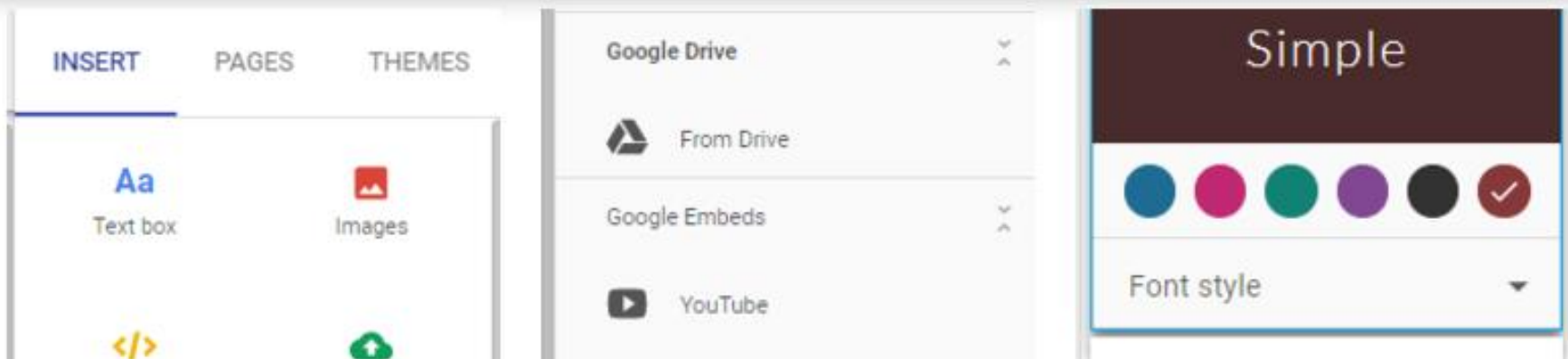


# Google Sites

Change image ▼ Reset Header type



## Web Authoring Tools: Google Sites

by Dr. Ratsameetip Wita and Dr. Jakarin Chawachat

Adapted into English by Dr. Prakarn Unachak

1	Overview
2	Create
3	Update
4	Collaborate
5	Publish

## **Overview Google Sites**

## **Create a Website with Google Sites**

## **Managing Contents**

## **Collaborating with Others**

## **Publishing Your Website**

# What is Google Sites?

- ❑ Google Sites is a web publishing tool provided by Google
  - Web publishing = web authoring + web hosting
- ❑ Google Sites is a part of Google Suite, available free of charge and with subscription (for some extras)

	Free	G Suite (Monthly Subscription)	G Suite for Education
Server Space of Websites	100 MB	10 GB	100 GB
Maximum Attachment Size	20 MB	20 MB	20 MB

[https://support.google.com/sites/answer/90563?visit\\_id=1-636322693802573323-3342661407&rd=1](https://support.google.com/sites/answer/90563?visit_id=1-636322693802573323-3342661407&rd=1)

1	Overview
2	Create
3	Update
4	Collaborate
5	Publish

# What You Can Do with Google Sites

- ☐ Easy to create new pages (just one 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

## What you can't have on websites hosted on Google Site

### ☐ Spam, malware, and phishing.

- No spam (unwanted promotional contents (ads)).
- No phishing (attempt to gain personal information by impersonation).
- No solicitation for sensitive personal data.
- No hosting of malware. (virus, trojan, etc.)

### ☐ Violence.

- No direct threats of violence
- No graphic violence contents

### ☐ Hate speech

- 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 (cont.)

1

Overview

2

Create

3

Update

4

Collaborate

5

Publish

## ☐ Harassment, bullying, and threats

- Do not engage in harassing, bullying, threatening behavior, or to sexualize a person in an unwanted way
- Do not incite others to engage in the aforementioned activities.

## ☐ Nudity and Sexually Explicit Material

- Nudity only allowed in the purpose of arts or education
- No sexually explicit or pornographic images or videos
- Writing alone is permitted
- No content that drive traffic to commercial pornography
- No content that promotes unlawful and inappropriate sexual acts with children or animals



1	Overview
2	Create
3	Update
4	Collaborate
5	Publish

# Google Sites Program Policy (cont.)

## ☐ Child exploitation

- Do not upload or share content that exploits or abuses children

## ☐ Impersonation

- No impersonation of others that is intended to or does mislead or confuse others
- Parody and satire permitted

## ☐ Personal 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
- Do not post or distribute images or videos of minors without the necessary consent from their legal representatives

Source: <https://support.google.com/docs/answer/148505?hl=en>

1	Overview
2	Create
3	Update
4	Collaborate
5	Publish

# Google Sites Program Policy (cont.)

## ☐ Illegal activities

- No sites that are for unlawful purposes or for promotion of dangerous and illegal activities

## ☐ Copyright infringement

- No posting and sharing contents that violate copyright

## ☐ What Google will do in case of violation:

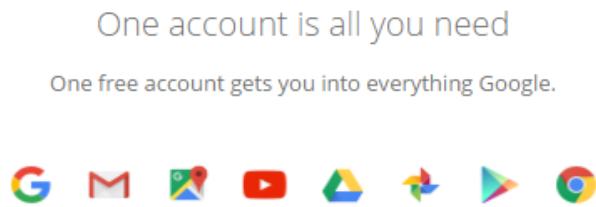
- Verifying visitor's report
- Automatic deletion of offending contents
- Ban the violator, sometime permanently
- In some serious case, alert authorities

Source: <https://support.google.com/docs/answer/148505?hl=en>

## Before We Start...

- ❑ You will need a Google account (and logged in). You can get one why applying for an e-mail address @ [www.gmail.com](http://www.gmail.com)

### Create your Google Account



Name

First  Last

Choose your username

@gmail.com

[I prefer to use my current email address](#)

- ❑ Start building website with Google Sites by going to <https://sites.google.com/new/> (Might only be good for Google Chrome and Firefox web browsers only)

1	Overview
2	Create
3	Update
4	Collaborate
5	Publish

# Creating a Website with Google Sites

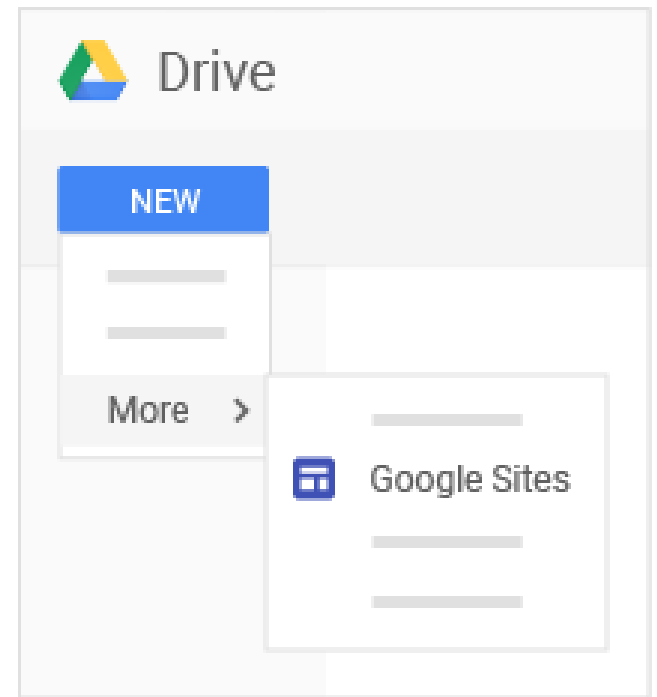
---

- ☐ Starting with Google Sites
- ☐ Naming Your Website
- ☐ Background, Theme and Formatting
- ☐ Adding and Managing Web Pages
- ☐ Adding Navigation Bar

# Starting with Google Sites

❑ 2 ways to get to Google Sites:

1. Directly by URL <https://sites.google.com/new/>
2. Or, go to **Google Drive** → **New** → **More** → **Google Sites** as depicted in the picture



