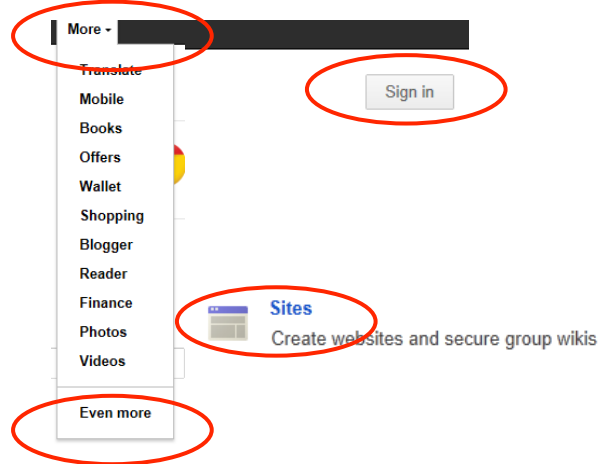
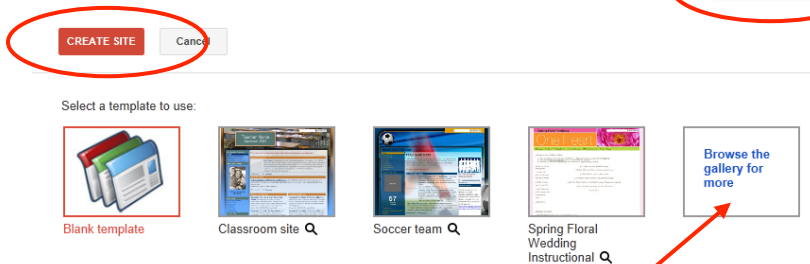


Google Sites Instructions: Creating Your Site

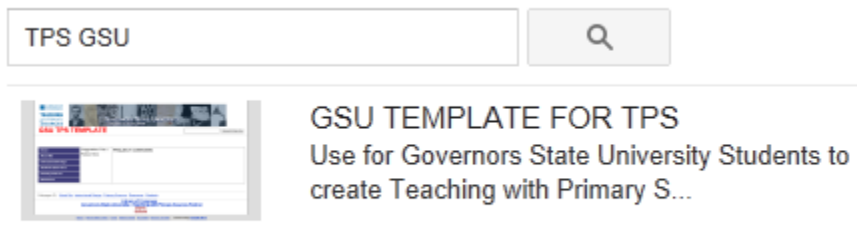
1. Log onto www.google.com
2. Click "Sign in" in the upper right hand corner and access your account
3. Go to "more" at the top, drop down to "sites". If "sites" does not appear in the drop down box, then you need to click "even more" and scroll down the page to "Sites" which is under "Home and "Office".



4. Click on "Create a new site"



5. Click on "Browse the gallery for more sites"
6. In the search box, type in: TPS GSU and click "Search"



7. Click on TPS template and this will bring you to a chance to preview the site. Instead of previewing, scroll to the bottom and click on "Select".
8. The template will then appear with other templates to choose from. **Be sure that the TPS template is highlighted.**

9. Scroll down the page. It will ask you to name your site. This will be the name of YOUR TPS site.
Note: Name can be changed later. Fill out “Name your site” and encrypted code.

Some things to remember when naming your site:


- a. The name of your site will appear on every page.
- b. The name of your site must be unique as you are competing with other website names.

Name your site:

Site location - URLs can only use the following characters: A-Z,a
https://sites.google.com/site/

▸ Select a theme
▸ More options

Type the code shown:

freffo
 

10. Click “Create site” at the top of the page and your template will appear with the name that you have given it.





Women Scientists Past and Present

Google Sites: Adding and Editing Content

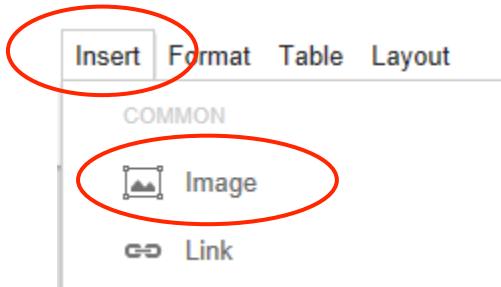
To Edit and Add Content:

To edit/add content to each page, click the “pencil” at the top right corner. To add text, put your cursor where you would like to add. When finished, be sure to click “Save” in the top right hand corner when you are finished editing that page.



