

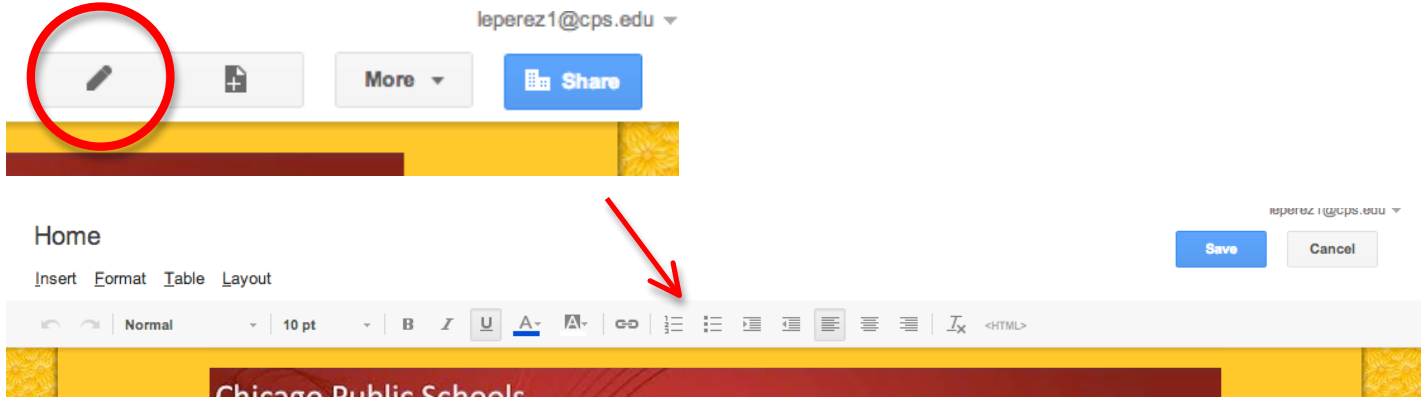
## The Great Google Sites Cook-Off: Module #4

**Summary:** Google Sites is a tool within the Google Apps for Education suite, which allows users to create their own custom websites without specific coding knowledge.

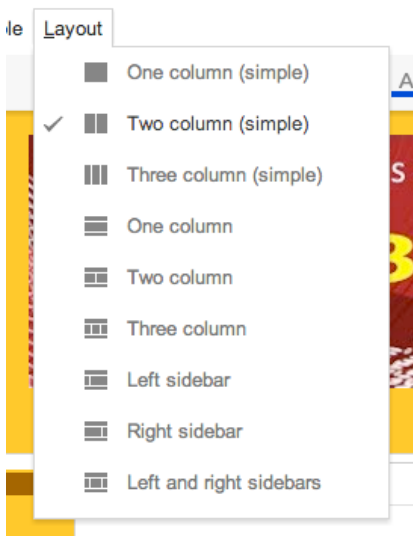
**Alignment to CCSS:** Google Sites can be used across the curriculum and grade levels to support teaching and learning

**Supports for a Personalized Library:** Google Sites allows librarians to create custom library websites to provide a menu of options for learning. In addition to sharing basic library program information, these sites can be used to develop digital curriculum-based pathfinders to support research, collaboration, and assessment. Web pages can include links to vetted websites, online databases, Web 2.0 tools, digital resources, and print materials.

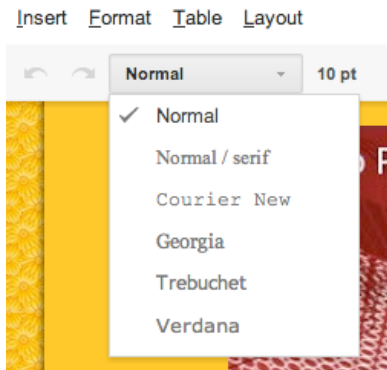
**1. Editor toolbar:** While logged in, click on the pencil icon at the top right of your site to access the Editor toolbar.



