Week 2

Web Authoring Tools: Google Sites
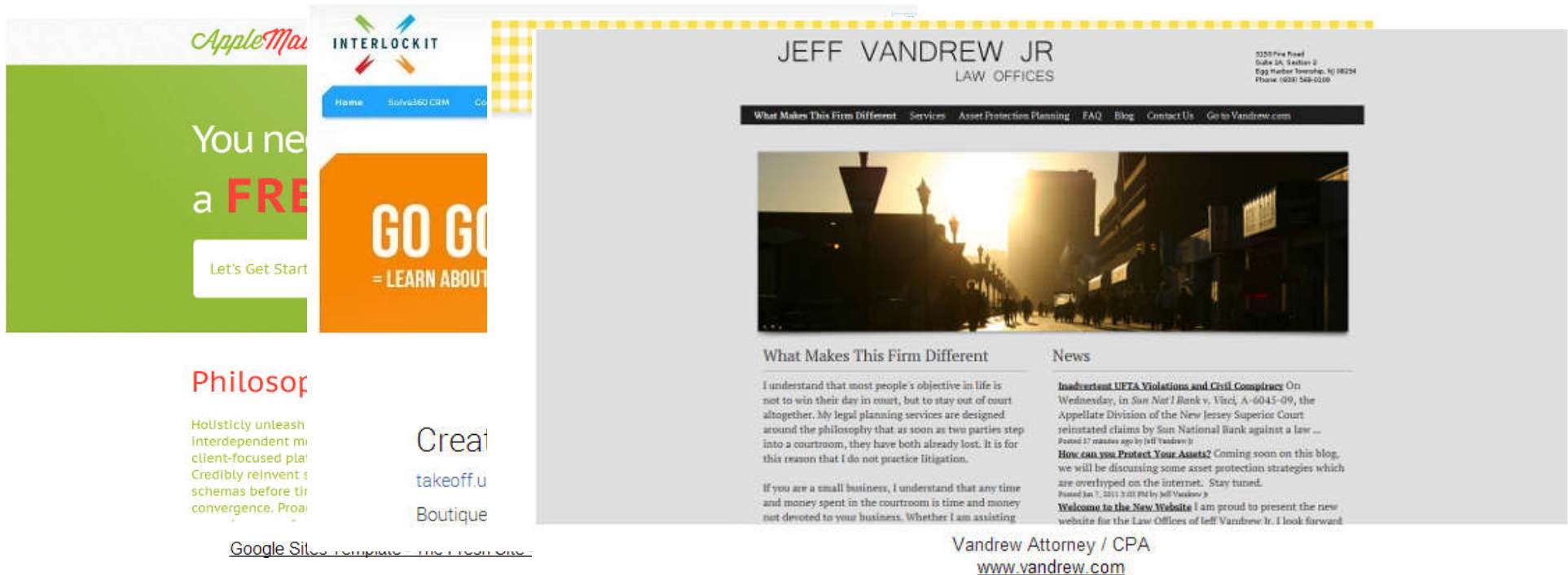
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Adapted to English by Prakarn Unachak

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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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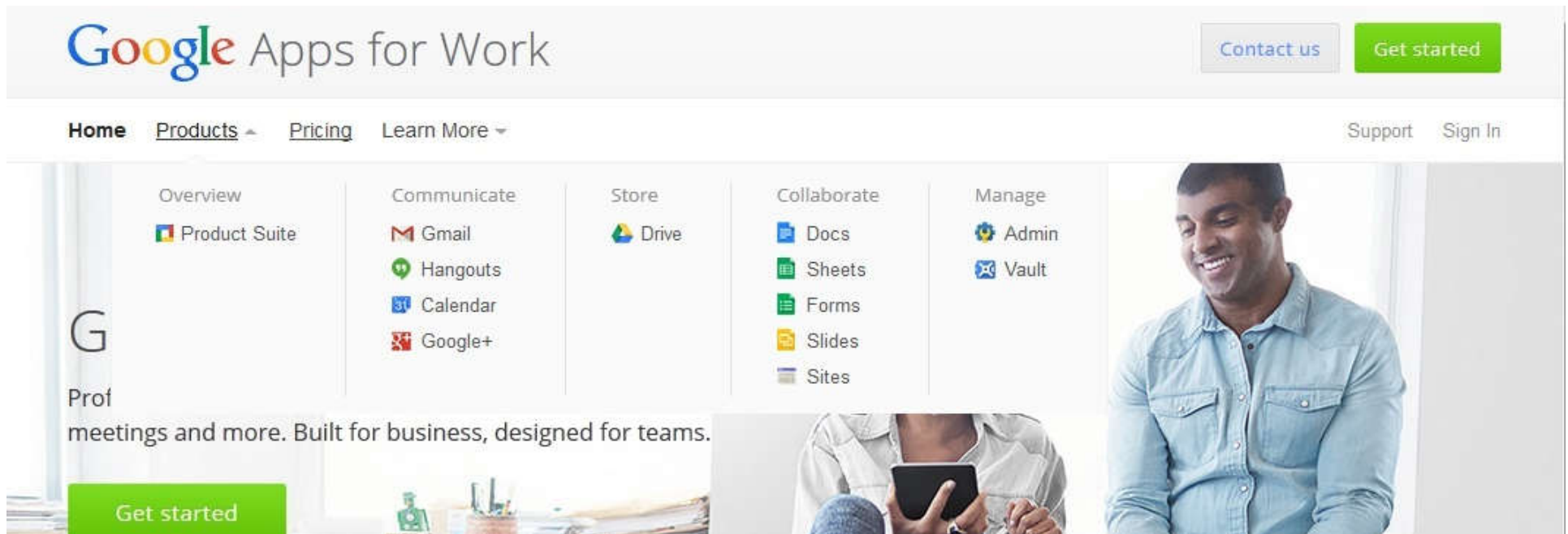
Examples: Google Sites Websites

Google Sites Template - The Fresh Site

Vandrew Attorney / CPA
www.vandrew.com

The Fresh Site by SitesTemplate.net

InterlockIT.com

www.petitsgateaux.gr

www.vandrew.com

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

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.

