

Google Sites

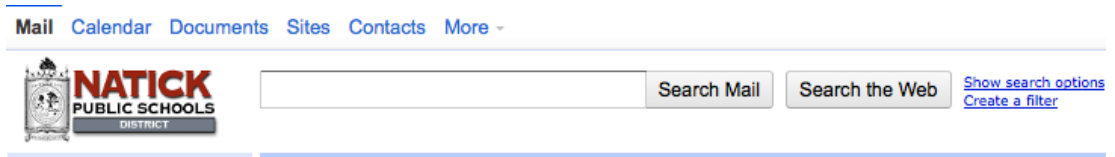
Natick Tech Day 2011

- **Quick Content** (if you would like to learn a quick skill):

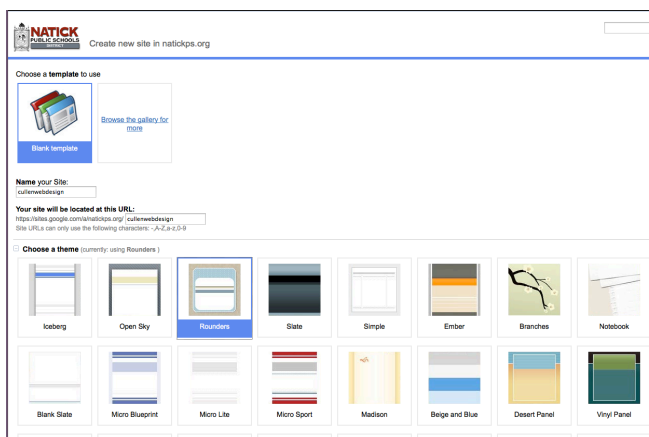
- Starting your Site: Step 1
- Inserting Text: Step 5
- Inserting an Image: Step 6
- Creating a Page: Step 11
- Inserting a Document: Step 14
- Inserting a Link: Step 18
- Sharing your Site: Step 23
- Editing your Site: Step 25

- **Steps to Creating a Site with a Few Basic Skills**

1. **Starting you Site:** While logged into your Gmail click on “sites” on the top left hand corner of the screen. Next, click on “create”



2. Choose a site title, which also becomes part of your Web site address (do not include capital letters or spaces.) Next, click on the “+” symbol next to “Choose a Theme” All your theme options appear. Choose a theme by click on the theme icon.



3. Scroll down and click on the “+” icon to receive the “More Options” categories. Fill in site categories (example: English, Math, Science...) and a brief site description (no more than 1-2 sentences.) Next, choose who you would like to be able to view your site. I like to choose “Also let anyone in the world view this site” so that parents are also able to view the site. Finally, click “Create site”

More Options

You can adjust these options later by using the "Manage site" action.

Site categories


education, technology


enter one or more categories separated by commas, e.g. "marketing, finance"


Site description

This site will be used to provide a location on the Web which NHS Web Design students can fir

Collaborate with

 **Everybody** at Natick Public Schools

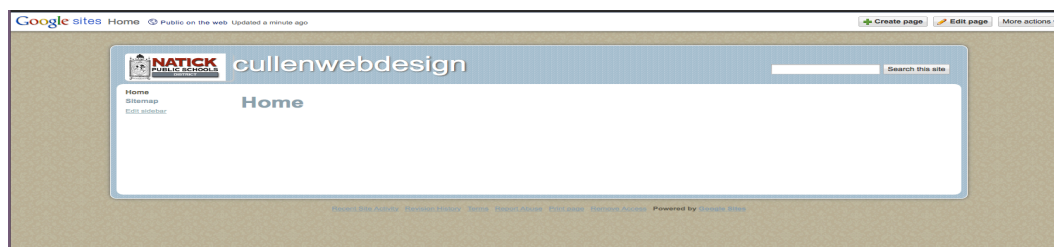
 Only **people I specify** can view this site

 Also let **anyone in the world view** this site (make it public)

Create site

Cancel

4. You will be brought directly to your “Home” page. To start working on the home page click on “Edit page” on the top right hand side of the screen.