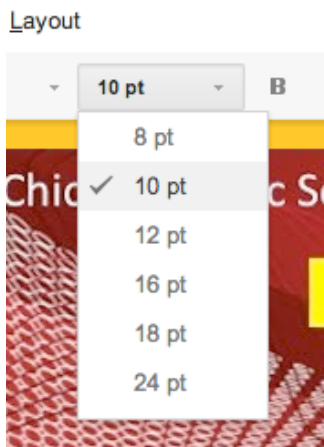
**2. Page layout:** Click on the Layout drop-down menu on your Editor toolbar to access various options for your webpage's layout. Note that you can change the number of columns and add headers and footers. Pale gray links will indicate your layout selection; these lines won't show when you save the page. While you can always change your page layout, it will become more problematic if you do it later when you have much content on your page.



3. **Change fonts:** On the Editor toolbar, click on the Normal dropdown menu to access various font options. Highlight the text for which you want to change the font and then select one of these options. It is often most convenient to keep the font set on Normal.



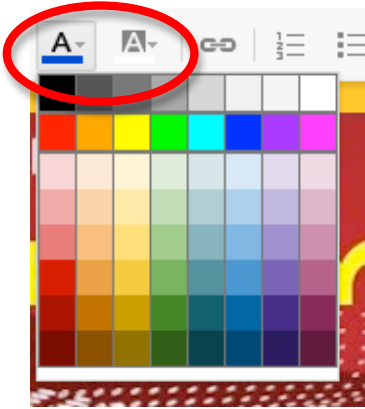
4. **Change font size:** On the Editor toolbar, click on the 10 pt dropdown menu to access various font size options. Highlight the text for which you want to change the font size and select one of these options. It is often most convenient to keep the font size set on 10 pts for regular text on the page.



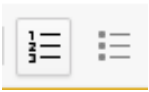
5. **Bold/Italics/Underscore:** Notice that your Editor toolbar also contains options for making your type boldfaced, italicized, or underscored. Highlight the text you desire to change and select one of these options.



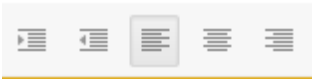
6. **Text color/background color:** From the Editor toolbar, you can change the font color and highlight/background color. Select the desired text and select one of these options to change the color.



7. **Bullet points:** The Editor toolbar also contains options for creating bulleted or numbered lists. Select the desired text to be bulleted and then click on one of these options. Clicking on the icon again will remove the bullets.



8. **Indents and alignment:** The Editor toolbar also allows you to indent or remove indents from blocks of text. You can also select left, center, or right alignment for text.



9. **Undo/redo:** The undo/redo buttons on the Editor toolbar allow you to change and restore your most recent editing actions.

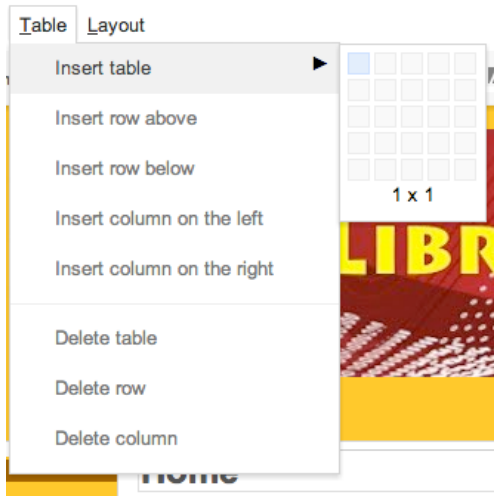


10. **Saving changes:** Google Sites automatically saves drafts of your changes. However, click the blue Save button periodically to ensure proper saving of your website.

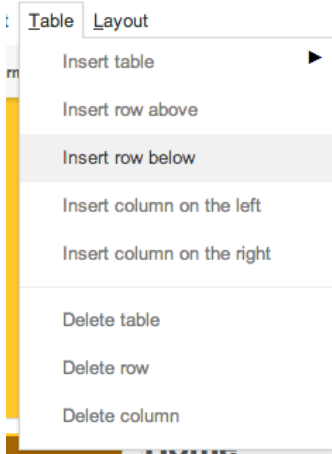
*draft saved at 5:08 AM*

Save

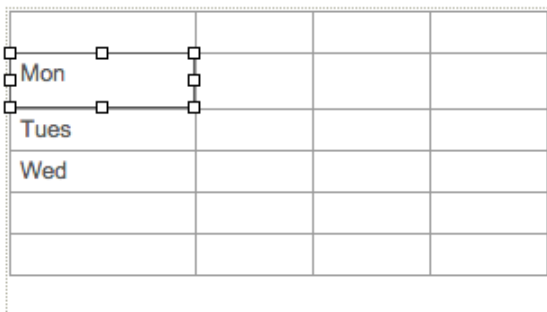
11. **Inserting tables:** Google Sites also allows you to insert tables for your webpages. This option helps control the layout and alignment of text across a page. To get started, select the Table drop-down menu from your Editor toolbar. Next, select Insert table and drag across and down to highlight the number of rows and columns you need for your table.



