

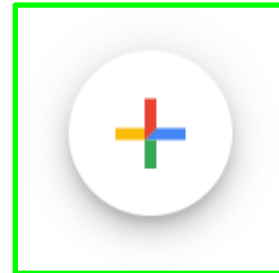
Fun with Google Sites!

In this age of modern technology, social media and other websites have become a main source of information. Whether you happen to be looking for news, entertainment, or research, chances are that you can find it on a site. Creating and maintaining a website can seem like a daunting task, but as with most things, Google has found a simple solution in the form of Google Sites.

Google Sites is a free Google application that can be used by anyone to create simple website and wikis. Just like the other apps in your GSuite (Docs, Sheets, Slides, etc.), Google Sites highly encourages collaboration and can be shared with countless potential editors. The project and presentation possibilities are endless, so let's get started!

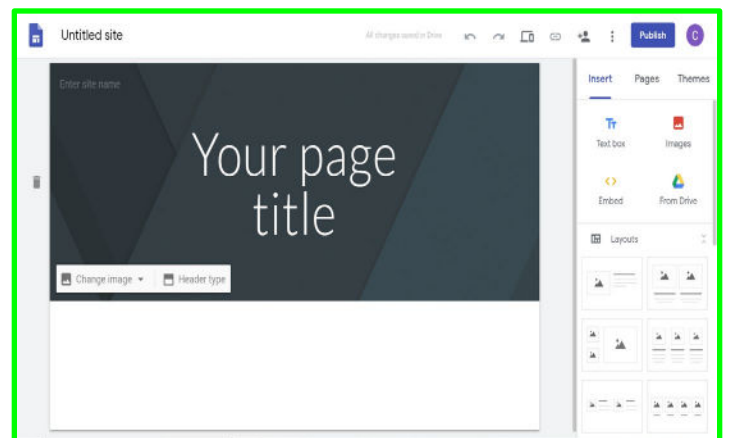
Creating a Site:

Open up Google Sites via the app or in your browser at <https://sites.google.com/new>. In the bottom right corner, click on the plus symbol.



You have now successfully created a new site!

Your browser will now open to the 'Untitled Site' template shown below.



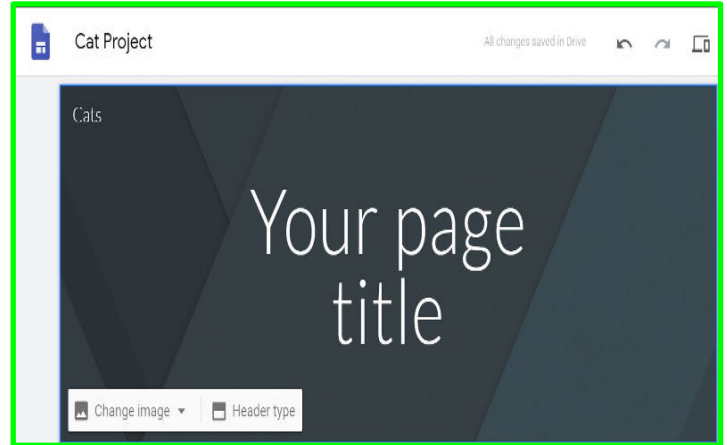
Our next step will be making a unique site. This is done by adding content. The fun part of creating a website is customizing the layout with your content. For this example, we will pretend our project was to research and discuss a topic involving animals.



Adding Content to the Site

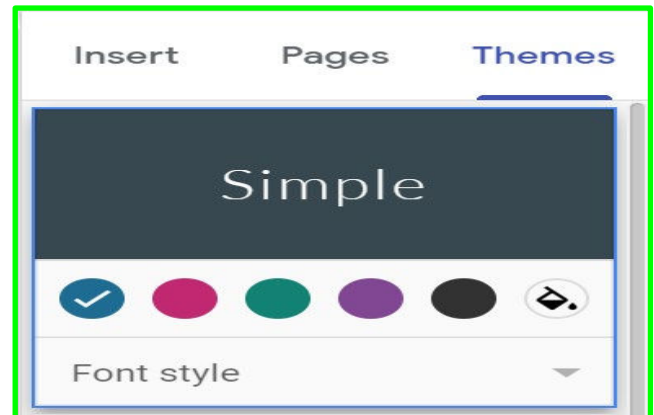
The first thing we want to do is name our site. This can be done by clicking the upper left side entry line and the 'Enter site name' line just below it.

