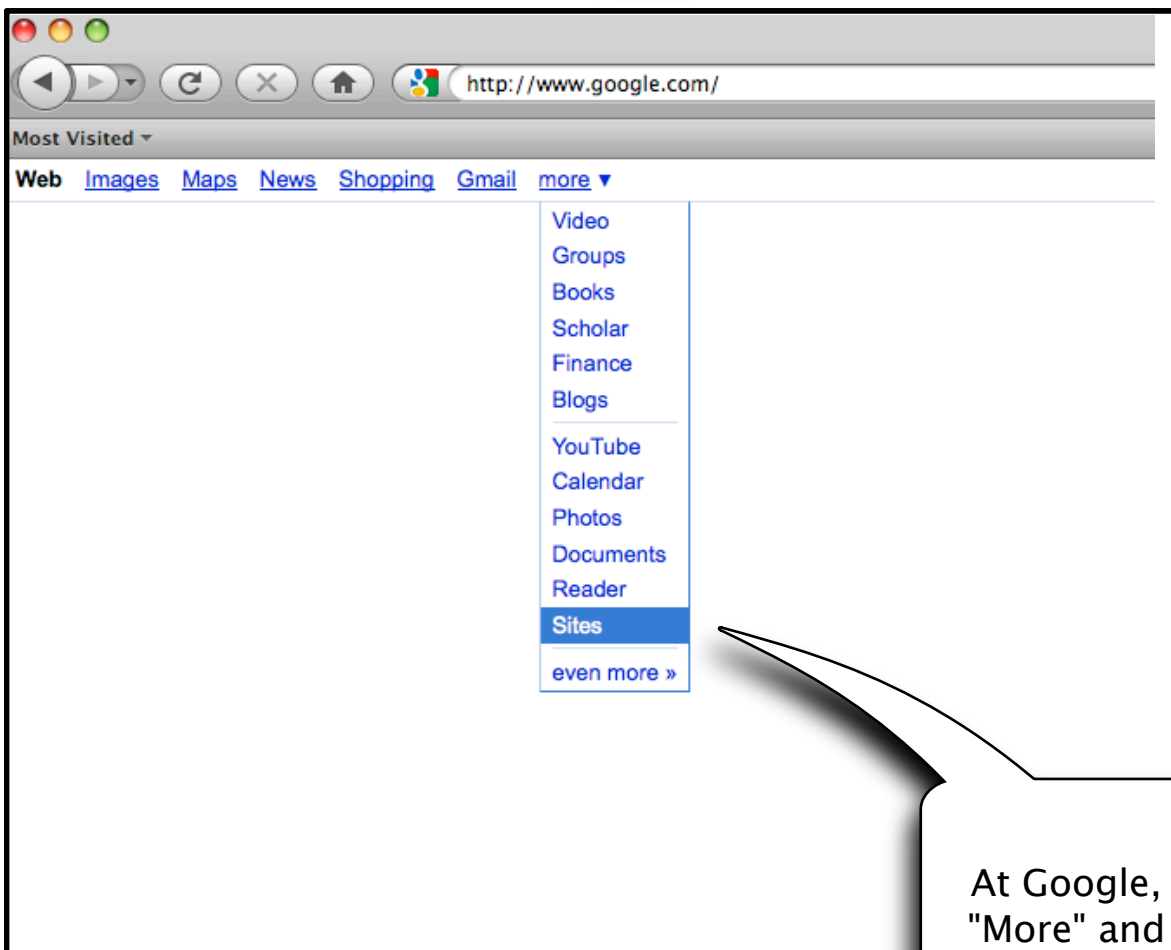


GOOGLE SITES TUTORIAL

GO TO: [SITES.GOOGLE.COM](http://sites.google.com)

OR



If you don't have a gmail account, go to gmail.com to create one

Log in with your gmail account

The image shows a screenshot of the Google Sites login interface. At the top, it says "Sign in to Google Sites with your Google Account". Below this are input fields for "Email:" and "Password:". There is a checkbox labeled "Remember me on this computer." which is checked. A "Sign in" button is located below the checkbox. A link "[I cannot access my account](#)" is positioned below the "Sign in" button. At the bottom of the main section, there is a link "[Sign up for Sites](#)". Below this, in a separate section, is a link "[Sign in with a Google Apps Account](#)". Two callout boxes are present: one pointing to the "Email:" field with the text "Log in with your gmail account", and another pointing to the "Sign up for Sites" link with the text "if you don't have a Google Site, click here first".