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

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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
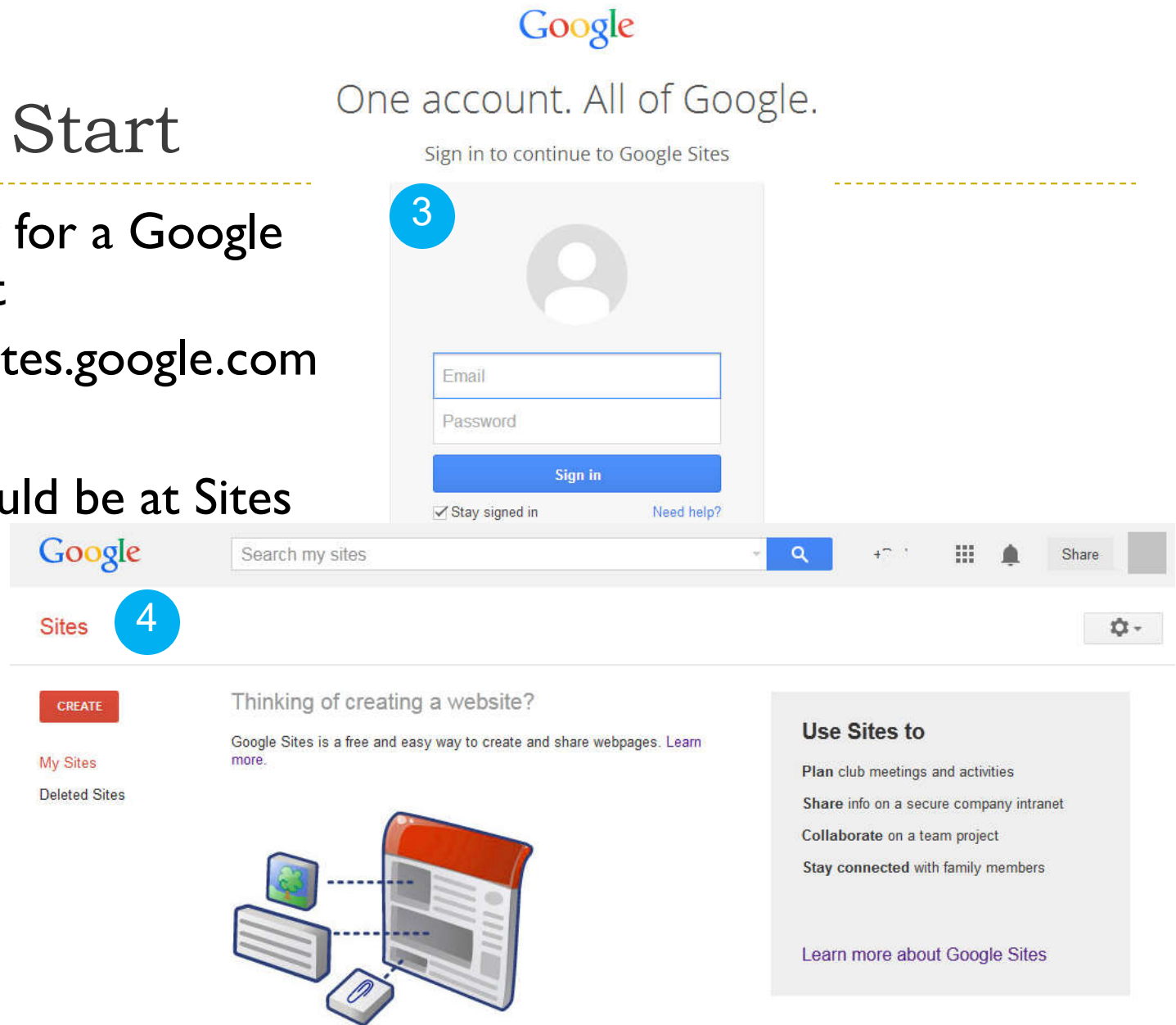 - Or for any substances that mimic the effects of illegal or regulated drugs

- 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

Getting Start

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

Google

One account. All of Google.

Sign in to continue to Google Sites

3

Email

Password

Sign in

☑ Stay signed in   Need help?

Google   Search my sites   🔍   +⬚   ⠿   🔔   Share

Sites 4   ⚙️ ▾

CREATE

My Sites

Deleted Sites

Thinking of creating a website?

Google Sites is a free and easy way to create and share webpages. Learn more.

Use Sites to

Plan club meetings and activities

Share info on a secure company intranet

Collaborate on a team project

Stay connected with family members

Learn more about Google Sites

Creating a Site

▸ Click on **CREATE** button to create a new website
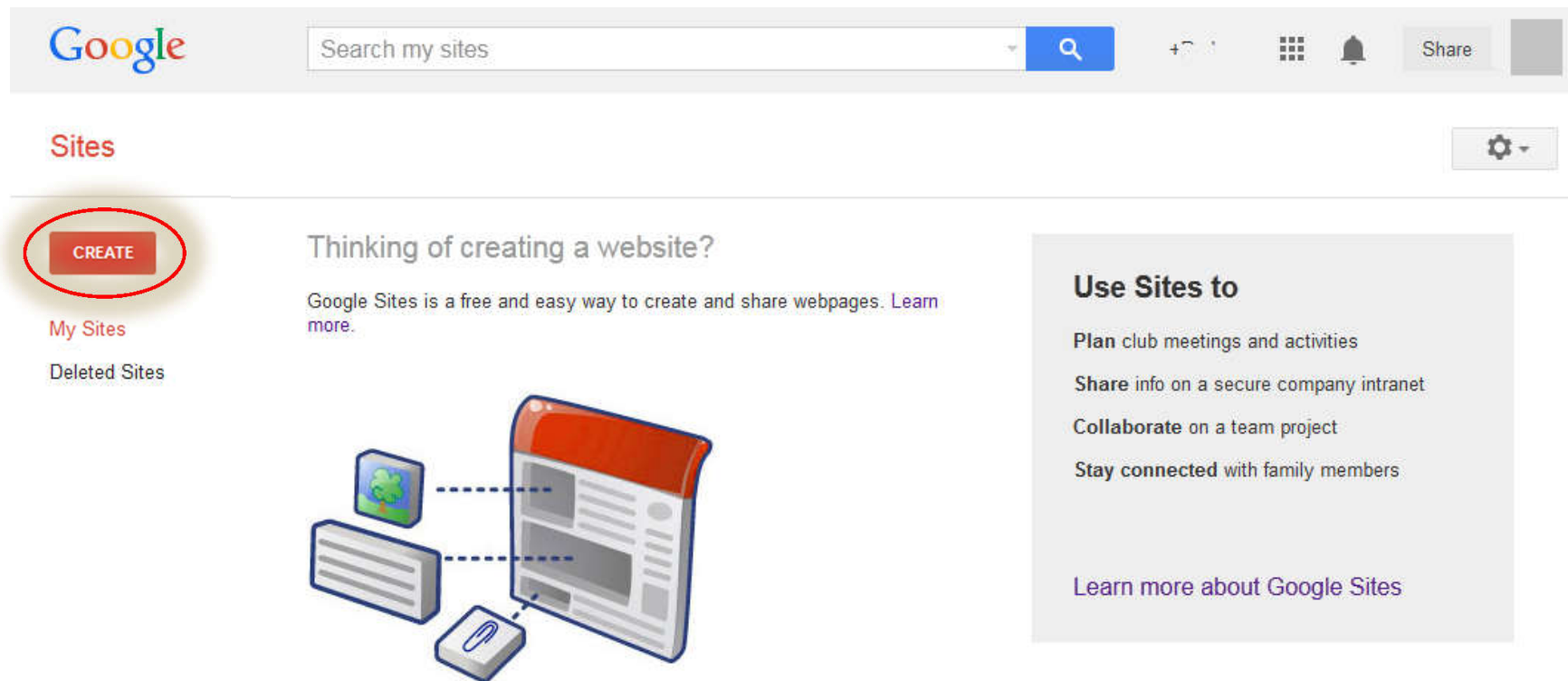
Creating a Site (2)