1

Overview

# Google Sites Main Page

2

Create

3

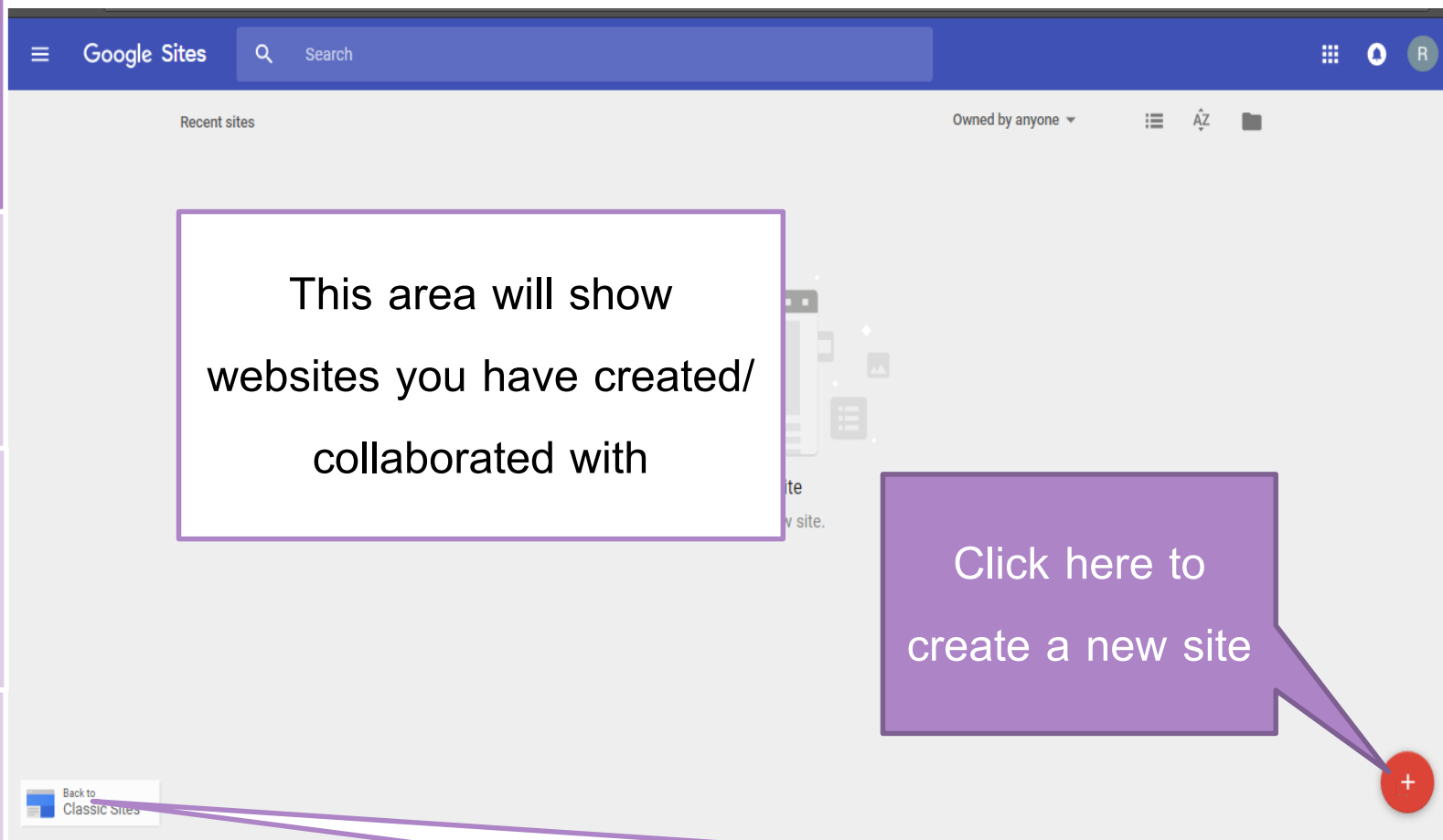
Update

4

Collaborate

5

Publish



Click this to go to older version of Google Sites (will be gone in 2018)

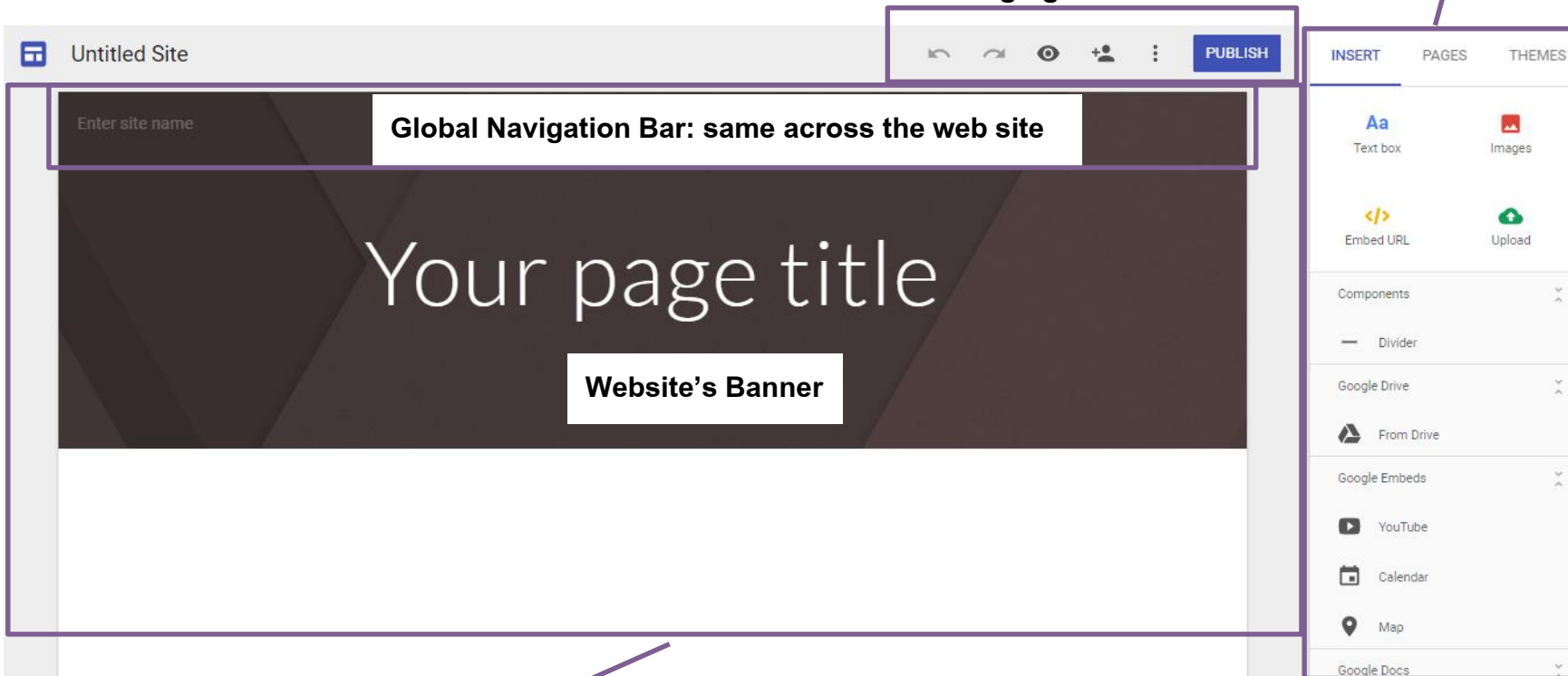


# Creating a New Website with Google Site

Click  at the main page, a new website will appear

Editing Menu

Managing Website Menu



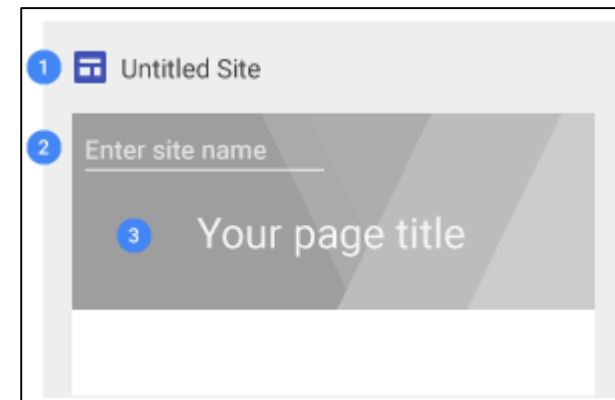
Home Page



# Naming Your Website

☐ The file of the website will be stored in your Google Drive storage. You can name your website as followed:

1. Website's **file name**. This will appear at the main page of Google Sites
2. Website's **site name** that will appear on the browser's title bar, and website's menu
3. **Banner** will appear at the homepage



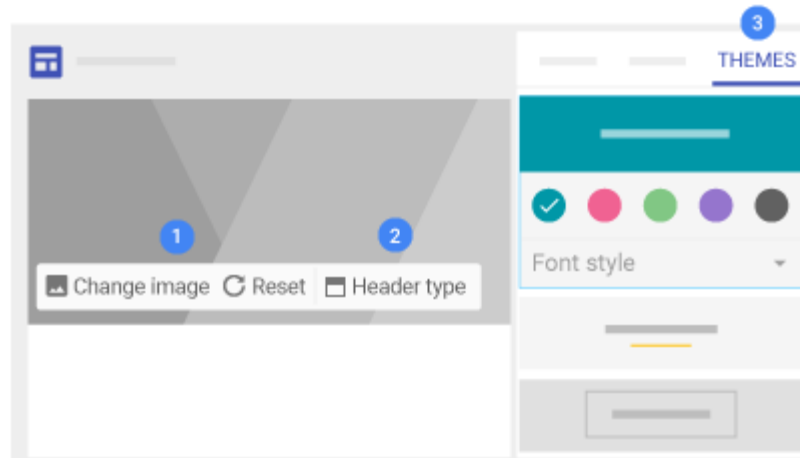
# Banner and Theme

☐ You can select background (color, image) of the banner as followed:

1. Select **background image** from the gallery or you can upload a picture

2. **Banner's style:**

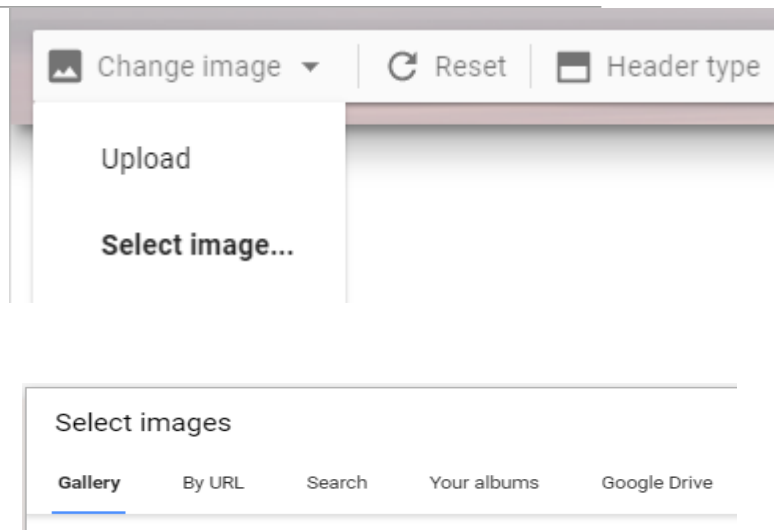
- Large Banner
- (Regular-sized) Banner
- Just the title




3. Select a **theme** and select theme's options (color and font) from the menu on the right

# Banner – Background Image

- ❑ You can pick Banner's background image from Google-provided **gallery**, **URL** of an image somewhere in the web, **search** the web for a picture, picture on your Google account's **albums**, from your **Google Drive**, or you can even **upload** an image file



- ❑ After you have select the background image and it has appears, the **Adjusting for readability**  button will appear, while adjusting for readability is on, Google Sites will adjust the image so that the banner is clearer to read

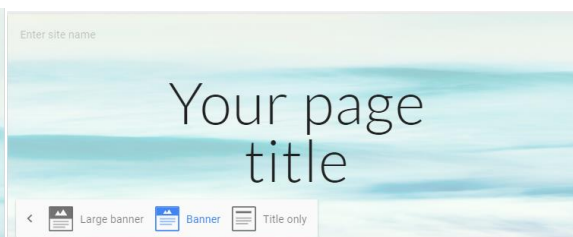
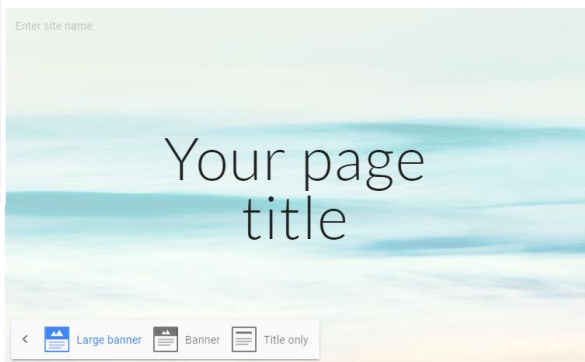
# Banner – Header Type

□ There are 3 ways you can display the banner

- **Large Banner:** this will use the most area
- **(Regular Size) Banner**
- **Title Only:** This will use the least area

Change image ▼ | Reset | Header type

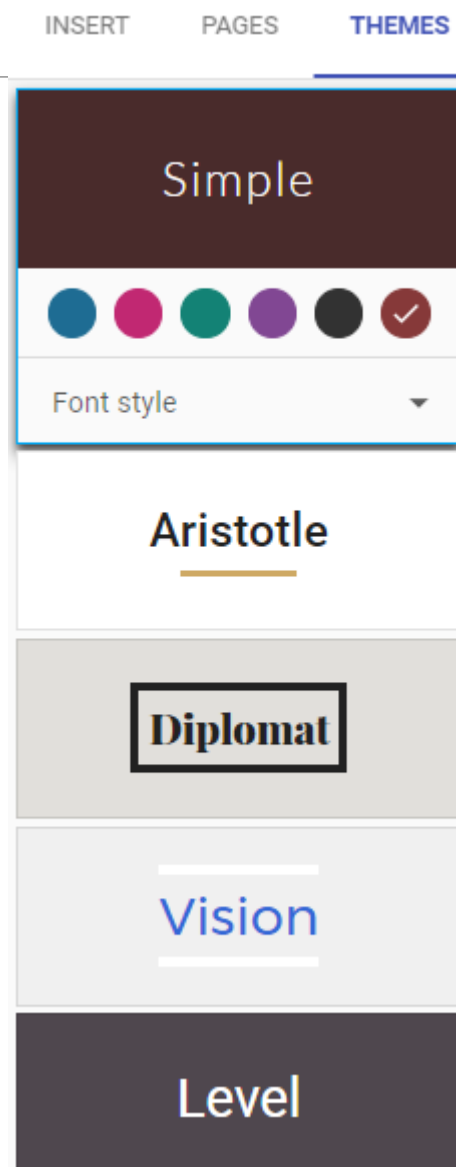
< Large banner **Banner** Title only



# Theme

- ☐ Theme is a set of color, background and font choice prepared for the purpose of website building. The user can select the theme, and make further adjustment to their liking from the editing menu to the right

- Click the *Themes* tab
- Select the theme
- Select the color scheme
- Select the font style