Sign in to Google Sites with your
Google Account

Email:

Password:

☒ Remember me on this computer.

[I cannot access my account](#)

[Sign up for Sites](#)

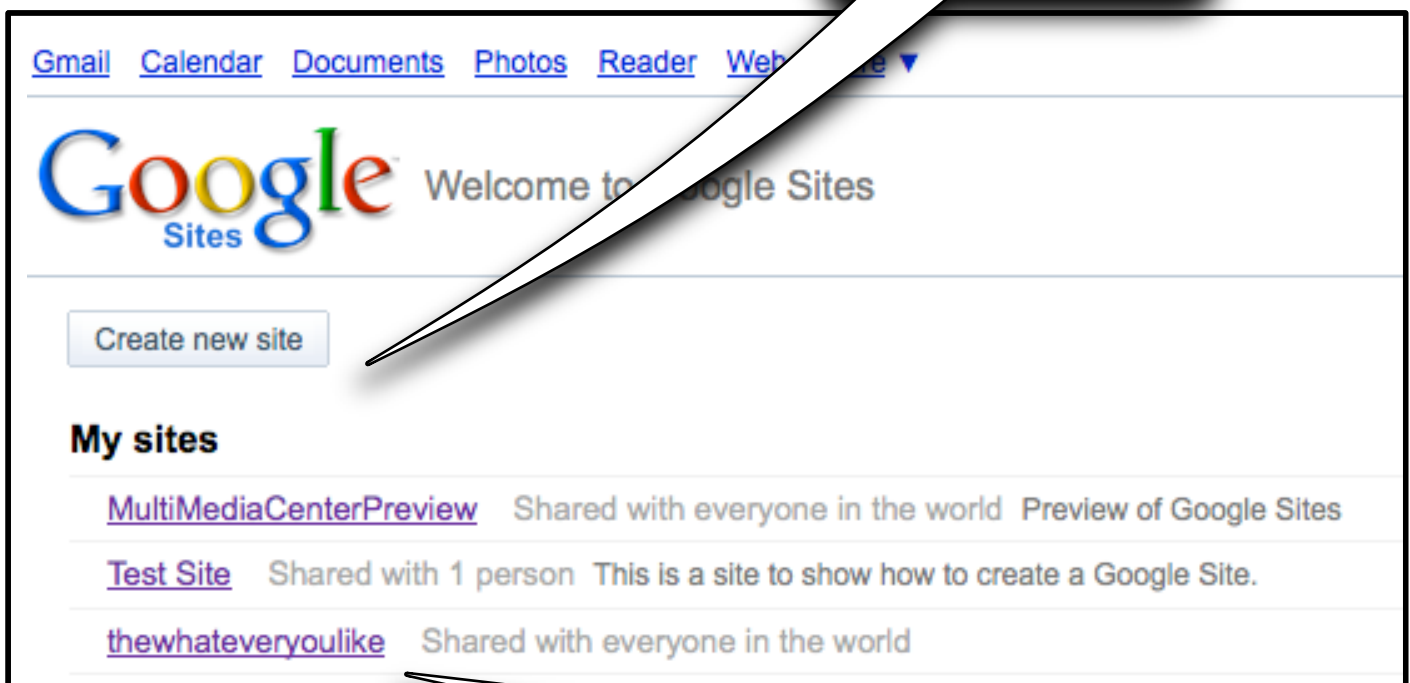
[Sign in with a Google Apps Account](#)

if you don't have a Google Site, click here first

Logging in

create new website or edit a current one

Create your Own
website from
scratch, or

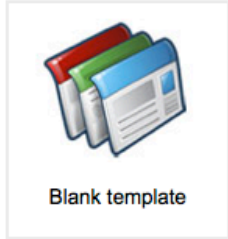


Edit your website and
those of others.

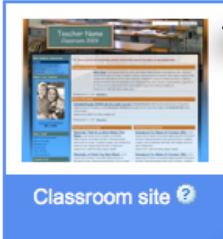
We will show you how to create one from scratch.