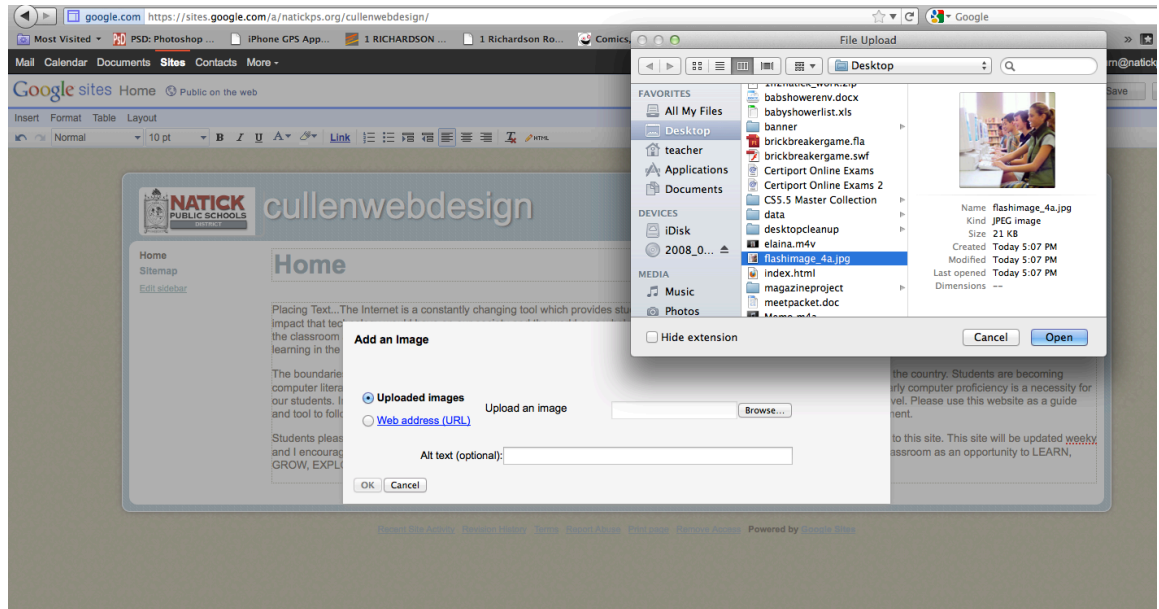
5. **TEXT:** You are now able to type in the main section of the site. Edit the type by using the formatting bar (very similar to Microsoft Word)



6. **IMAGE:** You can insert an image at any point of your workflow. I prefer inserting an image once my text has been typed. Place your mouse cursor where you would like your image to be inserted (example: click to the left of the first letter typed on your page.) Go to, Insert → Image



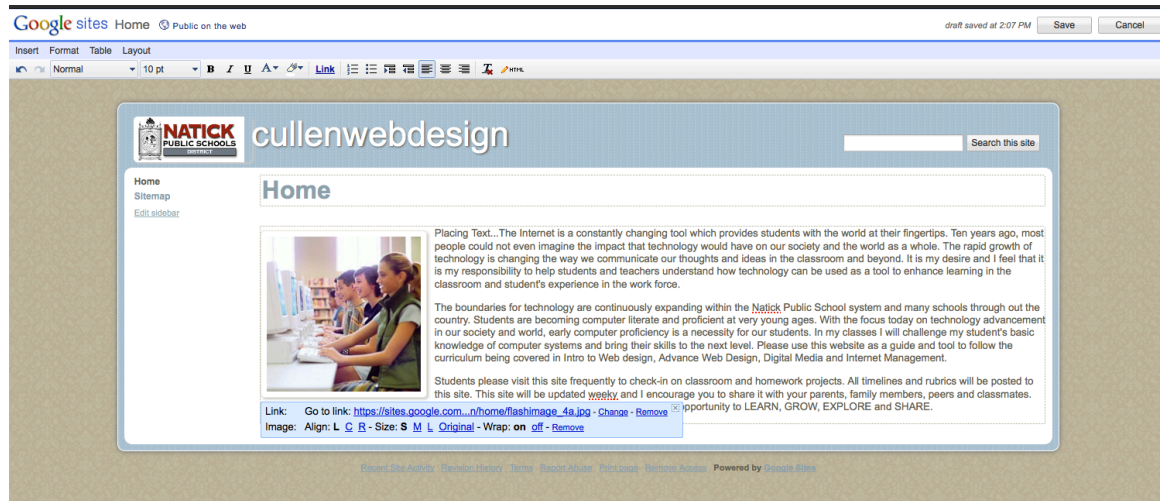
7. Click on Browse and then located on your computer where you saved your image (similar to attaching a file to your email.) Once you locate your image click on “open” and then “ok”



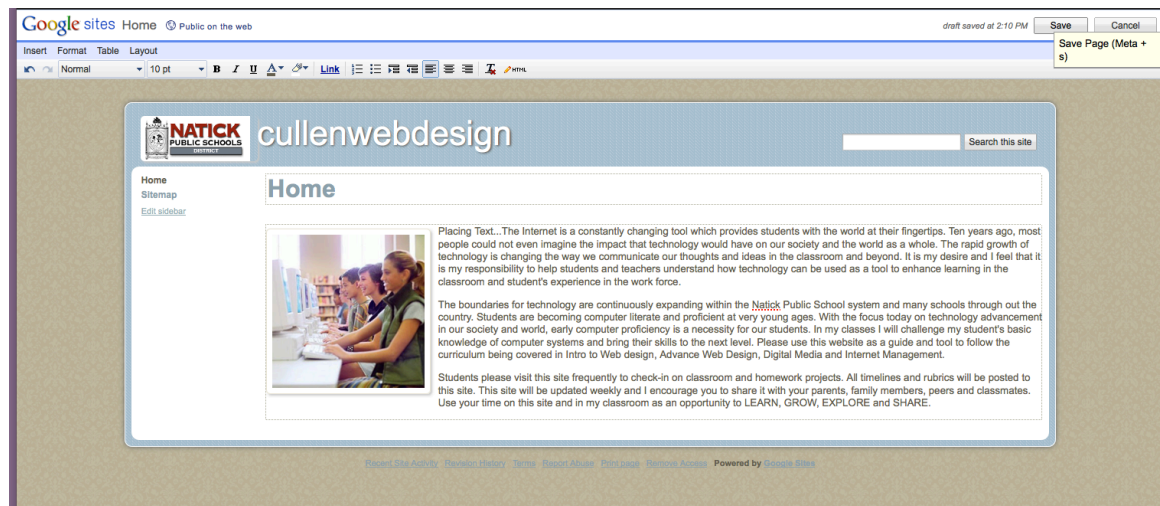
8. Your image placed into the site. You can format the picture by using the image-formatting bar.



