

Using Google Sites

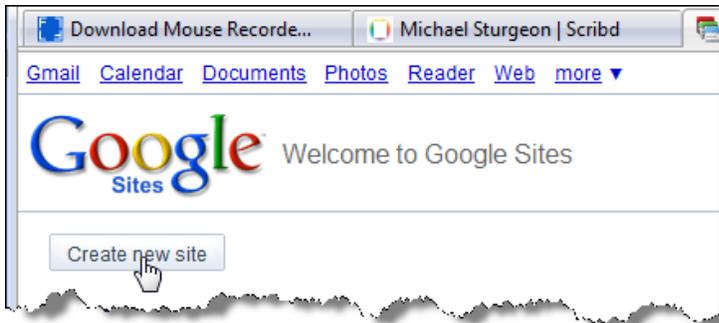


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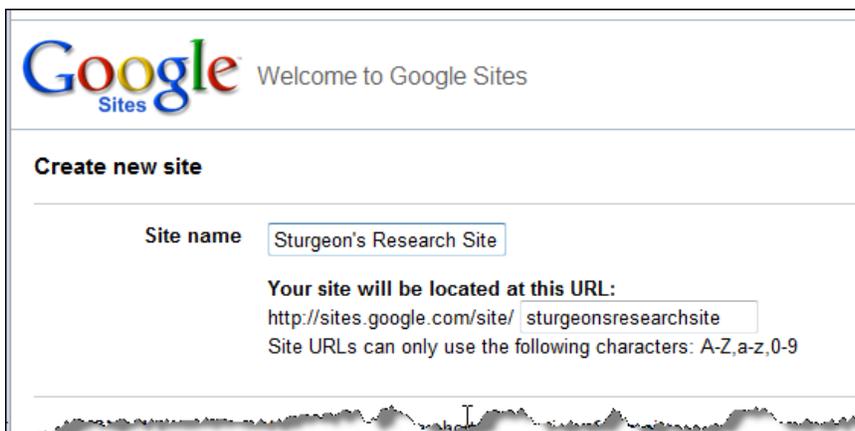
Creating Sites with Google Sites

First go to the page <http://sites.google.com/> and from there select “Create new site” as seen in the screen below.

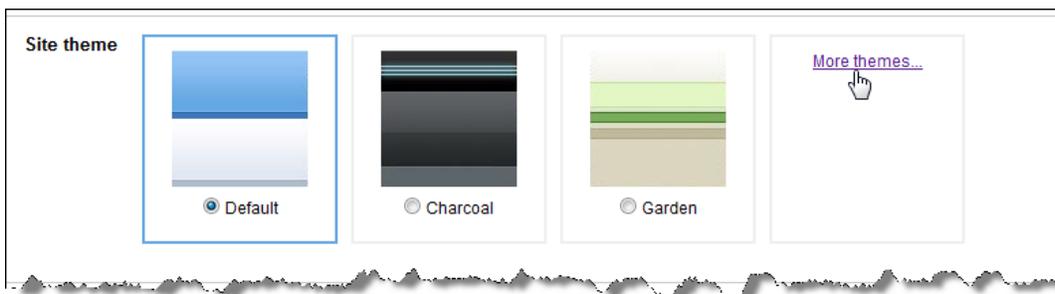


Step #2 : Here you would decide upon a name for your site. It is optional to give a description, and I would suggest that you do so.

On the lower portion of the same page you can select to share this with “everyone in the world” or “only people” you specify to view your site.