Your homepage will be the first thing site visitors see, so it is important to make this page inviting and informative.

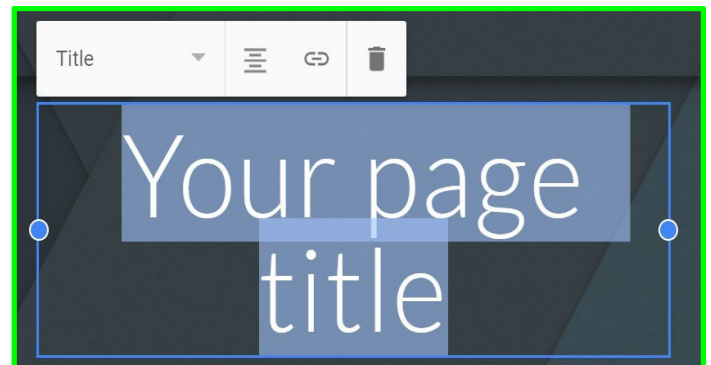


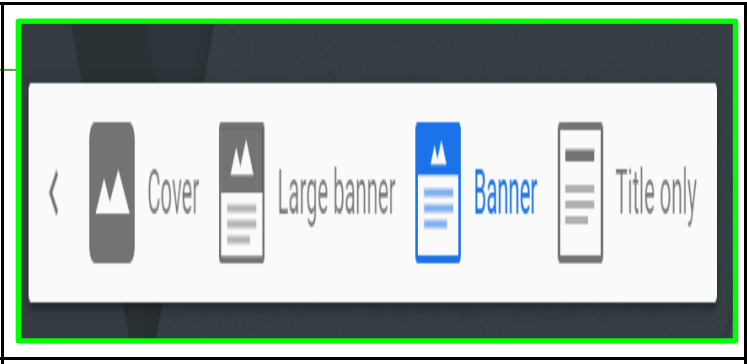

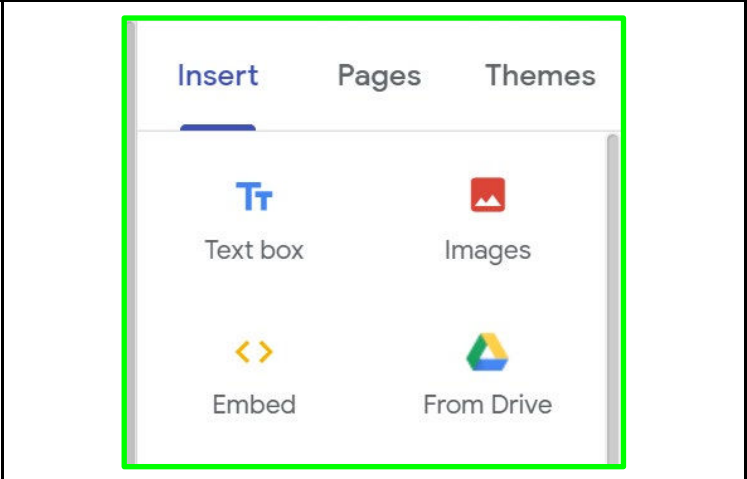
Over on your right panel, click on the 'Theme' tab. Here are your available themes to choose from and your font preference options. This will alter your current page and any pages you add moving forward.

We will be using the 'Simple' theme with the 'Light' font style.



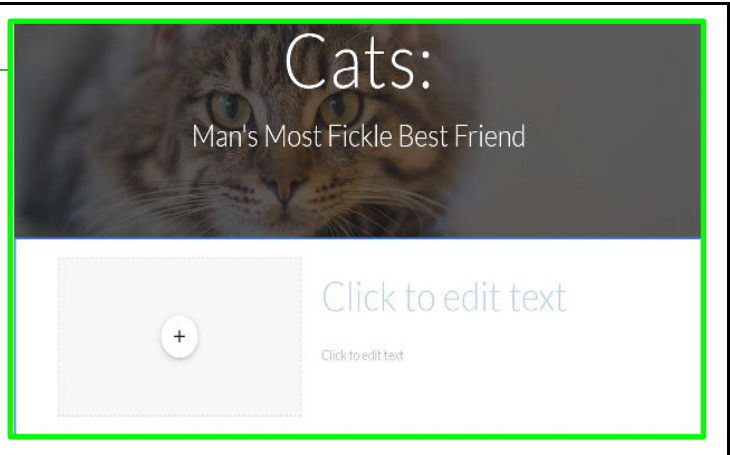
Changing the page title is done by clicking the 'Your page title' text box and typing in a preferred title.