9. Two features I use a lot on the image-formatting bar is “size” and “wrap.” I choose Size: S (small) and Wrap: On (the text will wrap around the image)



10. You may include additional features but once you are done click on “Save”

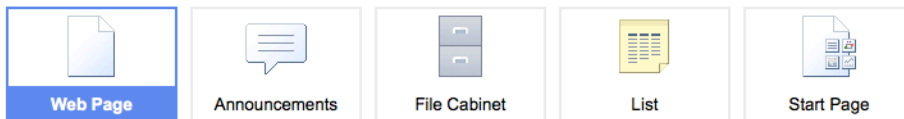


11. **CREATE PAGE:** Once your first page is done and saved you are ready to create a second page. Click on “Create Page” on the top right hand corner of the screen. (You can always go back and edit the first page by clicking on the “home” link and choosing “edit page” on the top right hand corner of the screen.)



12. Choose Web Page as the page to be added. Give your page a name (what you name your page is what will show up in the link bar on the left.)
****Important**** choose “Put page at the top level” to make this page an entirely new link. Choosing “Put page under Home” will start to create a drop down list under the home link (trust me, you probably do not want that)

Select a template to use ([Learn more](#))



Name:

Your page will be located at: </a/natickps.org/cullenwebdesign/google-training> [Change](#)