Lower down on the same page you will see the following options: (select “*more themes*”)

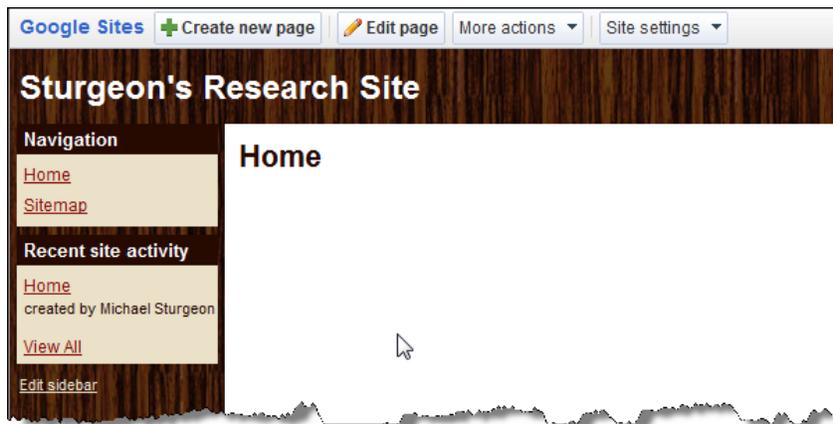


After you have selected your theme of choice, fill out the code box located at the bottom of the page and click “Create site”:

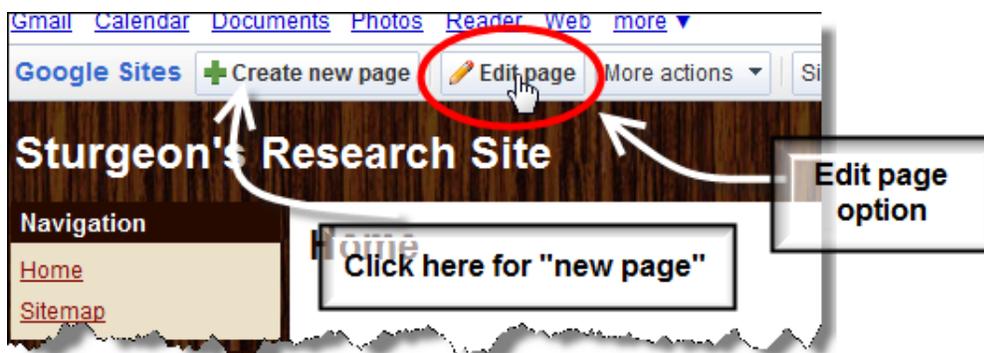


Adding Content to Pages

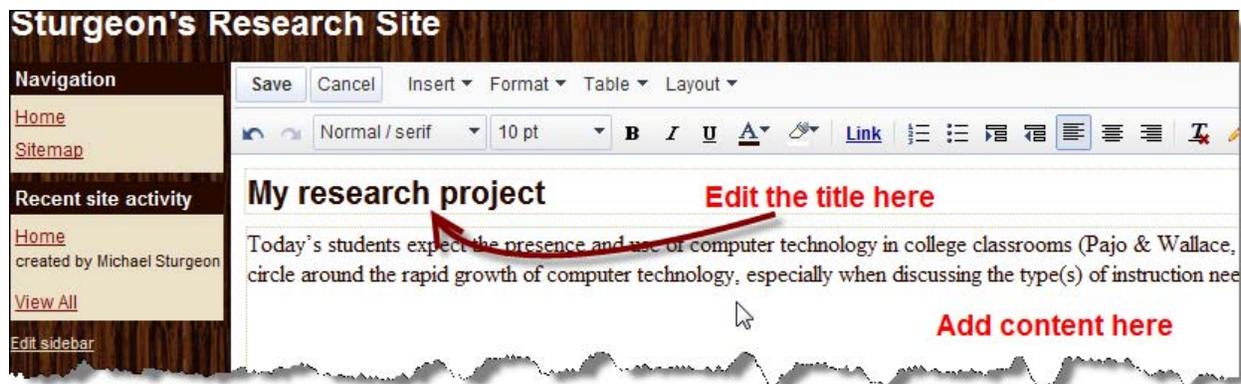
You will then see the page with your theme and now you can begin to make changes, add pages, add content per page etc.



Click on "Edit page" in order to add content and/or on the "Create new page" for additional pages to be created for your site.