<p>There are four types of headers available to choose from in Sites.</p> <p>Altering your header will change the appearance of the header on that specific page only. We will be leaving our header as the Banner option, but feel free to choose what suits your site best.</p>	
<p>Changing the image of the header only applies to the current page, just as the header does. You have the option to upload an image from your computer or select from preset background provided by Google's gallery, Google Image search, your personal Google Drive, or by URL. The images in the gallery and from the search option are for commercial reuse, so there are no copyright concerns with these options.</p>	
<p><u>If your right panel is still displaying the 'Theme' tab, flip back to 'Insert'. The Insert tab lists off the items you can add to your page and the potential layouts you can include.</u></p>	
<p>The quick adds at the top are fairly self explanatory. Clicking on them will add a text box, image, link, or file from your Google Drive to the page.</p>	

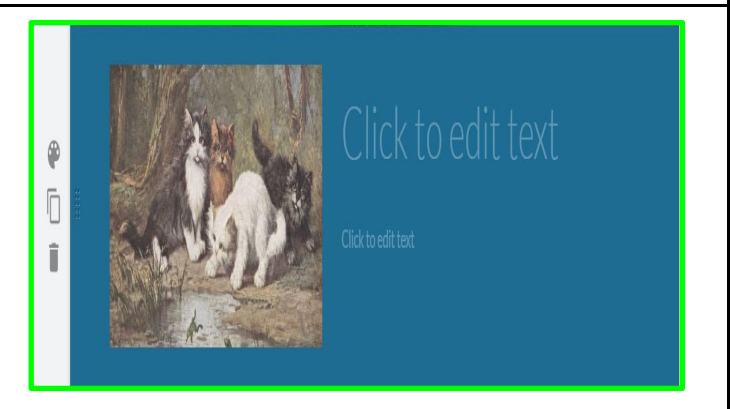
The layout options depict ways to include and format images on your page. The icons will give you an idea of how these options will appear to viewers. We will add the first option now.

From here, we can edit our image or text just by clicking on them! Your first layout addition is the best place to describe what the site intends to show, sell, or explain.



The color scheme of your photo layout can be changed by hovering over the left side of the addition and clicking on the 'Section Background' icon. It appears as a small paint palette.

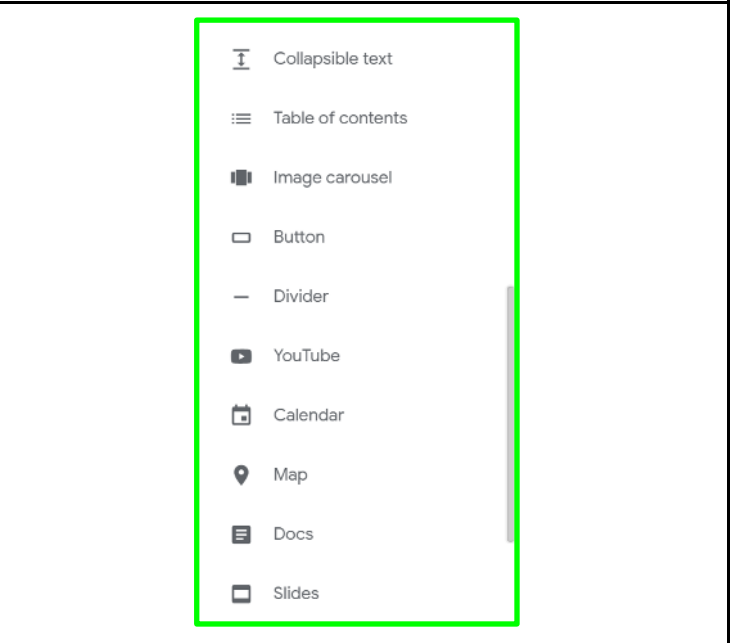
Note: You are limited in color choices by the theme you selected in the beginning.



You can choose to add more inserts to your homepage or save them for other pages.

