

Victoria County CAP Sites Association presents:

The Easy Step Guide to Web Design

Using Google Sites

Building Stronger Communities Through Technology

Course Contents

- **Overview**
- Lesson 1: Website Setup
- Lesson 2: Design and Organization
- Lesson 3: Adding and Modifying Content
- Appendix

Each lesson includes a list of suggested practice tasks.

Overview

Designing your first website can be daunting and confusing, but Google has made it easy by providing us with Google Sites (sites.google.com).

This manual teaches you step by step, how to set up your website using Google Sites, design and organize your site layout and menu structure, create web pages, add a variety of content to your pages, and modify existing content.

Google Sites is simple and very user friendly. If you can navigate a web browser, you can design websites with Google Sites. Let's show you how.

Who should use Google Sites?

- Google Sites is very user friendly, and simple to understand. It is suitable for beginners.
- The simple Google Sites interface limits its capability for free html coding. Google Sites is restrictive in some ways, and is thus not the best tool for experts, although still very useful, particularly for company intranets and group sites.
- Anyone interested in Web Design will likely find Google Sites a very convenient application.

Course Goals

1. Successfully set up a website on Google Sites
2. Understand very basic website design concepts
3. Know different types of web page content
4. Understand web page editing tools

Lesson 1

Website Setup

Requirements

- Computer with internet access
- Web browser
- Google account:
<https://www.google.com/accounts/NewAccount>
- Log in at sites.google.com with your Google Account.
- Requirements change slightly when using Google Apps:
see Appendix

Create a new site

1. Log in to Google Sites at sites.google.com.
2. Click on "Create new site".
3. Enter site name.
4. Enter site URL. *Note: you cannot change this URL later!*
5. Optionally, enter site category and description.
6. Pick your site theme (layout).
7. Click on "Create site".

Site name

Guide to Web Design

Your site will be located at this URL:

http://sites.google.com/a/vccaps.com/ guide-to-web-design

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

Site categories

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

easy step guides

Site description

(optional) enter a short description of this site

This site complements the "Easy Step Guide to Web Design using Google Sites"

Collaborate with



Everybody at vccaps.com



Only people I specify can view this site

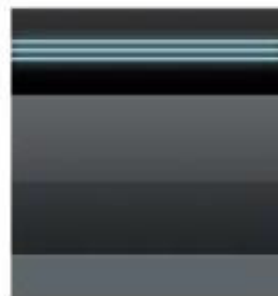


Also let anyone in the world view this site (make it public)

Site theme



Default



Charcoal



Garden

[More themes...](#)

You just created a website

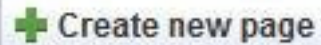
Your first empty website is now created. Congratulations!



The screenshot shows a web browser displaying a newly created website. At the top, there is a navigation bar with four buttons: "Create new page" (with a plus icon), "Edit page" (with a pencil icon), "More actions" (with a dropdown arrow), and "Site settings" (with a dropdown arrow). To the right of these buttons, it says "Updated one minute ago". Below the navigation bar, the website has a header section with the VCCAPS logo on the left and the title "Guide to Web Design" in the center. To the right of the title is a search bar with the text "Search Site". The main content area is titled "Home" and is currently empty. On the left side, there is a sidebar with three sections: "Navigation" containing links for "Home" and "Sitemap"; "Recent site activity" showing "Home created by Michael Riegner" and a "View All" link; and an "Edit sidebar" link at the bottom. Below the main content area, there are two sections: "Attachments (0)" and "Comments (0)". At the very bottom, there is a footer with links for "Home", "Sitemap", "Recent site activity", "Terms", "Report Abuse", and "Print", followed by the text "Powered by Google Sites".

Note the 4 buttons on top of your website: Create new page, Edit page, More actions, Site settings. You can only see these if you are logged in.

The Google Sites Menu

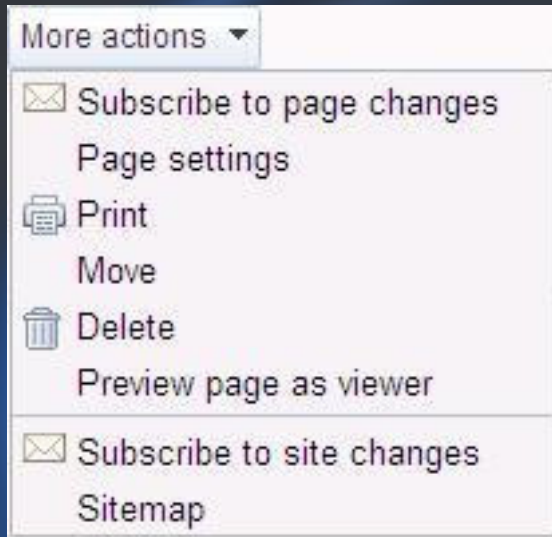
A button with a green plus icon and the text "Create new page".

- Create new page
 - You can create 5 different types of pages.
 - Covered in Lesson 2.

A button with a pencil icon and the text "Edit page".

- Edit page
 - This where you add and modify the content of pages.
 - Covered in Lesson 3.

The Google Sites Menu (continued)



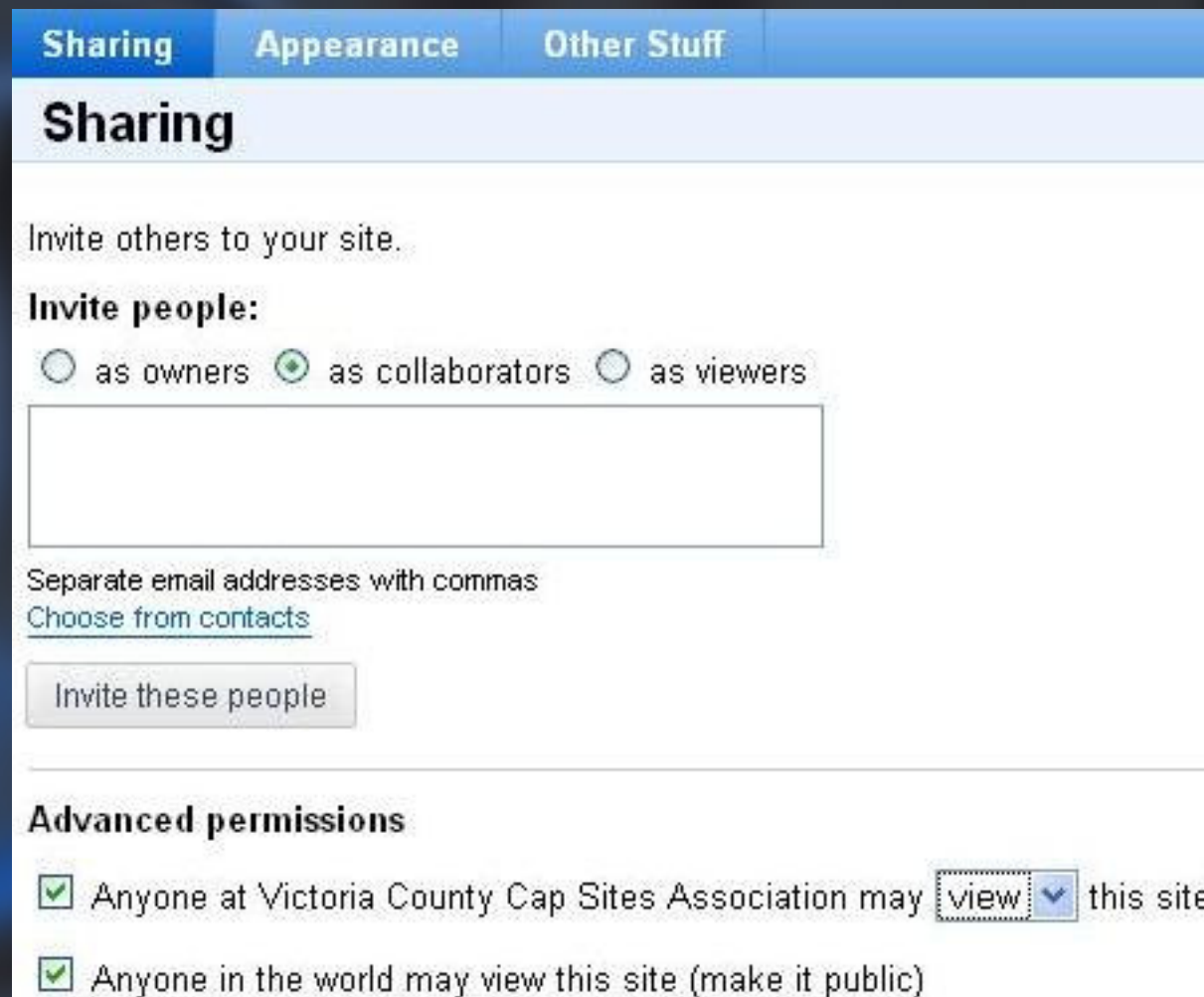
- More actions
 - 8 specific actions that are important for the organization and accessibility of your site.
 - Covered in Lesson 2.



