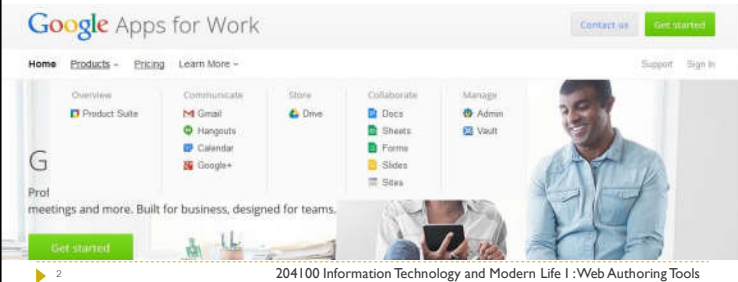# Week 2

Web Authoring Tools: Google Sites

By Dr. Jakarin Chawachat
Adapted to English by Prakarn Unachak

Department of Computer Science, Faculty of Science, Chiang Mai University

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What is Google Sites?

▸ A service provided by Google
▸ Tool for Create and Display Website
▸ Web Host
▸ Part of Google Apps Productivity Suite

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Examples: Google Sites Websites

The Fresh Site by SitesTemplate.net
InterlockIT.com
www.petitsgateaux.gr
www.vandrew.com

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What can Google Sites do for us?

▸ Easy to create new pages
  ▸ With just one button click
▸ No need to know about HTML
▸ Multiple layout choices
▸ Many Templates available
▸ Possible to upload and shares many types of contents
  ▸ Calendar, spreadsheet, video…
▸ Allow Collaborations
▸ Can limit/allow access for different people

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Google Sites Program Policy

- ▶ Nudity and Sexually Explicit Material
  - ▶ Sexually explicit materials must be marked ('Containing Mature Contents')
  - ▶ No commercial pornography
  - ▶ No content that promotes pedophilia, incest of bestiality
- ▶ Violence
  - ▶ No direct threats of violence
  - ▶ No graphic violence contents
- ▶ Hateful Speech Against Protected Groups
  - ▶ No material that promotes hatred toward groups of people based on their race or ethnic origin, religion, disability, gender, age, veteran status, or sexual orientation/gender identity.

▶ 5   204100 Information Technology and Modern Life I : Web Authoring Tools

Google Sites Program Policy (2)

- ▶ Impersonation
  - ▶ No impersonation of others that is intended to or does mislead or confuse others.
- ▶ Private and Confidential Information
  - ▶ No unauthorized publishing of people's private and confidential information
  - ▶ Credit card numbers, Social Security Numbers, driver's, other license numbers, and other personal information
- ▶ Commercial Activity
  - ▶ Websites for business or to promote products or services are allowed
  - ▶ No websites that exist primarily to redirect user to another commercial websites
  - ▶ No sites that exist only to display ads

▶ 6   204100 Information Technology and Modern Life I : Web Authoring Tools

Google Sites Program Policy (3)

- ▶ Copyright
  - ▶ No sites that violate copyright
- ▶ Unlawful Use of Service
  - ▶ No sites that are for unlawful purposes or for promotion of dangerous and illegal activities
- ▶ Drugs
  - ▶ No promotion or sale of regulated or illegal pharmaceutical substances
  - ▶ Or for any substances that mimic the effects of illegal or regulated drugs
- ▶ Spam, Malware and Phishing
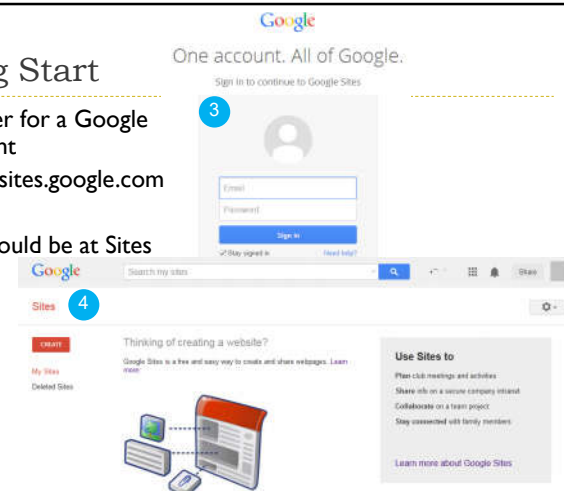 - ▶ No transmission of malware and viruses or anything that may disrupt this service or harm our users