To Add Pictures:

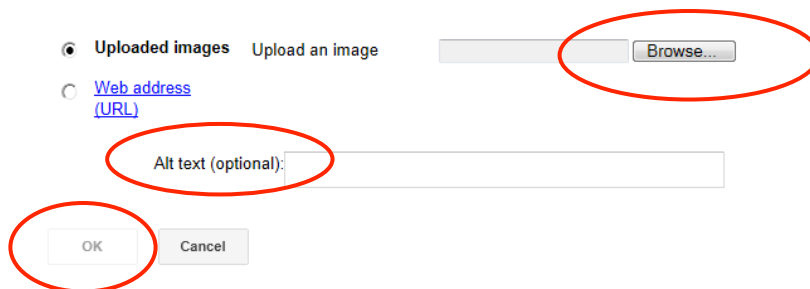
Go to the toolbar menu and select “Insert” then select “image”.



At this point, a box will appear. You will need to:

1. Browse for picture
2. Add an alt tag (REQUIRED). “ALT Tags are invisible descriptions of images which are read aloud to blind users on a screen reader. Adding ALT text allows authors to include images, but still provide the content in an alternative text based format. If no ALT tags are provided, then a screen reader would only be able to say “IMAGE” or perhaps provide a file name.” (Penn State)

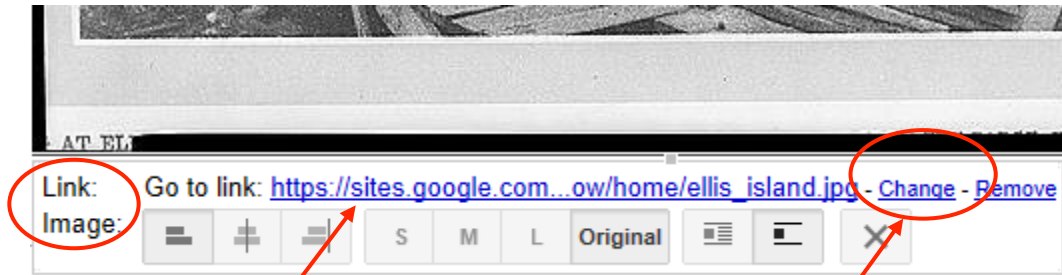
Add an Image



Adding/Changing a Web Address to Images (URL)

Once image has been uploaded, alt text added, and OK was selected, you will be brought back to the page you were working on (be sure you are still in “edit” mode). To add or change a web address:

1. Click on picture
2. A “Link Image” bar will appear:



3. Check the web address to make sure it is correct, if not click “Change”
4. The following will appear that will allow the URL link to be changed:

Create Link

Sites page

Web address

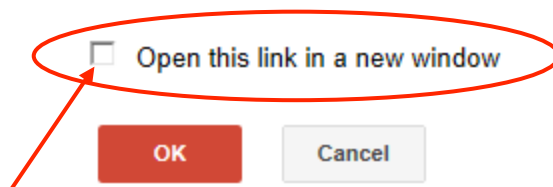
Apps Script

Text to display:

Link to this URL:

Example: www.google.com/igoogle

5. After changing the URL and adding a text to display name, refer to the bottom of the “Create Link” page.



6. Be sure to check the “Open this link in a new window” option then click “OK”.

Changing the Footer

The default footer allows you to insert your name with a link to your email plus your school and their web address.

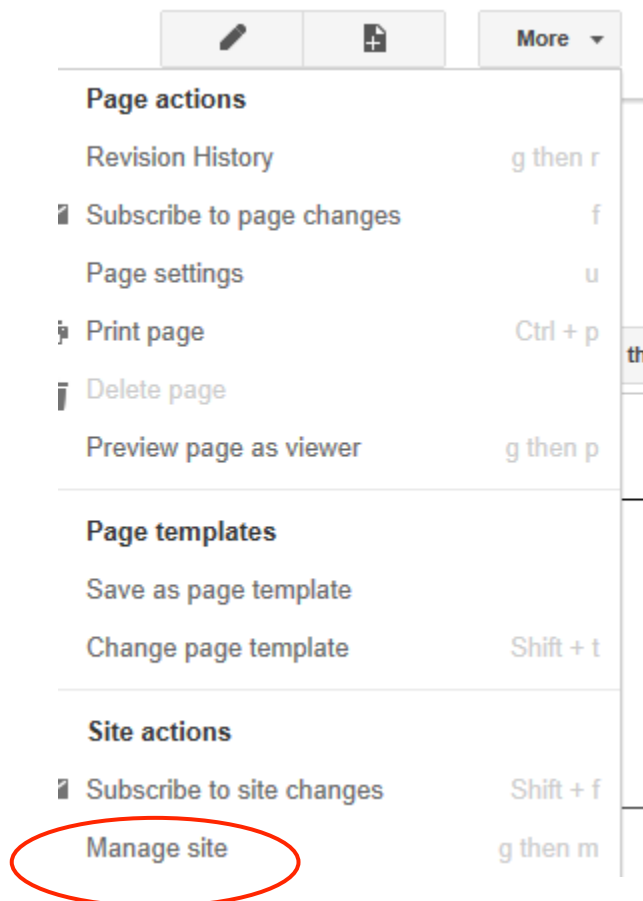
[Library of Congress](#)
[Governors State University - Teaching with Primary Sources Partner](#)
Name
School