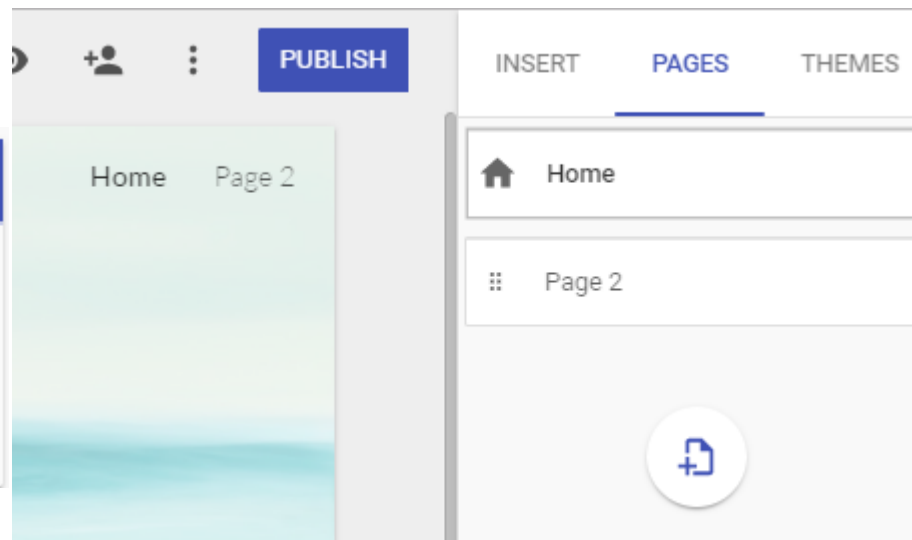
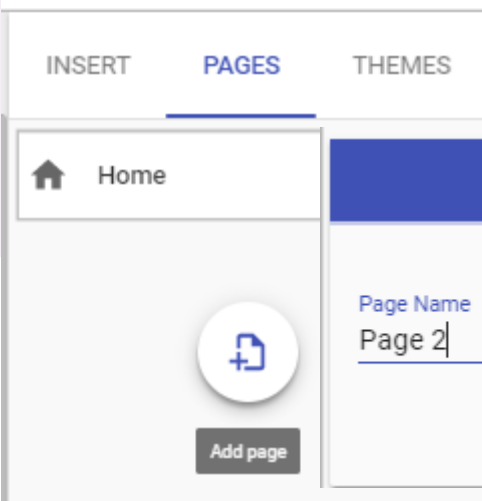


# Adding a Web Page

☐ To add a web page to the website, click the add page button  under PAGES tab in the editing menu

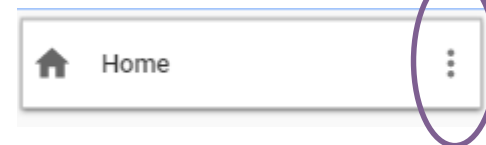
☐ Then you need to name the web page and click **Done**

☐ The new page will appear below **Home** and there will be a menu in the global Navigation bar



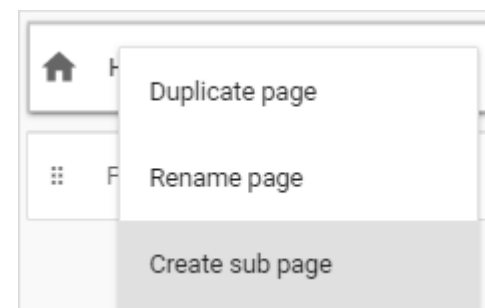
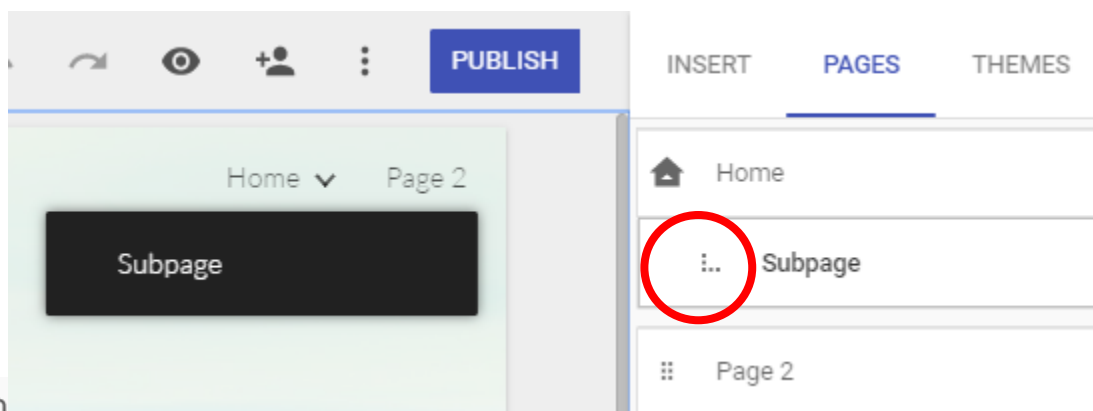
# Adding a Sub Page

- ☐ A sub page is a web page that appear under another web page










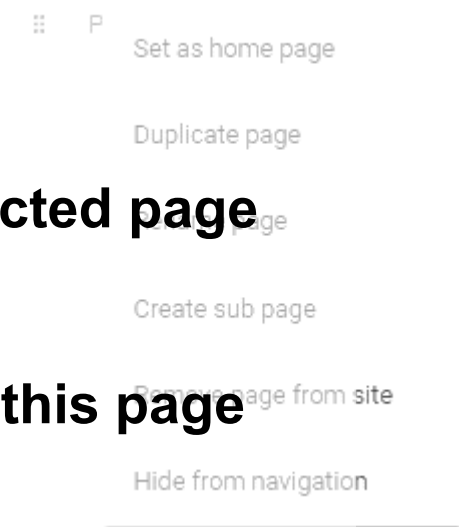
- ☐ To add a sub page to a page, click **:** to the right of the page in the **PAGE** menu and select **Create sub page**

- ☐ Name the subpage and click Done the page will appear under the main page and as a submenu in the Navigation bar





# Managing Web Pages

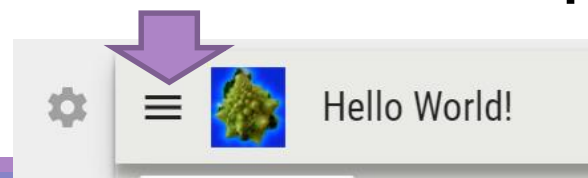
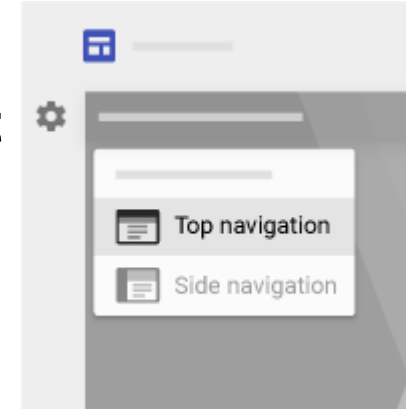
- ☐
- You can manage a web page from the menu  of that page. You can do the followings:
- 
- Set (selected page) as home page**
- 
- Duplicate page** will make a copy of the selected page
- 
- Rename page** will change the page's name
- 
- Create sub page** will add a sub page under this page
- 
- Remove page from site** will delete the page
- 
- Hide from navigation** will hide the page from Navigation bar
- ☐
- You can move the ordering of the pages in the menu by click-and-drag the page entry in the menu



# Managing Navigation Bar

 **Navigation bar** is the menu that will appear on every webpage on the website. You can select how the navigation bar will be displayed by move the mouse over the navigation bar and clicking the  button on the left side of the navigation bar the select the following:

- **Top navigation** will make the navigation bar appear at the top of the webpages
- **Side navigation** will hide the navigation bar. You can click this button to expand it