You may name your site as well as designate a URL. The default is to give your site the same URL as the name you specify, however, it MAY NOT BE AVAILABLE. In this case a new URL must be chosen. You may also choose a template

Choose a **template** to use



Blank template



Classroom site ?



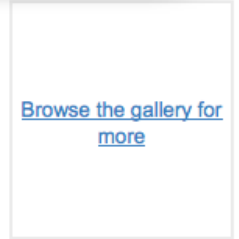
Science Fair Project Template ?



Spring Floral Wedding Instructional ?



Spring Floral Wedding Instructional ?



[Browse the gallery for more](#)

Name your Site:

dickinson Media Center Test Site

Your site will be located at this URL:

<https://sites.google.com/site/dickinsonmediacentertestsit>

Site URLs can only use the following characters: A-Z,a-z,0-9

☒ **Choose a theme** (currently: using **template default**)

☐ **More Options**

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

Site description

demonstration site for tutorial on google sites

Share with

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

Mature content

☐ This site contains mature content only suitable for adults.

Check "More Options" to add a site description of your site and who you'd like to share it with

Please type the code shown.



Create site

Cancel

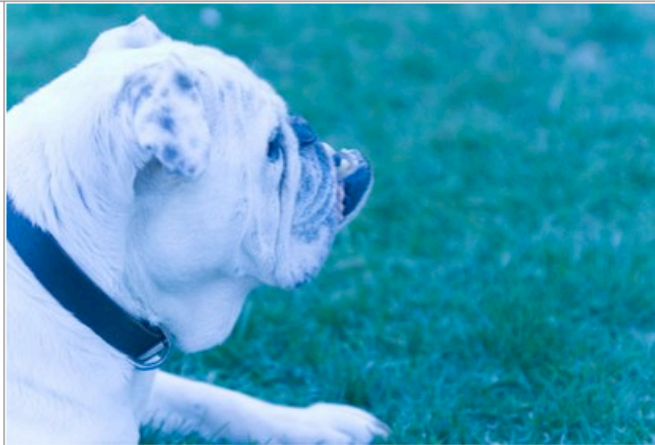
STARTING UP!

1) Most Important!
TOOLBAR FOR EDITING + CREATING
PAGES

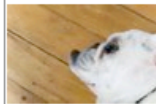
2)
SideBar
links to
your
sites'
different
pages

Welcome to our Project page!

The Environmental predicament require an interdisciplinary effort. The goals of the program include providing a sound academic background and an opportunity for students to use their education through research and dkjfs



The [Environmental Studies Department](#) recognizes that solutions to the human predicament require an interdisciplinary effort. The goals of the program include providing a sound academic background and an opportunity for students to use their education through research and



The Environmental Studies Department recognizes that solutions to the human predicament require an interdisciplinary effort. The goals of the program include providing a sound academic background and an opportunity for students to use their education through research and



ALTERNATIVE ENERGY & ENVIRONMENTAL SCIENCE



4) Main Page
content: Text,
Pictures,
Video's, links.

Sidebar
& Images

A QUICK OVERLOOK

sharing your site

1.) Click "Edit Sidebar" on the lower right side of your screen



Site content

Recent site activity
Pages
Attachments
Page templates
Apps Scripts
Deleted items

Site settings

General
[Share this site](#)
Monetize
Web Address

Site appearance

Site layout

Colors and Fonts
Themes

Customize your site layout

This page allows you to change the layout of your site.

[Change site layout](#)

[Configure search](#)

Header

Height: 110 pixels ([change logo](#))

Alignment: Standard, Theme Default ([change](#))

Sidebar:

Width: 215 pixels

Navigation

Text

[edit](#) [delete](#)

Navigation

[edit](#) [delete](#)

Text

2.) Click "Share this site" under "Site settings"

sharing your site can't

This screen will pop up when you click "Share this site"

Sharing settings

Permissions:

	Private - Only the people listed below can access	Change
	Brennan Dugan (you)	Is owner
<hr/>		
Add people:		
<input type="text" value="Enter names, email addresses, or groups..."/>		
<small>Only the owner can change the permissions.</small>		

Close

If your website is set to private, click "Change" to set the website security to public, public with links, or private. If you want to individually add permission for access do it under "Add people" and put in their names, email, or organization/group.