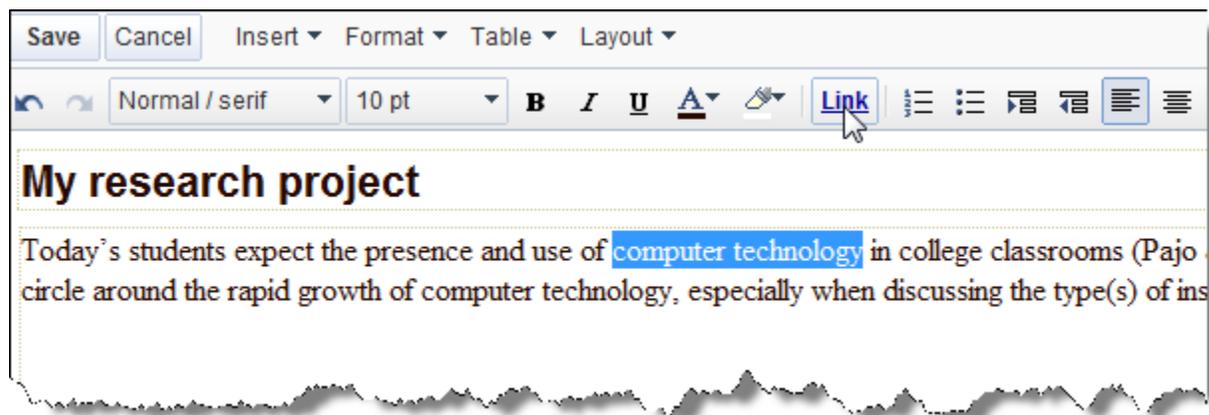


Upon clicking on "Edit page" you will have the option to change the title from "home" to something more personal or fitting to the site. On the lower portion you can add content as follows:



Adding Links in Content

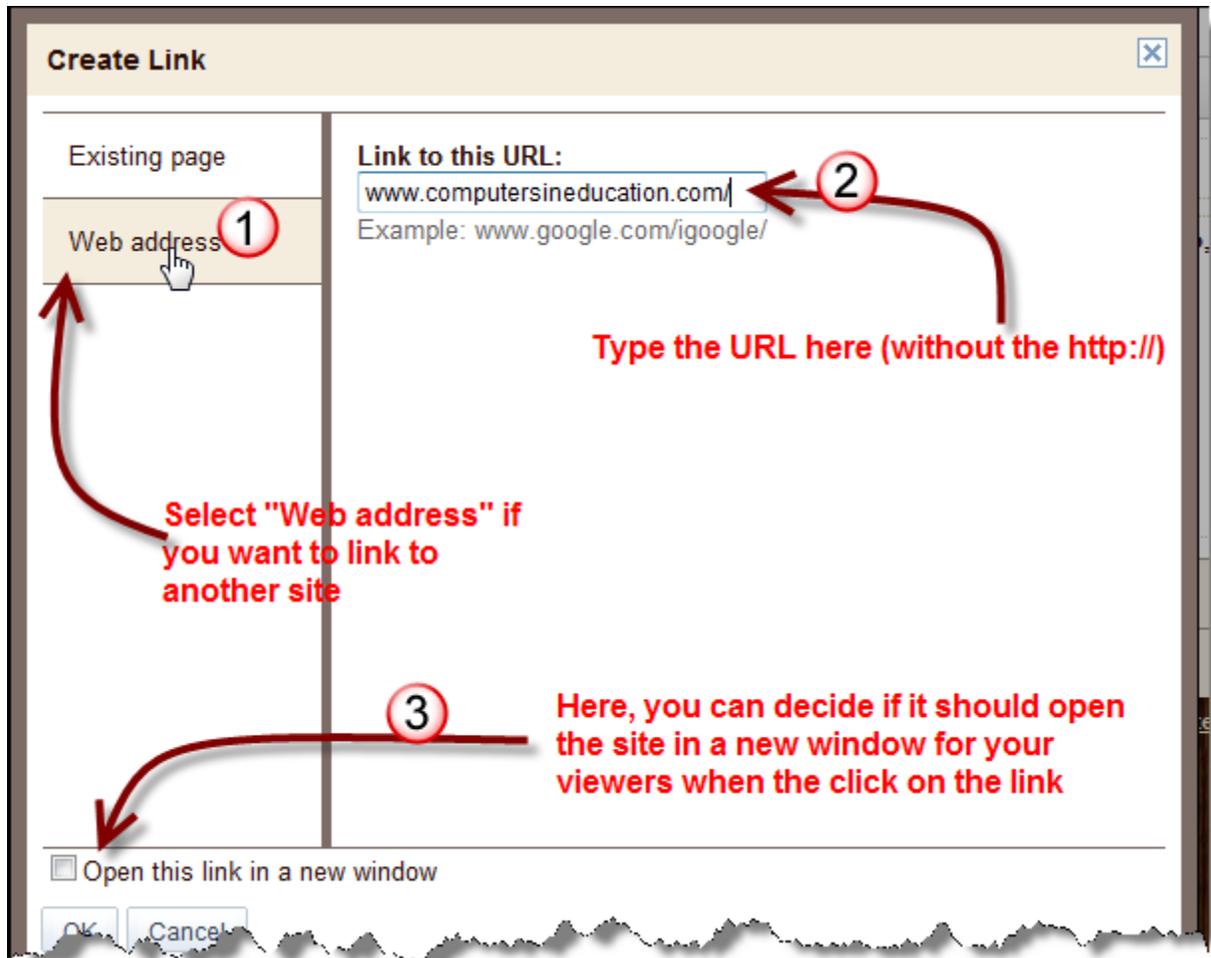
In order to turn a term or phrase into a link, highlight them as shown in the screen shot below and click on "Link":