1

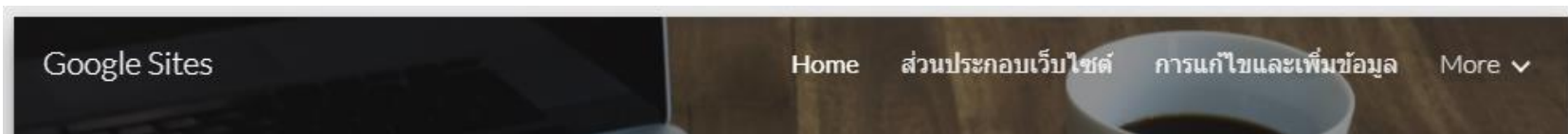
Overview

# Example of Navigation Bars

2

Create

## Top Navigation



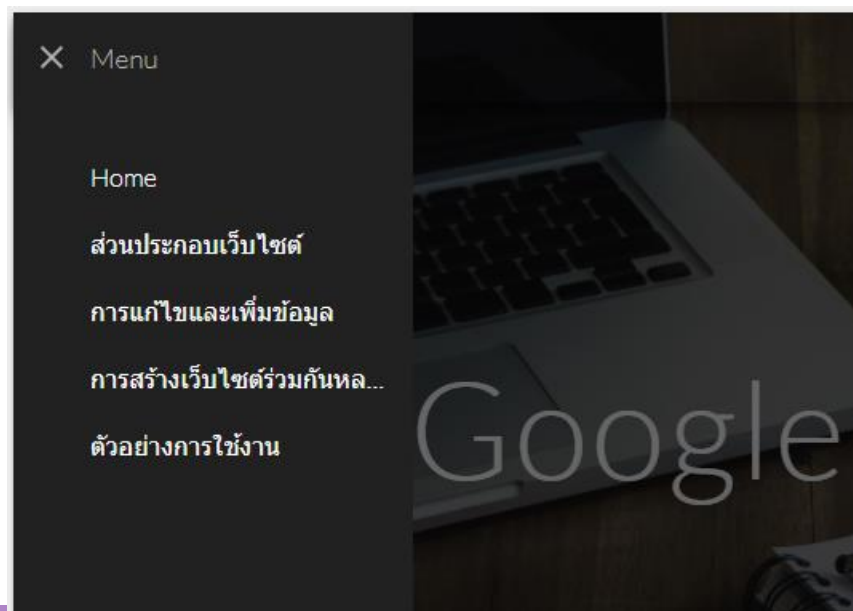
3

Update

4

Collaborate

## Side Navigation



5

Publish



1	Overview
2	Create
3	Update
4	Collaborate
5	Publish

# Managing Contents

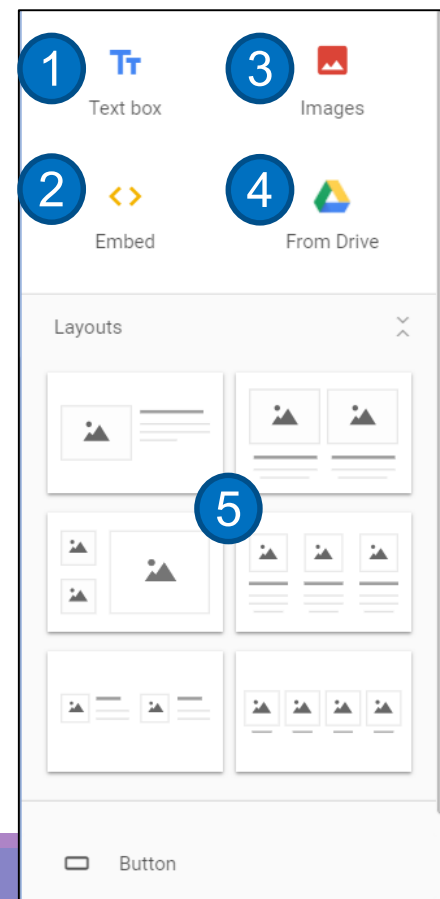
---

- ☐ Inserting Components
- ☐ Managing Texts
- ☐ Inserting and Adjusting Pictures
- ☐ Placing and Moving Web Page's Components

# Inserting Components

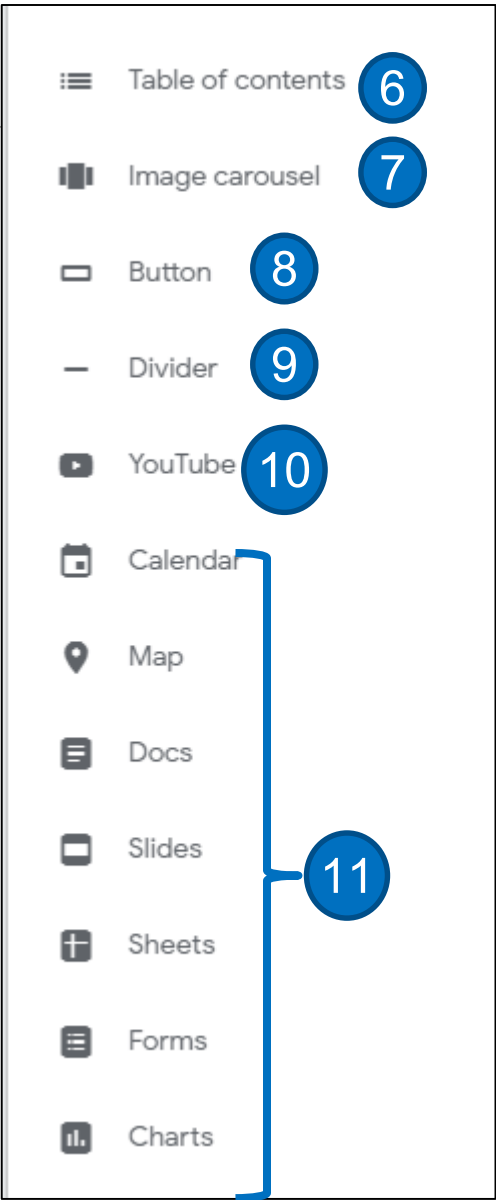
☐ When you're creating a website on Google Sites, you can add contents into web pages in many forms. You can select what to insert by selecting an object from **Insert** tab in the editing menu

1. **Text box** will let you insert a text box
2. **Embed URL** will let you insert content from another website
3. **Images** will let you insert an image from URL, a web search, your Google albums, or your Google Drive
4. **From Drive** will let you insert a file from your Google Drive
5. **Layouts** will let you insert a box with placeholders organized in a certain way



# Inserting Components (cont.)

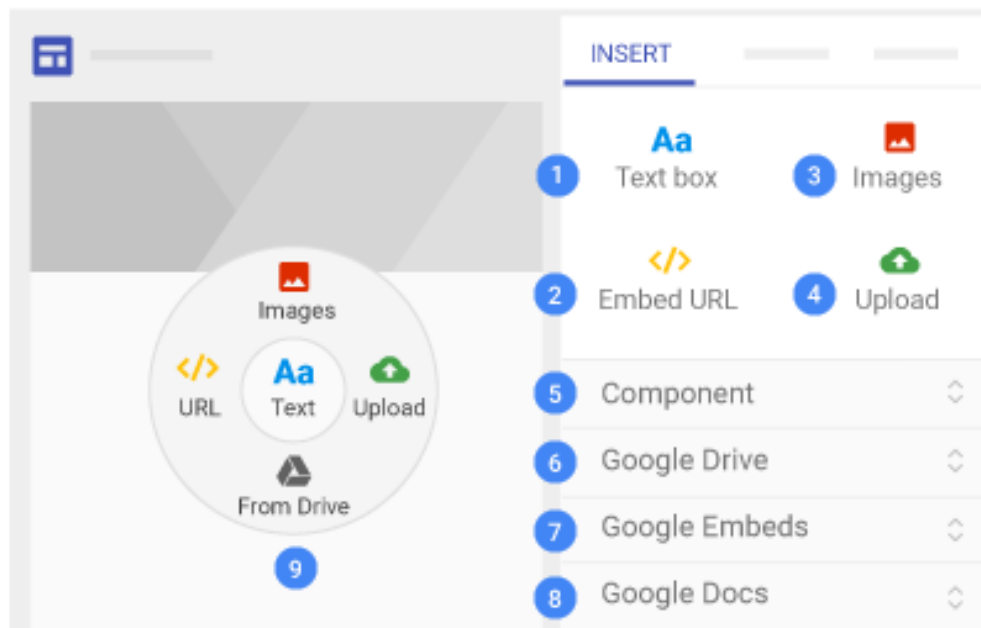
- 6. **Table of contents** provides menu to navigate the content of that page, using headings as items
- 7. **Image carousel** gives you an image viewers where you can view a collection of images, one at a time
- 8. **Button** allows you to add a button that will link you to a URL
- 9. **Divider** is horizontal lines that organize your contents into sections
- 10. **YouTube** allows you to add YouTube clip
- 11. And other Google objects such as **Calendar**, **Map**, **Docs**, **Slides**, **Sheets**, **Forms** and **Charts**, from your Google account and Drive



# Inserting Components (cont.)

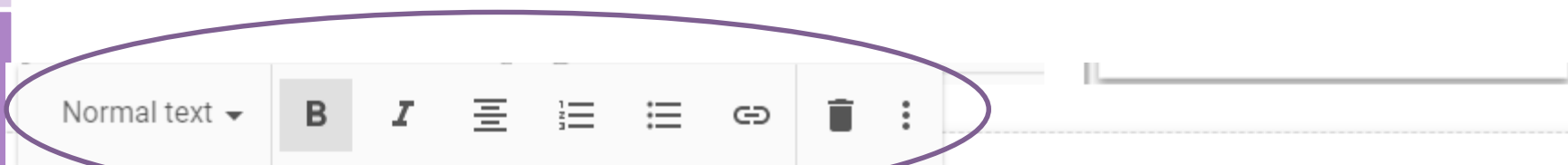
□ There are 2 ways to insert a components

1. Use the **Insert** tab
2. Double click on where you want to insert an object, a radial menu (9) will appear



# Editing Text

- ❑ You can edit text by clicking on the text box and either (1) type text or (2) pick the command from the menu above the textbox



## Google Sites ทำอะไรให้เราบ้าง

สร้างเพจใหม่ได้อย่างง่ายดายเพียงกดปุ่มเดียว

ไม่ต้องมีความรู้ของภาษา HTML ก็สร้างได้

สามารถจัดวางรูปแบบได้หลายแบบ

มี Template เริ่มต้นให้เลือก

สามารถอัปโหลดและแบ่งปันเนื้อหาได้เช่น calendar, spreadsheet, video,..