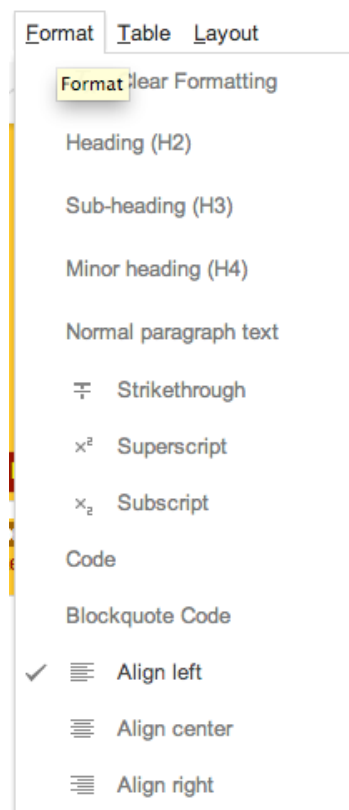
12. **Adjusting rows & columns:** Place your cursor in the desired cell in your table to insert and delete rows and columns. In this drop-down menu, you can also delete the table.



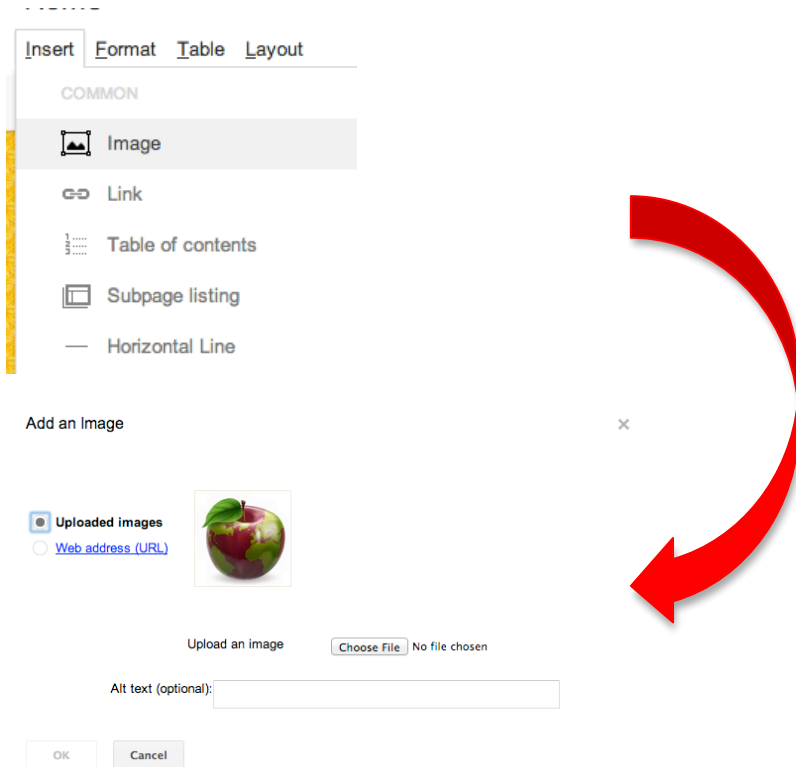
12. **Resizing table cells:** Click on individual cells and drag the corners to alter the size of rows and columns



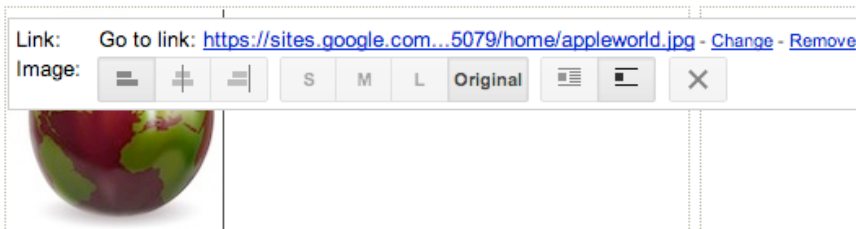
**13. Format options:** The Format drop-down menu in the Editor toolbar also contains formatting options. These options include formatting for headings, strike-through, superscripts, code, and alignment.



