
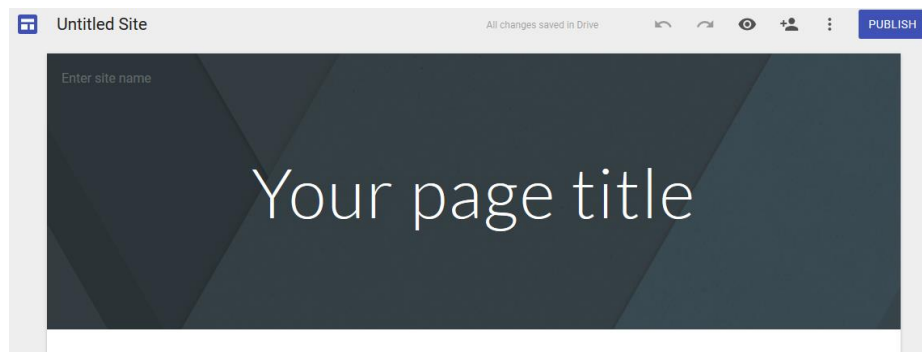




Webpage Design with (New) Google Sites

There are many different programs available for designing webpages, such as Microsoft Publisher or converting a Word document as a webpage. This activity will use Google Sites for creating and editing webpages. The webpage is hosted by Google and accessed through your Elmhurst College Google email account (username@net.elmhurst.edu).

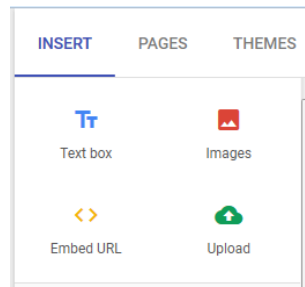
Getting Started

- Open a web browser (Firefox or Chrome) and go to google.com. Log in to your Elmhurst College Google email account (username@net.elmhurst.edu).
- If Sites appears on the top menu bar, select it. [If the Sites button does not appear, select the Apps button  and then Sites. If the Sites option does not appear on this drop down menu, select More and scroll down to find Sites.] The Sites page should have the Elmhurst College logo in the upper left-hand corner.
- Click on CREATE and select in new Sites. This will open a new webpage that will help you create a webpage. See the figure below.

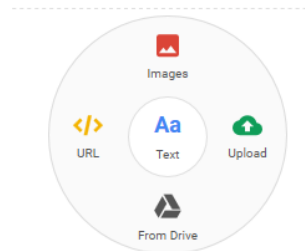


- Click on Enter site name and enter Your Name – Math 199 Activity. [*Don't worry if it looks like this name is too long for the line. It will appear correctly in the preview and published webpage.*] You will see this name appearing where Untitled Site was and also in the tab of your web browser.
- Click on your name where Untitled Site used to be (see figure above). Delete Your Name – so that it is now Math 199 Activity. You will notice that the site name and name in the browser tab do not change. Hover your mouse over this Math 199 Activity and you will see a pop-up box calling it Site document name. This indicates that it is merely the document (or file) name. This document name is only visible to you and is the file name under which the document is saved in Google Drive. Click on the Preview button  to see that this name does not show up in the webpage. Click on the X in the bottom right pop-up to close the preview. Open Google Drive in another tab and see that a sites document called Math 199 Activity appears in your list of files. It should have the sites icon  associated with it.
- Click on Your page title and enter Math 199 Activity. If necessary, resize the textbox around it so that it all fits on one line.

Now let's begin adding some content to the webpage. On the right side of the site, you should see the following menus.



- From the INSERT menu select Text box. This will add a new section with a text box to the webpage below your title banner. Type Welcome to the Math 199 Activity Homepage. Change the font so that it is ***bold and italic***.
- In the empty space below this section, double-click your mouse and the same insert options appear in a pop-up menu.





- Select Text to get another text box and type the following text and list [Use the numbered list button to create the list.]:

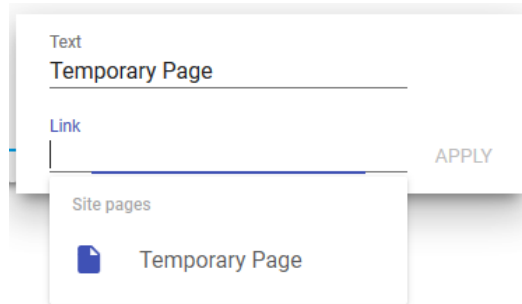
This is the Math 199 Webpage Activity. We will be demonstrating how to do the following things in this webpage.