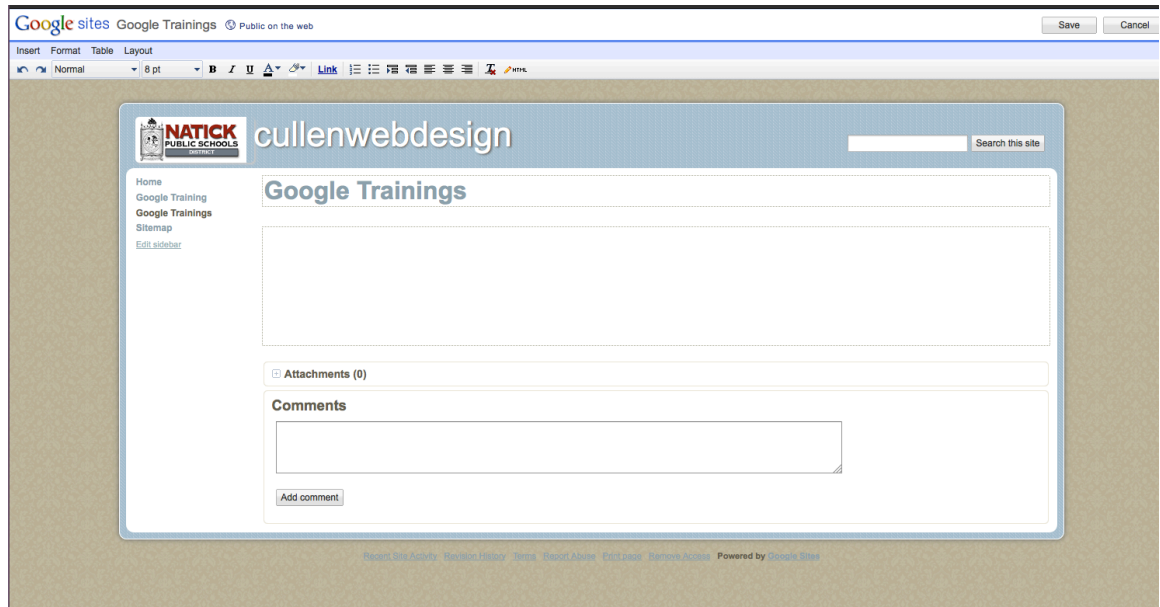
Put page at the top level

Put page under Home

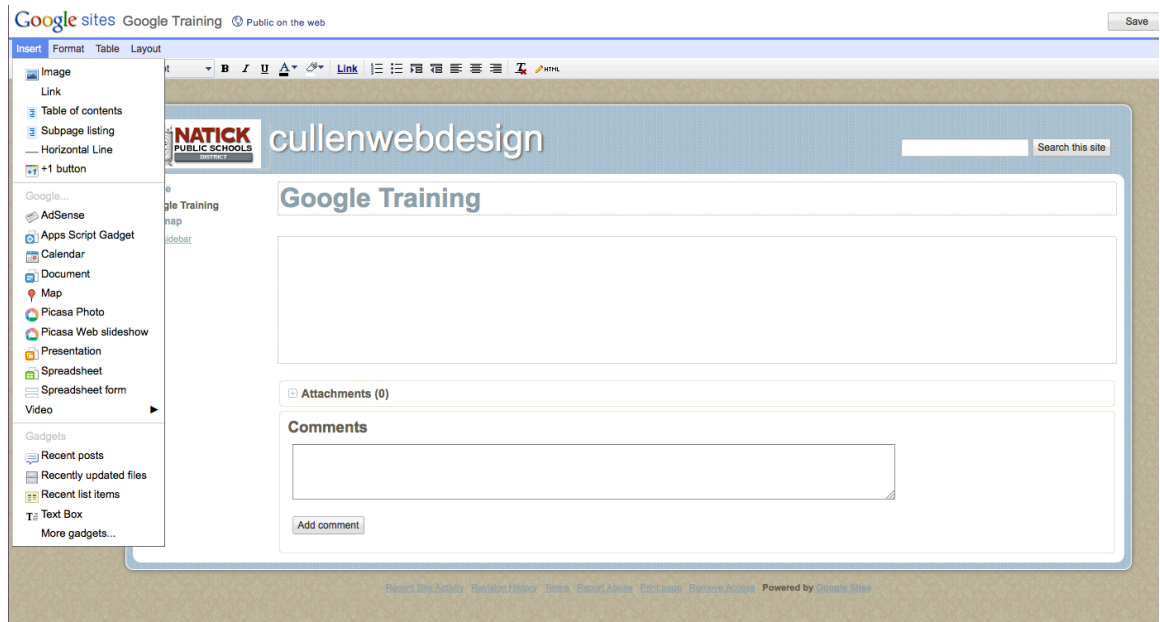
> Google Training

[Choose a different location](#)

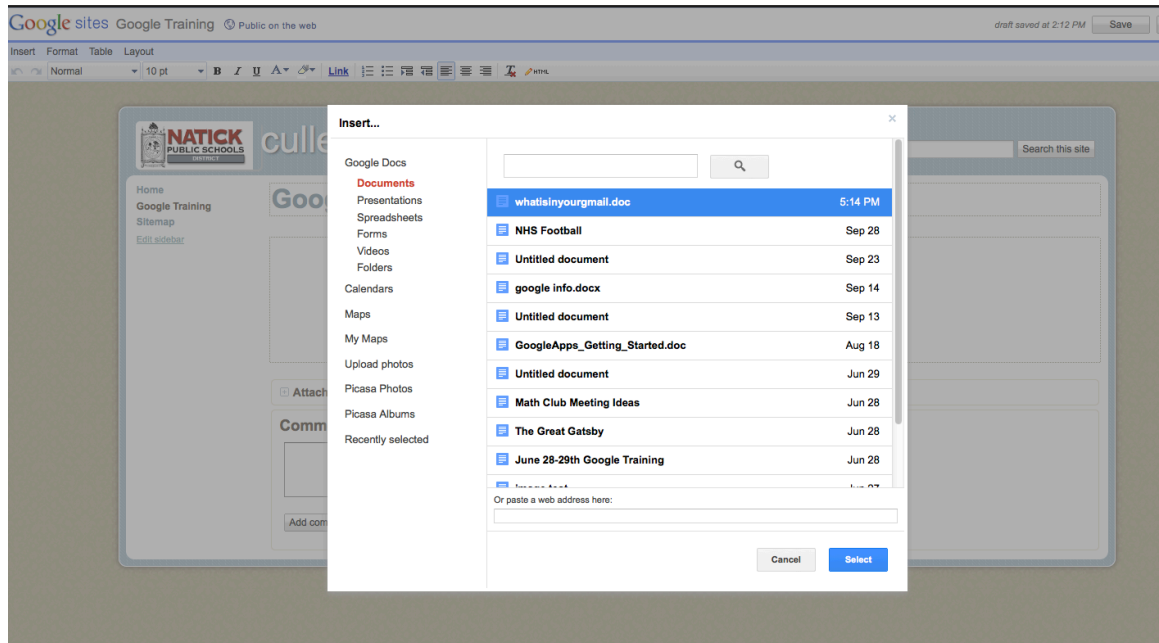
13. Google automatically brings you to your new page in “edit” mode. On this page we will insert a document.