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**
8. **Select *In classic Sites***

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

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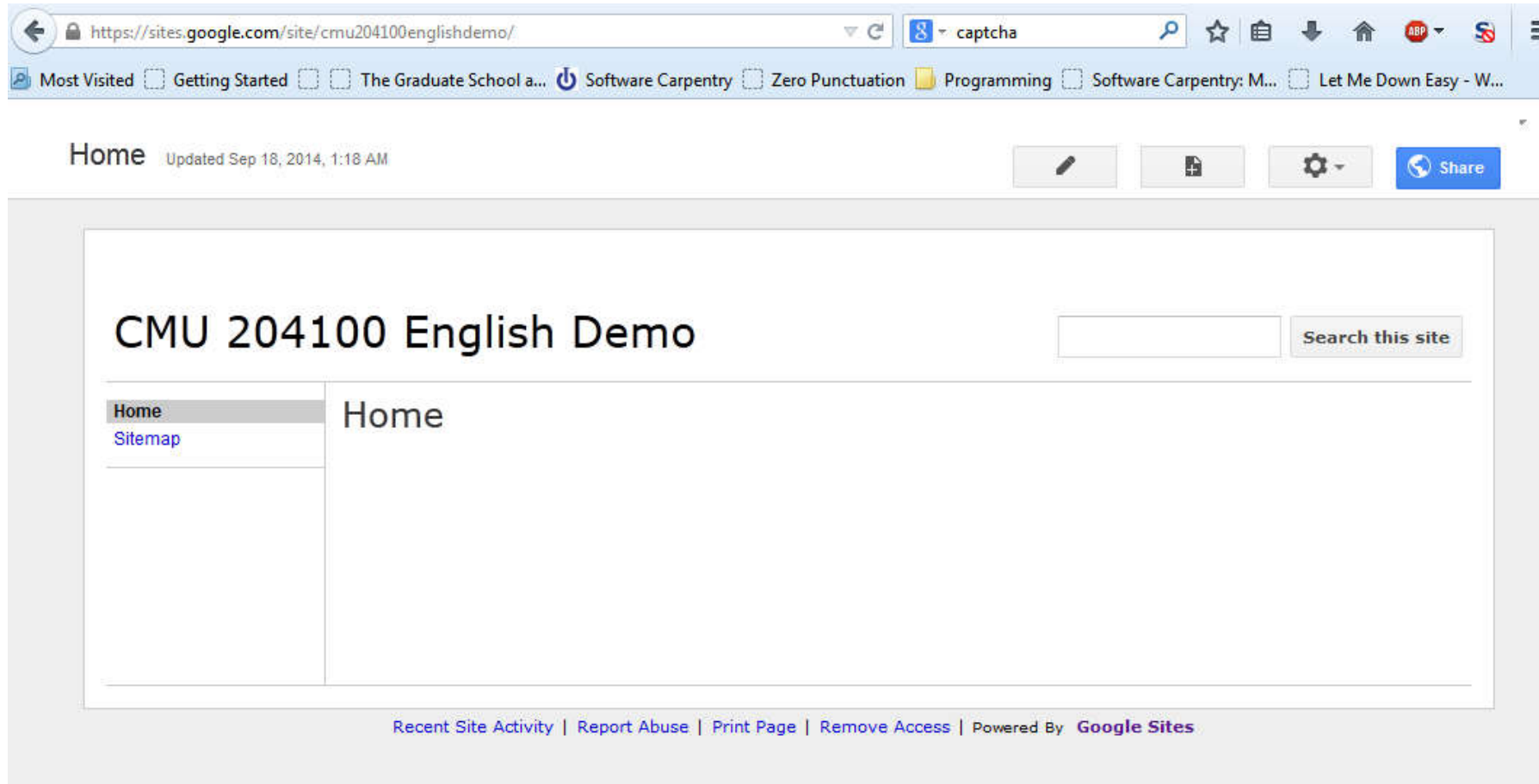
Editing the Page

▸ Click on the Pencil button at top right corner to edit the page

▸ You will go to edit mode
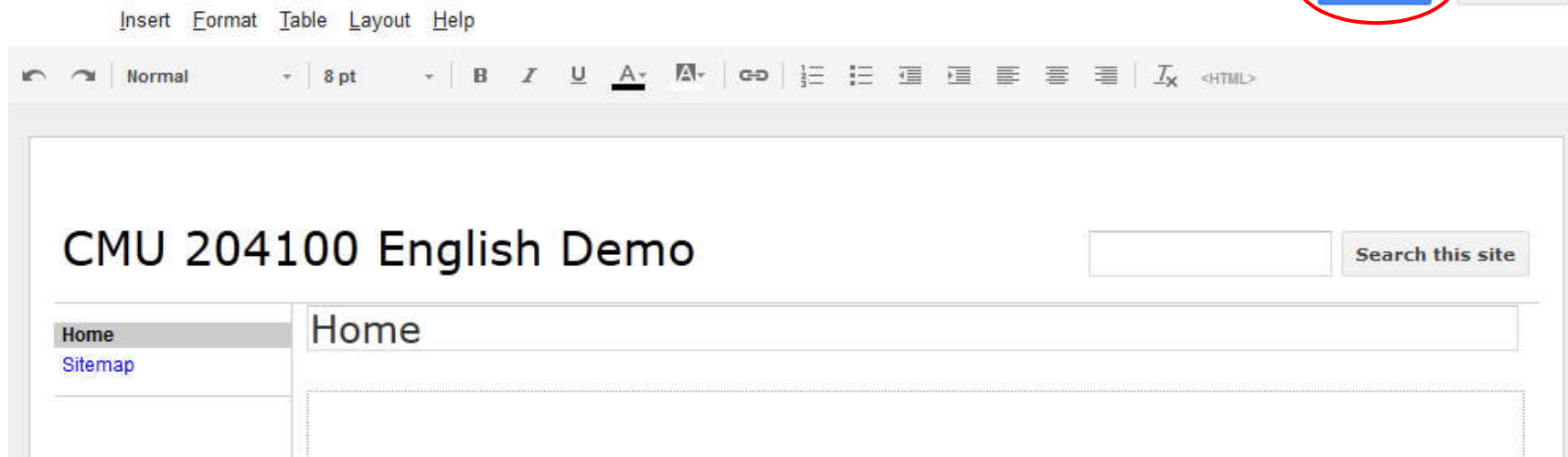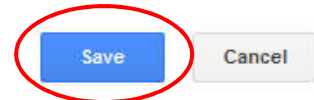
▸ After you have finish edit the content, click to save the changes onto the page.