- Site settings
 - 3 areas that modify site-wide settings
 - Covered in Lesson 1.

Site Settings: Sharing

- You can share a site with specific users or with the world.
- For a public website checkmark "Anyone in the world may view this site".
- You can also invite specific people by email address as owners, collaborators, or viewers.



The screenshot shows the 'Sharing' settings page for a website. At the top, there are three tabs: 'Sharing' (selected), 'Appearance', and 'Other Stuff'. Below the tabs, the heading 'Sharing' is displayed. The main content area includes the instruction 'Invite others to your site.' followed by the section 'Invite people:'. Under this section, there are three radio buttons: 'as owners' (unselected), 'as collaborators' (selected), and 'as viewers' (unselected). Below the radio buttons is a large empty text box for entering email addresses. Underneath the text box, it says 'Separate email addresses with commas' and provides a link 'Choose from contacts'. A button labeled 'Invite these people' is located below the text box. Further down, the section 'Advanced permissions' is shown. It contains two checked checkboxes: 'Anyone at Victoria County Cap Sites Association may' with a dropdown menu set to 'view', and 'Anyone in the world may view this site (make it public)'.

Site Settings: Sharing

Owners can:

- Invite other owners, collaborators, or viewers
- Change site name, themes, and layout
- Delete the site
- Do everything a collaborator can do

Collaborators can:

- Create, edit, delete, and move pages
- Add attachments and comments
- Add/remove pages to the sidebar navigation
- Subscribe to site and page changes

Viewers can:

- Only view pages

Site Settings: Other Stuff

In "Other Stuff" you can modify these settings:

- site name, category, and description
- landing page (which is usually the home page)
- enable/disable statistics (if you use Google Analytics)
- enable/disable metatag verification (if you use Google Webmaster Tools)
- language for site emails

You can also delete the site here. Think twice before you press the delete button.

Other stuff

Site name

Guide to Web Design

☒ Show site name at top of pages

Site Category

easy step guides

Enter one or more comma-separated tags that others can use to find this workspace (e.g. Business, Personal)

Site Description

This site complements the "Easy Step Guide to Web Design using Google Sites"

Enter a short description that summarizes the purpose of this site.

Landing Page

[Home] [Change](#)

This is the default landing page that users will see when they visit your site: (<http://sites.google.com/a/vccaps.com/guide-to-web-design/>).

Statistics

☐ Enable Google Analytics for this site [Learn more](#)

Paste your Analytics Web Property ID here:

Example: UA-12345-12

Web Address Mapping

Your Domain administrators can now map this Site to a web address like <http://guide-to-web-design.vccaps.com>.

Google Webmaster Tools verification

Enter your Google Webmaster Tools meta tag verification below. [Learn more](#)

Site Settings: Appearance

The Appearance area is divided into 3 tabs:

1. Site Elements
2. Colors and Fonts
3. Themes

Note:

After making changes here you must click on "Save changes".

Site Settings: Site Elements

In Site Elements you can change:

- Site layout
- Site logo
- Sidebar items

Sidebar items:

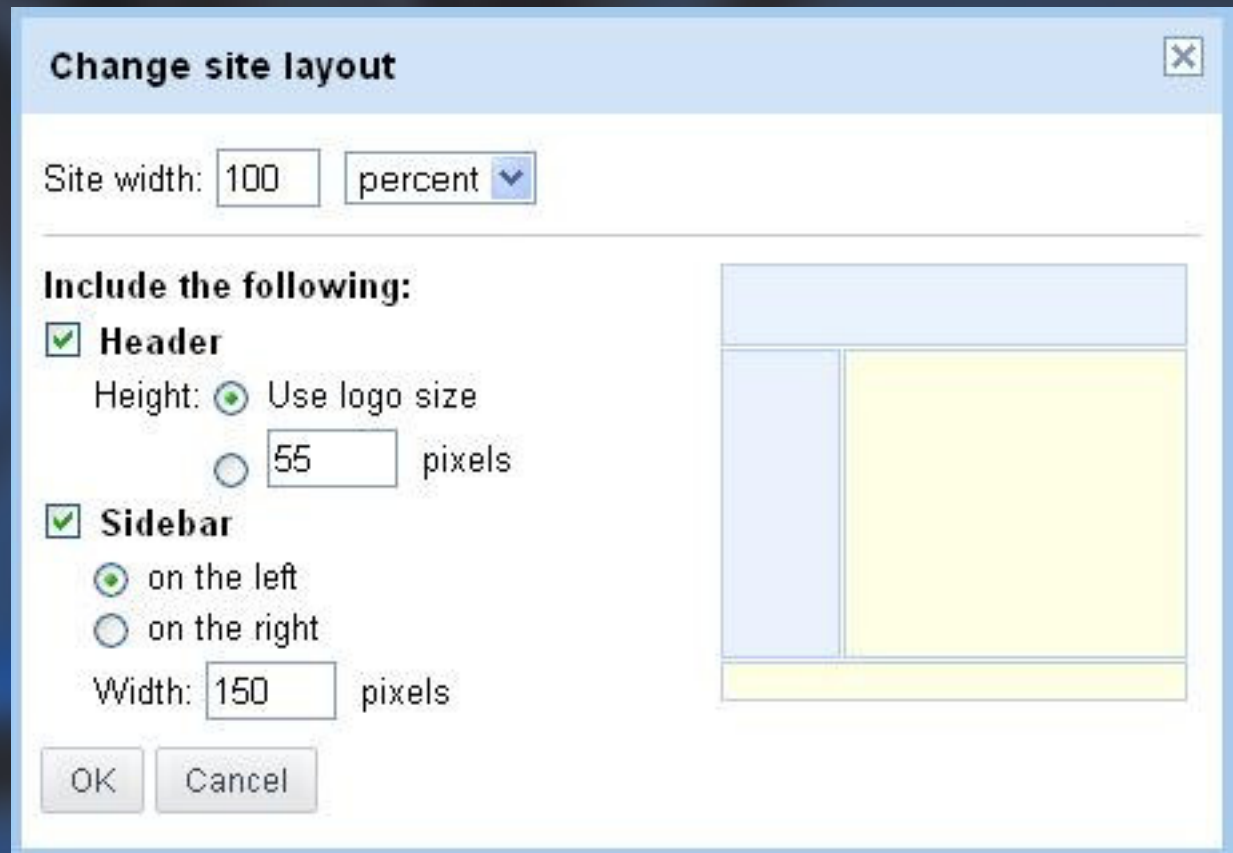
1. Navigation menu
2. Simple text
3. Recent site activity
4. My recent site activity
5. Countdown to a certain point in time

The screenshot shows the 'Appearance' tab of a website settings interface. At the top, there are three tabs: 'Sharing', 'Appearance' (selected), and 'Other Stuff'. Below the tabs are three buttons: 'Save changes', 'Preview', and 'Cancel'. Under the 'Appearance' tab, there are three sub-sections: 'Site Elements' (selected), 'Colors and Fonts', and 'Themes'. The 'Site Elements' section is titled 'Customize your site layout' and includes a description: 'This page allows you to change the layout of your site, including specifying heights and widths for components and adding and arranging sidebar items.' Below this is a 'Change site layout' button. The 'Header' section shows 'Height: Use logo size (change logo)'. The 'Sidebar' section shows 'Width: 150 pixels' and contains two items: 'Navigation' and 'Recent site activity', each with 'edit' and 'delete' links. At the bottom of the sidebar section is a button '+ Add a sidebar item'. The 'Page Content' section on the right says 'This area is reserved for site content'.