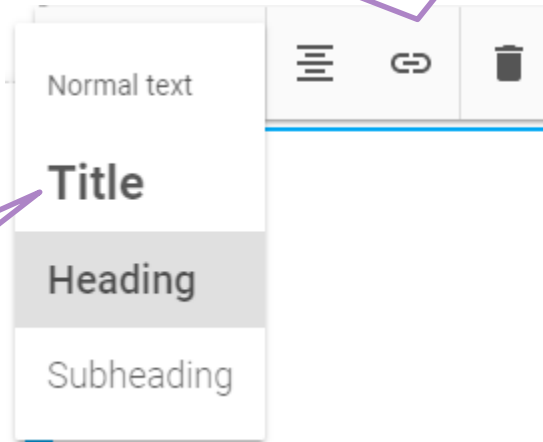
สามารถตั้งค่าให้แก้ไขได้หลายคนได้

สามารถตั้งสิทธิผู้เข้าชมเว็บไซต์ของเราได้

# Textbox Menu

## For Titles and Headings

Insert a Link: Either a URL or a link to another page in this website



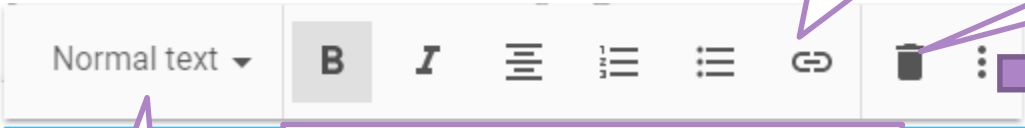
Change text type

# Textbox Menu (cont.)

☐ For Normal Text

Insert a Link: Either a URL or a link to another page in this website

Erase Text

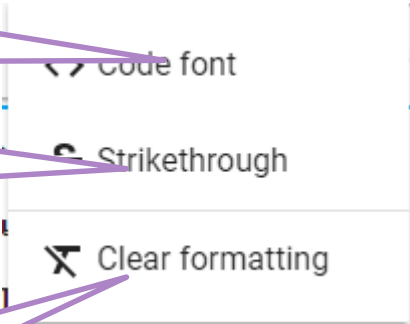


Code Text

Strikethrough Text

Change text type

Erase all formatting

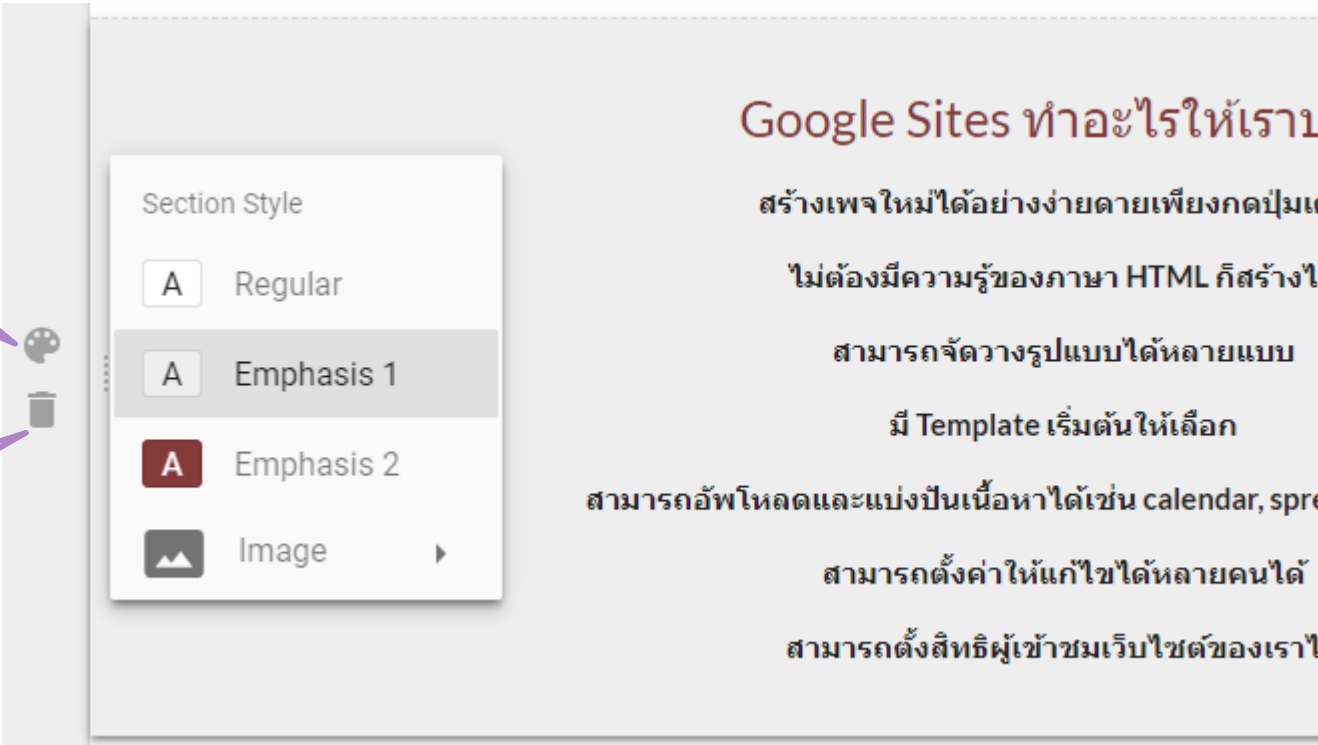


# Section's Menu (Background & Deleting)

- ☐ You can make some adjustment to a **section** (a group of components in the same box) by using the menu on the left of the component


Changing background color/image

Delete the component

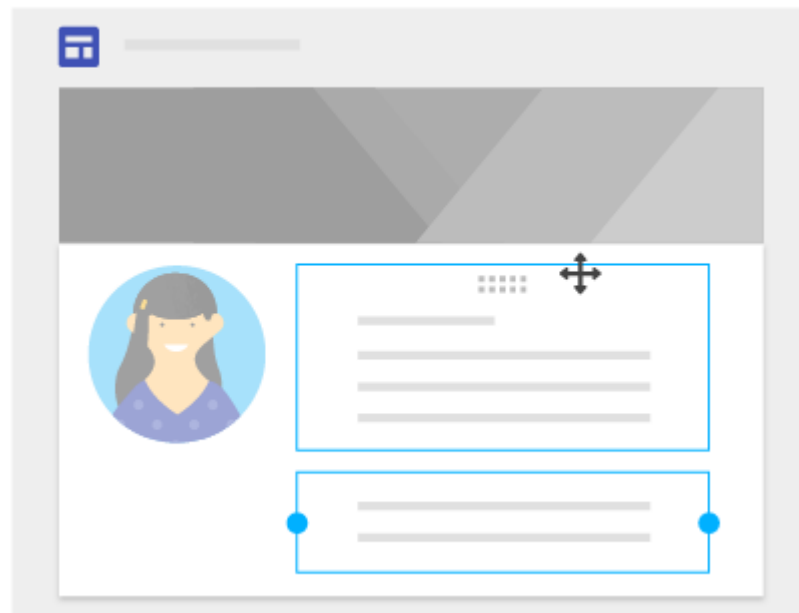


# Moving and Resizing a Component

- ❑ You can rearrange a component by first clicking on the component, a blue outline will appear