CREATE a Page

+ Create page

 Edit page

More actions ▾

Click here

Create new page (in Site: Test Site)

Page name

Your page will be located at: /site/wdcvfmcarlisle/home-page [Change](#)



☒ Web Page



☐ Dashboard



☐ Announcements



☐ File Cabinet



☐ List

- ☒ Put page at the **top level**
- ☐ Put page under **Welcome to our Project page!**
Welcome to our Project page! > Home Page
[Choose a different location](#)

Create Page

Cancel

5 Different types of layouts.

We'll go through them one by one

Then click
Create Page

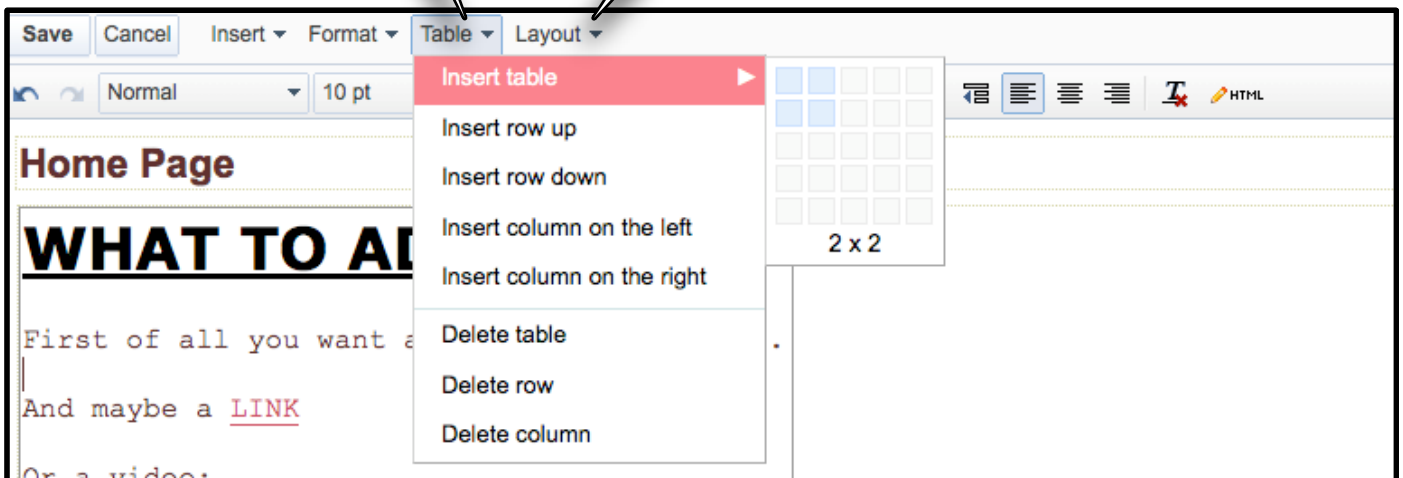
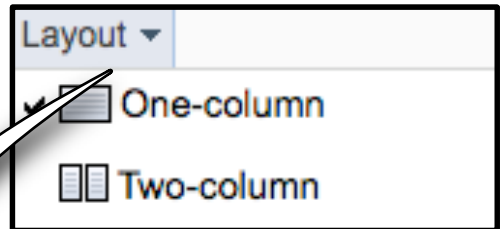
CREATE a layout at web page



Web page is for regular pages with text, info, links, pictures and/or video content

1) First you probably want a table to insert text/pictures in.