Site Settings: Site Elements > Site Layout

If you click on "Change site layout" you can make the following changes:

- Site width
- Header yes/no
- Header height
- Sidebar yes/no
- Sidebar left/right
- Sidebar width



The screenshot shows a dialog box titled "Change site layout" with a close button (X) in the top right corner. The dialog contains the following settings:

- Site width:** A text box containing "100" and a dropdown menu set to "percent".
- Include the following:**
 - ☒ **Header**
 - Height:** A radio button selected for "Use logo size" and another radio button for "55" pixels.
 - ☒ **Sidebar**
 - A radio button selected for "on the left" and another radio button for "on the right".
 - Width:** A text box containing "150" followed by the word "pixels".

At the bottom of the dialog are "OK" and "Cancel" buttons. To the right of the settings is a visual preview of the site layout, showing a blue header bar at the top, a light blue sidebar on the left, and a large yellow content area on the right.

Site Settings: Site Elements > Site Logo

You have 3 choices for the website logo:

- Domain default (which is set up in Google Apps)
- Upload a custom logo from your computer
- No logo



The screenshot shows a 'Configure site logo' dialog box with a light blue header and a white body. It contains three radio button options: 'Domain Default' (selected), 'Custom Logo', and 'No logo'. The 'Domain Default' option shows a preview of the VCCAPS logo. The 'Custom Logo' option has an empty rectangular box for the logo and a text input field labeled 'Attach a file:' with a 'Browse...' button next to it. At the bottom are 'OK' and 'Cancel' buttons.

Configure site logo

Select Logo:

☒ Domain Default



☐ Custom Logo



Attach a file:

☐ No logo

Site Settings: Colors and Fonts

Here you have control over:

- Fonts
- Colors
- Background images

Sharing Appearance Other Stuff

Appearance Save changes Cancel

Site Elements Colors and Fonts Themes

Header title color
Header background color
Header background image
Aa Page font
Page title color
Page text color
Page background color
Page background image

Choose a color:

Or edit color hex code:
#000000
Example: #efefef

Site Settings: Themes

A theme is a color template for your website.

There are 23 themes to choose from.

- Click on the "Preview" button below a theme to see how your site would look like in that theme.
- If you have decided on a theme, make sure that it is selected, and click on "Save changes".

Appearance

Save changes

Preview

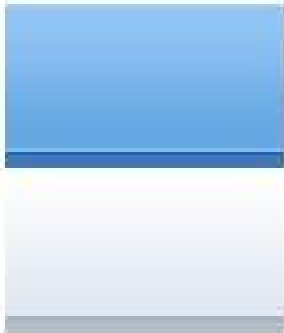
Cancel

Site Elements

Colors and Fonts

Themes

Themes are combinations of site layouts, colors and images that we have pre-packaged for you. Changing your theme will discard any changes you made in Colors and Fonts. Your Site Elements will be retained.



☒ Default

[preview](#)



☐ Charcoal

[preview](#)



☐ Garden

[preview](#)




☐ Glitter

[preview](#)



☐ Homemade

[preview](#)



☐ Horizon

[preview](#)



☐ Mint Chip

[preview](#)



☐ Parchment

[preview](#)



☐ Patchwork

[preview](#)



☐ Retropaint

[preview](#)

Suggestions for practice

1. Sign in at sites.google.com with your Google Apps or your Google account, and create your first empty site.
2. Change the sharing settings, so that everybody in the world can view your site.
3. Change the site logo to a logo of your choice.
4. Change the page font color to hot pink.
5. Change the site theme to "Wintermint".
6. Delete the "Recent Site Activity" sidebar item.
7. Add a new "Countdown" sidebar item, so that it counts down to your upcoming birthday.

Lesson 2

Design and Organization

Page Types

In Google Sites, you can create 5 different types of pages:

- Web Page
- Dashboard
- Announcements
- File Cabinet
- List

What is a Web Page?

A web page is an unstructured page where you can enter text, images, tables, and embed spreadsheets, presentations, videos, and more.


The Web Page has standard formatting controls like bold, italic, underline, font control, text color, and text highlighting. You can create bulleted lists, numbered lists, and easily link to other pages in your site.

You can attach documents from your hard drive to the bottom of the page, and allow other site collaborators to comment on your pages.

Web Page

This is a web page. A web page does not have a pre-programmed special format like the other 4 page types. You can do pretty much anything on a web page.

Here, you can use tables to organize your page:

This is a cell.		This is a cell in column 2, row 1	Below is a horizontal line. It only spreads the width of the table cell.
This is a nested table within a table.	Table.	 Create new page	
	More precisely, this is a table within a cell of the parent table.	Above is an image.	
This is the second row of this table.		row 2, column 2, right-aligned.	Believe it or not, but this is row 2, column 3

This is what the html code for a horizontal line says:
<hr size="2" width="100%">

Below is a different horizontal line, with the entire section centered:
<hr size="2" width="80%">

This link goes to [Dashboard](#).

Currently in Sydney

RAINFALL WARNING CONTINUED



Light Rainshower

Temperature: **4.4°C**
Pressure: **102.4 kPa**
Tendency: **falling**
Visibility: **8 km**
Dewpoint: **3.6°C**
Humidity: **95 %**
Wind: **E 24 gust 45 km/h**

Tonight



6°C

Thu



9°C

-1°C

POP 40%

Weather data & icons procured from [Environment Canada](#)

What is a Dashboard?

A Dashboard page is a two column webpage with four placeholder gadgets to make it easy to get started creating an overview of information.

Gadgets are boxes of web content that can contain:

- News
 - Weather Forecasts
 - Maps
 - Games
 - Text Boxes
- and much more.

Dashboard

[Top Stories](#) [World](#) [Canada](#) [Business](#) [Sci/Tech](#)



[Treasurys Slip on Citigroup Rescue](#) -

Wall Street Journal

By DEBORAH LYNN BLUMBERG NEW YORK -- US

Treasurys were left weaker ea... [all 2,220 news articles](#)

[Vancouver...](#)

[Grey Cup game a dud. But it doesn't matter](#) -

Toronto Star

Calgary Stampeders defensive back Markus Howell, left, and receiver Jeremaine Copel... [Lanque : Français](#)

[Details sought in spectacular Manitoba crash-landing](#)

- CTV.ca

More details are expected to emerge today in the spectacular crash-landing of a pl... [all 96 news articles](#)

[CTV.ca](#)

[More»](#)

Currently in Sydney



Mostly Cloudy

Temperature: **-1.8°C**

Pressure: **102.6 kPa**

Tendency: **rising**

Visibility: **24 km**

Dewpoint: **-9.5°C**

Humidity: **56 %**

Wind: **SW 22 km/h**

Wind Chill: **-8**

Text Box

This is a text box gadget, and you can edit it just like you would the regular page type "Web Page".

You can add tables. This table has 3 columns. This table has 2 rows.