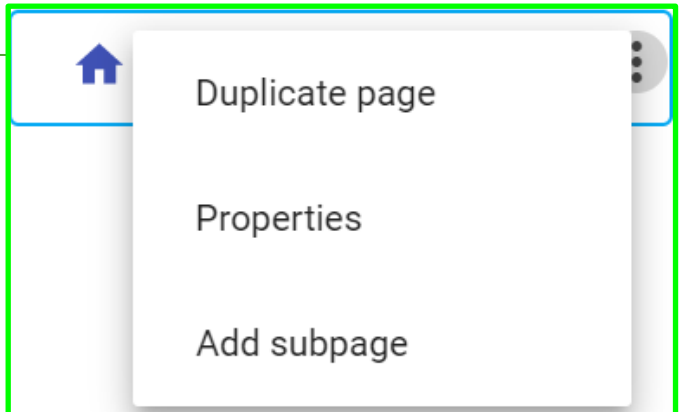

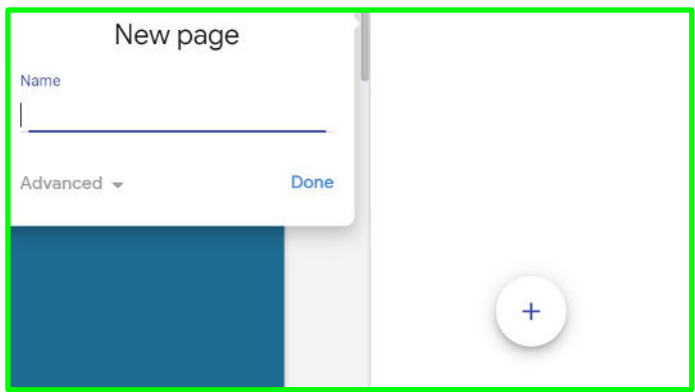
Under the layout additions in your right panel is a list of other possible inserts. You can choose from various options to spruce up your home page and add more information.

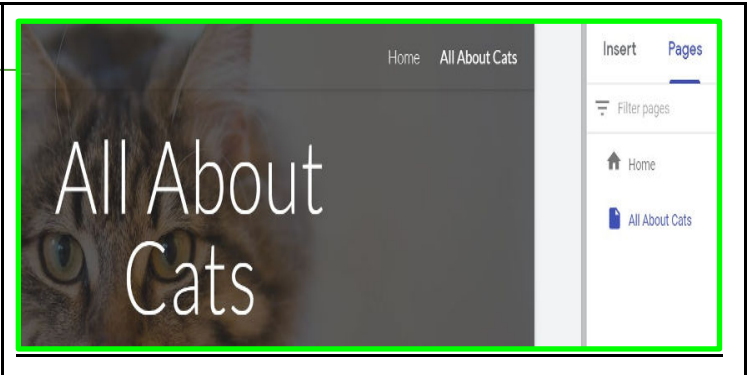
An Important Note: If you choose to add anything directly from your Drive (docs, forms, sheets), you must remember to go into those files and change the privacy/share setting to Public. If you forget to do this, site visitors will have to request access before viewing your material!



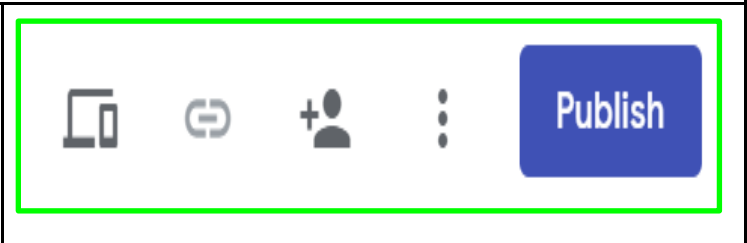
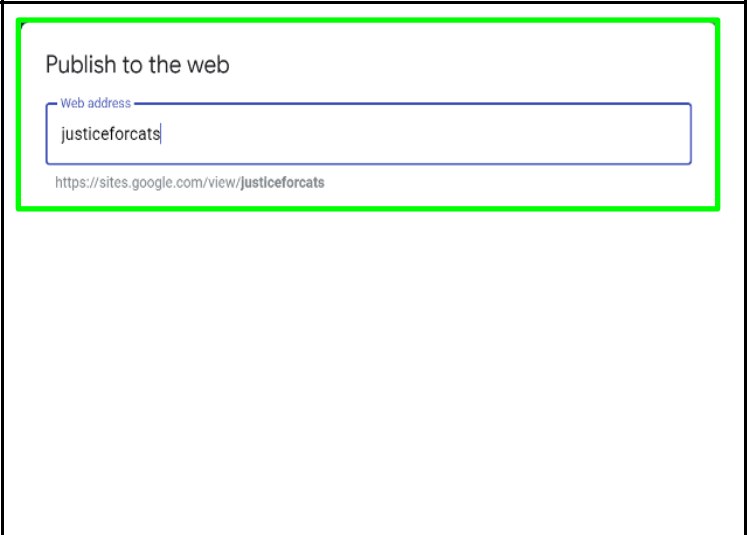