Editing the Page (2)

▸ In the edit mode, additional toolbar become available:

Insert   Format   Table   Layout   Help

↶ ↷ | Normal ⌄ | 8 pt ⌄ | **B** *I* U A⌄ A⌄ | ⊂⊃ | ⅓☰ ☰ ⫤ ⫦ ☰ ☰ ☰ | T_x <HTML>
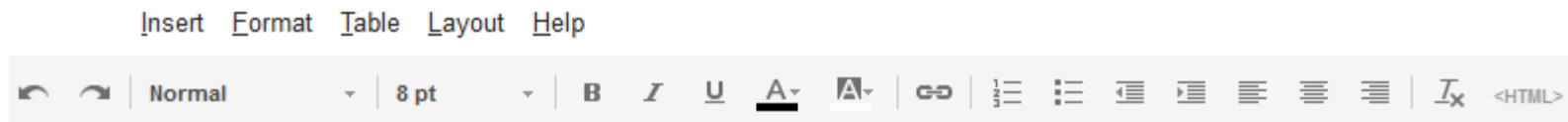
The toolbar has the following tabs

▸ 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
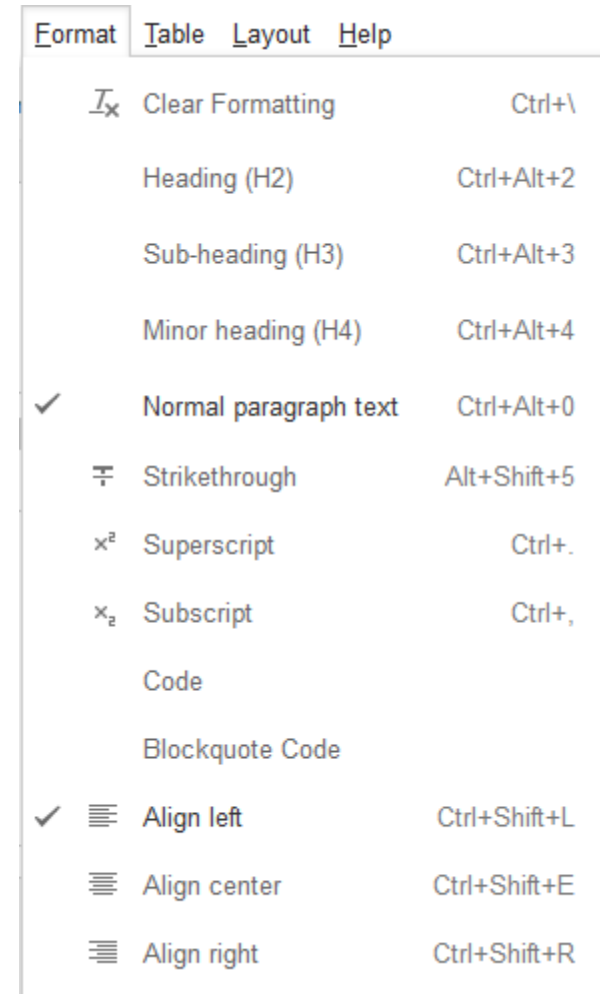
Tables

- 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

204100 Information Technology and Modern Life I : Web Authoring Tools
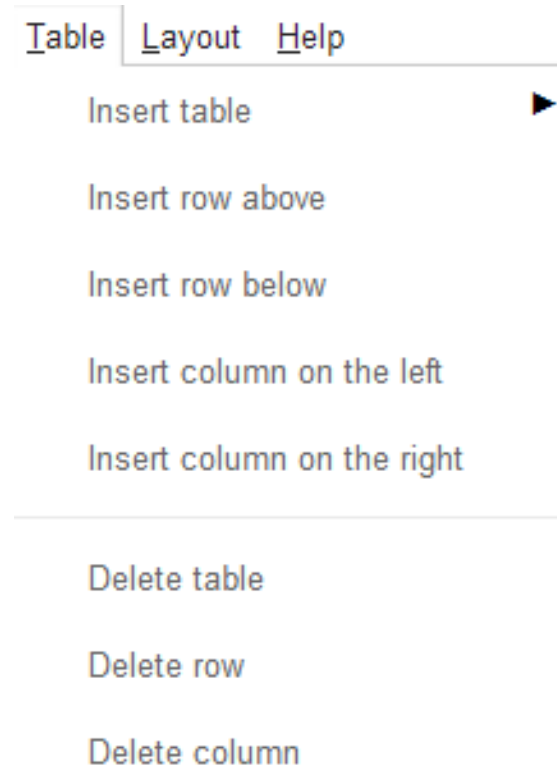
Layout

Change Layout of the current page

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Insert Menu

Many objects can be added into a web page

- Images
- Links
- Table of contents
- YouTube video
- Map
- +1 button
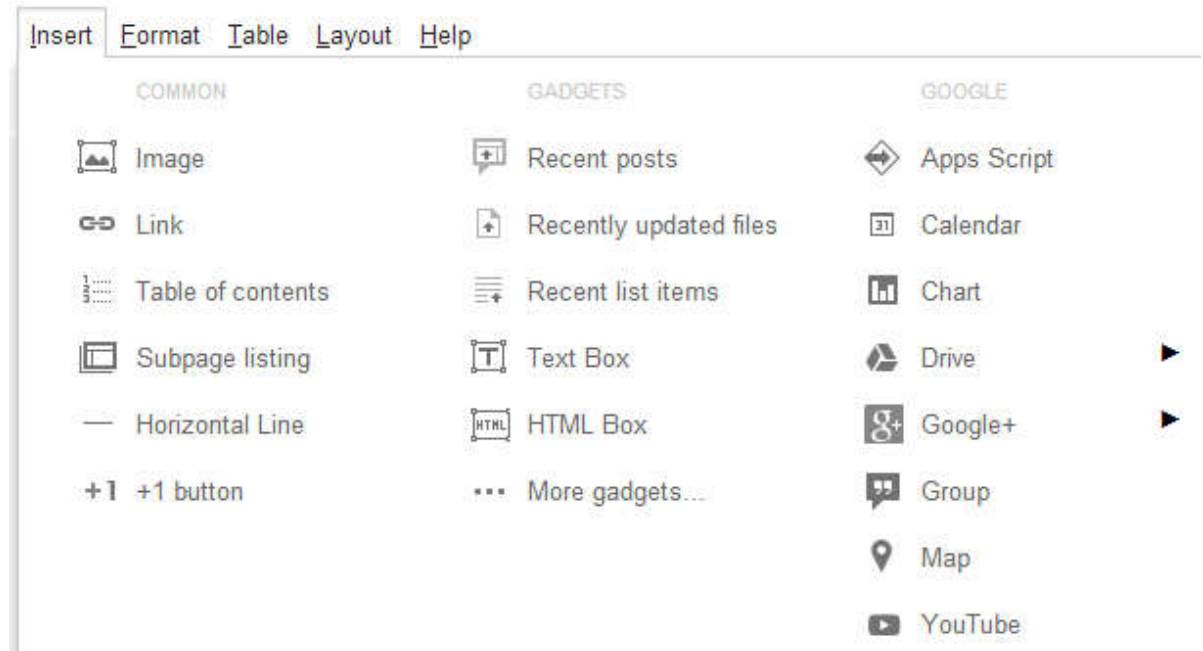
Inserting an Image