Site settings ▾

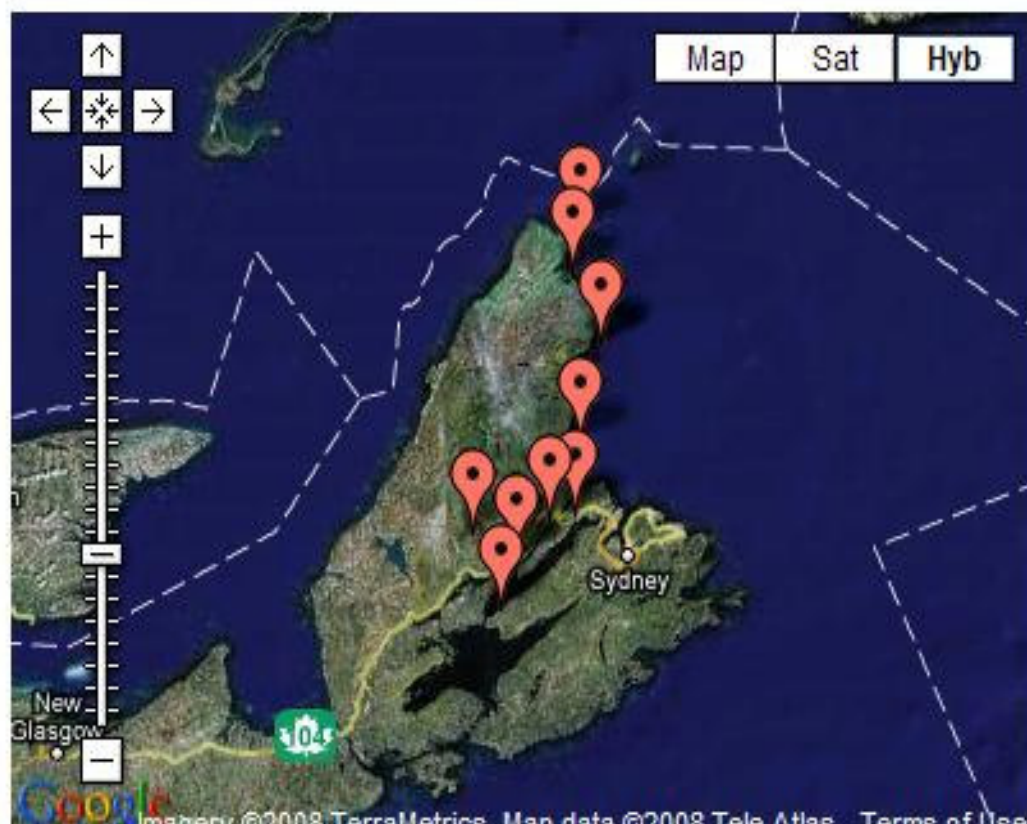
Share this site

Change appearance

Other stuff

The image on the left is Left-aligned with Wrap turned on. This way, I can keep writing text, and the texts wraps around the image.

On the left column are a Google News gadget, and an Environment Canada weather gadget. Below is a Google Map gadget showing Victoria County CAP Site locations.



What is an Announcements Page?

An Announcement page is a page which makes it easy for an individual or group to post chronological information like news, status updates, or notable events.

It can be used to post organizational news, post project updates, announce new releases, post interesting links from around the web, as a simple blog, and more.

Announcements

New post

Halloween has been moved to April 1st

Nov 26, 2008 1:57 PM posted by Michael Riegner

According to What's My Name International, Halloween has been moved to April Fools Day. This is not funny. It scares me. Let's move it back to October 31. Comments are invited.

[\(Edit post\)](#)

Post Title goes here

Nov 26, 2008 1:48 PM posted by Michael Riegner **[updated Nov 26, 2008 1:56 PM]**

This is the post body.

The announcement page is structured like this:

Announcement Page		
	Post 1	Comment 1 Comment 2 Comment 3 Comment 4
	Post 2	
	Post 3	Comment 1 Comment 2
	Post 4	Attachment 1 Attachment 2 Comment 1 Comment 2 Comment 3

[\(Edit post\)](#) | Attachments:  [vccaps logo.jpg](#)

The Announcement Page lists all the posts.

When you click on a post, you actually get to a subpage that contains only the one post, its attachments and comments.

This post here has a file attachment, and no comments (at the time of writing).

What is a File Cabinet?

A File Cabinet allows you to manage documents from your hard drive and organize them into folders.

This can be used to organize common documents in one place.

Version history is stored for documents so you can always return to an earlier version.

File Cabinet

You can use a file cabinet page as a storage place for documents.

Add file

Move to ▾

Delete

[Subscribe to changes](#)

documents [\(Remove\)](#)

<input type="checkbox"/>	 CAP_English_brochure.pdf	NS CAP brochure	577k	v. 2	3 hours ago
<input type="checkbox"/>	 cap_sites_street_addresses.xls	NS CAP site addresses	45k	v. 3	3 hours ago
<input type="checkbox"/>	CuteFTP.doc	Cute FTP Tutorial			3 hours ago

images [\(Remove\)](#)

<input type="checkbox"/>	 logo.png	vccaps website logo	97k	v. 3	4 hours ago
<input type="checkbox"/>	 vccapslogo300dpi.JPG	vccaps logo 300 dpi	175k	v. 2	4 hours ago
<input type="checkbox"/>	 vccapslogo300dpi-no-text.JPG	vccaps logo w/o text 300dpi	19k	v. 2	4 hours ago
<input type="checkbox"/>	 vccapslogo300dpi-no-text watermark.JPG	vccaps logo w/o text 300dpi watermark	8k	v. 2	4 hours ago
<input type="checkbox"/>	 vccaps_logo.jpg	vccaps logo beige background	8k	v. 3	4 hours ago

What is a List?

List pages allow you to easily track lists of information.

You can choose from a list of templates or configure your own custom columns.

Items can be easily added, updated, and removed.

List

This is a list of coordinates for a trail that you can find by using GPS.

Add item

[Customize this list](#)

Showing 21 items

Point Name	Degrees NORTH	Degrees WEST	Point Description
Sort ▼	Sort ▼	Sort ▼	Sort ▼
005	46deg 09.549'	60deg 46.898'	Turn left here
007	46deg 09.698'	60deg 46.847'	turn right here
008	46deg 09.817'	60deg 46.714'	sway left slightly
009	46deg 09.863'	60deg 46.718'	turn right sharply (River Option Point)
011	46deg 09.809'	60deg 46.692'	sway right slightly
012	46deg 09.750'	60deg 46.758'	Baddeck River - turn around here
006	46deg 09.687'	60deg 46.819'	Vista of Baddeck River
013	46deg 09.853'	60deg 46.675'	turn left here
014	46deg 09.868'	60deg 46.718'	sway right slightly
015	46deg 09.947'	60deg 46.764'	sway left slightly
016	46deg 09.955'	60deg 46.819'	turn left sharply
017	46deg 09.917'	60deg 46.775'	turn right
018	46deg 09.898'	60deg 46.804'	turn right
019	46deg 09.906'	60deg 46.846'	Road
020	46deg 09.913'	60deg 46.872'	Tree near the Cash
CASH	46deg 09.920'	60deg 46.873'	The Geo Cash
021	46deg 09.905'	60deg 46.829'	turn right here

Website Planning

Before you start building your site, plan out its rough content with pen and paper.

For each page on your site, write down the following:

- Page Name
- Page Type
- Page Location

Page Hierarchy

Page location refers to its place within the page hierarchy. Draw a diagram for your site that looks something like this:

- Home (announcement page)
- Main Page 1 (web page)
 - Sub Page 1 (list)
 - Sub Page 2 (list)
 - Sub Page 3 (file cabinet)
- Main Page 2 (web page)
 - Sub Page 1 (web page)
 - Sub Page 2 (web page)
 - Sub Page 1 (web page)
- Main Page 3 (web page)

Website: Outdoor Activities in the Maritimes

Top Level Pages

Sub Pages

Sub Pages Level 2

Home Page (**Announcement page**)

Nova Scotia (**Web page**)

Hiking (**Web Page**)
Biking (**Web Page**)
Canoeing (**Web Page**)
Camping (**Web Page**)
Swimming (**Web Page**)

Pollets Cove Trail (**Web Page**)
Skyline Trail (**Web Page**)
Mabou Highlands Trails (**Web Page**)
Uisage Ban Falls Trail (**Web Page**)
North River Falls Trail (**Web Page**)
Egypt Falls Trail (**Web Page**)
Cape Split Trail (**Web Page**)

New Brunswick (**Web page**)

Hiking (**Web Page**)
Biking (**Web Page**)
Canoeing (**Web Page**)
Camping (**Web Page**)
Swimming (**Web Page**)

Etc.

Prince Edward Island (**Web page**)

Hiking (**Web Page**)
Biking (**Web Page**)
Canoeing (**Web Page**)
Camping (**Web Page**)
Swimming (**Web Page**)

Contact (**List page**)

Privacy (**Web page**)

Sitemap (**Automatically created**)

Page Hierarchy (continued)

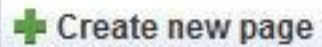
The page hierarchy is a sitemap of your website.

The home page and all main pages (aka top level pages) are those pages that are suitable to appear in the navigation menu.

A sub page belongs to a particular parent page, which can be a main page, or a sub page. You can put a sub page "under" a parent page.

Create Pages

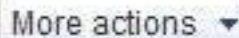
Now that you have your website planned, follow these steps:



1. Click on "Create new page".
2. Enter Page Name.
3. Choose Page Type.
4. Choose Page Location within Hierarchy.
5. Click on "Create Page".
6. Repeat steps 1-5 for each page.