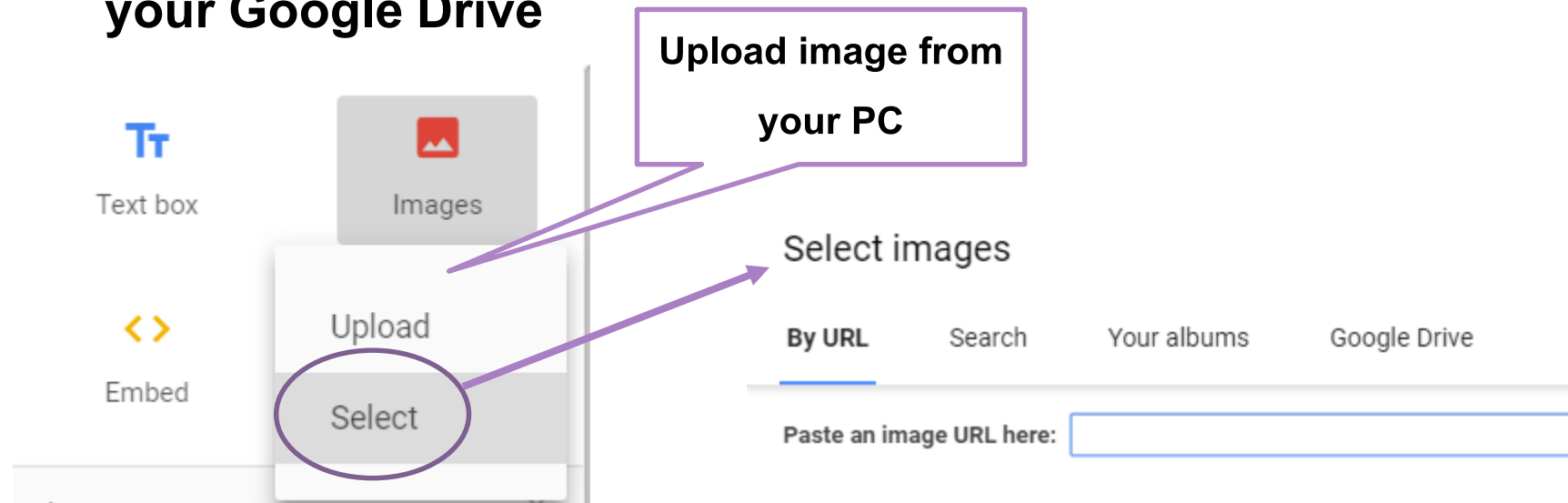
- ❑ You can move the component with the mouse icon change to this: 

- ❑ Or resize by click-and-drag the blue button (●) in the outline



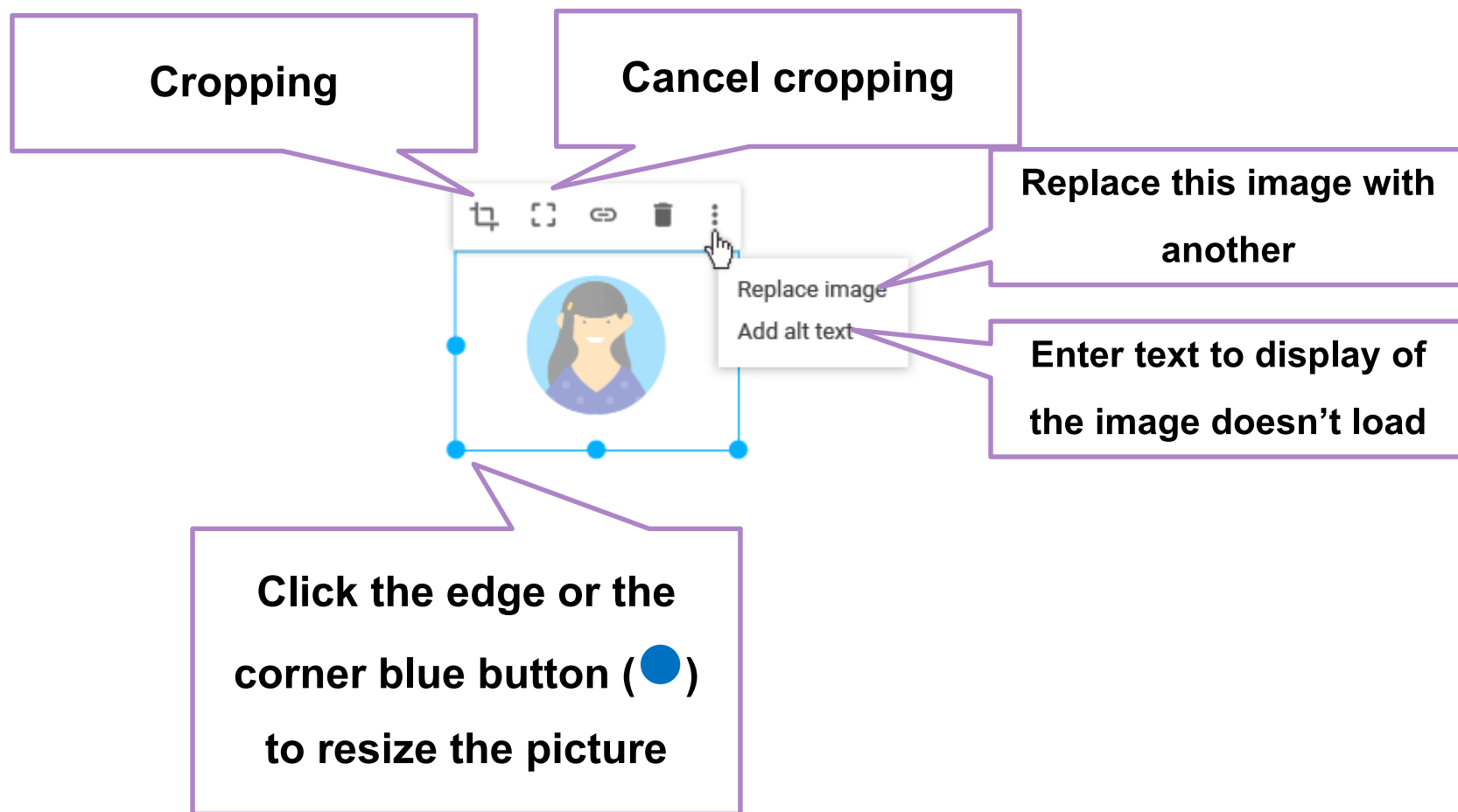
# Inserting an Image

- ❑ You can insert an image into a web page by:
  - Drag and drop an image file directly from your computer
  - Or use **Image** under **Insert** tab. You can use an image from a URL, a web search, your Google albums, or your Google Drive




# Adjusting the Image

- Click the picture to get the picture menu

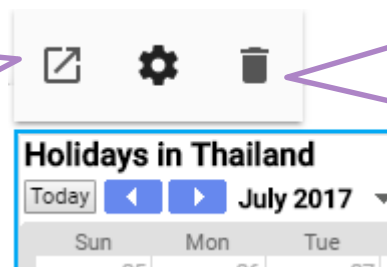


# Adding Contents from other Google Products

- ❑ You can add components from **Google Drive** (pictures, files and folders), **Google Link** (YouTube clip, Maps, Calendar) and **Google Doc** ( Doc, Slide, Sheet, Chart)


- ❑ To make some adjustment, you need to click the component and select the setting button  on the menu