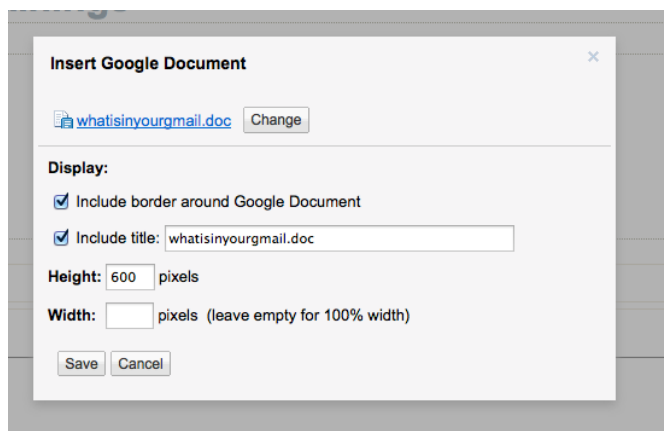
14. **INSERT DOCUMENT:** To insert a document go to Insert → Document



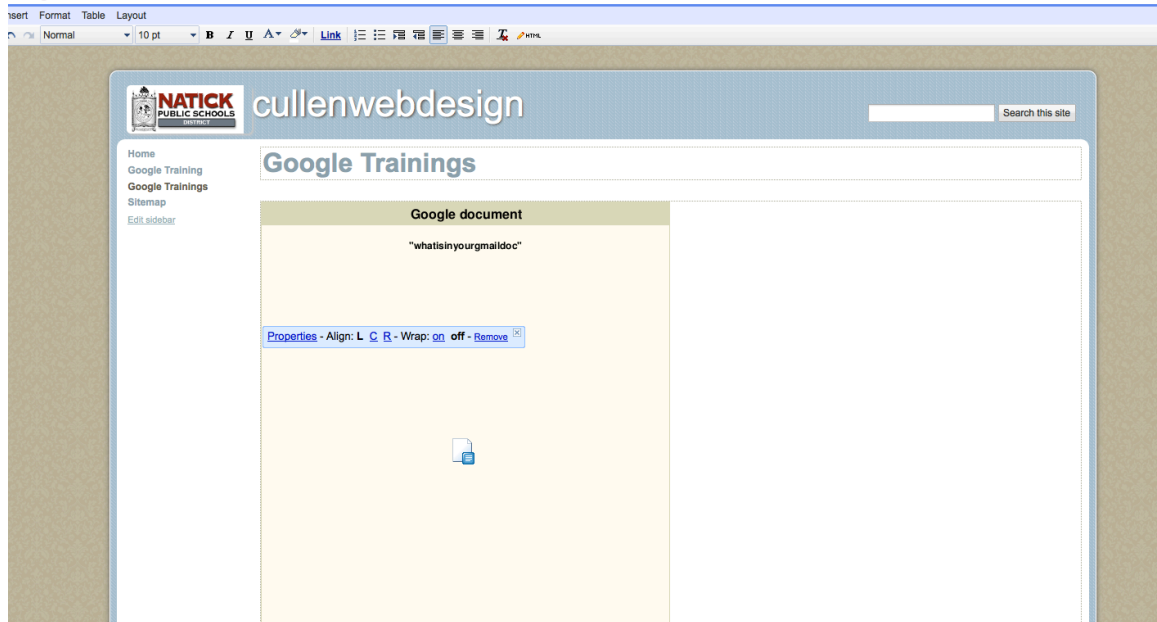
15. The documents you can choose from to upload are the documents, which are part of your “Google Documents” library. (If you are not sure how to add a file to your “Google Documents” library please visit, <http://docs.google.com/support/bin/static.py?page=guide.cs&guide=1247871&answer=1250382>)If the document you want to load onto the page is listed highlight that document and click “select.”



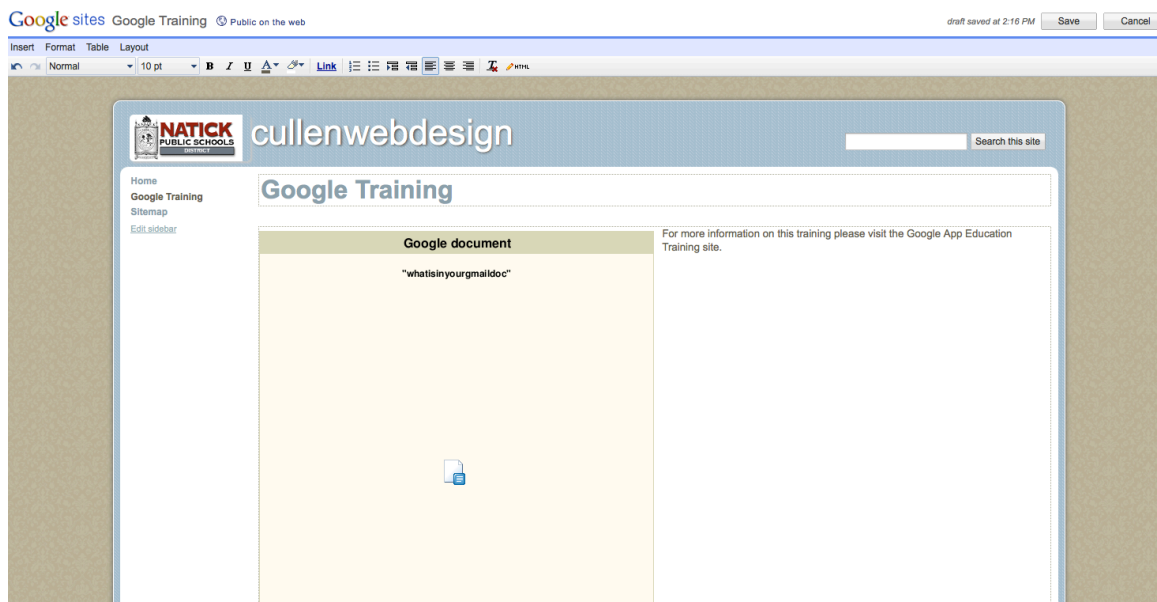
16. A box will appear which you can choose the settings for your document. My preference is to set the height at 600 and leave the width empty.