▸ 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

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

Wrap On   Wrap Off
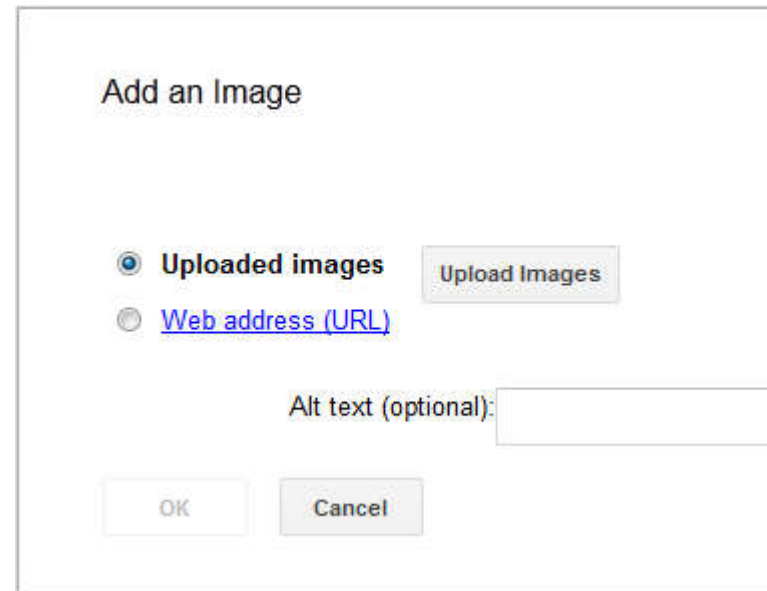
Create a new Page

▸ **Click the new page button**

New page (c)
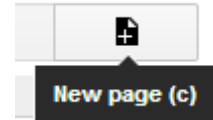
▸ **Then, name your page**

Create a page in Site: cs204100

▸ **Then, select page type (template)**

Name your page:
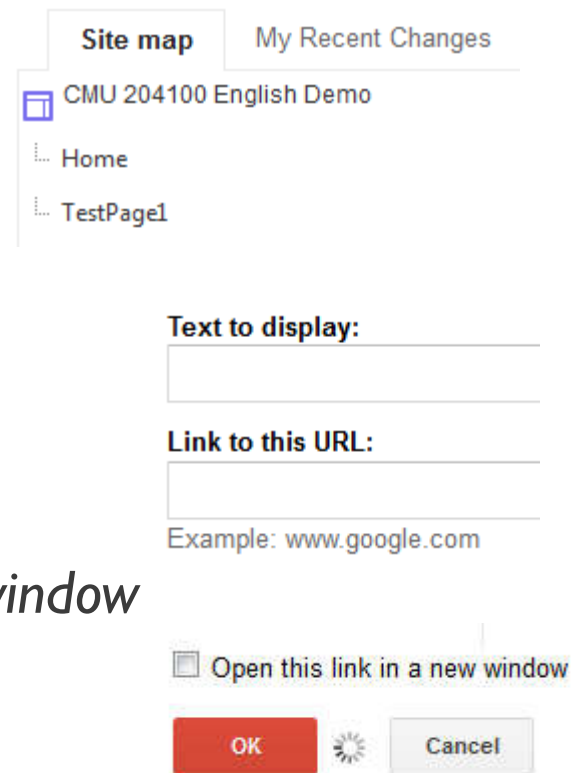
Your page URL: /site/cs204100/ change URL

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

Site map	My Recent Changes
CMU 204100 English Demo	
Home	
TestPage1	

> ▸ Web address
>
> > ▸ Use URL to go to outside webpage

Text to display:

Link to this URL:

Example: www.google.com

> ▸ Check/Uncheck *Open this link in a new window*
>
> ▸ Click OK to create the link

☐ 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)

Heading 1

Minor Heading 1.0.1

Text text text text text text text text text text text text text text text t
text text text text text text text text text text text text text text text

Subheading 1.1

Text text text text text text text text text text text text text text text tex
text text text text text text text text text text text text text text text

Minor Heading 1.1.1

Text text text text text text text text text text text text text text text t
text text text text text text text text text text text text text text text
text text text text text text text text text text text text text text text
text text text text text text text text text text text text text text text

Minor Heading 1.1.2

Text text text text text text text text text text text text text text text te
text text text text text text text text text text text text text text text
text text text text text text text text text text text text text text text
text text text text text text text text text text text text text text text
text text text text text text text text text text text text text text text
text text text text text text text text text text text text text text text

Subheading 1.2

Heading 2

Contents

1 Heading 1
  1.1 Minor Heading 1.0.1
  1.2 Subheading 1.1
    1.2.1 Minor Heading 1.1.1
    1.2.2 Minor Heading 1.1.2
  1.3 Subheading 1.2
2 Heading 2
  2.1 Subheading 2.1
  2.2 Subheading 2.2

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.
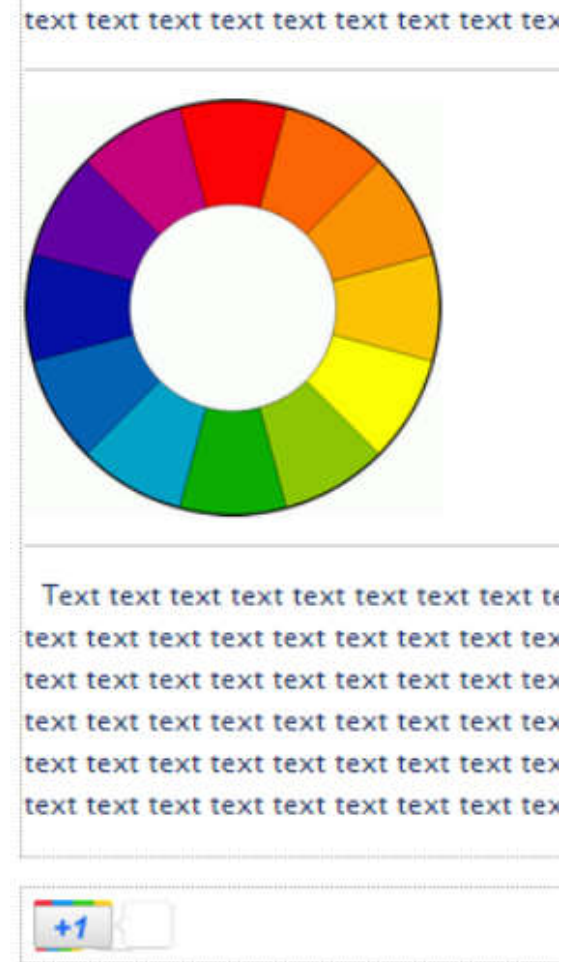
Inserting YouTube Videos