2) Then decide your layout



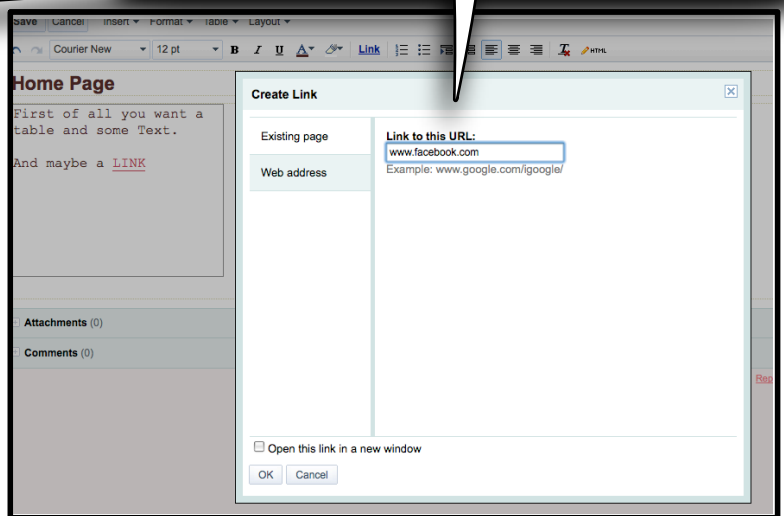
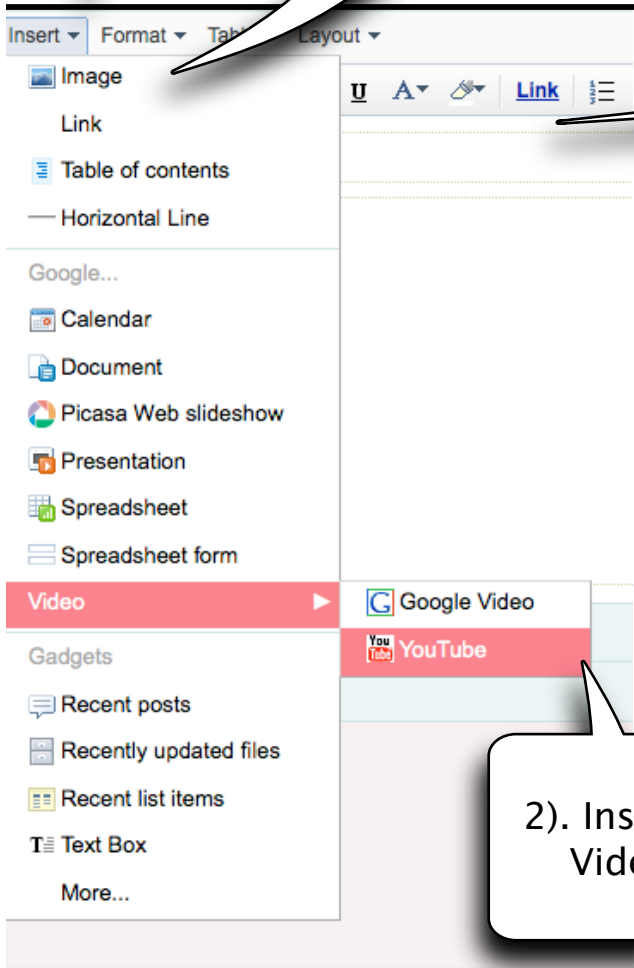
Now you are ready to write your Title and your text.

Press "Insert"
to...

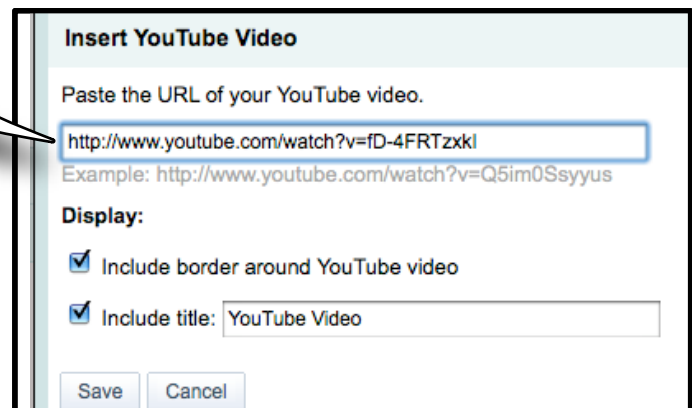
1). Upload an Image
(Browse... -> Add
Image)



You can also add a Link



2). Insert a
Video



AN EXAMPLE PAGE

DOGS ARE AMAZING

YouTube Video

Puppy vs. Cat
by Sanchey



^EVERYONE LOVES PUPPIES

For more information on dogs, please visit the

<http://www.greatdogsite.com/>

A single column layout with tables was used here. A youtube video and picture were inserted at the top as well as text and a link at the bottom

FEATURES LIST

Next One Up is LIST

Google Sites **+ Create new page** **Edit page** **More actions** **Site settings**



List

Create Page

Again, Create New Page -
> List -> Create Page

A list can be used to keep a public data base on your site, e.g., members, records or events.