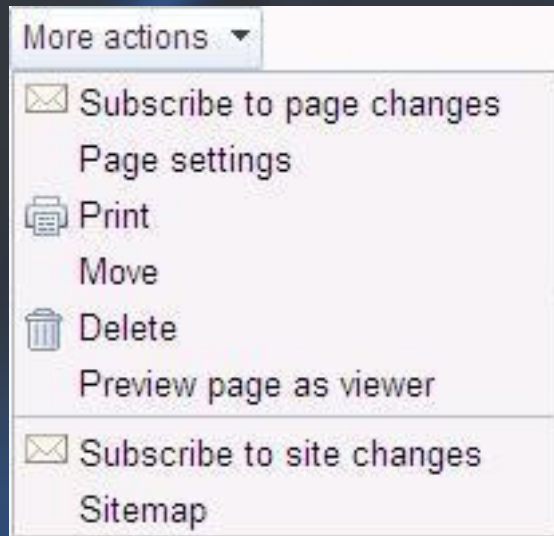
Create the Menu

All of your pages are now created. You may notice that none of your pages show up in the navigation menu, which still only contains "Home" and "Sitemap". To create the menu:

A small rectangular button with the text "More actions" and a downward-pointing arrow.

1. Click on "Sitemap".
2. Click on a top level page which you want to see in the navigation menu.
3. Click on "More Actions".
4. Click on "Page Settings".
5. Checkmark "Show this in Navigation".
6. Click on "Save".
7. Repeat steps 1-6 for each page.

More Actions Menu



We are now ready to explore the remainder of the "**More Actions**" button.

Note that the top six options are **page-specific**, ie. they affect only the one page that is displayed at the time the button is clicked.

More Actions Menu (continued)

- **Subscribe to page changes:**
Click this once, and you will be notified by email of any changes made to the current page. To undo this, click the same button once again, which has now changed to "Unsubscribe from page changes".
- **Subscribe to site changes:**
This button acts in the same manner as the above, except that it applies to all pages in your site.
- **Preview page as viewer:**
Click this to see the current page in "viewer preview" mode. A viewer is somebody who is not logged in.

More Actions Menu (continued)

- **Print:**
This opens a new browser window where the current page is displayed in "printer-friendly" mode. You can then print this page by clicking "Print" in your web browser.
- **Delete:**
This permanently deletes the current page. Click on "Delete" when you are being asked "Really delete page?". Or press cancel if you want to think this over.

More Actions Menu: Move

To move a page (change its location within the hierarchy):

1. Click "Move" to open a window that displays the page hierarchy of all pages in your site except the current page.
2. Click the one page you want to move the current page **under** (ie. click on the new **parent** page).
3. If you want to move the current page to the **top level**, click on the the topmost "page", which displays the title of your website.
4. Click on "Move".

Move Page: Home



 Guide to Web Design using Google Sites

 Announcements

..... Halloween has been moved to April 1st

..... Post Title goes here

..... This is a Post

..... Dashboard

 Easy Step Page

..... Subpage

..... Subpage Level 2

..... File Cabinet

..... List

..... Web Page

Move

Cancel

More Actions Menu: Page Settings

In Page settings you can **toggle the visibility** of these items:

- Link in the navigation menu
- Page title on page top
- Automatic links to sub pages at page bottom
- File attachments
- User comments

You can also change the page URL here.

Page Settings



☒ Show this in "Navigation" in the sidebar

☐ Show page title

☐ Show links to sub-pages

☐ Allow attachments

☐ Allow comments

Page URL:

Home

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

Save

Cancel

More Actions Menu: Sitemap







The sitemap shows you the page hierarchy with all pages that your website contains, sorted alphabetically. Here, you can **click on**:

- a particular page to visit that page.
- "Expand all" to also see all sub pages (default view).
- "Collapse all" to see only top level pages.
- "List View" to access an alphabetical list of pages that does not distinguish between sub and main pages. Included here is also who each page was created or last updated by, with time stamp.

Sitemap

Hierarchy View [List View](#)

[Expand all](#) [Collapse all](#)

-  Guide to Web Design using Google Sites
 -  [Announcements](#)
 -  [Halloween has been moved to April 1st](#)
 -  [Post Title goes here](#)
 -  [This is a Post](#)
 -  [Dashboard](#)
-  [Easy Step Page](#)
 -  [Subpage](#)
 -  [Subpage Level 2](#)
-  [File Cabinet](#)
-  [Home](#)
-  [List](#)
-  [Web Page](#)

Suggestions for Practice

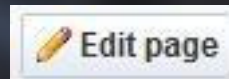
1. Plan your own website on paper.
2. Create all pages for your website at "top level".
3. Move pages you want as sub pages under the parent page.
4. Create the navigation menu.
5. Visit the Site Settings to edit the order in which links appear in the navigation menu.
6. Disallow comments and attachments on pages of your choice.
7. Create a Dashboard named "Test Page".
8. Play around with your Test Page (add gadgets).
9. Print your Test Page.
10. Delete your Test Page.

Lesson 3

Adding and Modifying Content

Editing Overview

Lesson 3 exclusively focuses on the one button we have not covered yet in this manual: the "Edit Page" button.



The 5 different page types have different editing options, and we will deal with each in order:

- 1.Web Page
- 2.Dashboard
- 3.Announcements
- 4.File Cabinet
- 5.List

Web Page: Toolbar

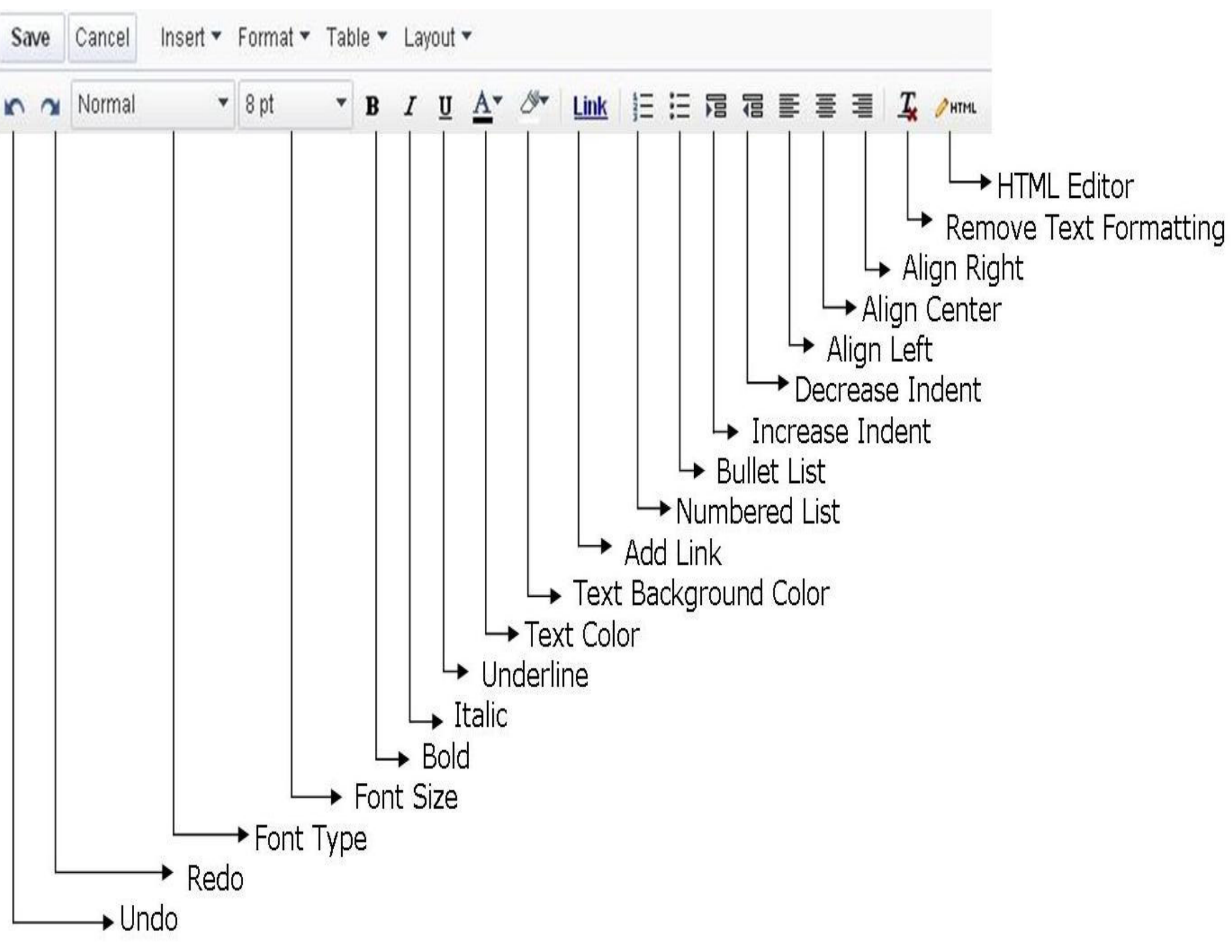
If your page is of the Web Page type, clicking "Edit Page" displays this toolbar:



Whenever you have made changes to any page, you must click "Save". Otherwise, your changes will not take effect.