- 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]
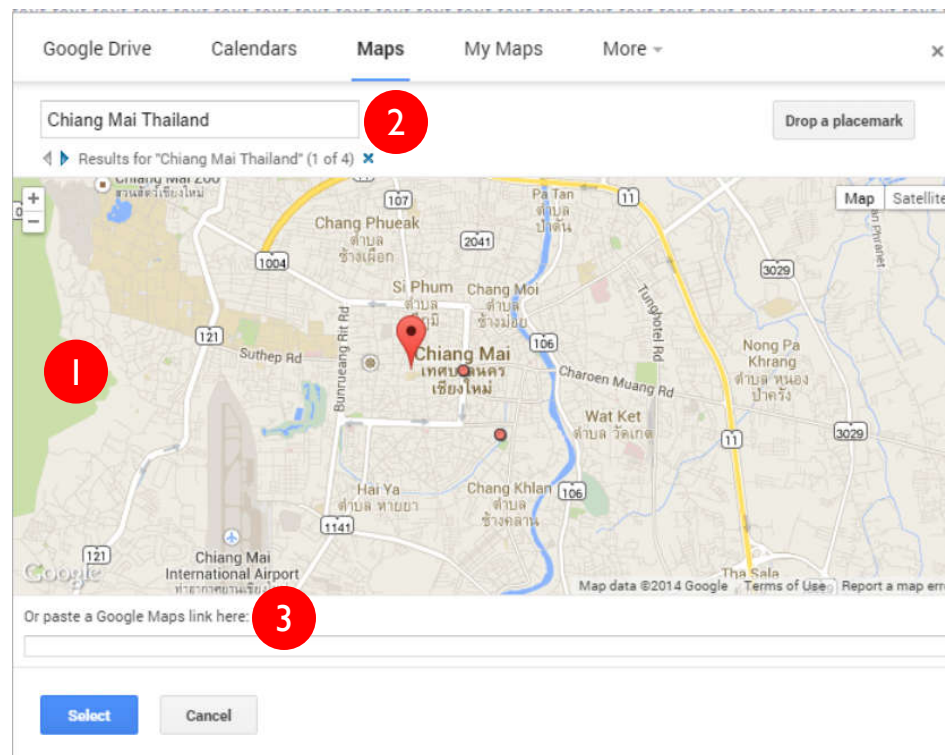
Insert Other Objects

▶ 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

Sidebar vs. Table-of-Content (ToC)

This is ToC. It links to **different parts** of the **same webpage**.

This is sidebar. It links to **other webpages** in the **same website**.

CMU 204100
English Demo

Search this site

Home
2016-02-19-Cabinet
2016-02-19-ListPage
Quokka Page
▼ Test Announcement
Exam Room for 204100 Section 701
Hello World!
Hi!
Lab today
TestCabinet
TestContent 2014
TestList
TestPage1
Sitemap

Quokka Page

Contents

1 What is a Quokka?
1.1 But isn't quokka an extinct species of zebra?
2 Where do they live?
2.1 Doesn't Rottnest mean rat nest in Dutch?
3 They're so cute! Can I keep one as a pet?
3.1 Why are they a protected specie?
4 And now, some video clips!
5 Goodbye!

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   Cancel

Create a page in Site: CMU 204100 English Demo

Name your page:

Your page URL: /site/cmu204100englishdemo/ 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

Page Types

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

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
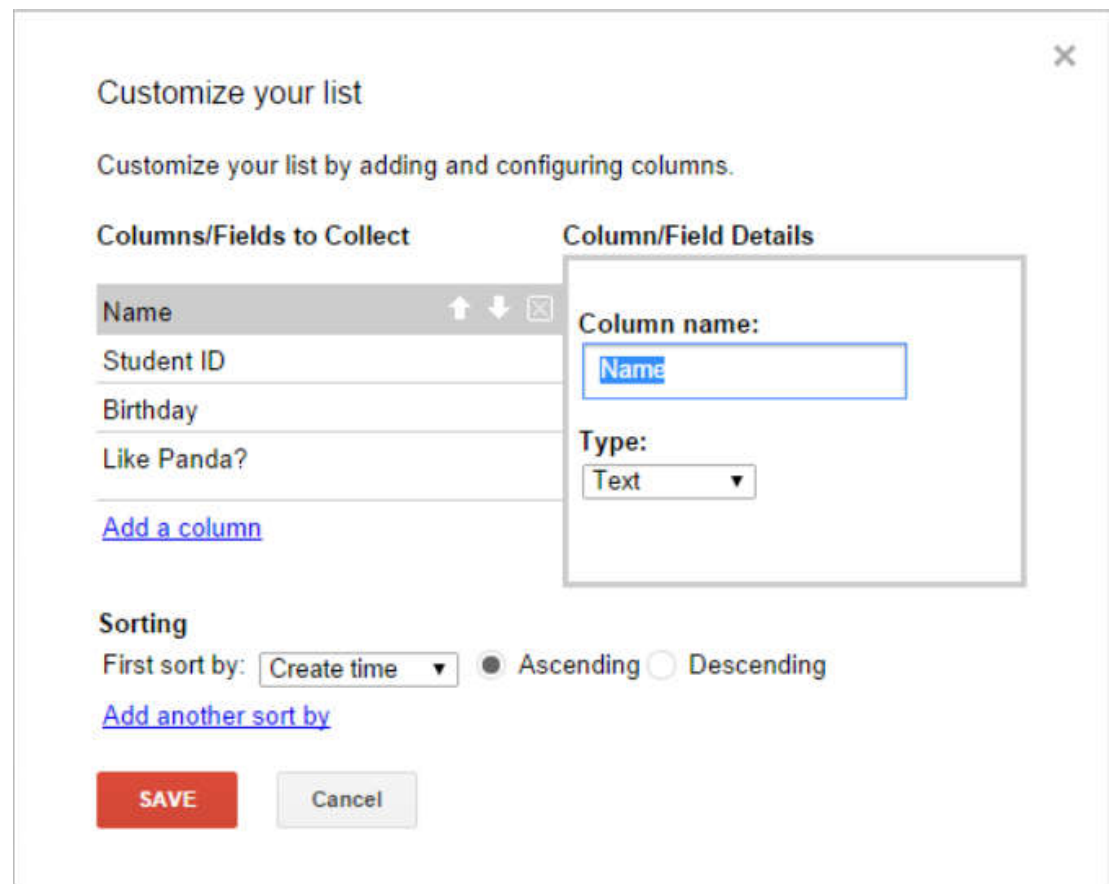
List (2)