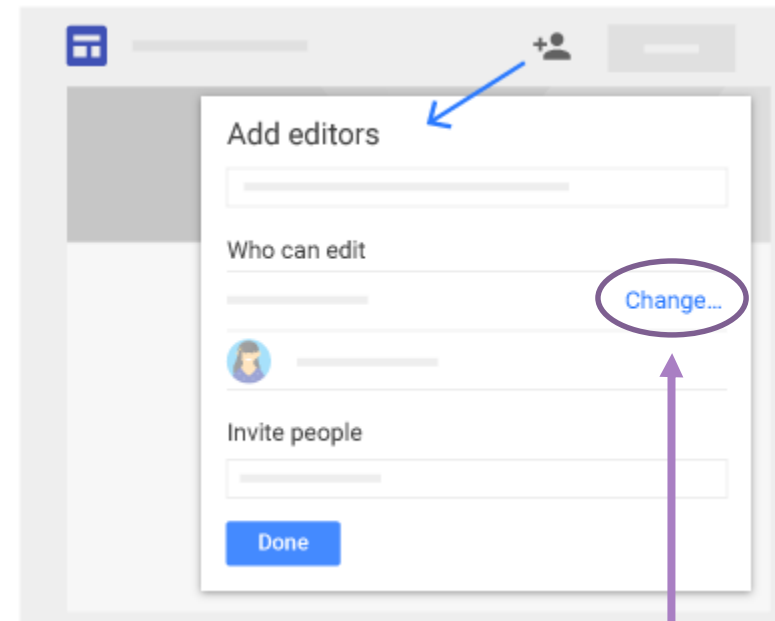
Open the  
component in a  
new browser tab



Delete the  
Component

# Collaborating with Others

- ☐ You can add an editor, who can also make change to the website, by clicking 
- ☐ Editors list will be displayed
- ☐ You can add more people by sending invitation to them via e-mail
- ☐ Or share link online by changing privacy setting by clicking **Change...**



# Privacy Setting




☐ There are 3 levels of privacy setting

Anyone can access and the website will be visible to search engine. No sign-in required

Anyone with the URL can access. No sign-in required

Only specific people (that you invite) can access. Need to sign-in

Link sharing


- ☐  **On - Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- ☐  **On - Anyone with the link**  
Anyone who has the link can access. No sign-in required.
- ☒  **Off - Specific people**  
Shared with specific people.

Note: Items with any link sharing option can still be published to the web.

[Save](#) [Cancel](#)

[Learn more about privacy settings](#)

# Website Preview

- ☐ You can view the website as it would appear to visitor by clicking on the **preview button**. 
- ☐ You will be switch to preview mode where you can select screen type:
  - Phone
  - Tablet
  - Large (PC) screen
  - And **X** to exit preview mode



1

Overview

# Publishing the Website

2

Create

☐ Clicking **PUBLISH** on the top-left corner, you will publish the website for others to visit

3

Update

☐ The URL will be in this format:

`https://sites.google.com/view/site-name`

4

Collaborate

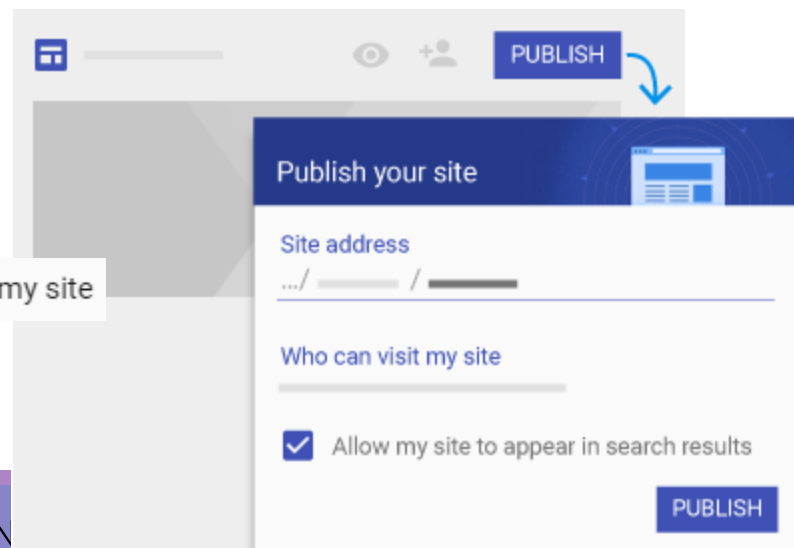
☐ Where **site-name** can only be in lowercase letters (a-z), numerical digits (0-9), and hyphens (-)

5

Publish

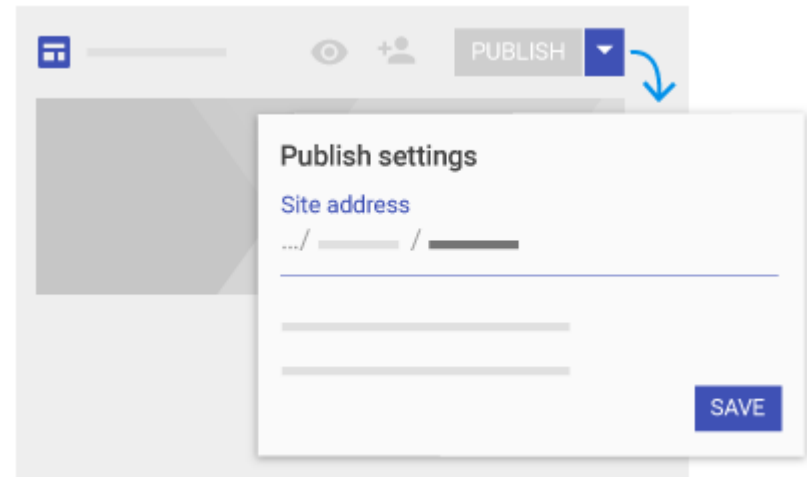
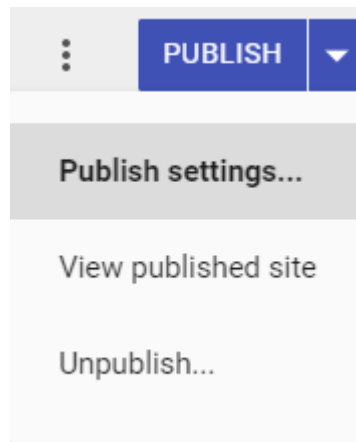
☐ If you don't want search engine to be able to find this website, check

☐ Request public search engines to not display my site



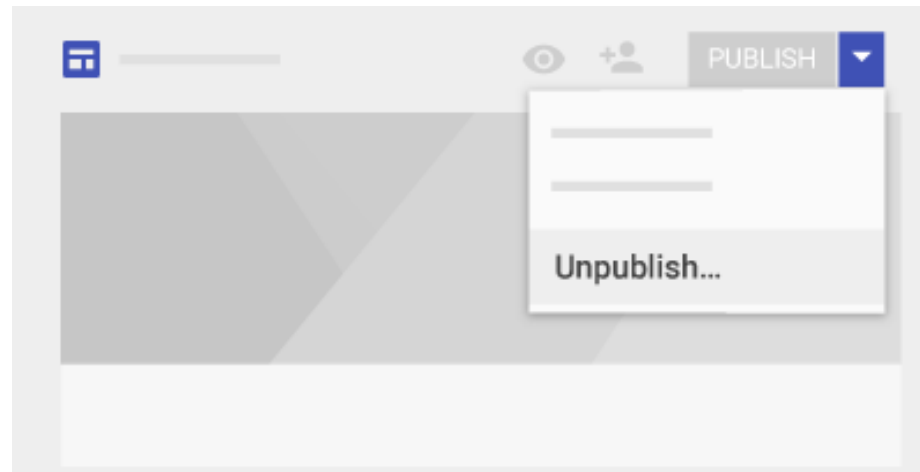
# Changing Website's URL

- ❑ Once you publish the website, you can change website's URL by clicking **PUBLISH** → **Publish settings...** and change the address



# Unpublishing the Website

- ❑ If you want to stop publishing the website, you can select **Unpublish...** from the PUBLISH menu



# Summary

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- ☐ **Google Sites: what it is, what can you do (and not do) with it**
- ☐ **Starting building website with Google Sites**
  - **Initial Setup (naming, banners, etc.)**
  - **Managing the menus**
- ☐ **Adding and adjusting components**
  - **Textboxes, pictures and other components**
- ☐ **Collaboration**
- ☐ **Publishing the website**

# References

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- ❑ <https://sites.google.com/new/>
- ❑ <https://gsuite.google.com/learning-center/products/sites/get-started>
- ❑ <https://support.google.com/docs/answer/148505?hl=en>