

About Google Sites

Use Google Sites to share information and collaborate with colleagues and friends. Google Sites is free, easy to use and allows a group of people to create web pages, add file attachments, and link information from other Google applications (Docs, Calendar, YouTube and Picasa). Information on Google Sites can be shared with the whole world or restricted to just yourself, your organization or your team.

Quick facts about Google Sites:

- Single click page creation
- No HTML required
- Use templates to get started; page types include Web, announcements, file cabinet, dashboard and list
- Customization options
- Upload files and attachments
- Work together and share

Process for Creating a Google Sites

1. Go to Google–<http://www.google.com>
 - a. Select **More > Sites**
 - b. Login with your Google Account
2. Click **Create site** button
3. Name your site
4. Note the site URL
5. Choose a theme
6. Click **Create site**
7. Basic procedures for proceeding:
 - a. Click **Create page**
 - b. Select a template to use:
 - i. Web Page**
 1. Add title
 2. Add text in the text box
 3. Click on Attachments to attach a file
 4. Files display in the order they are attached
 - ii. Announcements**
 1. Use to make announcements
 - iii. File Cabinet**
 1. Use to add files
 2. Files will sort alphabetically by file name
 3. Use to upload TIM-Peds files
 - iv. List**
 1. Create your own > Create a custom list
 2. Use for Week 2 Application Sign up
 3. Students click on Add item to add name and application
 - c. Name the page and determine when to put the page
 - d. Click Create **Page**

- e. Use the following features from the upper left menu
 - i. Insert**
 - 1. Image
 - a. Align --- size – wrap on off – remove
 - 2. Link
 - 3. Table of Content
 - 4. Subpage listing
 - 5. Horizontal line
 - 6. Google tools
 - ii. Format**
 - 1. Headings, font, alignment
 - 2. Code and Blockquote Code
 - iii. Table**
 - 1. Insert a table
 - iv. Layout**
 - 1. Use to select number of columns
 - 2. Where you want the side bar
- f. Click **Save**

1/23/2011 --- jml