Clicking "Cancel" will also undo any unsaved changes to the page.

Clicking either "Save" or "Cancel" also exits the editing mode.



Web Page: Writing Text

If your main objective is to provide written information on your web page, simply type your text in the large box below the page title, and that is all you need to do.

Save

Cancel

Insert ▾

Format ▾

Table ▾

Layout ▾

↶

↷

Normal ▾


10 pt ▾

B


I


U

A ▾



Link


















HTML

This box contains the Page Title

Start writing in this box here... and **format** *your* text using **the** **above** toolbar.

[Home](#)

[Sitemap](#)

[Recent site activity](#)

[Terms](#)

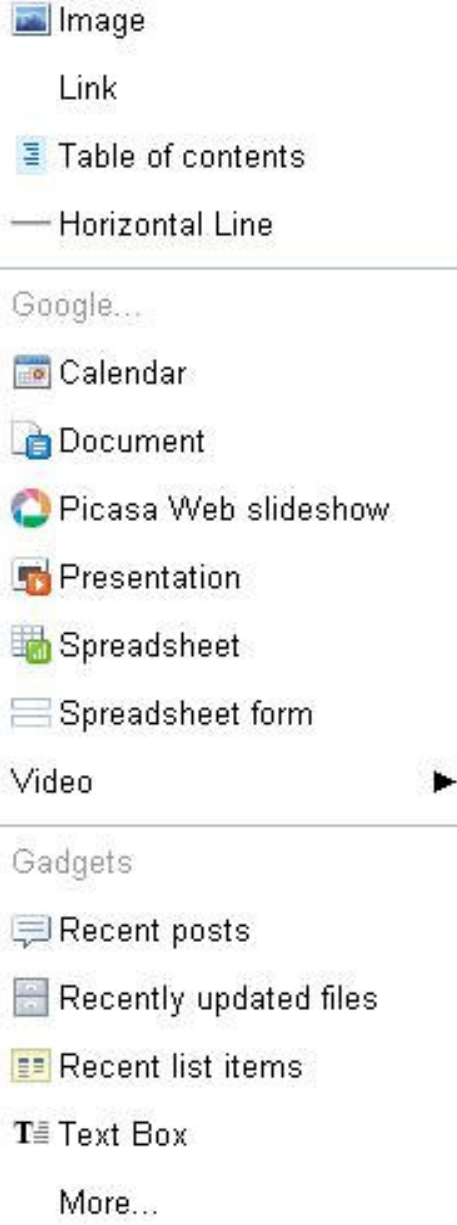
[Report Abuse](#)

[Print](#)

|

Powered by [Google Sites](#)

Web Page: Insert Tab

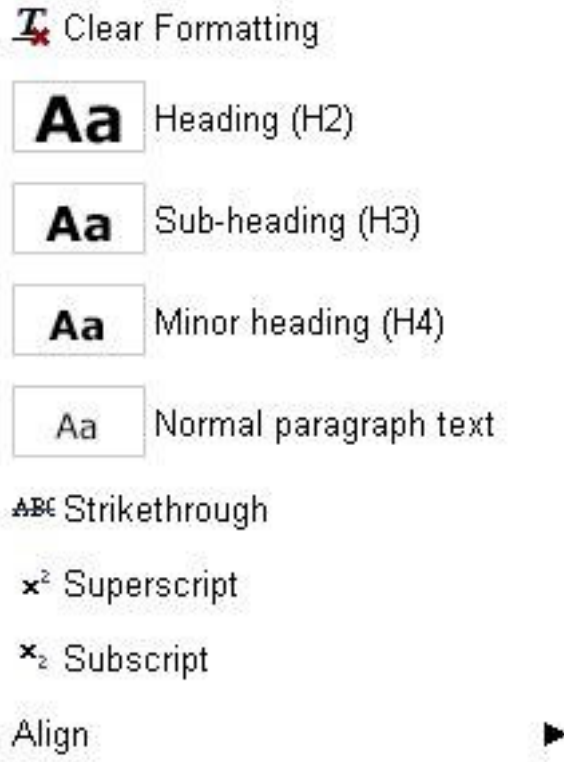


You can insert a variety of elements into your page:

- Basic page elements (e.g. images, links)
- Google Calendar
- Google Docs files
- Videos (Google or YouTube)
- Gadgets

Pay attention to the position of your cursor: anything you insert is inserted at this location.

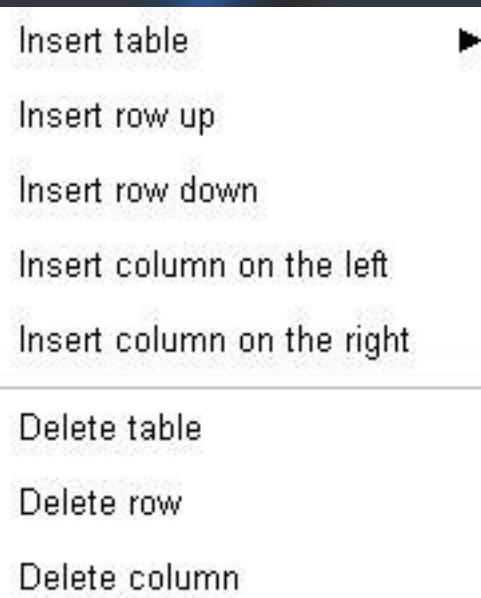
Web Page: Format Tab



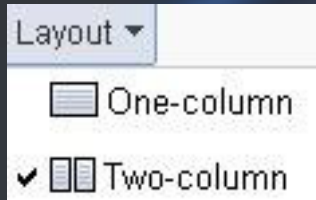
- Clear Formatting and Align are duplicates from the text editing toolbar.
- Various headings, strikethrough, superscript and subscript are only accessible here.

Web Page: Table Tab

- You can use tables to organize content in rows and columns.
- The intersection of row and column is called a cell.
- When inserting a table, you can decide how many rows and columns you want.
- When you click into a cell, you can insert more rows and columns that appear above, below, left, or right of the cell containing the cursor.
- You can also delete rows, columns, or tables.



Web Page: Layout Tab



- You can change the default One-column page layout to Two-column.
- Two-column layout splits your page into 2 fixed columns of the same width.
- Two-column layout is suitable for newspaper-like text articles, including smaller images.
- If you want to add larger images, videos, or gadgets, the One-column layout is recommended.

Easy Step Pages: Web Page

- Visit this website, which is complementing this manual:
<http://sites.google.com/a/vccaps.com/guide-to-web-design/>
- Click Easy Step Pages.
- Each of these pages guides you step by step to exactly duplicate those pages yourself.
 - [Basic Text Editing \(web page\)](#)
 - [Advanced Editing \(web page\)](#)
 - [Table Editing \(web page\)](#)

Easy Step Page: Basic Text Editing

This page is an example web page that you can duplicate by following these simple steps. Learn by doing, and create your own web page that looks just like this one.

1. click Numbered List (and then copy this text). Hitting Enter moves the cursor to the next line. Copy this text and Hit Enter (will omit these instructions from now on).
2. Click Layout > Two Column (and then click again in the left column to put the cursor here).
3. Select `this text`. Change font type to Courier New.
4. Select **this text**. Change font size to 16.
5. Select **this text**. Click Bold.
6. Select *this text*. Click Italic.
7. Select this text. Click underline.
8. Select this text. Change font color to red.
9. Select this text. Change font background color to orange.
10. Select [this text](#). Click Link. Click Web Address. Enter www.vccaps.com. Click OK.
11. Click on the empty white space in the right column.