- ▸ 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

List (3)

▸ Select Add Item

▸ Fill in items
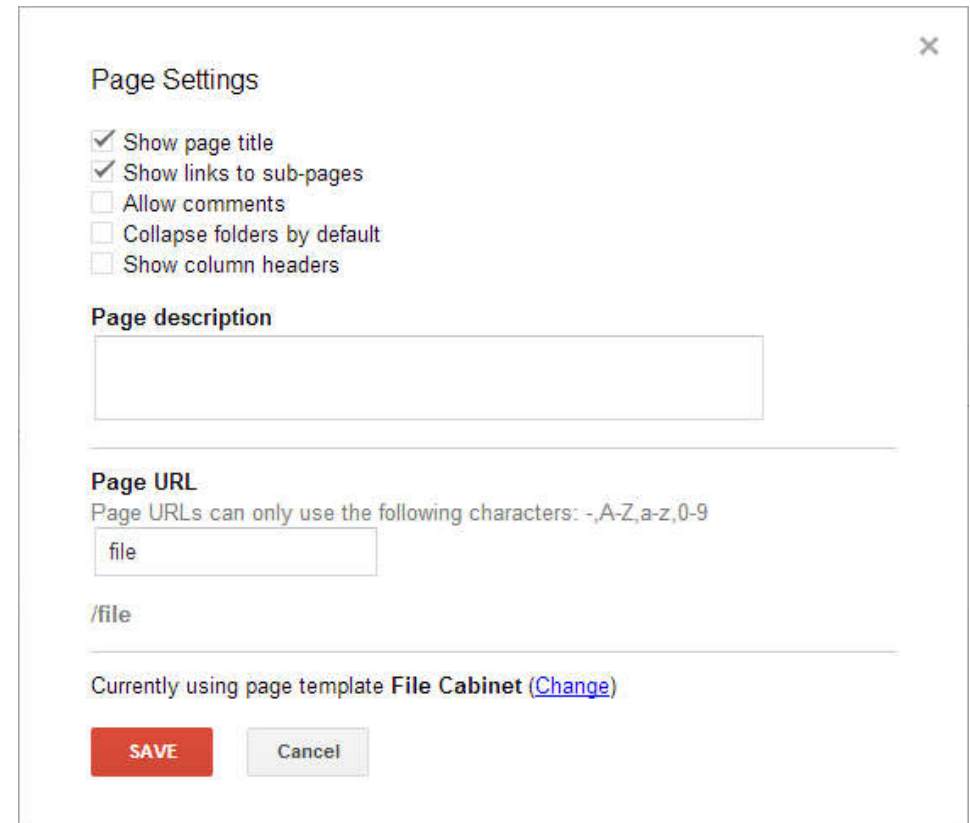
TestList

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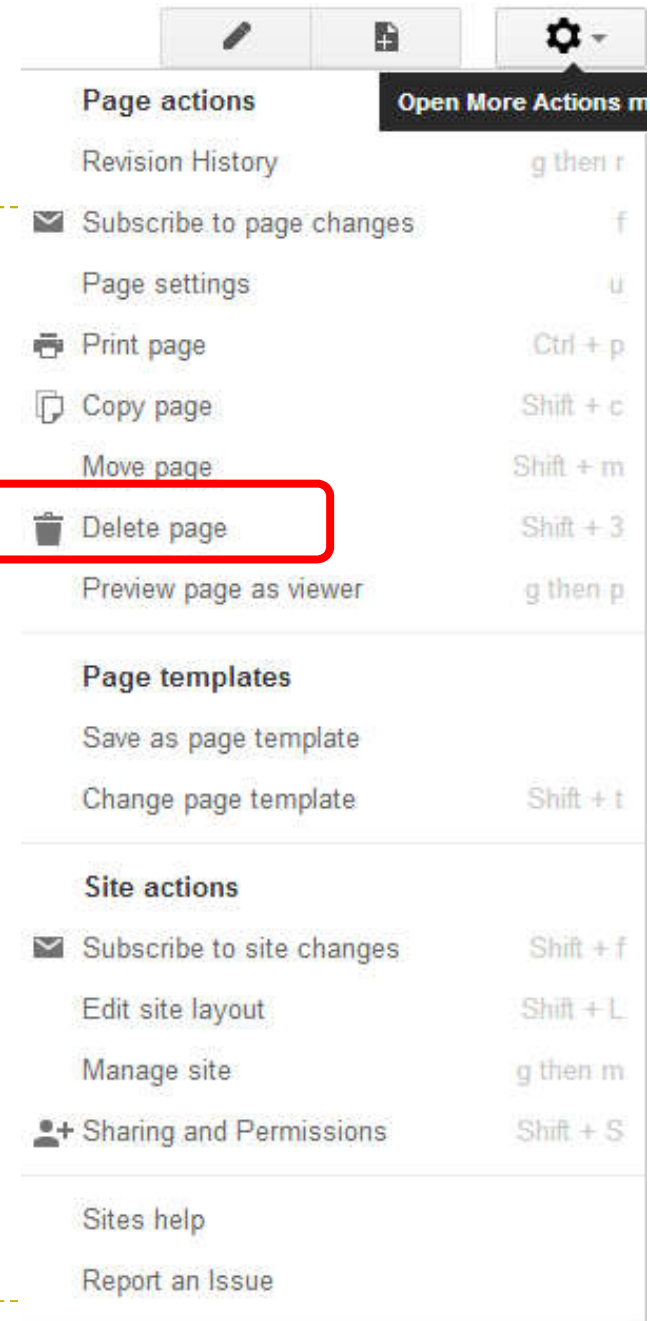Page URLs can only use the following characters: -,A-Z,a-z,0-9

file

/file

Currently using page template **File Cabinet** (Change)
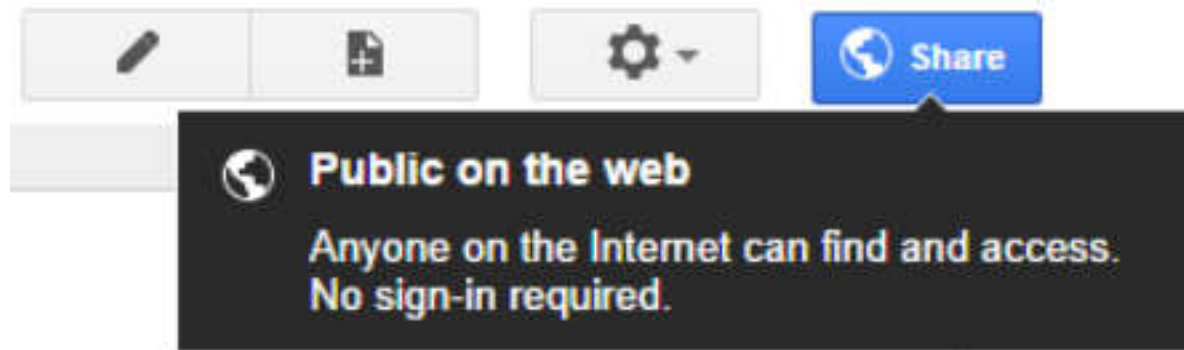
[SAVE] [Cancel]