<p>We will be choosing to add 'Collapsible Text' in this example. In the same way we edited our layout addition in the last step, the collapsible text box can be altered by clicking the text lines and using the Section Background edit icon.</p> <p>With Collapsible text turned on, viewers will have to click on the heading to view any of the text you typed below. You can toggle this off by flipping the 'Collapsible' switch to gray. We have done that for this example.</p>	
<p>We can move our additions around by hovering over the left side panel. Once an icon with 10 dots appears, we will click on that and drag our addition to the preferred position. We will move our text above our picture layout now.</p> <p>I have also inserted a 'Divider' between our header and our text via the right panel options.</p>	
<p><u><i>The next step will be adding pages to your site. So as to not clutter the home page, it is always a good idea to add new pages for different information you plan to offer on the site.</i></u></p> <p><u><i>This can be done by adding separate pages or by creating subpages directly from the home page. Both of these options will be depicted below.</i></u></p> <p><u><i>To begin, please flip to the 'Pages' tab on your right panel.</i></u></p>	
<p>Subpage Option:</p>	

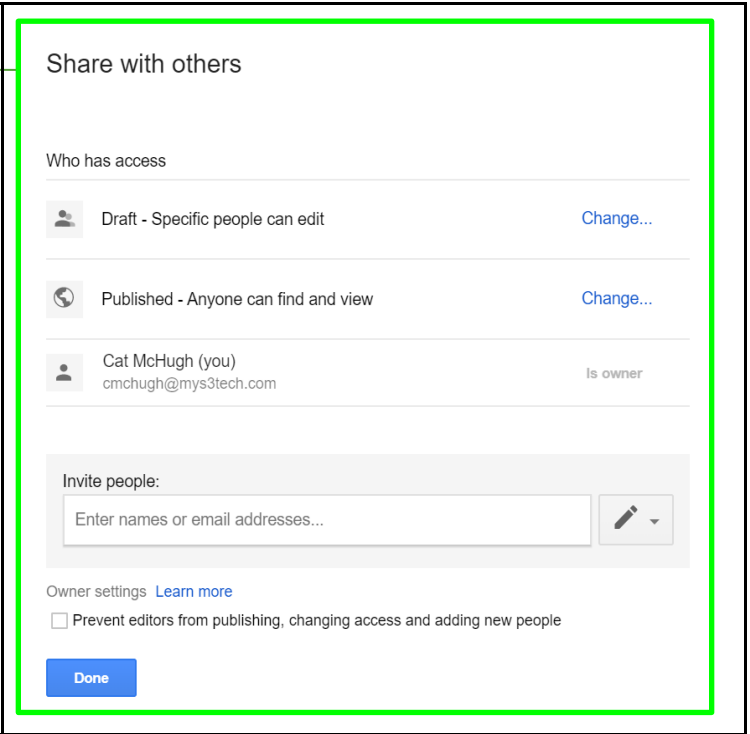
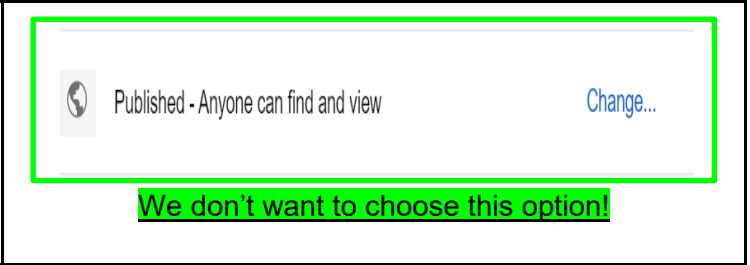
<p>If you choose to add a subpages, you will hover your mouse over the Home link until 3 dots appear.</p> <p>By clicking the dots, the option to 'add a subpage' will appear. Clicking this will open the New subpage properties dialog box.</p>	
<p>After typing in the name of your subpage, click done. You will be transferred to your new subpage to begin the customization process again. You will notice the subpage under your Home link in the pages tab and a new drop down menu. This is how viewers will have access to the subpage.</p>	
<p>Separate Page Option:</p>	
<p>If you'd prefer having the pages listed as tabs, you will want to use the separate page option instead.</p> <p>On the Pages tab, you will click on the plus sign in the bottom right corner. This will open the New page dialog box.</p>	