- Click bullet list.

Click bullet list again.

Click increase indent 4 times.

Write this paragraph of text, then click Align center.
After Aligning it center, align it right just to see how that would look like, and then align it center again, so it looks exactly like this.

Click Align left. Click decrease indent 3 times.

Select ***this text***. Change font size to 16 and click italic.

Select the entire line of text above and copy it below.

Select ***this text***. Click Remove formatting. Click undo.

Select this text. Change font size to 24. Click HTML. Scroll down to the bottom where it says "this text". Replace the 6 with a 1. Click Update.

Click Save.

Easy Step Page: Advanced Editing

This page is an example web page that you can duplicate by following these simple steps. Learn by doing, and create your own web page that looks just like this one.

1. Click Numbered List.
2. Click on the line above to put the cursor there.
3. Click Insert > Image. Click Browse > Add image.
4. Click on the image that appears, and more options will show up.
5. Click Wrap On. Click Align Right. Click Size Medium.



Community Access Program

6. **"This is a Heading."**

7. Click on the line above to put the cursor there.
8. Click Format > Heading.

9. **"This is a Sub-heading."**

10. Click on the line above to put the cursor there.
11. Click Format > Sub-heading.

12. **"This is a Minor heading."**

13. Click on the line above to put the cursor there.
14. Click Format > Minor heading 4.
15. Click Insert > Table of Contents

Contents

- 1 "This is a Heading."
 - 1.1 "This is a Sub-heading."
 - 1.1.1 "This is a Minor heading."

Easy Step Page: Table Editing

Click Table > Insert Table > 3x2.

1. Click on this table cell.	3. Do the same to the other two columns.	5. Widen this column all the way to the very right of the page.
2. Widen it by dragging the middle right square button further to the right.	4. Notice how changing the cell width changes the width of the entire column.	6. Click Table > Insert row down 3 times.
		7. Notice how there are now 5 rows in this table.
		8. Click in the cell below. Click Table > Insert Table > 2x2.
18. Type the following: $x^2 = x_2 = \text{WRONG}$	23. Understand that Horizontal Lines are very useful when trying to separate content from other content. Horizontal Lines by default span 100% of the width at their location. In a table, that means 100% of cell/column width. Outside a table that means 100% of page width.	9. Click into this table cell, and widen it.
19. Select the first "2". Click Format > Superscript.		10. Widen the second column all the way to the right.
20. Select the second "2". Click Format > Subscript.		11. Understand that this is a table within a table, or more precisely: a table within a cell of another table. This is also called a Nested Table.
21. Select "WRONG". Click Format > Strikethrough.	24. Click in the empty line between 23. and 24. Click Insert > Horizontal Line.	12. Click in the cell below. Click Table > Insert Table > 2x2.
22. Click in the empty line between 21. and 22. Click Insert > Horizontal Line.	25. Click on the empty row below. Click Table > Delete row.	13. Click into this table cell, and widen it.
	26. Repeat step 25 to delete the other two empty rows below.	14. Widen the second column all the way to the right.
		15. Understand that this is also a nested table. This table is a table within a table within a table.
		16. Click in the cell on the right. Click Insert > Image, and follow the wizard.
		17. Click on the image. Click Size Small.
		27. Select this text . Click Link. Click on your existing page Home. Click OK. Understand that this is a link to a page within your site.
		28. Select this text . Click Link. Click Web Address. Type www.vccaps.com. Understand that this is a link to another website.



Easy Step Pages: Dashboard

- Visit this website, which is complementing this manual:
<http://sites.google.com/a/vccaps.com/guide-to-web-design/>
- Click Easy Step Pages.
- Each of these pages guides you step by step to exactly duplicate those pages yourself.
 - [Inserting Google Docs \(dashboard\)](#)
 - [Inserting Calendars \(dashboard\)](#)
 - [Inserting Gadgets \(dashboard\)](#)

Easy Step Page: Inserting Calendars

Google Calendar

NLC Web Design Open Lab Hours

Today ◀ ▶ December 2008 ▼ Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	1pm Terri 2pm Jessic 2pm Sean	11:30am T 3pm Sean 5pm Jessic	1pm Terri 2pm Sean 5pm Jessic	11:30am T 5pm Jessic		4pm Jessic
7	8	9	10	11	12	13
	1pm Terri 2pm Jessic 2pm Sean	11:30am T 3pm Sean 5pm Jessic	1pm Terri 2pm Sean 5pm Jessic	11:30am T 5pm Jessic		
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Events shown in time zone: Atlantic Time - Halifax

Text Box

1. Click in the top right gadget.
2. Click Text box.
3. Copy and paste this text.
4. Click Save.
5. Visit www.google.com/calendar and sign in.
6. Click Settings. Click on a **Published** (made public) Calendar.
7. Click HTML.
8. Copy the URL.
9. Click OK.
10. Go back to Google Sites.
11. Click in the top left gadget.
12. Click Calendar.
13. Enter 500 as height.
14. Click Save.
15. Note that you can modify the properties of any gadget by clicking on it, and then clicking properties.

Easy Step Page: Inserting Google Docs

VCCAPS Board Vitality Agenda



Board Vitality Workshop
Dec. 4, 2008 10am-10pm Crown Jewel Resort

Text Box

1. Click in the top right gadget. Click Text box.
2. Copy and paste this text. Click Save.
3. Click in the top left gadget. Click Document.
4. Select a document. Note that you must have a **Published** (made public) document saved in **Google Docs**. Otherwise there will be nothing to insert.
5. Click Select.
6. Enter 160 as height.
7. Click Save.

Easy Step Guide to Web Design using Google Sites

Victoria County CAP Sites Association presents:

**The Easy Step Guide to
Web Design**

Using Google Sites

Building Stronger Communities Through Technology

Slide 1 / 67

Google Docs Menu

Text Box

1. Click in the bottom right gadget.
2. Click Text box.
3. Copy and paste this text.
4. Click Save.
5. Click in the bottom left gadget.
6. Click Presentation.
7. Select a presentation. Note that you must have a **Published** (made public) presentation saved in **Google Docs**. Otherwise there will be nothing to insert.
8. Click Select.
9. Choose size Small.
10. Click Save.

