

## 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%3Dl&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.

How do I....	
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 should be displayed.
edit any page?	(1) Click the edit icon in the upper right hand corner (it looks like a pencil) (2) The editor will load, displaying a new toolbar for editing (3) Make sure to regularly save your edits (the save button is in the upper right hand

	corner).
save the webpage I am currently working on?	(1) Once you are in the “editor” mode (i.e. clicked “Edit Page”), click “save” in upper left-hand corner
insert an image and edit an image?	(1) Click “Insert” in upper left hand corner (2) Select “Image” (3) Click on “Browse” (4) Browse to desired location and select “open” (5) You should now see that image (6) Select the image and click “ok” in bottom left (7) 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 the “Link” icon in the upper toolbar (it looks like a chain) (3) Select <b>web address</b> (3) The address is: <b>mailto:your email address</b> For example: Joe Smith would use the following → <a href="mailto:jsmith@gac.edu">mailto:jsmith@gac.edu</a>
change the theme my webpages?	(1) If you are in editing mode, select “Save” (2) Select “More” in upper right (3) Select “Manage my site” (4) Select “Theme” (last link in left-hand tool bar) (5) Make sure to select “Save” in upper right.
change the colors and/or background of my webpages?	(1) If you are in editing mode, select “Save” (2) Select “More” in upper right (3) Select “Manage my site” (4) Select “Colors and Fonts” (second to last link in left-hand tool bar) (5) Choose appropriate option and make changes (6) Make sure to select “Save” in upper right.
add pages to my navigation bar?	<i>Note:</i> You can only add pages to the navigation bar <u>after</u> you have created them (1) If you are in editing mode, select “Save” (2) Select “More” in upper right (3) Select “Manage my site” (4) Select “Site Layout” (third to last link in left-hand tool bar)

	<p>(5) Select “edit” (to the right of “Navigation)</p> <p>(6) You may need to deselect “Automatically organize my navigation”</p> <p>(7) Select page you would like to add to the navigation bar</p> <p>(8) Select “Add Page” (in bottom left)</p> <p>(9) Make sure to select “Save” in upper right.</p>
change the order of my pages in the navigation bar and/or delete pages from my navigation bar?	<p><i>Note: You can only add pages to the navigation bar <u>after</u> you have created them</i></p> <p>(1) If you are in editing mode, select “Save”</p> <p>(2) Select “More” in upper right</p> <p>(3) Select “Manage my site”</p> <p>(4) Select “Site Layout” (third to last link in left-hand tool bar)</p> <p>(5) Select “edit” (to the right of “Navigation)</p> <p>(6) You may need to deselect “Automatically organize my navigation”</p> <p>(7) Select page you would like to move or delete</p> <p>(8) Select the arrows to move the page or the “x” to delete the page. <i>Note: Deleting the page from the navigation bar does NOT permanently delete the page</i></p> <p>(9) Make sure to select “Save” in upper right.</p>
view my the address for my website?	<p>(1) If you are in editing mode, select “Save”</p> <p>(2) Select “More” in upper right</p> <p>(3) Select “Manage my site”</p> <p>(4) Select “Web Address”</p>
create a new page?	<p>(1) Select the “Add page icon” in upper right hand corner (it looks like a page of paper with a plus)(</p> <p>(2) You will be asked a couple of questions about this new page. I suggest putting the page at the “top level.”</p>
delete a page?	<p>(1) If you are in editing mode, select “Save”</p> <p>(2) Select “More” in upper right</p> <p>(3) Select “Delete Page”</p> <p><i>Note: You will NOT be able to delete the page identified as your homepage</i></p>