<p>After typing in the name and clicking done, you new page will appear under the Home page link.</p> <p>A new tab will also appear in your header.</p> <p>REMEMBER: Editing a page or subpage will only affect that page. Your other pages will now show any changes.</p>	
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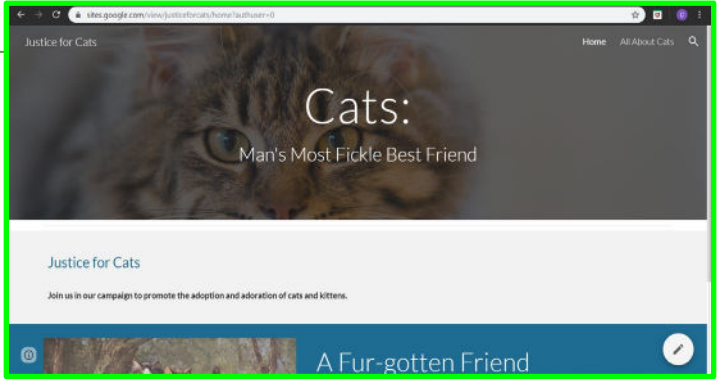
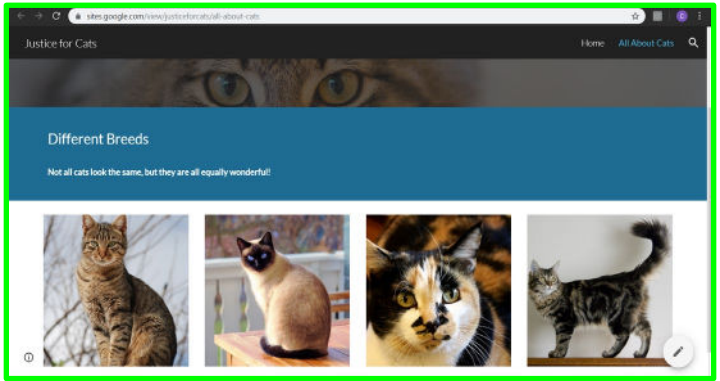
Once you have finished editing your site, it will be time to preview and publish your hard work!

<h2 style="background-color: #00FF00; display: inline-block; padding: 2px;">Previewing and Publishing the Site</h2>	
<p>We recommend previewing your site before publishing. This can be done by clicking the Laptop and Phone icon on the top of your page. This will display exactly what site visitors will see when they access your site.</p>	
<p>If everything in the preview is exactly how we want it, we will click the Publish button.</p> <p>This will open the Publish to Web dialog box.</p> <p>You now have the option to choose your web address. Much like picking a username, no two sites can have the same address. If the title you gave your page is concise and basic, chances are that you will have to create a unique web address as yours will already be taken. In an unsurprising turn, justiceforcats is still available for us.</p>	



<p>The Who can view my site option allow us to control who will have access to our site.</p> <p>By clicking the MANAGE option under Who can view my site, the sharing dialog box will open. This can also be accessed by clicking the Share with Others icon at the top of the page.</p> <p>From here, we can invite others to collaborate with us as editors. We can change their privileges at any time. If you want to keep your editors able to edit the site, but unable to make any major decisions, select the checkbox that prevents your editors from being able to publish, change access, or add others into the editing mix. If you would like to hand ownership over to another editor or remove an editor altogether, you can also do that from this box.</p>	
<p>By changing the Publishing settings, we will be able to choose if our site can be accessed by anyone, only people in our school, or if we will restrict access to only those with the URL. If we choose the restricted option, we will need to remember to send out our link after publishing the site!</p>	
<p><i>After we have chosen our settings and clicked the Publish button, the site will be live. Editors will have the ability to edit the site, so no need to fret over any mistakes you may find. Just click on the pencil button in the bottom right corner to be sent back to the editing board.</i></p> <p><u>Note that your url will be different than the example as yours will include the school domain before the address.</u></p>	



<p>Published Home Page View:</p>	
<p>Published Other Page View:</p>	

You have now learned how to make your own Google Site. As always, experiment with the features to familiarize yourself with the platform. Websites are a wonderful creative outlet that can reflect you and or your student's personal styles. No matter how you end up using it, Google Sites is a fun and easy platform that everyone will be sure to love!