In the tool bar shown on the above screen shot you can also see there are tools allowing you to format your text, add tables, insert photos and/or images of other types, and a layout option. The Layouts that are offered are pre-set so once they are select there are minor changes that you can make as the "designer" of this site.

Make sure that you frequently click on "Save" in order to assure that you do not lose your work in the case of your browser crashing, loss of electricity etc.

On the following page, you will find a three-step screen shot that shows all steps required for the adding of a link to an outside site. The phrase "Outsite site" suggests it is a site that you did not necessarily create, and /or, one that is not located within your Google site displayed right now.

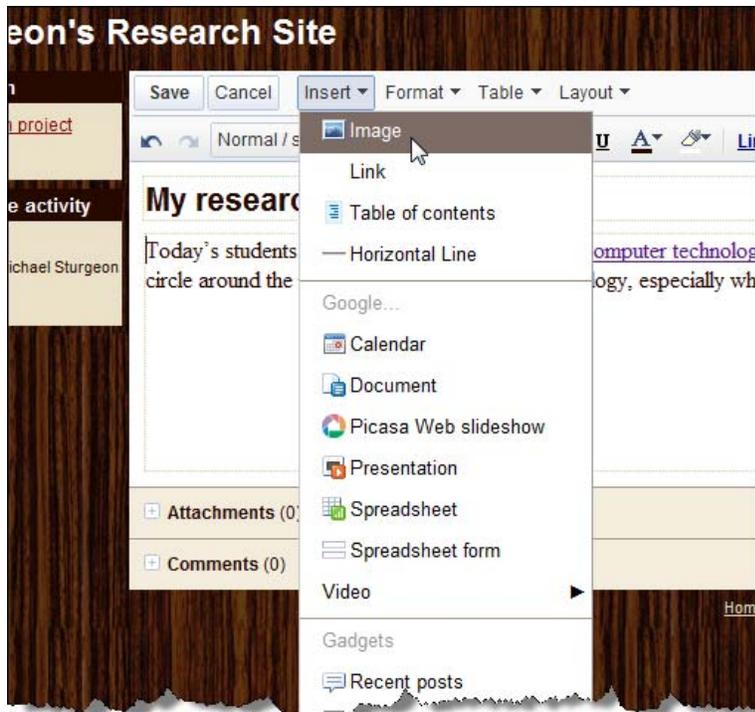


Just follow the above steps, #1, #2, and #3.

Your link will look similar to the following screen shot, however, it is not functional yet, so don't try to click on it, as you will be disappointed. Once you save this page, then it will be functional. While in "Edit mode" you will not be able to use links within a site you have created.