    From   http://www.google.com/sites/help/intl/en/program_policy.html

▶ 7   204100 Information Technology and Modern Life I : Web Authoring Tools

Getting Start

1. Register for a Google Account
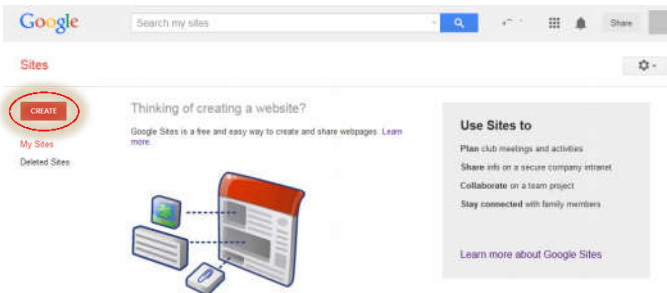2. Go to sites.google.com
3. Sign in
4. You should be at Sites page.

▶ 8   204100 Information Technology and Modern Life I : Web Authoring Tools

Creating a Site

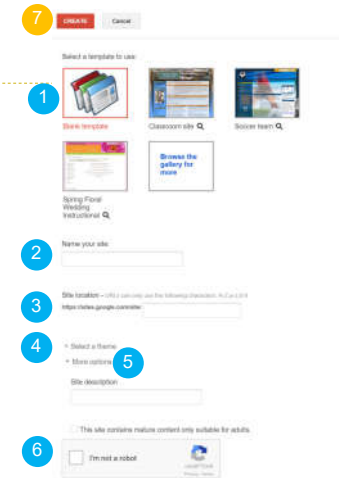▸ Click on [CREATE] button to create a new website

Creating a Site (2)

1. Select A Template
   ▸ We'll use Blank Template for this one
2. Name your site
3. Choose the URL
4. Select a Theme
   ▸ Font & Background
5. More Option
   ▸ Description
   ▸ Mature Content tag
6. Check *I'm not a robot*
7. Click the [CREATE] button

Choosing URL for your Site

▸ Not a duplication of existing site
▸ Not a Gmail username
   ▸ Except your own
▸ Only allow the following characters
   ▸ A-Z
   ▸ a-z
   ▸ 0-9

Our First Google Site

▸ Name: CMU 204100 English Demo
▸ URL: cmu204100englishdemo
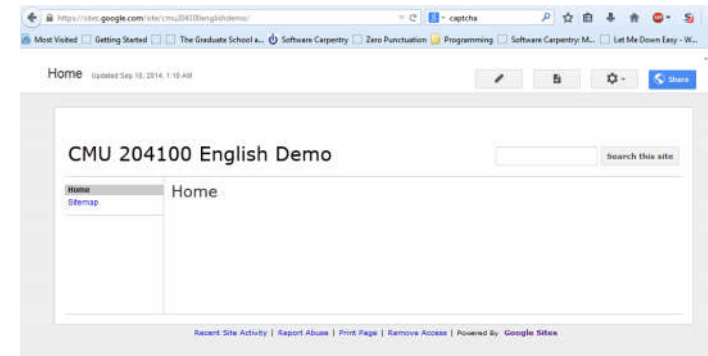
Editing the Page

- ‣ Click on the Pencil button at top right corner to edit the page
- ‣ You will go to edit mode

CMU 204100 English Demo
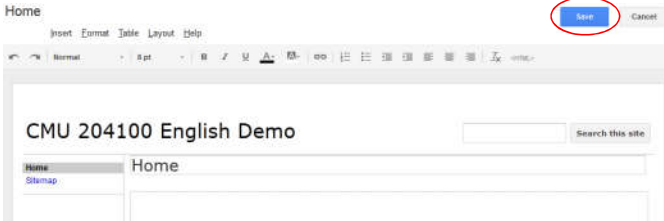
- ‣ After you have finish edit the content, click Save to save the changes onto the page.