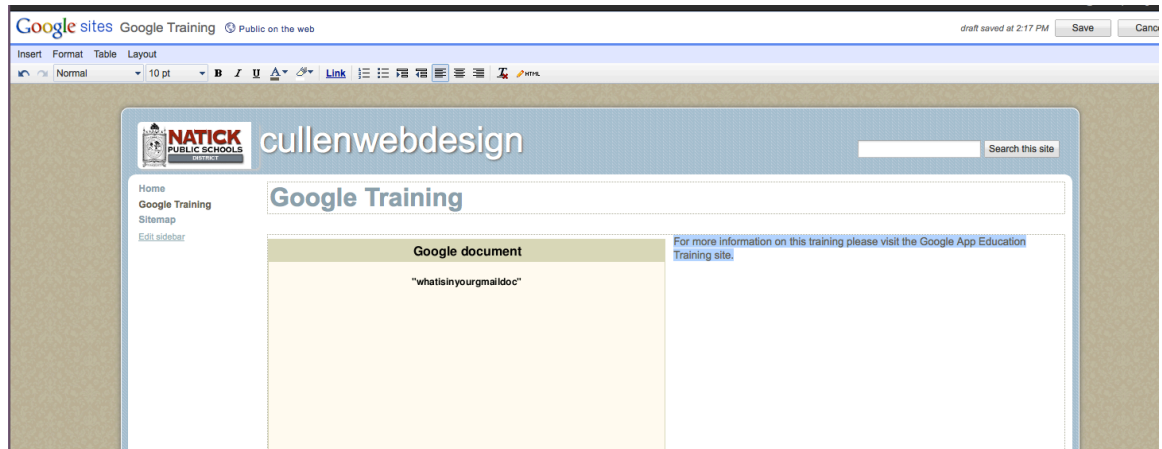
17. Your document is then placed onto your page. Don't worry, the document will not actually show up until you hit "save." You can change the preferences on the document placement in the preferences panel. One preference I like to change is to turn Wrap: "on" (that way you can place text next to the document.)



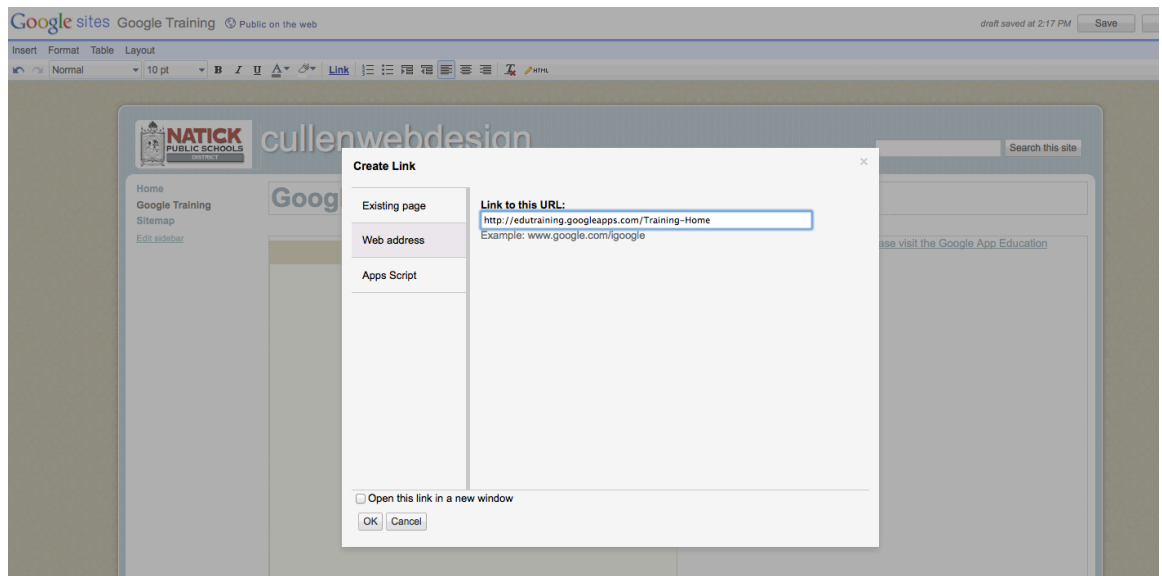
18. **LINK:** You can now type next to your document. We are going to turn our text into a link. First, place in your text and then highlight the text, which you want to turn into a link.