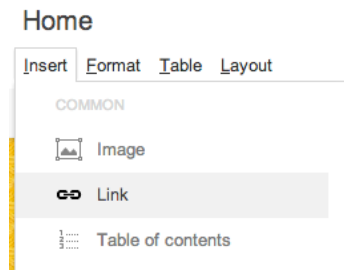
**14. Inserting images:** Insert images on your webpage by selecting Insert > Image from the Editor toolbar. This brings up an Add an Image toolbar. The toolbar allows you to upload your image by choosing a file on your computer or by selecting from a web address.



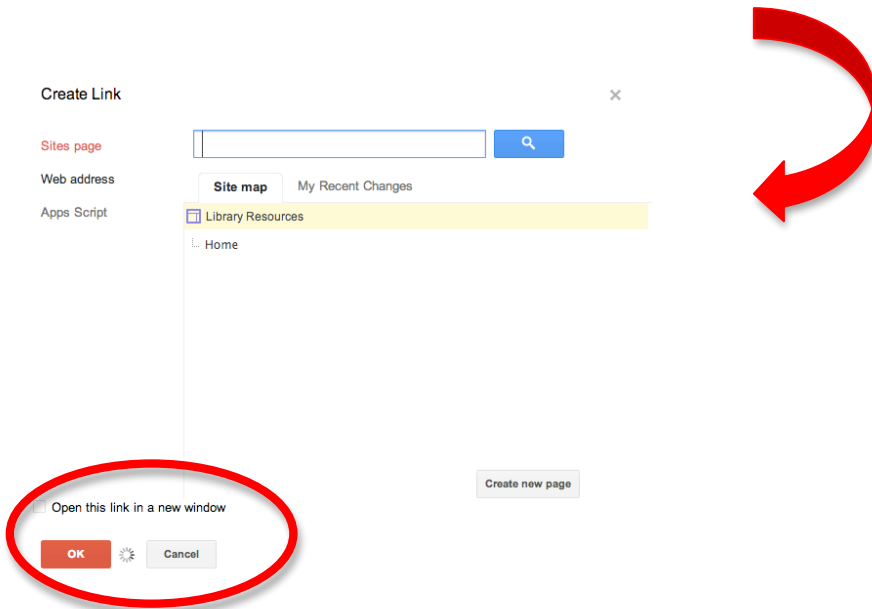
**15. Image toolbar:** Click on the inserted image to activate the Image Editor toolbar. This toolbar allows you to check the alignment of the image, to resize it, to activate text wrapping, or to remove it by clicking the X. You can also create a link so the image becomes a button to launch another webpage or remove the link. By default, Google assigns a URL link to each image. [Hint: Resize images to the desired size before upload to have the maximum control over size.]



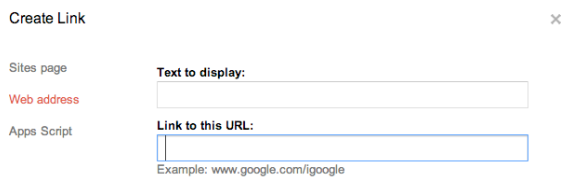
**16. Inserting links:** To insert a link on your webpage, select Insert > Link from the Editor toolbar. This will activate a screen to allow you to insert a link from another webpage at the site or



This will activate a screen to allow you to insert a link from another webpage at the site or a link to another URL.



To enter the link to another URL, the select Web address option. This will bring up a menu that allows you to enter the text to display on the link and the URL to activate when a user clicks on that link. Note: There is a tick box to allow you to open the link in a new window. This is often preferable when creating a link to an external website, so that your own site remains available in the user's browser.



**16. Horizontal lines:** If your webpage has a lot of text, you may want to insert a horizontal line to make the page easier to read. Horizontal lines appear as pale gray lines that extend the length of the text area on a webpage. Place the cursor where you want the horizontal line to appear, then go to Insert > Horizontal line on the webpage. If you decide that you no longer want the line, place the cursor just below the line and hit the Delete button.