List

[Add Item](#) [Customize this list](#)

Project Name	Owner	Location	Research notes (URL)
Sort ▾	Sort ▾	Sort ▾	Sort ▾
Ascending	Brenda Landis	Letort	Presenting our Research
Descending	Frank	Website	
Project 2			
Project 3			

You can create your own criteria and then sort them

FEATURES ANNOUNCEMENTS

Next One Up is Announcements

Google Sites

[+ Create new page](#)

[Edit page](#)

[More actions](#) ▼

[Site settings](#) ▼



Create New Page ->
Announcements ->
Create Page

[Create Page](#)

Announcements

[New post](#)

Here the Web-host(s) can
Post Messages

New Website!

posted 22 hours ago by Brenda Landis

We will have a new website by the end of the semester.

[\(Edit post\)](#)

Presenting our Research


posted 22 hours ago by Brenda Landis

We will be presenting our research at a special common hour during the Spring Semester. Please check back for more details.

[\(Edit post\)](#)

[◀ Prev](#) **1-2 of 2** [Next ▶](#)

Attachments (1)

 [audtut.pdf](#) 1230k - on Feb 11, 2009 12:25 PM by Brenda Landis (version 1) [Remove](#)

Attach a file: [Browse...](#)

Also files can be
attached

FEATURES File Cabinet

Next One Up is File Cabinet

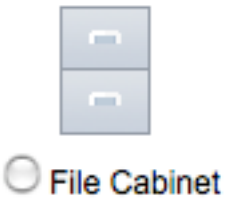
Google Sites

+ Create new page

Edit page

More actions ▾

Site settings ▾



Create New Page -> File Cabinet -> Create Page

Create Page

Here you can easily upload files.
IMPORTANT NOTE: your website has a 100 MB space limit

File Cabinet

+ Add file

Move to ▾

Delete

Subscribe to changes



tutorialpicmgr.pdf

edit sidebar

Navigation

[Welcome to our Project page!](#)

[Announcements](#)

[Dashboard](#)

[File Cabinet](#)

[List](#)

[Sitemap](#)

[Maps](#)

[Home Page](#)

About our Site



The

Environmental Studies Department recognizes that solutions to the human predicament require an interdisciplinary effort. The goals of the program include providing a sound academic background and an opportunity for students to use their education through research and community outreach.

[Edit sidebar](#)

2. Click "edit" under Navigation

Sidebar

Width: 150 pixels

Navigation

[edit](#) [delete](#)

Text

[edit](#) [delete](#)

[+ Add a sidebar item](#)

1. Click "Edit Sidebar"

Move or Remove pages from the sidebar or add new pages to it

[Edit sidebar](#)

Check "OK" when your list is complete

Configure Navigation

Title: ☒ Display title

☐ Automatically organize my navigation

Select pages to show

Home	↑
DOGS ARE AMAZING	↓
The ultimate cabinet	→
Announcement Page	←
	✕

[Add page](#) [Add URL](#)

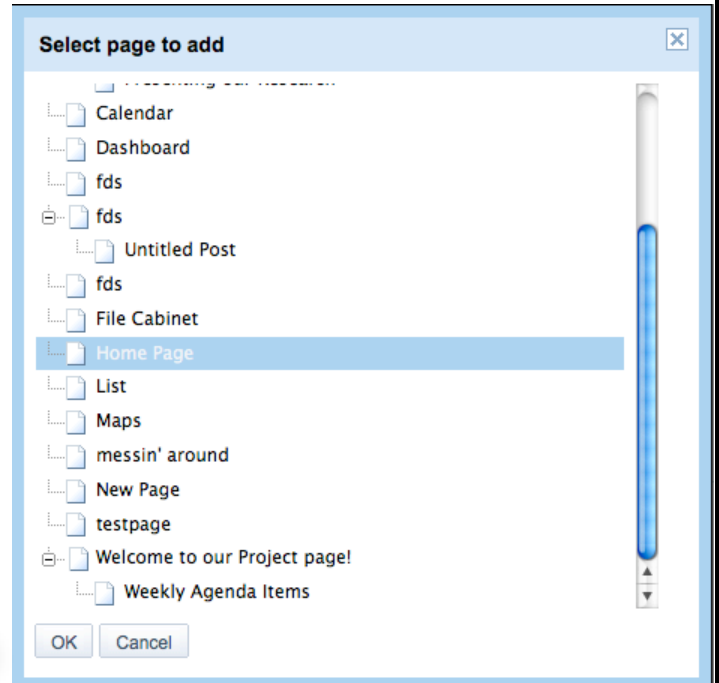
Include a link to:

☐ Sitemap

☐ Recent site activity

edit sidebar

Select the name of your newly created page and press "OK"



DON'T FORGET to hit SAVE CHANGES (at the top right side) when done!


Save changes Preview Cancel

edit appearance

More Stuff

- Class Announcements
- Class Calendar
- Reading List
- Useful Links
- Class Photos
- Forms and Docs

Current Poll



Template tips

- [Learn more about working with templates.](#)
- [How to change this sidebar.](#)
- [Edit sidebar](#)

1. Click the "Edit Sidebar" hyperlink

Site content

- Recent site activity
- Pages
- Attachments
- Page templates
- Apps Scripts
- Deleted items

Site settings

- General
- [Share this site](#)
- Monetize
- Web Address

Site appearance

Site layout

- Colors and Fonts
- Themes

2. Click on "Site Layout" and then "Change Site Layout" to configure the layout. Click themes to customize appearance

Change your site layout

This page shows you to change the layout of your site.

[Change site layout](#)

[Configure search](#)

Header

Height: 110 pixels ([change logo](#))

Alignment: Standard, Theme Default ([change](#))

Sidebar:

Width: 215 pixels

Navigation

[edit](#) [delete](#)

Text

[edit](#) [delete](#)

Navigation

[edit](#) [delete](#)

Text

With Google Sites.


You just made yourself a website!

[Email](#) [Calendar](#) [Documents](#) [Photos](#) [Reader](#) [Web](#) [more](#) ▼

Google Sites [+ Create new page](#) [Edit page](#) [More actions](#) ▼ [Site settings](#) ▼

Test Site

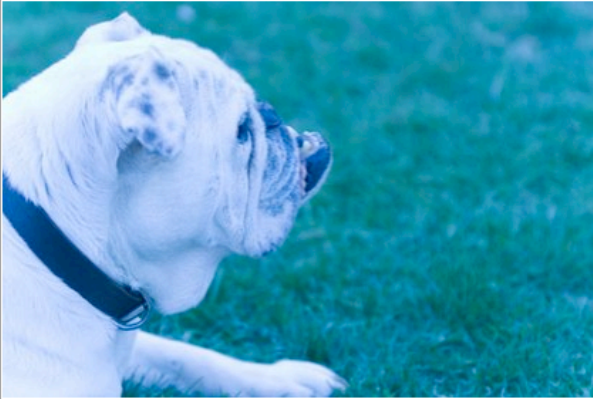
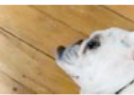

Navigation
[Welcome to our Project page!](#)
[Announcements](#)
[Dashboard](#)
[File Cabinet](#)
[List](#)
[Sitemap](#)
[Maps](#)
[Home Page](#)


About our Site


The Environmental Studies Department recognizes that solutions to the human predicament require an interdisciplinary effort. The goals of the program include providing a sound academic background and an opportunity for students to use their education through research and community outreach.

[Edit sidebar](#)

Welcome to our Project page!

The Environmental predicament require an interdisciplinary effort. The goals of the program include providing a sound academic background and an opportunity for students to use their education through research and dkjfs		The Environmental Studies Department recognizes that solutions to the human predicament require an interdisciplinary effort. The goals of the program include providing a sound academic background and an opportunity for students to use their education through research and
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ALTERNATIVE ENERGY & ENVIRONMENTAL SCIENCE
1 of 12 ALTERNATIVE ENERGY & ENVIRONMENTA...
★★★★★


the end