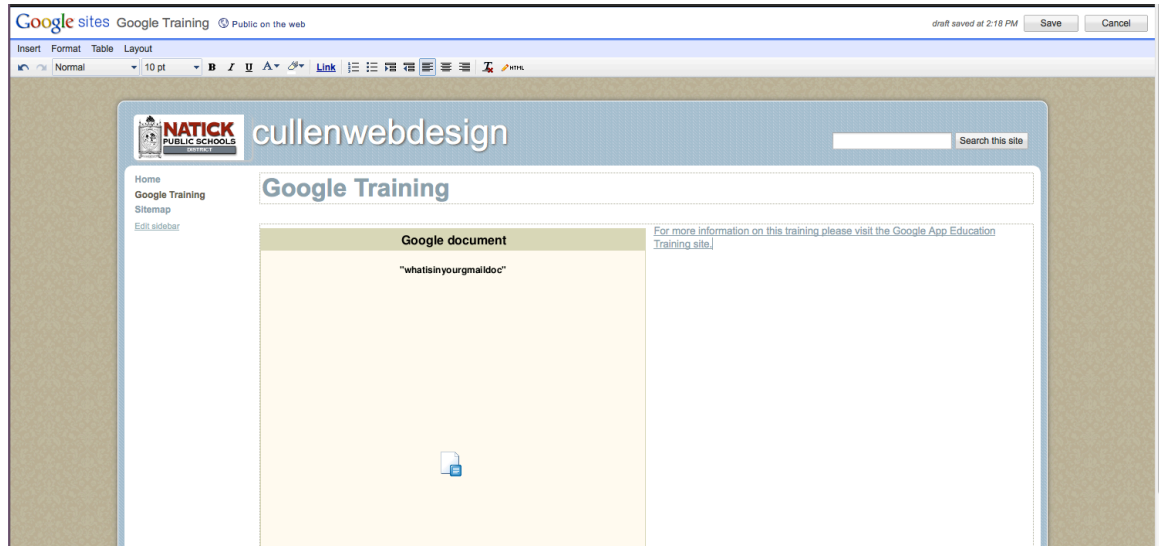
19. Click on the link button on the formatting bar.



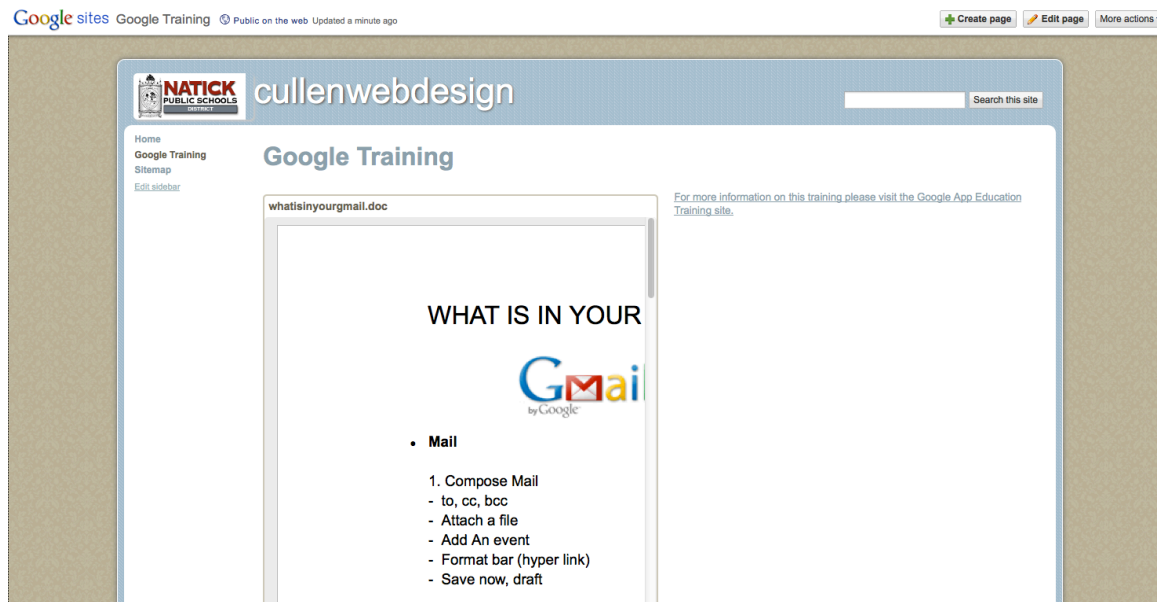
20. Choose Web Address on the left tabs and then type or paste the Web address, which you would like the text to link to and then click "ok."