1. Add a link to another webpage within this site.
2. Add a link to another webpage with outside of this site.
3. Add a link to a document to download.
4. Add a picture or graphic.

1. To add a link to another webpage within this site, complete the following steps.


- In the top right corner, select PAGES and the select Add page  (near the bottom right).
- Name the page Temporary Page and click DONE.
- A new webpage opens up entitled Temporary Page. Note the following:
 - It has the same site name Your Name – Math 199 Activity in the upper left corner of the banner.
 - It now has Home and Temporary Page in the upper right corner of the banner. Note that Temporary Page is highlighted to indicate that you are currently on Temporary Page.
- Click on Home to return to the Homepage.
- In your list after item 2, add the following text: This link will take you to the Temporary Page.

- Highlight the text Temporary Page and click on the link icon . The following pop-up window should appear. [You may need to scroll down on your page to view the entire pop-up.]



- Under Site pages will be a list of all available pages for this site. Since we have only created one additional page, it is the only one listed. Click on Temporary Page and it will be placed on the Link line as Page: Temporary Page. Then click APPLY.
- The text Temporary Page should now be underlined indicating a link. However, if you click on the link, it does not open the Temporary Page, but rather opens a menu to edit the link or delete it. This happens because we are still in edit mode. Click on the Preview button, then click on the Temporary Page link you just created to see that it does take you to the Temporary Page. Close the preview.

Let's create a few more pages.

- In the right pane, select PAGES and click on the more  button next to Temporary Page. Select Create subpage and name it Sub Page 1. Repeat this process to create a second subpage called Sub Page 2.
- You should now have 2 subpages listed under Temporary Page. Notice that the navigation window now has Temporary Page shown with a down arrow indicating the subpages. Click on Sub Page 1.
- Add a text box and type the text Here is a link to Sub Page 2. Highlight the text Sub Page 2 and create a link to Sub Page 2.

2. To add a link to another webpage with outside of this site, complete the following steps.




- Click on Home to return to the homepage.
- In your list after item 2, add the text, This link will take you to Dr. Crawford's Homepage.
- Highlight the text Dr. Crawford's Homepage and click on the link icon.
- On the Link line type crawford.elmhurst.edu and click APPLY. Notice that the http:// was automatically added.
- Click on the Preview button and select Dr. Crawford's Homepage to make sure the link is working properly. It should open my webpage in a new browser tab.
- Close the Preview.

3. To add a link to a document to download, complete the following steps.

- Open Microsoft Word and create a file called *SampleFile.docx* [Type whatever you want in this file.] Then save it as a .pdf file (and remember where you saved it).
- Go to your Google Drive and click on New and select File Upload. Browse to the location for *SampleFile.pdf* and select it to upload it to your Google Drive.

- Right-click on the filename and select Share. In the pop-up window, select Copy link then Done. [The link will be long and un intuitive. Don't worry about it.]
- Go to your Homepage. After the 3rd item in your list add the text, Here is a Sample File. Highlight the text Sample File click on the link icon.
- On the Link line paste (Ctrl-V) the web address into the box and click APPLY.
- Click on the Preview button and click on the Sample File link to be sure that it opens the pdf file in a new tab.

4. To add a picture or graphic, complete the following steps.

- Create a simple picture using the Paint program. Crop the white space around your picture.
- Save the picture *mypicture.jpg* (when saving in Paint, choose JPEG for the save as type option). Remember where you saved the image.
- Go to your Homepage.
- Select Upload  and browse to select your image. It should be inserted in a new section of your homepage. Move and resize the image as desired.
- Click on the image and select the more  button. Select Add caption and type This is my picture.
- Alternatively, you could insert an image from your Google Drive by selecting the Images  icon.

Publish your Site

- Click on the Publish button and a Publish Settings pop-up window opens.
- Google Sites has created a default web address. You can change it if you would like – but it only changes the very end of the address.
- Under who can visit my site, select Anyone at net.elmhurst.edu.
- Click on the Publish button again and select View Published Site.
- If you make changes to your site, you must select Publish again for the changes to take effect.
 - Go back to editing your site and select THEMES from the right pane. Choose a different theme and color. You can also change the font style, if you like.
 - Click on the Publish button to publish the changes. Then View Published Site to see that the changes went into effect.

Once the site is open, copy the web address and send it via email to Dr. Crawford. The web address should start with <https://sites.google.com/net.elmhurst.edu> followed by whatever name you chose (or the default one chosen by Google Sites). **Do not delete this Math 199 Activity site so that Dr. Crawford can access it for grading purposes.**

You now have the basic tools to create webpage using Google Sites. Play around with the other options to see what else you can do.