Easy Step Page: Inserting Gadgets

Google Video

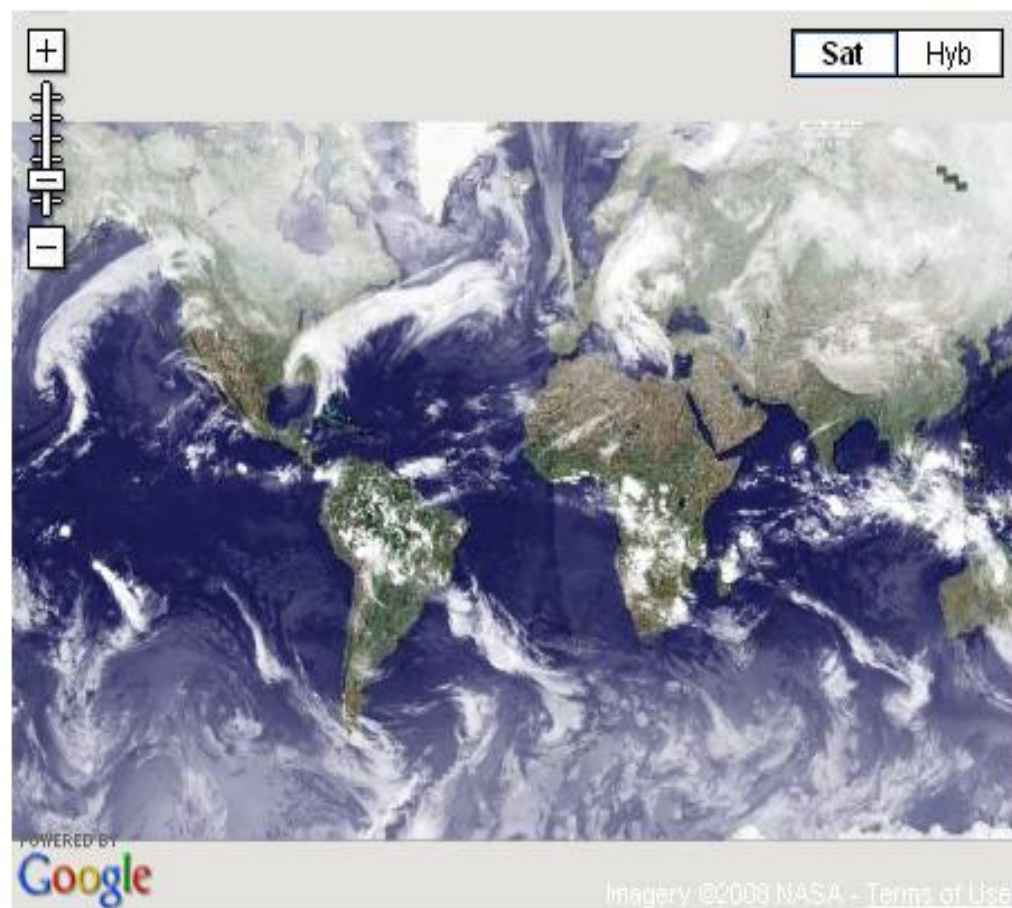


Text Box

1. Click in the bottom left gadget.
2. Click Text box.
3. Copy and paste this text.
4. Click Save.
5. Click in the bottom right gadget.
6. Click More...
7. Click on the Gadget of your choice, e.g. News > Clouds.
8. Click OK.

Text Box

1. Click in the top right gadget.
2. Click Text box.
3. Copy and paste this text.
4. Click Save.
5. Click in the top left gadget.
6. Click Video > Google Video.
7. Paste the URL of the Google Video.
8. Click Save.



Easy Step Pages (continued)

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<http://sites.google.com/a/vccaps.com/guide-to-web-design/>
- Click Easy Step Pages.
- Each of these pages guides you step by step to exactly duplicate those pages yourself.
 - [Editing Announcements](#)
 - [Editing File Cabinets](#)
 - [Editing Lists](#)

Easy Step Page: Editing Announcements

New post

Introduction to Posts

Dec 11, 2008 7:22 PM posted by Michael Riegner

1. Understand that one of the unique things about the announcements page is that you do not have to click Edit in order to add content to the page.
2. Do NOT click Edit for now.
3. Click New Post.
4. Understand that you are now already in editing mode. You are now editing a "Post", which is in fact going to be a subpage of the announcements page.
5. Click in the title that currently says "Untitled Post".
6. Enter the title "Introduction to Posts" for your post.
7. Copy and past this text in order to duplicate the post.
8. Click Save.
9. Click "Easy Step Page: Editing Announcements" above the post title to get back to the announcements page.

[\(Edit post\)](#)

Post is Web Page

Dec 11, 2008 7:14 PM posted by Michael Riegner **[updated Dec 11, 2008 7:21 PM]**

1. Understand that a post is really a Web Page that is a subpage of the announcements page.
2. Note that you have the same editing options as you have when editing a web page.
3. If you need to edit a post after having saved it, go to the announcements page, and click Edit Post.

[\(Edit post\)](#)

Easy Step Page: Editing File Cabinets

1. Understand that you do not need to click Edit to add files to a file cabinet page. However, you need to click Edit in order to write this text. Know that you can edit this portion of a file cabinet just as you would edit a web page.
2. Click Add file. Click Browse. Select a file. Enter File Description. Click Upload.
3. Repeat step 2 to upload another file.
4. Checkmark the box in front of your first file. Click Move to > New folder. Enter a name for the new folder. Click Save.
5. Repeat step 4 to move the other file into a new folder.
6. Understand that you can use folders to organize your files.
7. Understand that you can checkmark a file, and delete it by clicking Delete.
8. Understand that you can checkmark a file, click Subscribe to changes, and be notified by email of any changes to the file.

 Add file

 Move to ▼


 Delete

 Subscribe to changes

PDF files [\(Remove\)](#)

<input type="checkbox"/>	 Easy Step Guide to Web Design PDF version of this Manual	2607k	v. 3	8 minutes ago	Michael Rieg
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PowerPoint Files [\(Remove\)](#)

<input type="checkbox"/>	 Easy Step Guide to Web Design PPT version of this Manual	1930k	v. 3	8 minutes ago	Michael Rieg
--------------------------	---	-------	----------------------	---------------	--------------

Easy Step Page: Editing Lists

1. Understand that you do not need to click Edit to create or modify a list page. However, you need to click Edit in order to write this text. Know that you can edit this portion of a list page just as you would edit a web page.
2. Click Create a custom list.
3. Enter a name for the first column.
4. Click Add new column.
5. Enter a name for the new column. Choose column type, e.g. text.
6. Repeat steps 4 and 5 to add more columns. Click Save.
7. Note that you can modify the columns by clicking Customize this list.
8. Click Add item. Fill out the form. Click Save.
9. Repeat step 8 to populate your list with information.
10. Note that you can sort the list by clicking Sort under a particular column.

Add item Customize this list		Showing 5 items		
Page Type	Suitability	Attachments Possible	Comments Possible	Example
Sort ▼	Sort ▼	Sort ▼	Sort ▼	Sort ▼
Web Page	Anything	✓	✓	Web Page
Dashboard	Gadgets	✓	✓	Dashboard
Announcements	Message Boards, News	✓	✓	Announcements
File Cabinet	Uploading & Organizing Files		✓	File Cabinet
List	Tabular Information (rows/columns)	✓	✓	List

Easy Step Pages (continued)

- Visit this website, which is complementing this manual:
<http://sites.google.com/a/vccaps.com/guide-to-web-design/>
- Click Easy Step Pages.
- Each of these pages guides you step by step to exactly duplicate those pages yourself.
 - [Attaching Files](#)
 - [Making Comments](#)

Easy Step Page: Attaching Files

1. Click on the Plus symbol to the left of "Attachments" at the bottom of this page.
2. Click Browse. Select a file and confirm your choice.
3. Note that your file is now attached, and can be accessed by clicking on it.
4. To remove the file, click Remove.
5. To upload an updated version of your file, simply upload the updated file (with the same file name) again.

Attachments (3)

 [lesson3-15.jpg](#) 68k - on Dec 12, 2008 2:48 PM by Michael Riegner (version 1) - [Remove](#)

 [lesson3-16.jpg](#) 71k - on Dec 12, 2008 2:48 PM by Michael Riegner (version 1) - [Remove](#)

 [lesson3-17.jpg](#) 41k - on Dec 12, 2008 2:50 PM by Michael Riegner (version 2 / [earlier versions](#)) - [Remove](#)

Attach a file:

Browse_

Easy Step Page: Making Comments

1. Click on the Plus symbol to the left of "Comments" at the bottom of this page.
2. Enter your comment as text.
3. Click Add comment.
4. Understand that your name and the date is recorded, and displayed above the comment.
5. Note that you can click Remove to delete the comment.
6. Repeat steps 2 and 3 to add more comments.

Comments (3)

Michael Riegner - Dec 12, 2008 3:04 PM - [Remove](#)

This is the last Easy Step Page. You are now an expert on Google Sites.

Corrina Petersen - Dec 12, 2008 3:09 PM - [Remove](#)

I am not sure that I am an expert yet but thanks for your help!

Michael Riegner - Dec 12, 2008 3:09 PM - [Remove](#)

You are welcome.

Add comment

Suggestions for practice

1. Recreate all 11 Easy Step Pages.
2. Add a web page that contains a dozen gadgets.
3. Create your own website, and make it available to the public.
4. Create a personal website, and only share it with your family and friends.

Appendix: Google Apps Requirements

In order to use Google Sites with Google Apps, you need a Google Apps account (www.google.com/a).

Once you are set up with Google Apps, and it is properly configured, you can improve your Google Sites experience.

VCCAPS also publishes Easy Step Guides to Google Apps. They are available here:

www.vccaps.com/easy-step-guides

Appendix: Google Apps Requirements (cont.)

With Google Apps, you will be able to access your Google Sites website through your own domain such as:
www.vccaps.com OR capsite.middleriver.ca

Without Google Apps, you can only access your website at a location such as: sites.google.com/site/mywebsite/

Google Sites with Google Apps also gives you Google Gmail for your domain, more storage space, and more options.



The End