▸ **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

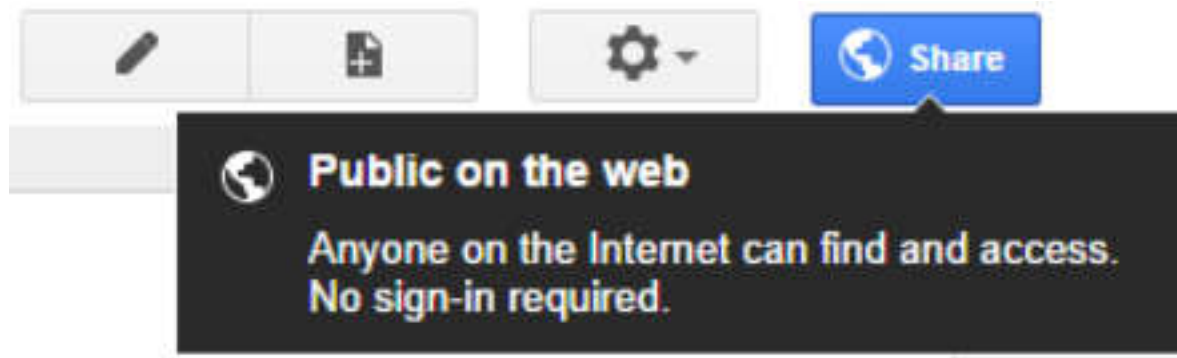▸ Click at the top-right corner of the page

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

Setting Permissions

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

▸ The click Change… under *Who has access* area

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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 **Save**

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.
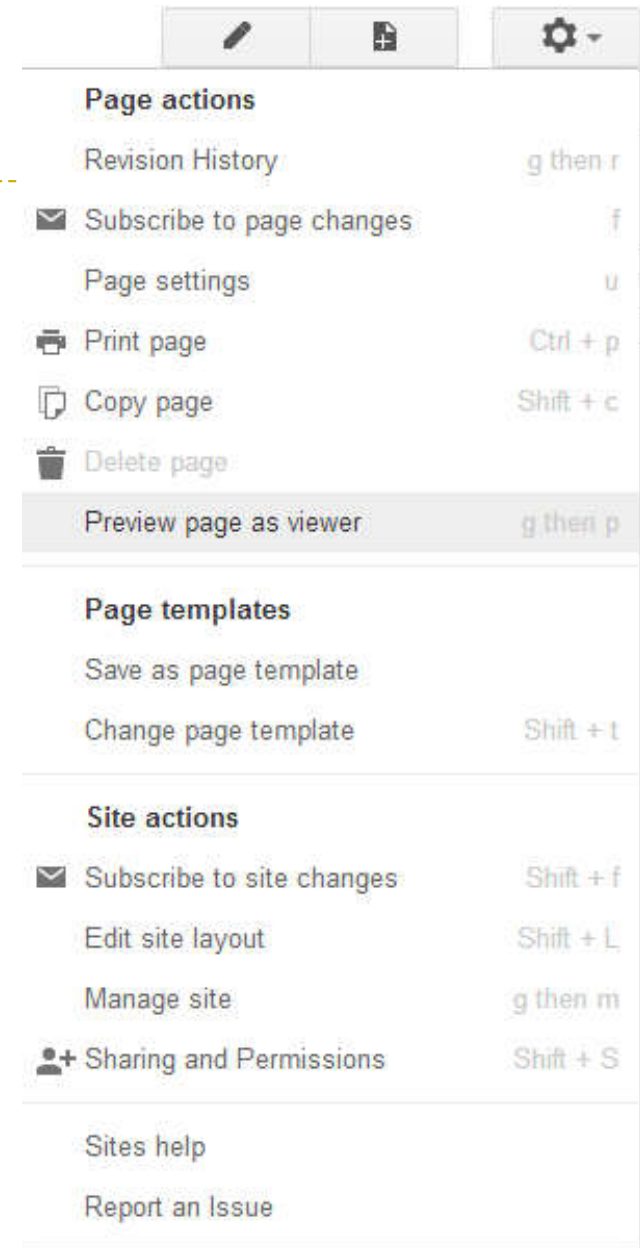
Specific people
Shared with specific people.

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*

Page actions
Revision History — g then r
✉ Subscribe to page changes — f
Page settings — u
🖨 Print page — Ctrl + p
📄 Copy page — Shift + c
🗑 Delete page
Preview page as viewer — g then p

Page templates
Save as page template
Change page template — Shift + t

Site actions
✉ Subscribe to site changes — Shift + f
Edit site layout — Shift + L
Manage site — g then m
👤+ Sharing and Permissions — Shift + S

Sites help
Report an Issue

Deleting a Site

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

Site actions

✉	Subscribe to site changes	Shift + f
	Edit site layout	Shift + L
	Manage site	g then m
⧉+	Sharing and Permissions	Shift + S
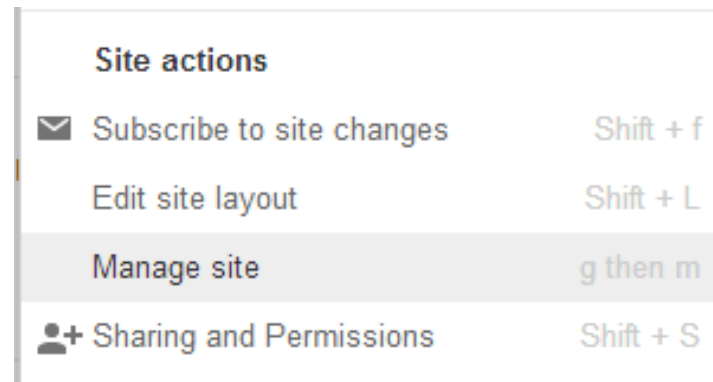
▶ Under *Manage Site* page, select *Delete this site*

Site storage

0% of 100 MB used

| Copy this Site | Publish this site as a template | Delete this Site |

Deleting a Site (2)

▸ You will get a confirmation window, click DELETE