Editing the Page (2)

- ‣ In the edit mode, additional toolbar become available:

Insert   Format   Table   Layout   Help

The toolbar has the following tabs
- ‣ Insert
  - ‣ Adding objects and applications
- ‣ Format
  - ‣ Formatting the text
- ‣ Table
- ‣ Layout
  - ‣ Adjust web page layout (how contents are organized)
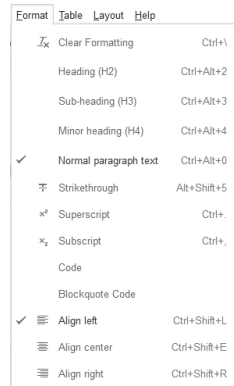- ‣ Help

Formatting

- ‣ Clear Formatting
- ‣ Assign Headings

- ‣ ~~Strikethrough text~~
- ‣ Set text to ^{super}script or $_{sub}$script
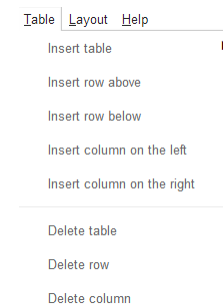- ‣ Set Text Alignment

Left

                Center

                        Right

Format	Table	Layout	Help
Clear Formatting			Ctrl+\
Heading (H2)			Ctrl+Alt+2
Sub-heading (H3)			Ctrl+Alt+3
Minor heading (H4)			Ctrl+Alt+4
✓ Normal paragraph text			Ctrl+Alt+0
Strikethrough			Alt+Shift+5
Superscript			Ctrl+.
Subscript			Ctrl+,
Code			
Blockquote Code			
✓ Align left			Ctrl+Shift+L
Align center			Ctrl+Shift+E
Align right			Ctrl+Shift+R

Tables

- ‣ Insert table
- ‣ Insert row
- ‣ Insert column
- ‣ Delete table
- ‣ Delete row
- ‣ Delete column

Table	Layout	Help
Insert table		▶
Insert row above		
Insert row below		
Insert column on the left		
Insert column on the right		
Delete table		
Delete row		
Delete column		

Layout

Change Layout of the current page

Layout | Help
- One column (simple)
- Two column (simple)
- Three column (simple)
- One column
- Two column
- Three column
- ✓ Left sidebar
- Right sidebar
- Left and right sid

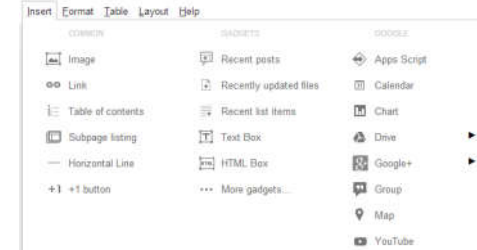CMU 204100 English Demo | Search this site

Home
Home
Sitemap

Insert Menu

Many objects can be added into a web page
▸ Images
▸ Links
▸ Table of contents
▸ YouTube video
▸ Map
▸ +1 button

Insert Format Table Layout Help

COMMON | GADGETS | GOOGLE
- Image | Recent posts | Apps Script
- Link | Recently updated files | Calendar
- Table of contents | Recent list items | Chart
- Subpage listing | Text Box | Drive ▸
- Horizontal Line | HTML Box | Google+ ▸
- +1 button | More gadgets... | Group
  | | Map
  | | YouTube