To change the footer:

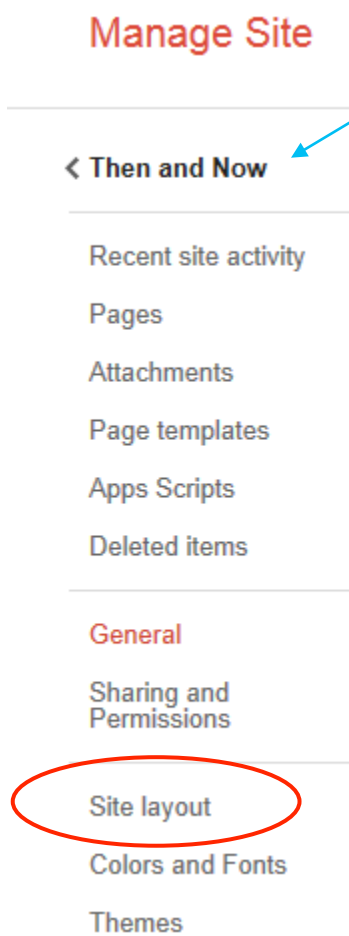
1. Click on the “More” button in the upper right hand corner



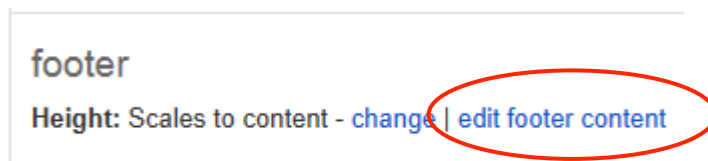
2. Click on “Manage Site”



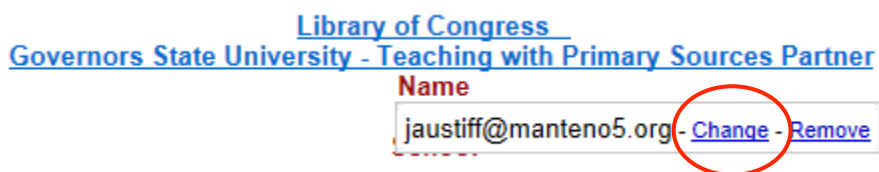
3. Once on the “Manage Site” screen click on “Site Layout” which is located on the left hand side of the screen. (FYI: Name of your site will appear.)



4. The “Site layout” screen will allow you to change or edit the footer. You will want to “edit footer content”.



5. Once on the “edit footer content” screen, put your cursor on “name” and click once. A sample email will come up. At this point, click “change”




6. On the create link screen, type your name in the “display name” box and replace your email with the one that already exists. Be sure to leave the “mailto:”

Create Link

Sites page	Text to display:
Web address	Janet Austiff
Apps Script	Link to this URL:
	mailto:jaustiff@manteno5.org
	Example: www.google.com/#google

7. Before clicking “OK” at the bottom of the screen, check the “open this link in a new window” box. Then click “OK”.

Open this link in a new window

OK  Cancel

8. Repeat the same process for “School”.
9. Be sure to SAVE at the top of “Manage Site” page.
10. At the bottom of each page, the footer should appear.

Adding Files

To add files such as Word documents, presentations, etc., click on the “add files” button at the bottom of the page you want to add the file to.

Subpages (5): [About Me](#)



 Add files

Renaming the Website

1. Go to “More” in the upper right hand corner
2. Click on “Manage Site”
3. Replace the current name of the website with the new one

Manage Site

SAVE

Cancel

< England in the
1600's

Site name

England in the 1600's

Show site name at top of pages