For adding images, videos, documents etc, you would just need to click on "Insert" and then you will have the large number of options to select from as seen in the following screenshot.



Adding New Pages

On the following screen shot you will see four items pointed out when adding a new page to your site.

Sturgeon's Research Site

Create new page (in Site: Sturgeon's Research Site)

Type in the new page's title here

Page name ← 1

Your page will be located at: </site/sturgeonsresearchsite/bibliography> [Change](#)

4 Web Page Dashboard Announcement ← 2 File

Put page at the top level Put page under My research project

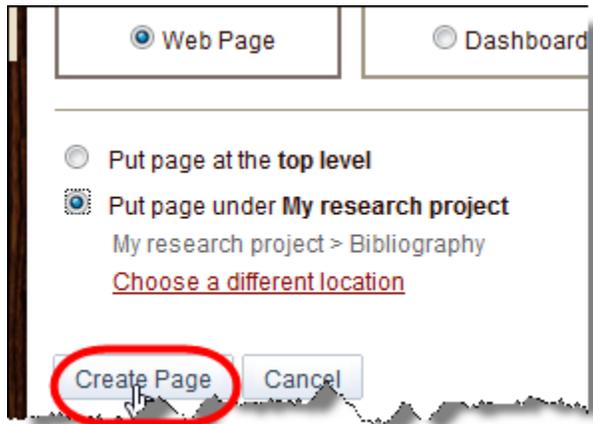
My research project > Bibliography

[Choose a different location](#)

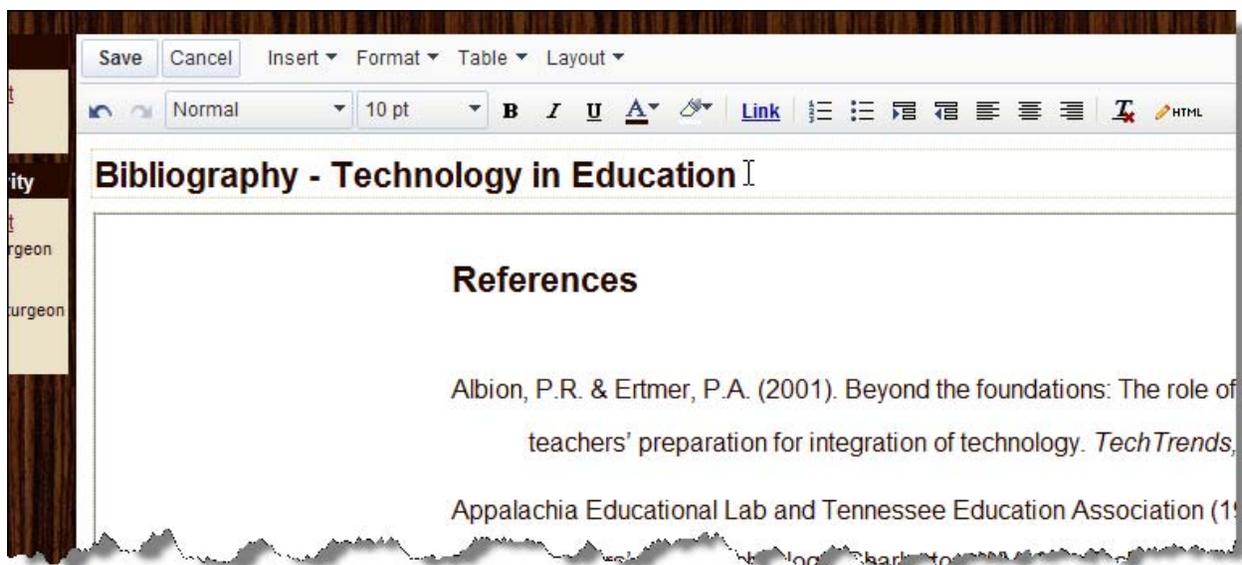
3 Note the link to this page is provided as you create it.

The option to place this page as "first" page or a sub-page to your initial page you created is offered.