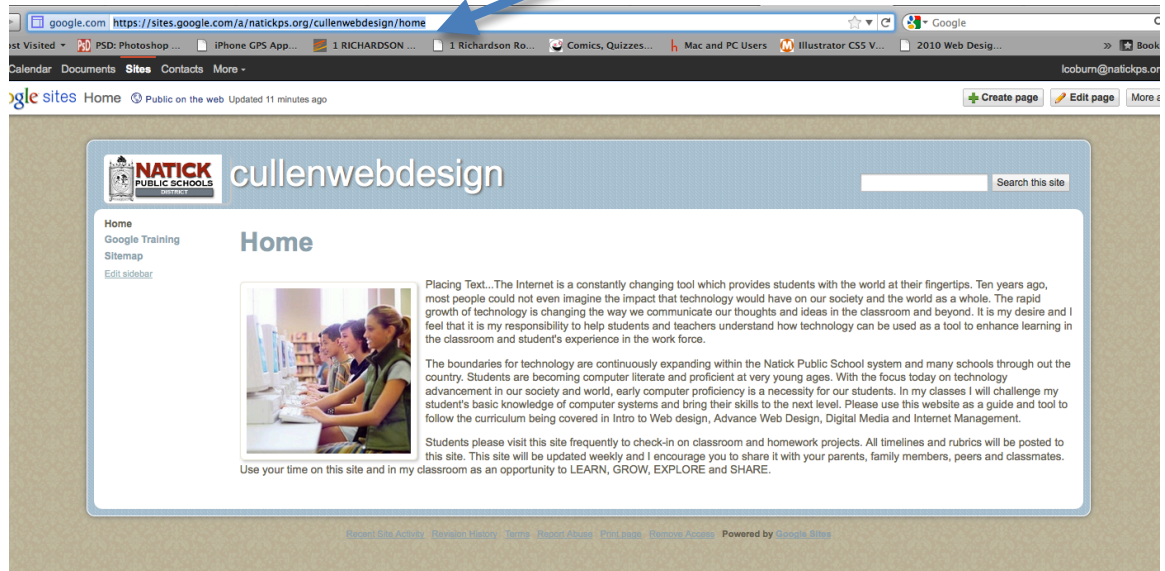
21. You can tell the text has turned into a link because the text should now be blue and underlined. The text will not work until you click “save”



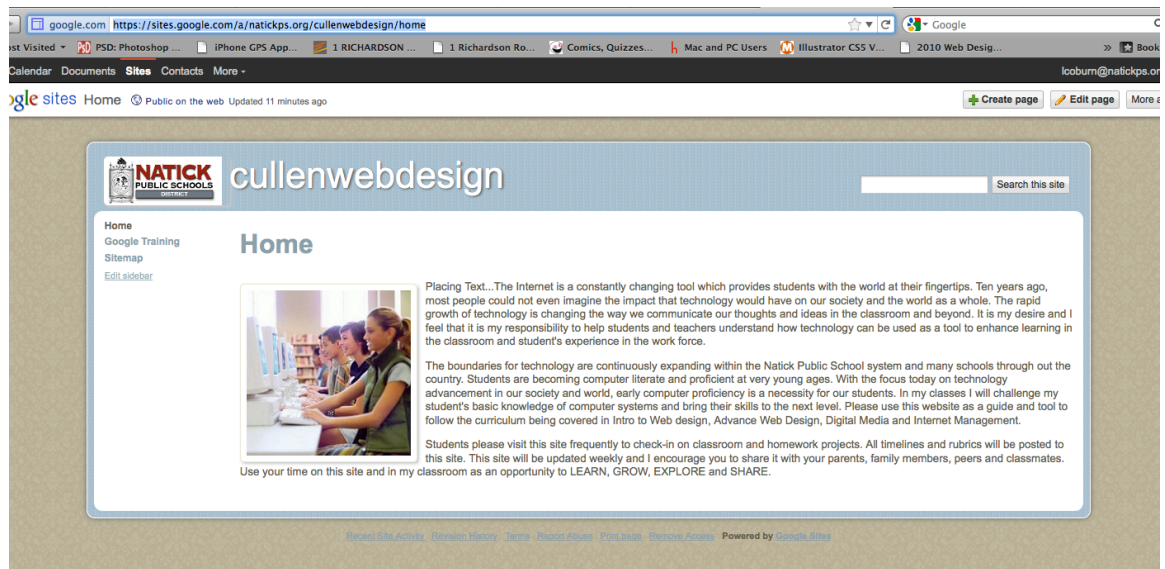
22. Click “save” on the top right hand side of the screen and you will notice your page appears with an active link and the document.



23. **Sharing your Site:** Your site is live! Your site can be shared with anyone by copying the site address and pasting it into any email or written on the board. It may also be searched through the Natick Site Directory.



24. If at any point you want to edit a page click on the page link (on the left side) and then click on “edit page” on the top right.



25. Edit Your Site: Next time you log into Google Sites you will see the screen below. All you need to do is click on the site, which you would like to edit and it will bring you to the familiar home page of that site.



natickps.org sites

Create new site

My sites in natickps.org

[cullenbookreview](#) Not shared Internet Management

[cullenwebdesign](#) education, technology Shared with everyone in the world This site will be used to provide a location on the Web which NHS Web Design students can find the curriculum for the cla

[NHS Yearbook](#) Shared with everyone in the world

[test](#) Not shared Digital Media Projects

[Browse sites within natickps.org »](#)

GOOGLE ON!!