive. However, this authoring program can be cumbersome and requires a paid subscription. Alternatively, we will be using *Google Sites* this semester. This free authoring program has many advantages. For example, you do not need to have any previous technical knowledge nor do you have to learn HTML in order to build high-quality web pages. Below provides some pertinent information to help with the process of building your own web page.

1. You need to have an existing *Gmail* account in order to use Google Pages. A Gmail account is Google's version of webmail. It is easy to set up and, most importantly, it is free! Simply click on the below link to set up a Gmail account. *Please note that you will be asked to create a username during this setup. This username may be a part of your address for your webpage. As such, make sure your username is appropriate.*

### Link to setup free Gmail account:

<https://www.google.com/accounts/ServiceLogin?service=mail&passive=true&rm=false&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F%3Fui%3Dhtml%26zy%3DI&bsv=1k96igf4806cy&ltmpl=default&ltmplcache=2&hl=en>

2. Once you have created a Gmail account, you are ready to begin developing your webpage. Click on the below link to begin the process. You will need to enter your username and password.

### Link to develop your webpage (through Google Sites)

<https://www.google.com/accounts/ServiceLogin?continue=https%3A%2F%2Fsites.google.com%2Fsite%2Fsites%2F&continue2=https%3A%2F%2Fsites.google.com%2Fsite%2Fsites%2F&continue1=https%3A%2F%2Fsites.google.com%2Fsite%2Fsites%2F&service=jotspot&passive=true&ul=1>

3. Now you are ready to begin editing your homepage! The following table contains some questions and answers that will help you begin this process.

<b>How do I....</b>	
login so that I can edit my website?	(1) Go to the Google Sites Webpage (type "Google Sites" into the search engine and click on "Google Sites – Free Websites and Wikis") (2) Enter your email (i.e. "username@gmail.com) and password (3) Click your website under "My sites" (4) Your homepage will be displayed. If

	you want to edit this page, simply click “Edit page.” You can access additional pages you have created at the bottom.
view my website online?	(1) Click “site settings” in the upper right-hand corner (2) Click “Web Address” in middle tool bar
save the webpage I am currently working on?	(1) Once you are in the “editor” (i.e. clicked “Edit Page”), click “save” in upper left-hand corner
insert an image and edit an image?	(1) Save all images to your <a href="#">www.docs</a> folder (located in your home directory) (2) Click the “Insert” drag-down menu and select “Image” (3) Click on “Browse” (4) Browse to desired location (5) Click “Add Image” (6) Click on image (once it has been uploaded) to edit
create a link to my Email?	(1) Highlight the text that you wish to hyperlink to your email (i.e. “ <a href="#">Email Me</a> ”) (2) Click on “Link” in the upper toolbar (3) The address is: mailto:your email address For example: Joe Smith would use the following → <a href="mailto:jsmith@gac.edu">mailto:jsmith@gac.edu</a>
change the layout of my webpages?	(1) Click “Site Settings” in upper toolbar (2) Click “Appearance” and then “Themes” to change the <u>background</u> (notice you can preview each background) (3) Click “Site Elements” to change the <u>layout</u> of your pages (4) You can modify the Sidebar in this screen (see “How do I create a navigation bar?” for more information) (5) You can also modify the “Header” (i.e. remove the “Google” logo) by clicking on “change logo” (5) Click “Change site layout” to change the header and sidebar <b>Make sure to “save changes”!</b>
Change the background of my webpages?	(1) Go to my website. Click on “Current Courses”, “Educational Technology”, and then “Web Development”. This page will provide a link to various pages with background colors. Save any potential background colors (right click “Save image

	<p>as” and save into www.docs folder)</p> <p>(2) Click “Site Settings”</p> <p>(3) Click “Appearance” and then “Color and Fonts”</p> <p>(5) Click “Site background image” or “Site background color”</p> <p>(6) If you click, “Site background image”, Click “Browse” and locate your saved background file</p> <p><i>Note: You can change the Sidebar font, color, etc in this site</i></p>
change the title, as displayed on my website?	<p>(1) Click “My settings”</p> <p>(2) Click “Other Stuff” in middle toolbar</p> <p>(3) Change “Site Name” (you have the option of whether or not you would like to display it on every page)</p>
create a new page?	<p>(1) Click “Create New Page”</p> <p>(2) Enter appropriate page name</p> <p>(3) Click “Web Page”</p> <p>(4) Click appropriate level for the page</p> <p>(5) Click on “Create Page”</p>
create a common navigation bar?	<p>(1) You have two options: Insert a table and use the table as your common navigation bar. Alternatively, you can use the pre-existing navigation</p> <p>(2) If you decide to use the pre-existing navigation bar, simply click “edit sidebar” once you are in the editor</p> <p>(3) Next, click “edit” for the sidebar</p> <p>(4) Click on the “x” if you would like to remove a link in the navigation bar</p> <p>(5) Click “Add page to sidebar navigation” to add another link in your navigation</p>
Undo a mistake?	Click on “Undo” icon underneath “Save”