When you have selected the options you prefer and have given your page a name, click on “Create Page” as shown below:



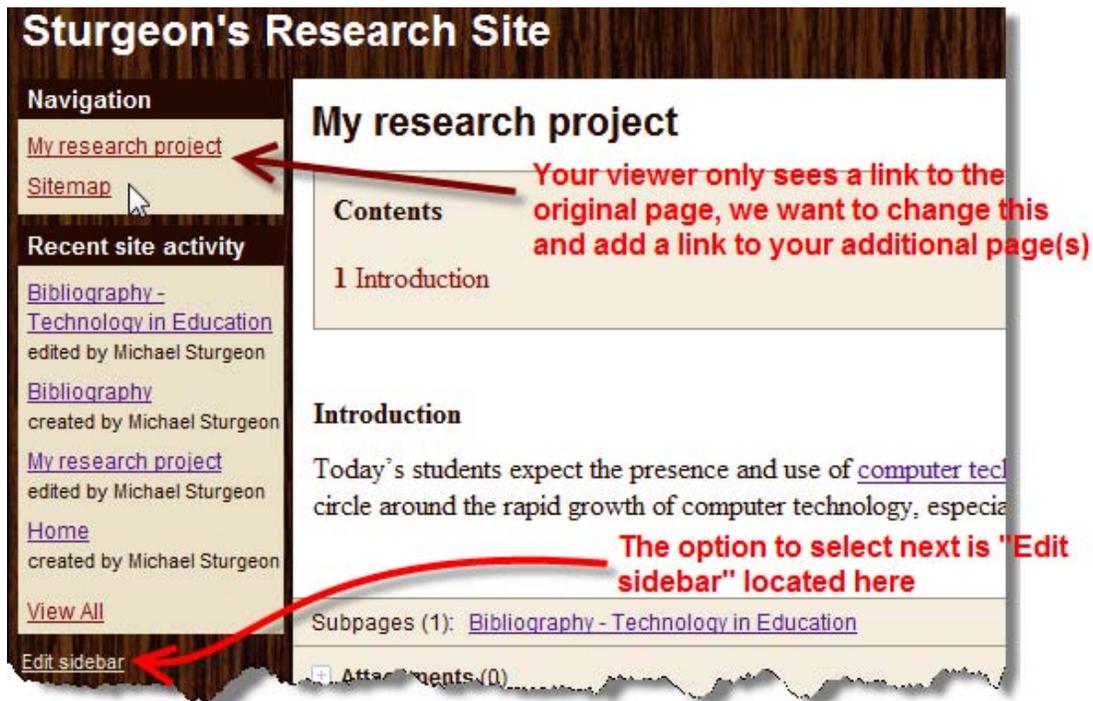
Now that you are on your new page of the site, you can once again change the title if you suddenly decide you would prefer something different. Here you can, again, add your content:



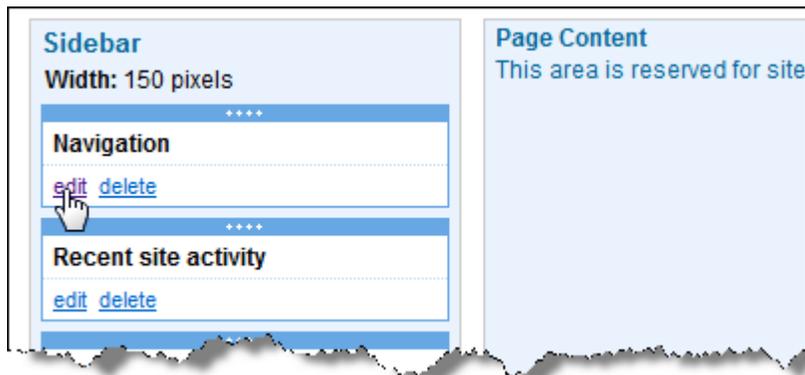
Once you have clicked “Save” go to the navigation bar to the left of your page and you will see a link to your original page, click on that link at this point:



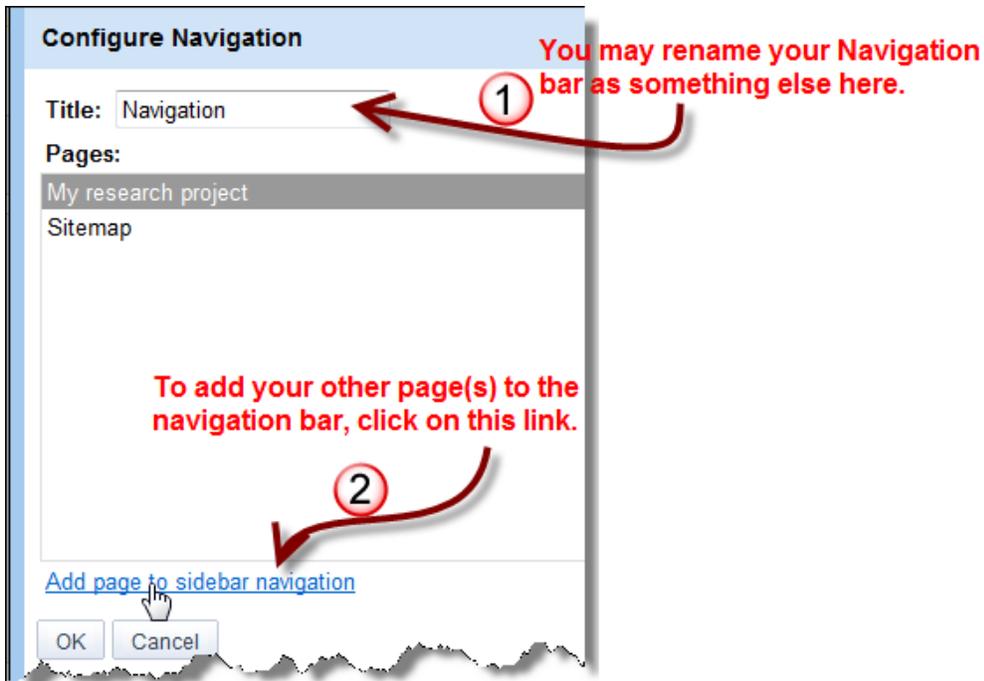
Editing Navigation Bar



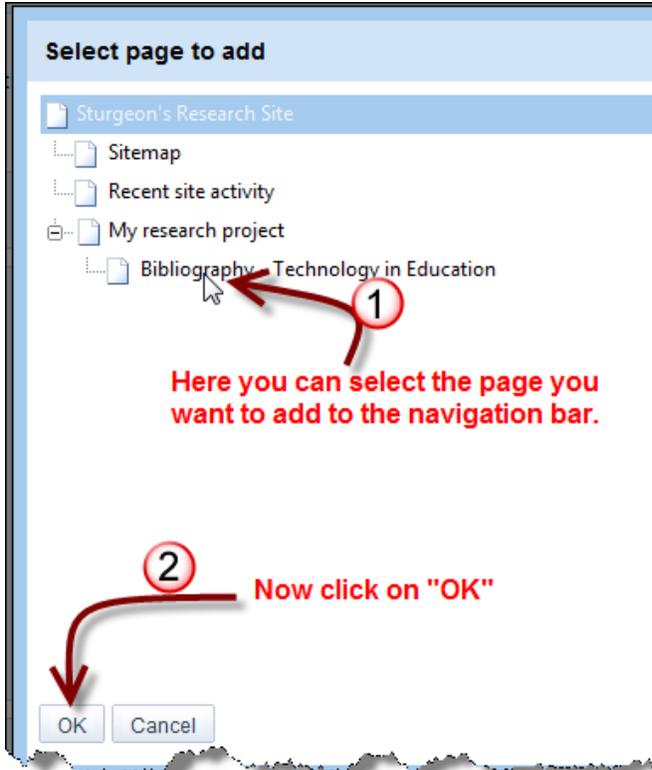
We want to now edit the navigation bar, or as Google calls it "Sidebar" – so click on "Edit" located under the header "Navigation" on the following screen.



