

Google



Session: 5

Working with Google Sites

Objectives



- ◆ Explain Google Site
- ◆ Explain the factors for creating sites
- ◆ Understand adding and editing of pages
- ◆ Explain customization of site
- ◆ Use the site options to share sites

Introduction

Apps

- ◆ With Google Sites, users can perform the following tasks:

Creating and customizing the Web site

Organizing the Web site by creating sub-pages

Creating the navigation menu

Selecting the page type for the Web site

Controlling the sharing access of the Web site

Searching on Google sites with Google search technology

Creating the Site 1-6

Apps

- ◆ The important factors to be considered while creating a site are as follows:



The audience



The design



The content



The navigation

Creating the Site 2-6

Apps

- ◆ To create a new Web site, perform the following steps:
 1. Enter `https://sites.google.com` in the Address Bar.
 2. Sign in using your Google account details.
- ◆ Following figure shows the Google Site home page:



Creating the Site 3-6

Apps

3. Click **Create** to display the templates for creating a Web site.
 4. Select Blank Template to create Web site from scratch.
 5. Otherwise, click **Browse the gallery for more** link to create from template.
- ◆ Following figure shows the templates for creating a new Web site:



6. Type the name of the Web site.
7. Type the Web site address.

Creating the Site 4-6

Apps

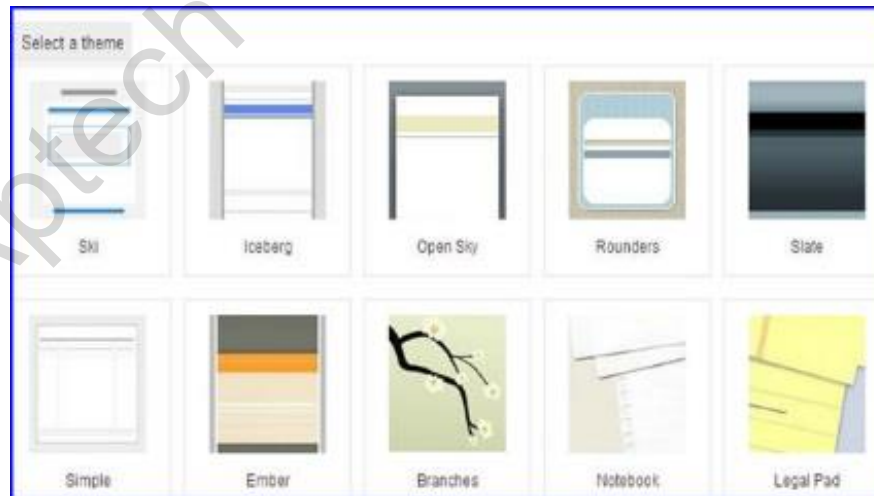
- ◆ Following figure displays the information in the **Name your site** and **Site location** box:



A screenshot of a web form titled 'Name your site:'. It contains a text input field with the text 'Computer Training'. Below this is a section titled 'Site location - URLs can only use the following characters: A-Z,a-z,0-9'. It shows a text input field with the URL 'https://sites.google.com/site/' followed by another text input field containing 'computertraining'.

8. Select a theme.

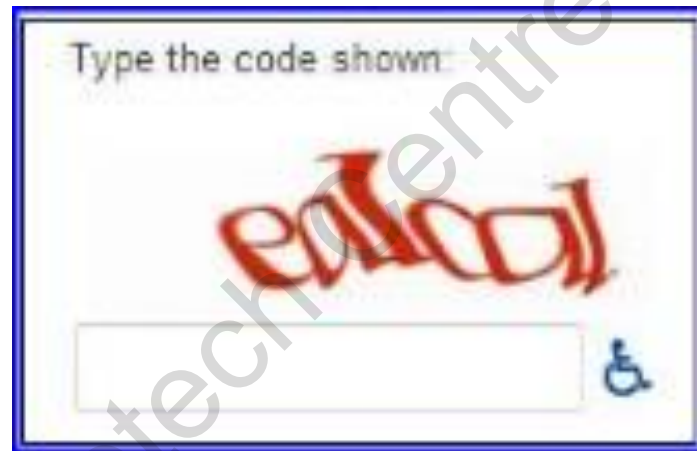
- ◆ Following figure depicts the various themes available to the users:



Creating the Site 5-6

Apps

9. Click **More options**. Type site description of the site.
10. Set sharing permissions to provide access to the site.
11. Type the security code in **Type the code shown:** box as shown in the following figure:

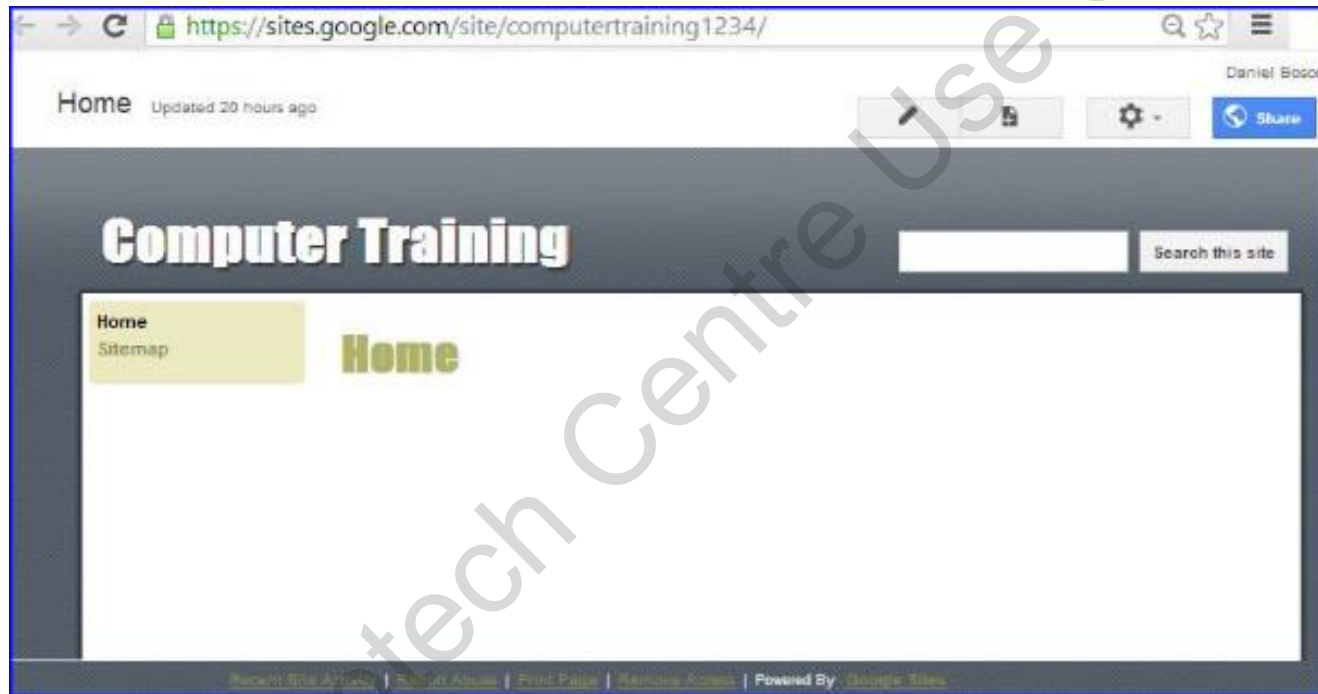


9. Click **CREATE SITE** to create the Web site.

Creating the Site 6-6

Apps

- ◆ Following figure displays the Web site that is created:



- ◆ The Web site created is a collection of pages.
- ◆ The two default pages of the Web site are **Home page** and **Sitemap**.

Managing Site Content 1-2

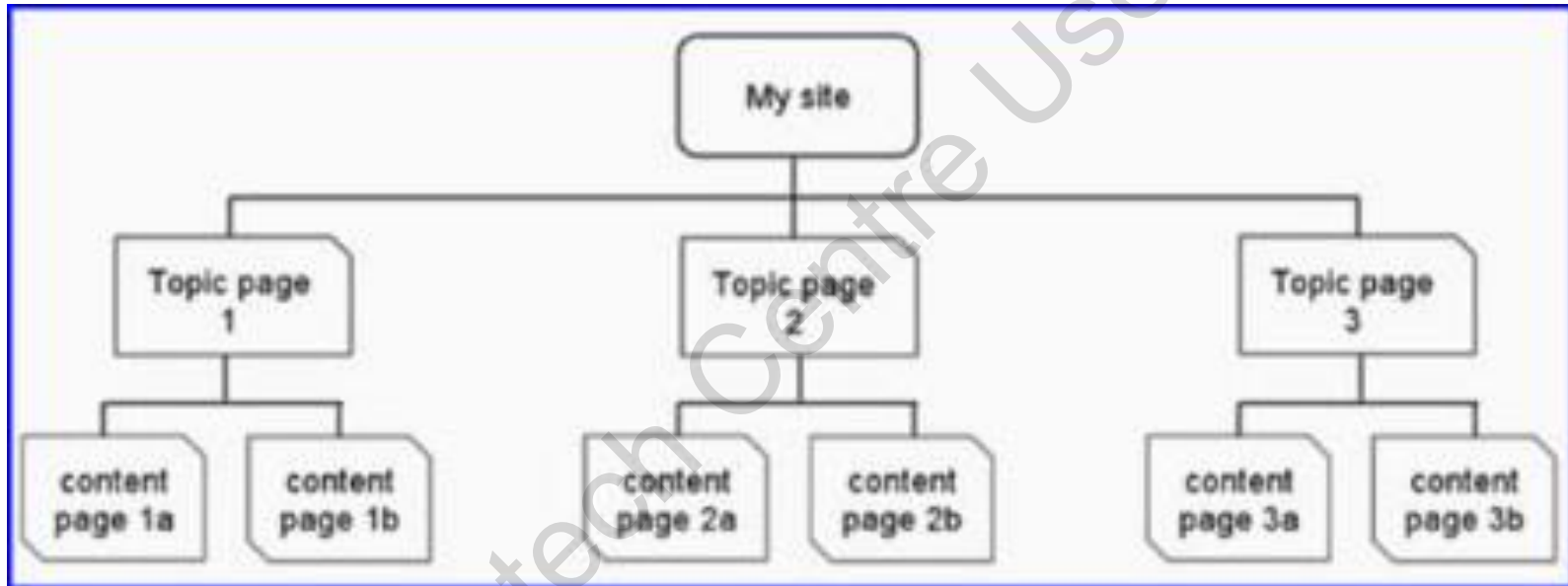
Apps

- ◆ The different types of pages that can be included in a site are as follows:
 - ◆ **Web Page**
 - ◆ **Announcements**
 - ◆ **File Cabinet**
 - ◆ **List**
 - ◆ **Start Page**

Managing Site Content 2-2

Apps


- ◆ The pages of a site are organized in the form of a tree structure as shown in the following figure:

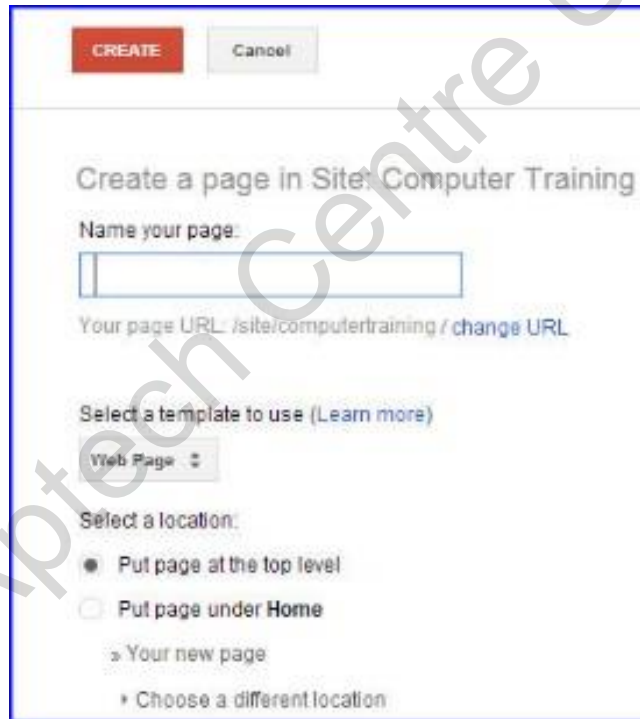


- ◆ Users can choose the location of pages to be added at the top level or as a child page.

Adding Pages to Site 1-3

Apps

- ◆ To add a new page to your site, perform the following steps:
 - ◆ Click **New Page**  on the upper-right corner of the Google Site page.
- ◆ Following figure displays the **Create a page in Site** page:



CREATE Cancel

Create a page in Site: Computer Training

Name your page:

Your page URL: /site/computertraining / change URL

Select a template to use (Learn more)

Web Page

Select a location:

☒ Put page at the top level

☐ Put page under Home

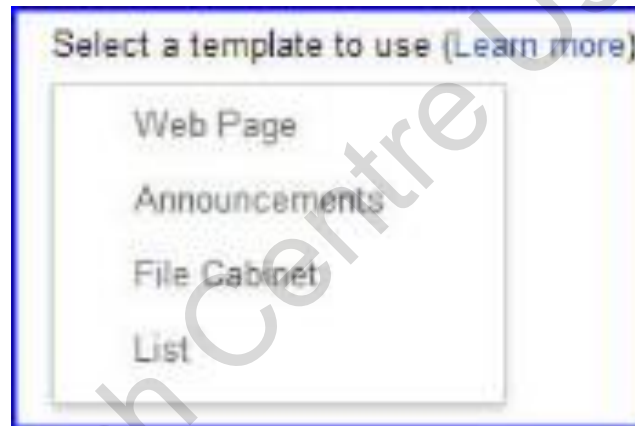
☐ Your new page

[Choose a different location](#)

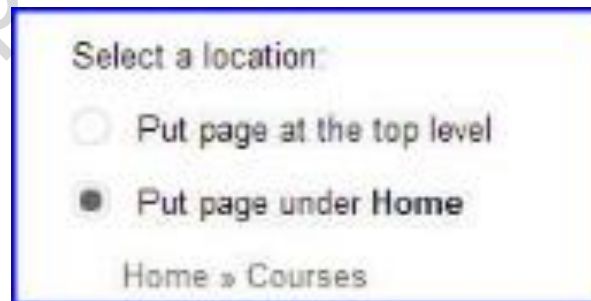
Adding Pages to Site 2-3

Apps

- ◆ Assign a name to the page.
- ◆ Click **Select a template to use** drop-down to view the existing templates as shown in the following figure:



- ◆ Select the location to place the page in the hierarchy as shown in the following figure:



Adding Pages to Site 3-3


Apps

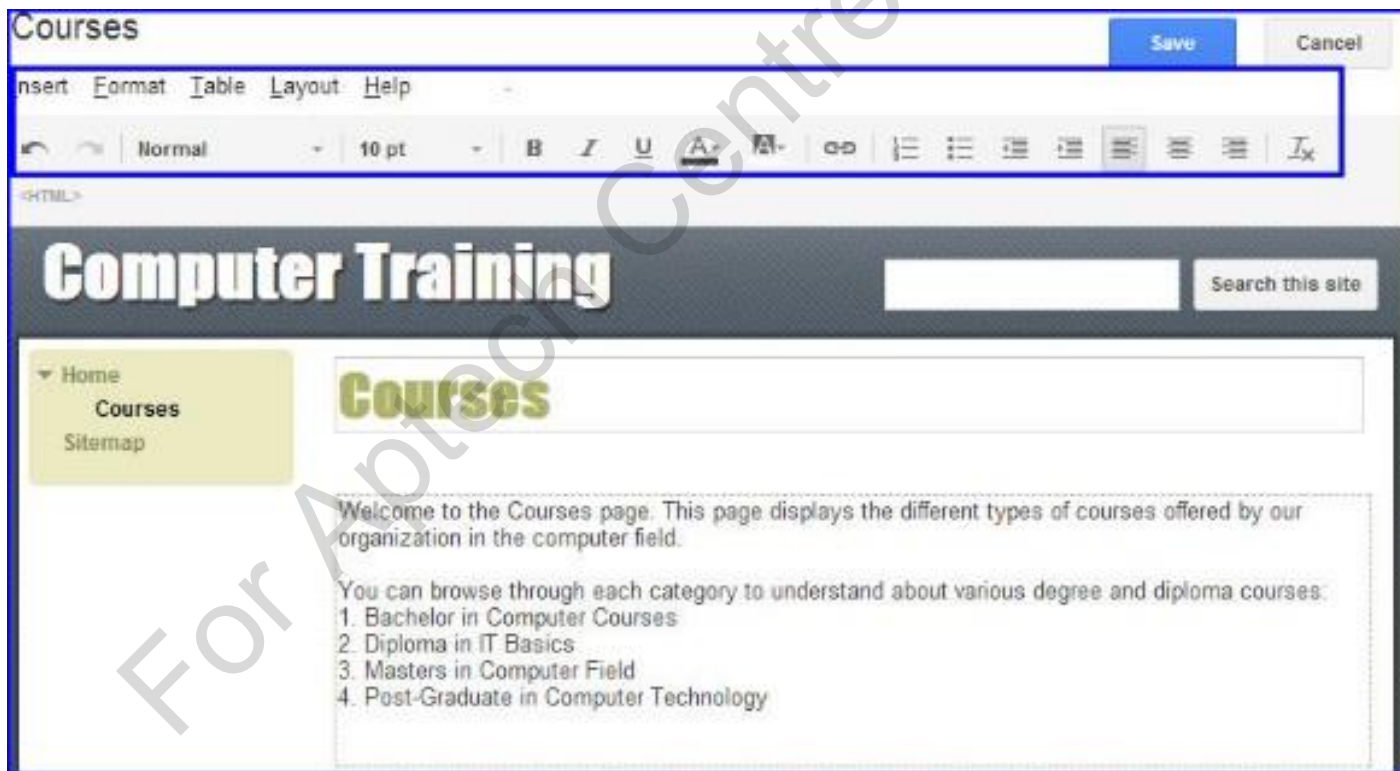
- ◆ Following figure shows the new Web page added in the site:



Editing Site Page

Apps

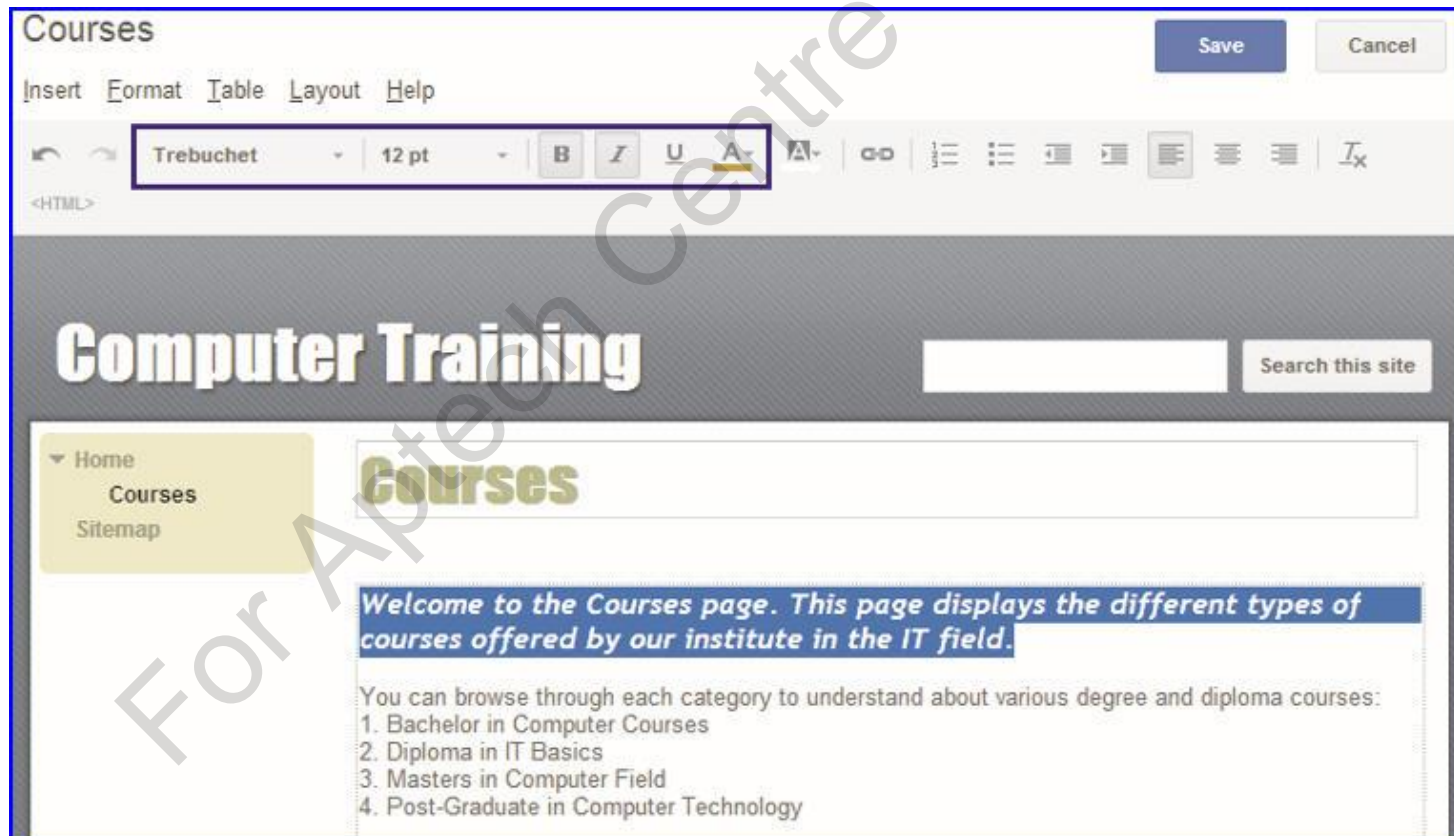
- ◆ To edit the page, perform the following steps:
 1. Click **Edit page**  on the upper-right corner to open the edit toolbar.
- ◆ Following figure depicts the editing toolbar on the Web page.



Formatting the Page 1-2

Apps

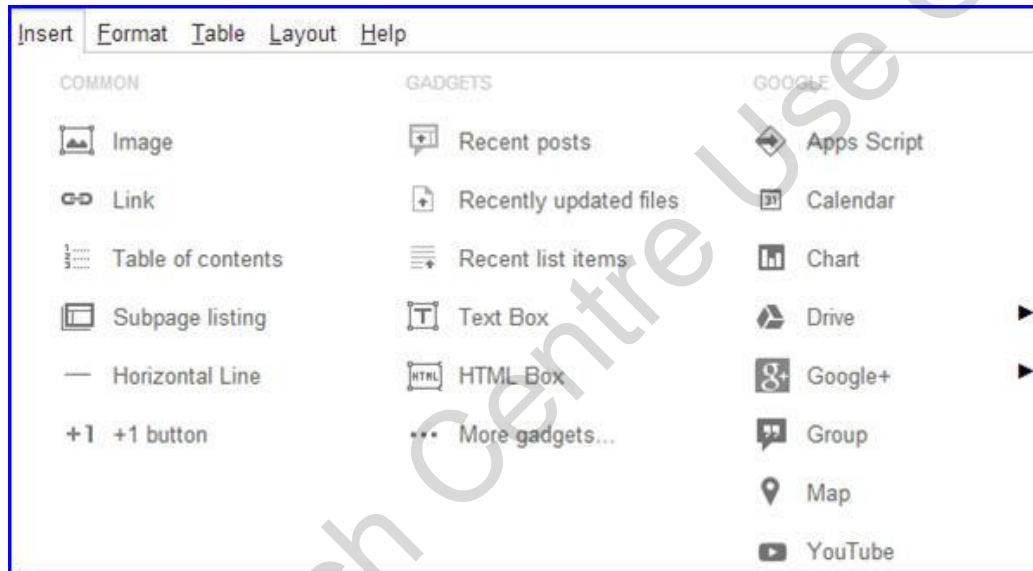
- ◆ To apply formatting to text, perform the following steps:
 1. Select the text.
 2. Click the formatting buttons on the editing toolbar as shown in the following figure:



Formatting the Page 2-2

Apps

- ◆ Following figure shows the various insert options:



Users can insert tables, images, table of contents, and subpage listing the gadgets.

Google Docs, Google Calendar, Google Map, pictures from Picasa Web album, and other gadgets can also be inserted.

Users can also manage attachments from any file cabinet page.

Layout of the Page

Apps

- ◆ To change the layout of the page, perform the following steps:
 1. Click the **Layout** tab from the drop-down menu as shown in the following figure:



2. The selected new layout will be applied to the Web page.

Creating a Page Template

Apps

- ◆ To save the page as a template, perform the following steps:
 1. Open **More Actions menu** and select **Save as page template**.
 2. Type the name of the template, the description, and the location for the template.
 3. Click **Save**. The template will be saved.

- ◆ To edit the page template, perform the following steps:
 1. Open **More Actions menu** and select **Manage site**.
 2. Click **Page templates** on the left pane.
 3. Select the template.
 4. Click **Edit Page template** to edit the page.
 5. Make the changes, and then click **Save**.

Customizing the Site



- ◆ The user can edit:

- ◆ Site layout
- ◆ Navigational structure of the pages
- ◆ Apply formatting
- ◆ Apply backgrounds

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Customizing Layout of the Site 1-12

Apps

- ◆ The four main elements of a site are as follows:
 - ◆ **Header** - Provides the site title and logo.
 - ◆ **Sidebar** - Used to add navigation links and additional information via text boxes.
 - ◆ **Page content** – Reflects the content of the page.
 - ◆ **Footer** – Provides the Google Sites specific links.

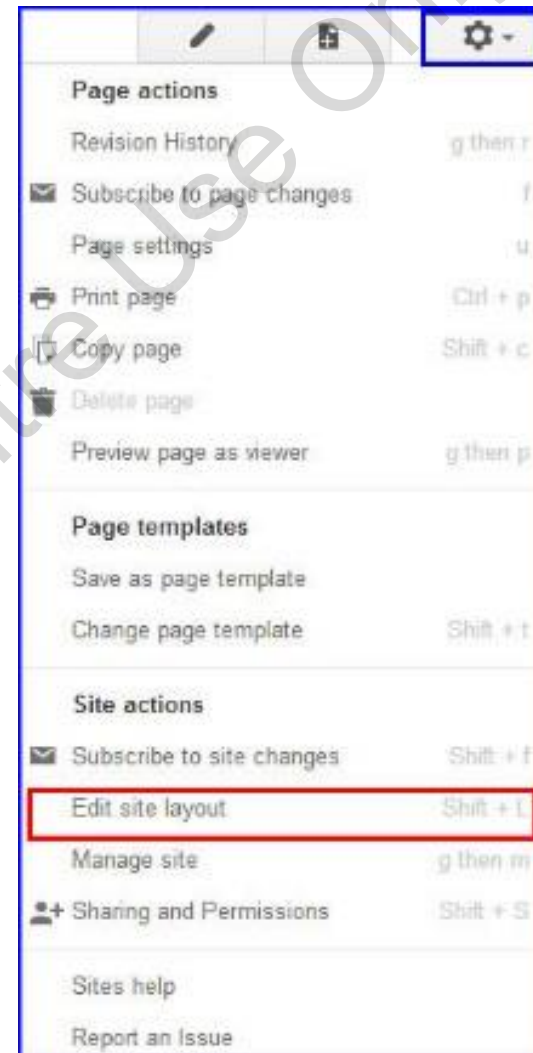
Customizing Layout of the Site 2-12

Apps

- ◆ To change the width and height of the sidebar, perform the following steps:

1. Click **Open More Actions menu** on the upper-right corner on the Google Site page.
2. Select **Edit site layout** under **Site actions**.

- ◆ The given figure depicts the **Edit site layout** link:



Customizing Layout of the Site 3-12

Apps

- ◆ Following figure displays the **Edit site layout** page:



Customizing Layout of the Site 4-12

Apps

- ◆ To edit the header, take mouse pointer to the site heading as shown in the following figure:

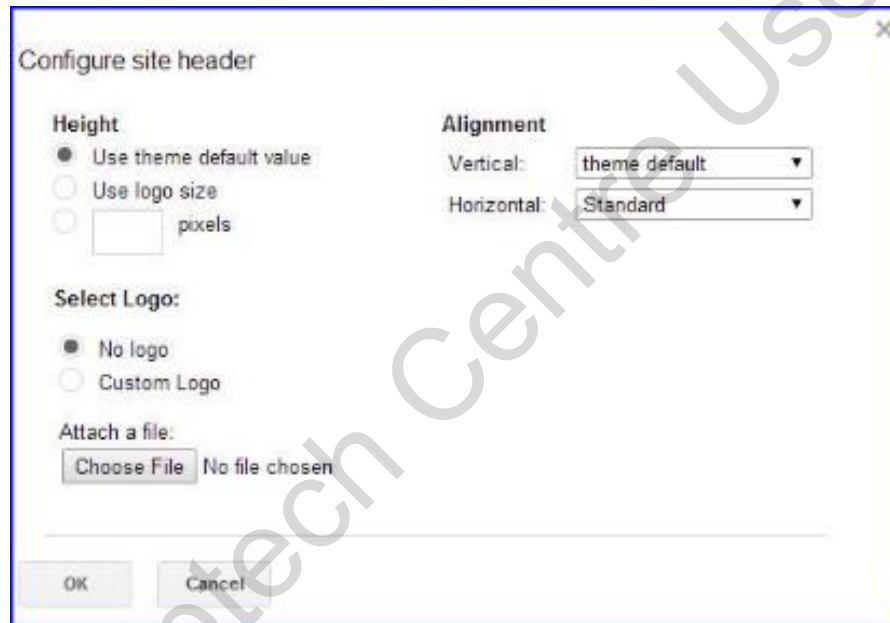


1. Click **Edit Site Header**. Change the height, alignment, or logo of the site.
2. Click **OK**.

Customizing Layout of the Site 5-12

Apps

3. Click **Edit Site Header**. Change the height, alignment, or logo of the site.
- ◆ Following figure depicts the **Configure site header**:



The screenshot shows a dialog box titled "Configure site header" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Height:** Contains three radio buttons: "Use theme default value" (selected), "Use logo size", and a text input field followed by "pixels".
- Alignment:** Contains two dropdown menus: "Vertical:" with "theme default" selected, and "Horizontal:" with "Standard" selected.
- Select Logo:** Contains two radio buttons: "No logo" (selected) and "Custom Logo".
- Attach a file:** Contains a "Choose File" button and the text "No file chosen".

At the bottom of the dialog are "OK" and "Cancel" buttons.

4. Click **OK**.

Customizing Layout of the Site 6-12

Apps

- ◆ To edit the sidebar, click **Sidebar** icon on the toolbar to enable/disable it.
 1. Click the pen button next to sidebar heading as shown in the following figure:



2. Change the display and width of the sidebar.
3. Click **OK**.

Customizing Layout of the Site 7-12

Apps

- ◆ To enable the menu and configure navigation on its sites, perform the following steps:
 1. Click **Horizontal navigation** icon.
 2. Move mouse pointer to navigation pane containing Home menu, as shown in the following figure:



Customizing Layout of the Site 8-12

Apps

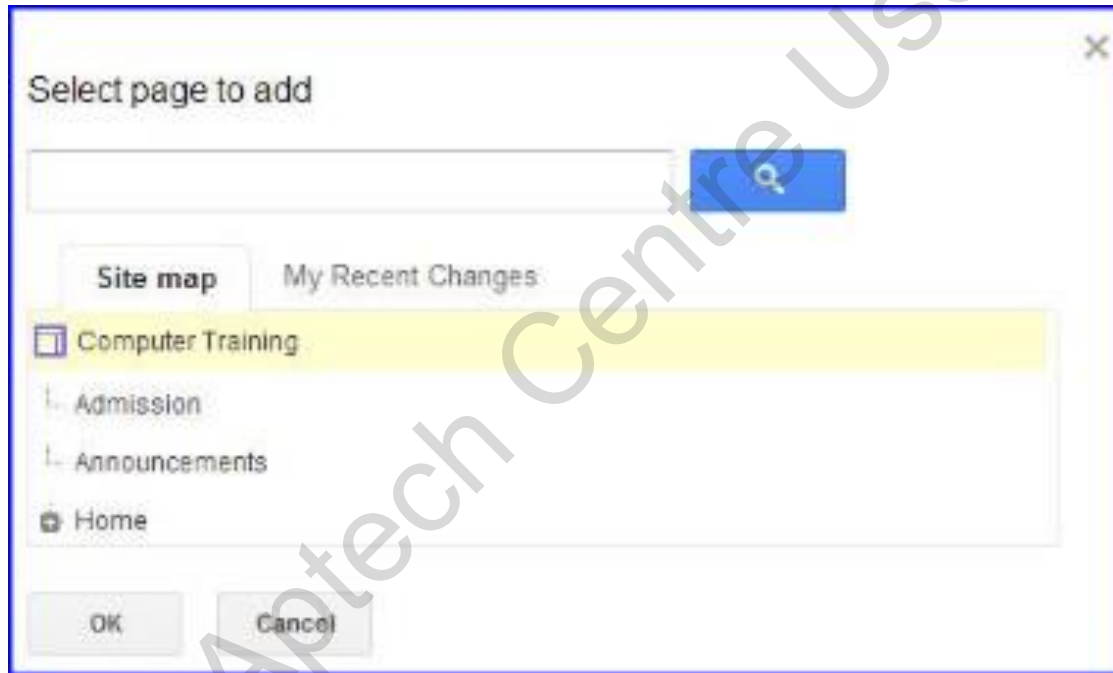
3. Click **Edit horizontal navigation** to open the **Configure navigation** dialog box as shown in the following figure:



Customizing Layout of the Site 9-12

Apps

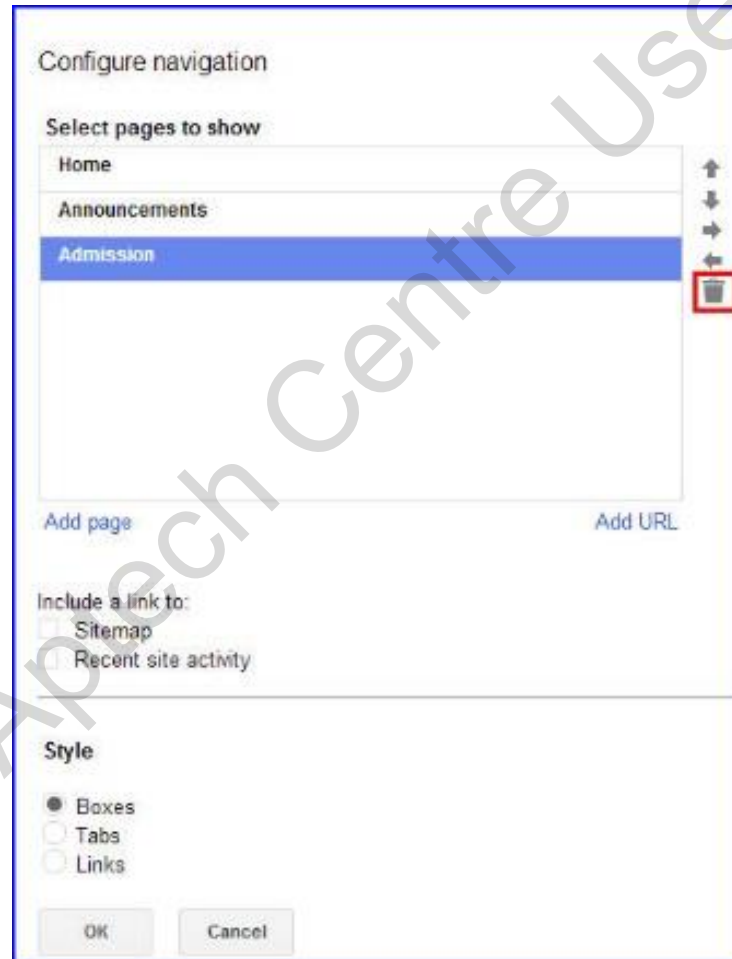
4. To add a page, click **Add page**.
- ◆ Following figure depicts the **Select page to add** dialog box:



Customizing Layout of the Site 10-12

Apps

5. To delete a page, click the **Remove** icon as shown in the following figure:



Customizing Layout of the Site 11-12

Apps

6. Click the arrow keys to change the display order of the pages.
7. Click the radio button under **Style** to change the style as shown in the following figure:

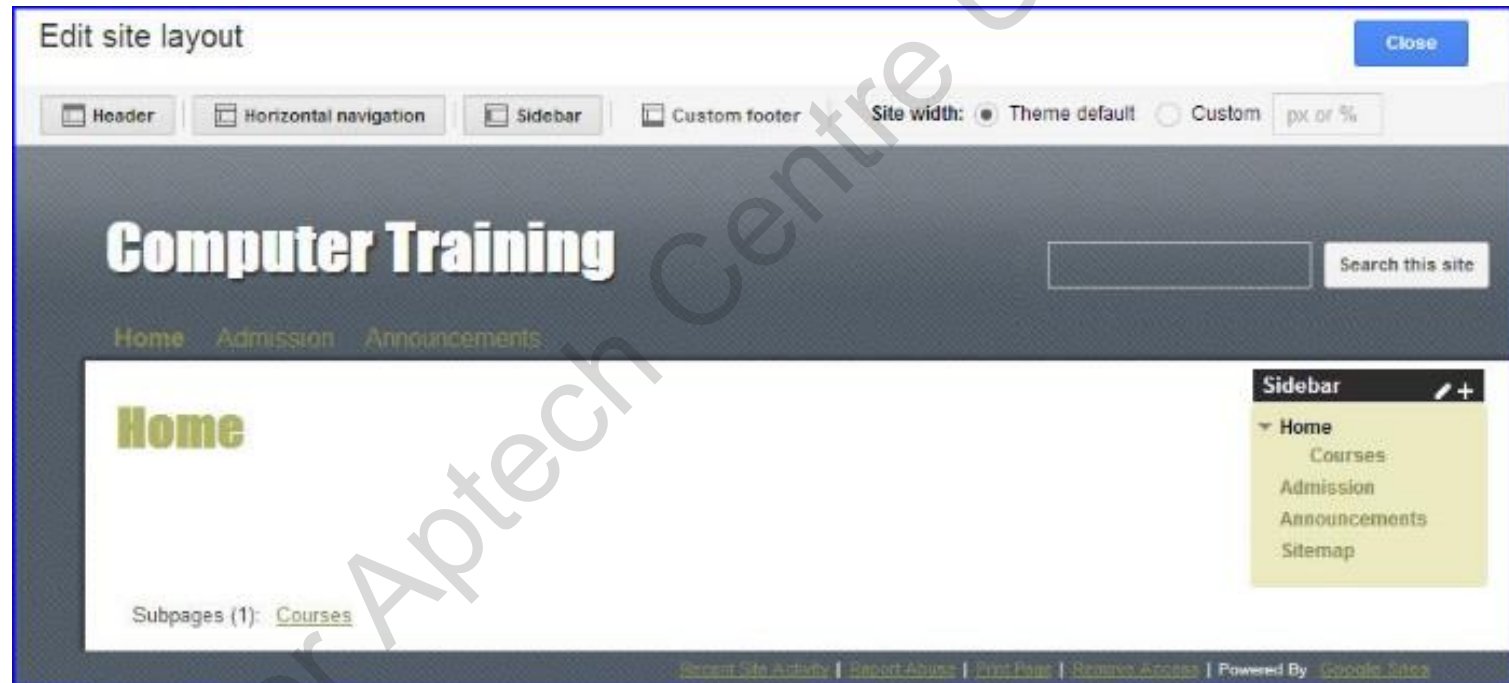


8. Click **OK**.
9. Click **Close** to save the settings.

Customizing Layout of the Site 12-12

Apps

- ◆ Similarly, the user can click **Custom footer** to enable it and make changes in the footer section.
- ◆ Following figure shows the customized '**Computer Training**' site:



9. Click **Close** to save the settings for the site layout.

Changing Color, Font, and Theme 1-4

Apps

- ◆ To change the colors and fonts of site pages, perform the following steps:
 1. Open **More Actions menu** and select **Manage site** as shown in the following figure:

The screenshot shows the 'Manage Site' interface. The left pane lists various site management options: Recent site activity, Pages, Attachments, Page templates, Apps Scripts, Deleted items, General (selected), Sharing and Permissions, Web Address, and Themes, Colors, and Fonts. The right pane displays the 'General' settings, including a site description, landing page (Home), and site storage (0% of 100 MB used). Buttons for 'Copy this Site', 'Publish this site as a template', and 'Delete this Site' are at the bottom.

2. Click **Themes, Colors, and Fonts** on the left pane.

Changing Color, Font, and Theme 2-4

Apps

3. Click **Save**.
- ◆ Following figure depicts the **Base theme** section:

Base theme: The base theme allows you to start with an existing theme and make customizations.

 Slate ▾

| Entire page | Background | |
|-----------------------|------------|--|
| Site header | Text | Color: <input checked="" type="radio"/> Theme <input type="radio"/> None  |
| Content area | | Image: <input checked="" type="radio"/> Theme <input type="radio"/> None  |
| Content area gadgets | | Wrapper image: <input checked="" type="radio"/> Theme <input type="radio"/> None  |
| Sidebar gadgets | | |
| Horizontal navigation | | |

Changing Color, Font, and Theme 3-4

Apps

- ◆ Users can choose different themes for different sections, such as:
 - ◆ Entire page
 - ◆ Site header
 - ◆ Content area
 - ◆ Content area gadgets
 - ◆ Sidebar gadgets
 - ◆ Horizontal navigation

Changing Color, Font, and Theme 4-4

Apps

- ◆ Following figure shows applying the background color to the entire page of the '**Computer Training**' site:



3. Click **Save** to save the changes.

Changing Title of the Site

Apps

- ◆ To hide the title of the site, perform the following steps:
 1. Open **More Actions menu** and select **Manage site** from the Site actions section.
 2. Click **General** on the left pane.
 3. Clear **Show site name at top of pages** check box as shown in the following figure:



The screenshot shows the 'Manage Site' dialog box. At the top, there is a title bar with 'Manage Site' and two buttons: 'SAVE' (red) and 'Cancel'. Below the title bar, there is a left pane with a back arrow and the text 'Computer Training'. The main area of the dialog has a 'Site name' label and a text input field containing 'Computer Training'. To the right of the input field, there is a checked checkbox labeled 'Show site name at top of pages'. At the bottom left, there is a label 'Recent site activity'.

4. Click **SAVE**.

Performing Search



- ◆ To enable search options for the site, perform the following steps:
 1. Open **More Actions menu** and select **Manage site**.
 2. Click **General** and then click **Configure search**.
 3. Select **Advanced**.
 4. Click **Add provider** and provide information about the type of search.
 5. Click **OK** to save the settings.

Sharing with Others

Apps

- ◆ Google site allows you to share the documents to be accessed by other users through File Cabinet.



- ◆ Google site also allows you to share the site with others by publishing it.

Sharing Files 1-5



- ◆ Using the File Cabinet page, users can:
 - ◆ Upload and manage documents from the hard drive to the site.
 - ◆ Organize the documents into different folders.
 - ◆ Create one location of common documents.
 - ◆ Create a repository of documents for one group of people.

- ◆ To create a new file cabinet page, perform the following steps:
 1. Click the **New page** icon.
 2. Type the name of the file cabinet page in the **Name your page** box.
 3. Select **File Cabinet** from the **Select a template to use** drop-down menu.
 4. Choose a location for the page.
 5. Click **Create**.

Sharing Files 2-5

Apps

- ◆ Following figure shows the **Announcements** page with the file cabinet as **Training Material**:



- ◆ To add a file to the file cabinet, perform the following steps:
 1. Open the newly added page.
 2. Click **Add file**.
 3. Browse the document on the hard drive. The file will be added to the file cabinet.

Sharing Files 3-5



- ◆ If the file is on the Internet, perform the following steps:
 1. Click **Add link**.
 2. Paste the link into the **Add a file from the web (paste in URL)** text box.
 3. Type the text to be displayed in the **Text to display** box.
 4. Type the description of the linked document in the **Link description** text box.
 5. Click **ADD**. The file will be added to the file cabinet.

- ◆ To add a file from the drive, perform the following steps:
 1. Click **Add from Drive**.
 2. Select the appropriate file from the drive.
 3. Click **Select**. The file will be added to the file cabinet.

Sharing Files 4-5



- ◆ To create a new folder, perform the following steps:
 1. Click **Move to** and select **New Folder** from the drop-down.
 2. Enter a name for the new folder and click **SAVE**.
 3. The folder will now appear in the file cabinet.

- ◆ To move one or more files to a folder, perform the following steps:
 1. Select the check box next to the file(s) name that needs to be moved to the folder.
 2. Click the **Move to** button.
 3. Select the folder name from the drop-down.

- ◆ To move the files to a new folder, click **New folder** and save the new folder name. The files will appear in the folder name.

Sharing Files 5-5



- ◆ Users can share site with the following:
 - ◆ Limited users
 - ◆ With all the users in the domain
 - ◆ With public
- ◆ The different levels of permission are as follows:

Owners

- Can invite other owners, collaborators or viewers, change site themes and layout, and so on.

Collaborators

- Can perform various tasks, such as create, edit, delete pages, move page, add attachments, and so on.

Viewers

- Can only view the pages in the site.

Sharing a Site 1-2



- ◆ To invite individuals to edit and view the site, perform the following steps:
 1. Open **More Actions menu** and select **Sharing and Permissions**.
 2. Type the e-mail addresses of the individuals.
 3. Select the type of sharing access.
 4. Click **Send**.
- ◆ Similarly, users can share the site with groups.

Sharing a Site 2-2

Apps

- ◆ To share a site with everyone, perform the following steps:
 - ◆ Open **More Actions menu** and select **Sharing and Permissions** from the site.
 - ◆ Click the **Change** link.
 - ◆ Select the visibility options as Public on the Web.
 - ◆ Click **Save**.



Summary

Apps

- ◆ Google provides an online application that allows users to create their own Web site.
- ◆ Google Sites users can create and customize the Web site, organize the Web site, create sub-pages, create the navigation menu, select the page type for the Web site, and so forth.
- ◆ The different types of page types available on Google Sites are: Web page, Announcements, File Cabinet, list, and the start page.
- ◆ The important factors when creating a Web site include audience, design, content, and navigation.
- ◆ Users can select the theme, format the site, change the title of the site, change the layout of the site, add navigation menu, and copy the existing site.
- ◆ Users can share files with a file cabinet page.
- ◆ Google Sites allows users to share sites with different permission levels such as owners, collaborators, and viewers.