Inserting an Image

▸ Insert an image by clicking at [Image] option under Insert tab.
▸ *Add an Image* window will appear
▸ Select an image from
  ▸ Your PC (Uploaded)
  ▸ The Internet (URL)
▸ Fill Alt Text
▸ Click OK to insert the image
▸ You can then adjust the image

Add an Image

◉ Uploaded images Upload Images
○ Web address (URL)

Alt text (optional):

OK   Cancel
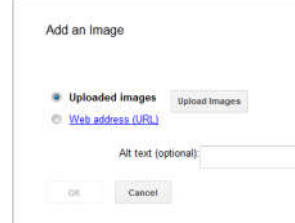
Adjusting the Image

S M L 100% Original ✕

▸ Alignment
  ▸ Left/Center/Right
▸ Size
  ▸ Small/Medium/Large/100%/Original
▸ Wrap with text
  ▸ On/Off
▸ Remove image

Wrap On   Wrap Off
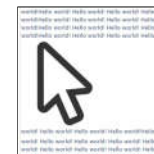
Create a new Page

▸ Click the new page button

New page (c)

▸ Then, name your page

Create a page in Site: cs204100

▸ Then, select page type (template)

Name your page:

Your page URL: /site/cs204100/ change URL

Select a template to use (Learn more)

Web Page ⇕

Inserting a Link

▸ Highlight text/Select object you want to insert the link
▸ Select Insert tab → 🔗 Link
▸ You can insert link from
  ▸ Sites Page
    ▸ Within the same Site
  ▸ Web address
    ▸ Use URL to go to outside webpage
  ▸ Check/Uncheck *Open this link in a new window*
  ▸ Click OK to create the link

Site map   My Recent Changes
CMU 204100 English Demo
└ Home
  └ TestPage1

Text to display:

Link to this URL:

Example: www.google.com

☐ Open this link in a new window

OK ◯   Cancel

Inserting a Table of Contents

▸ Table of Contents help us navigate a large page with multiple headings. It contains links to headings and subheadings within the page
▸ First, we create:
  ▸ Heading
    ▸ sub-heading
      ☐ minor-heading

To the headings we want, then we insert Table of Contents

▸ Google Site will then automatically create Table of Contents from headings

Inserting a Table of Contents (2)

Table of Content

• You can view the table of contents after you exit edit mode.
• When you add/remove headings later on, table of contents will update as well.

Inserting a Subpage Listing

▸ Create links to other subpages within the Site

Inserting Horizontal Line and +1 Button

▸ Horizontal Line help with organizing your page
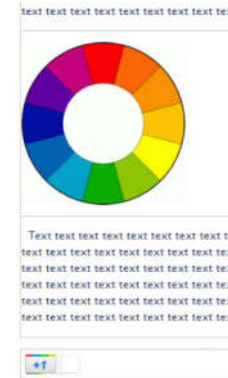
▸ +1 Button allow the user to endorse a page.
  ▸ Similar to [Like] button on Facebook, but you can add comments.
  ▸ You can only add +1 button on public page.

Inserting YouTube Videos

▸ Insert → YouTube (3rd column)
▸ Paste video URL in the URL Box, the click [SAVE]

Inserting a Map

▸ Insert → Map
▸ Select a Location
  1. Using Map
  2. Type into search bar
  3. Paste Google map link to the address bar below the map
▸ Use *Drop a placemark* to get the exact location
▸ Click [Select]
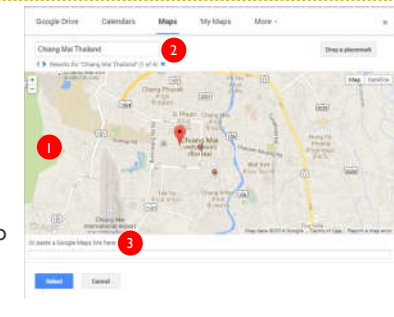
Insert Other Objects

- Calendar
  - Google Account calendar
- Charts
  - Build chart from spreadsheet
- Files in Google Drive
- Google+
  - Photo, Photo Album, Post

Changing Background

- Select ⚙▾ → Manage Site
- Select Theme, Colors and Fonts
- Change Background from
  - Color bucket
  - Image
- You can also change color to other parts of the page

Creating a new Page

- Click New Page button
- Name the new page
- Select a template (page type)
- Pick the location of the page
- Click Create

Create a page in Site: CMU 204100 English Demo

Name your page:

Your page URL: /site/cms204100englishdemo/ 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

CREATE   Cancel

Page Types

- **When you create a new page, there are a few templates you can choose:**
  - Web Page
  - Announcements
  - File Cabinet
  - List

8

Web Page
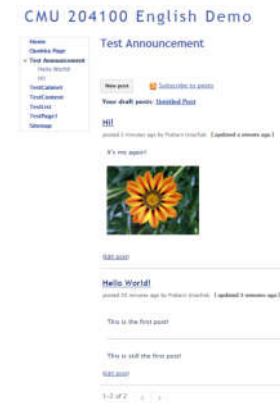
▸ Simplest of the templates

▸ Can freely add in contents
  ▸ Type in text contents
  ▸ Insert other objects

▸ Edit like Words Document

Announcements

▸ Like a blog

▸ Click New post to add a new post

▸ Each post is an individual page

File Cabinet

▸ Store and organize files, make it easy to share with others
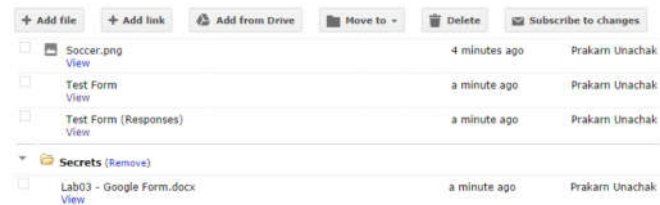
File Cabinet (2)

▸ Add file to your Cabinet
  ▸ From your PC (+Add file)
  ▸ From URL (+Add link)
  ▸ From Google Drive (+ From drive)
▸ Folder
  ▸ Move to → New Folder to create a folder
  ▸ Check the checkbox in front of a file and select Move to will move the file there
▸ To remove a file, check the checkbox and select Delete

List

- ▸ Collect and Organize Data into a table
- ▸ Can use template or create your own table
- ▸ Insert data as items make it easy to add, edit and remove
- ▸ The viewer can sort the data to their liking

Get started creating a list using one of our list templates or create your own

Action Items	Issue List	Unit Status	Create your own
Keep track of action items from a meeting or project	Track your project's open issues	Track the status of individual units in your project	Define your own columns for your list
Use template	Use template	Use template	Use template

List (2)

- ▸ If you choose *Create your own*, *Customize your list* windows will appear
- ▸ Choose column name
- ▸ Choose Data type:
  - ▸ Checkbox
  - ▸ Dropdown
  - ▸ Date
  - ▸ Text
  - ▸ URL
- ▸ Click Save

Customize your list

Customize your list by adding and configuring columns.

Columns/Fields to Collect   Column/Field Details

Name   Column name:
Student ID   Name
Birthday
Like Panda?   Type:
                                   Text
Add a column

Sorting

First sort by: Create time   ● Ascending   Descending

Add another sort by

SAVE   Cancel

List (3)

- ▸ Select Add Item
- ▸ Fill in items

TestList

Add item   Customize this list   Showing 3 items

Name	Student ID	Birthday	Like Panda?	Cat or Dog?
Sort	Sort	Sort	Sort	Sort
Niranam	Raisakul	Monday, September 1, 2014		Mouse
Joe	Somebody	Monday, September 2, 1996	✓	Dog
Tina	Turner	Thursday, February 22, 1979	✓	Cat

Showing 3 items

Page Settings

- ▸ Go to ⚙ → Page settings

Page actions

Revision History	g then r
Subscribe to page changes	f
Page settings	u
Print page	Ctrl + p
Copy page	Shift + c
Move page	Shift + m

Page Settings

✓ Show page title
✓ Show links to sub-pages
  Allow comments
  Collapse folders by default
  Show column headers

Page description

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

/file

Currently using page template File Cabinet (Change)

SAVE   Cancel

- ▸ You can set
  - ▸ Show/hide page title
  - ▸ Allow comments
  - ▸ Change page URL
  - ▸ Change template
  - ▸ …

Deleting a Page

▸ Go to the page you want to delete
▸ Select ⚙▾
▸ Select Delete Page
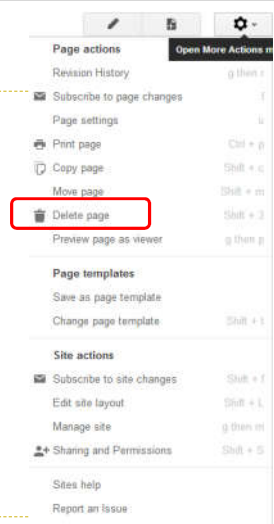
Sharing the Site

▸ Click 🌐 Share at the top-right corner of the page

Public on the web
Anyone on the Internet can find and access. No sign-in required.

▸ Then either copy the link, or select the social media of your choice

Link to share
https://sites.google.com/site/cmu204100englishdemo

Share link via:

Setting Permissions

▸ Click 🌐 Share at the top-right corner of the page

Public on the web
Anyone on the Internet can find and access. No sign-in required.
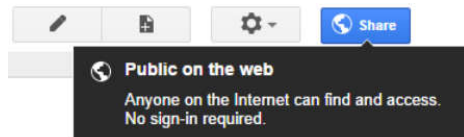
▸ The click Change… under *Who has access* area
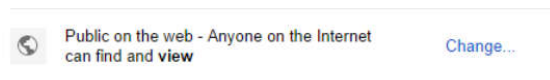
🌐 Public on the web - Anyone on the Internet can find and **view**   Change…

Setting Permissions (2)

▸ You can then change visibility level of the Site
▸ For *Specific People* level, they need to sign in.
▸ After you have set the visibility level you want, Click

🌐 **Public on the web**
Anyone on the Internet can find and access. No sign-in required.

👥 **Anyone with the link**
Anyone who has the link can access. No sign-in required.

👤 **Specific people**
Shared with specific people.

Access: Anyone (no sign-in required)   Can view

Save   Cancel

Preview Page as a Viewer

▸ After you have developed the Site and wish to view the Site as a viewer, do the following:
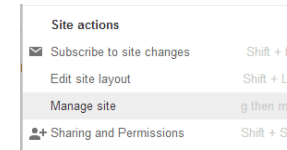
1. Select ⚙▾
2. Select *Preview page as viewer*
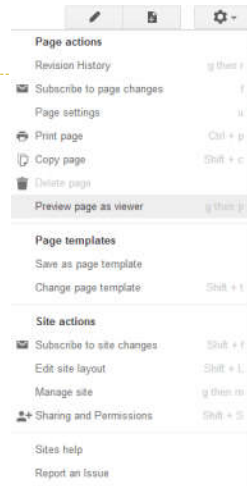
Deleting a Site

▸ To delete a Site, Click on ⚙▾ then select *Manage Site*

▸ Under *Manage Site* page, select *Delete this site*

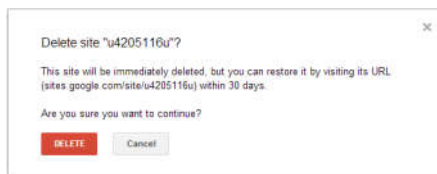## Deleting a Site (2)

▸ You will get a confirmation window, click DELETE