Upon clicking on the "edit" option, as shown above, you will see a screen that is as a pop-up and there you can configure your navigation. Follow the instructions shown on the screen shot located on the following page.

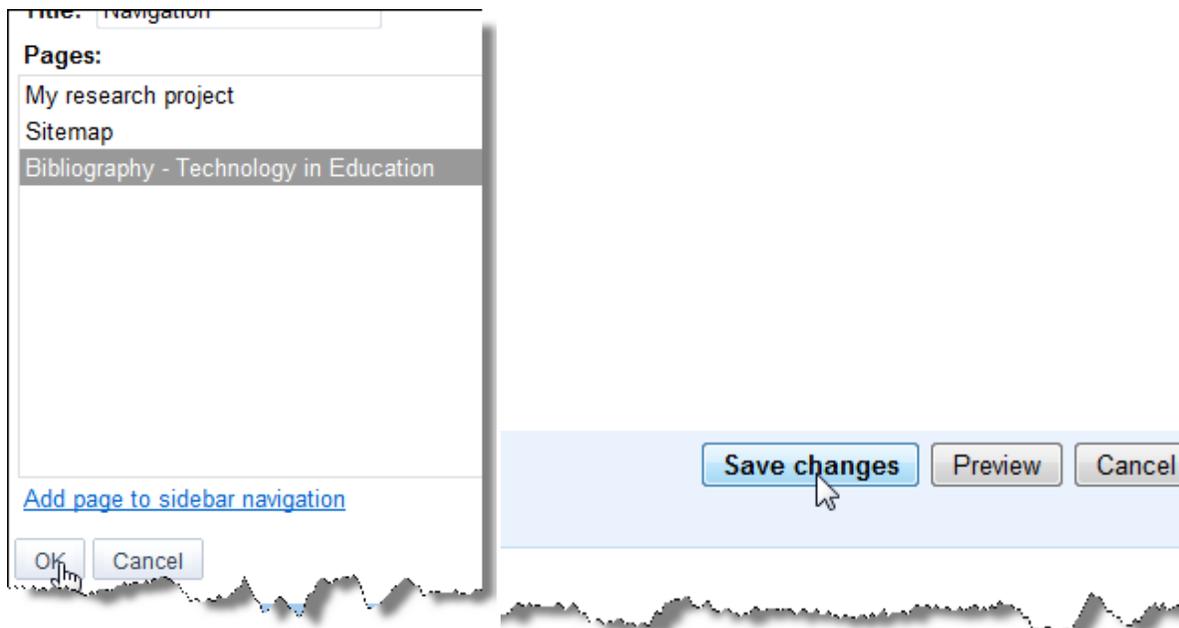


Here you can change the title to you navigation. Follow the above instructions. Do **not** yet click "OK"

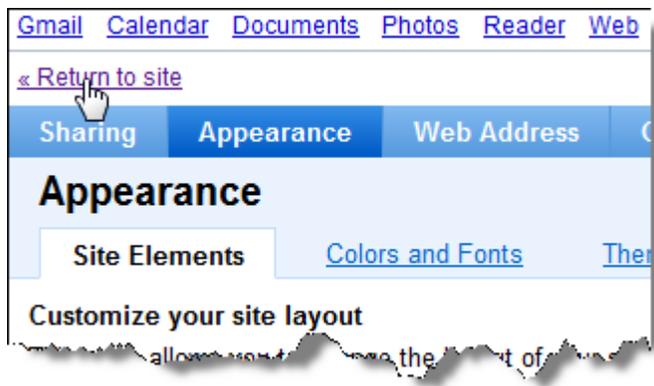


After you have selected the link, click "OK"

Now you will see a screen that appears as the one below, reflecting the adding of the page you want to show in the side bar. Now you can click "OK" and return to your site. Be sure to click on the button "Save Changes" located on the far right side of your screen before returning to the home page.



After saving your changes, you see a link offering you to return to the site as shown below.



As below, the link to both home page and the new page I added are showing:

