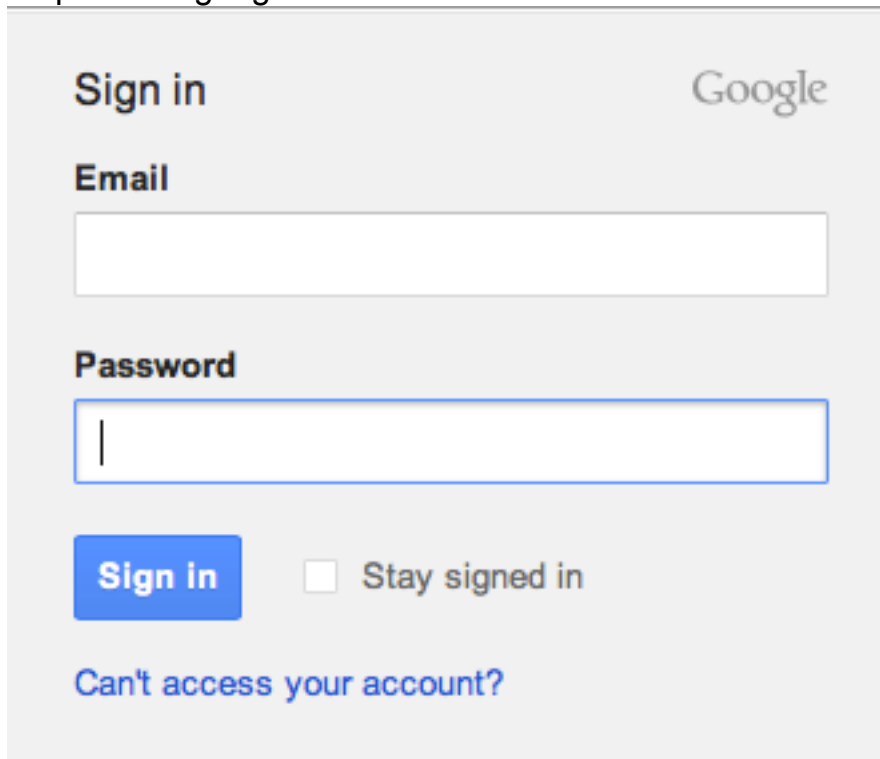


Guidance for Creating a Google Site

To start with Google Sites, you have to sign in here:
[http:// sites.google.com](http://sites.google.com)



The image shows a Google sign-in form. At the top left, it says "Sign in" and at the top right, it says "Google". Below this, there is a label "Email" followed by a text input field. Underneath that is a label "Password" followed by another text input field. At the bottom left, there is a blue button labeled "Sign in". To its right is a checkbox labeled "Stay signed in". At the very bottom, there is a link that says "Can't access your account?"

How to Create your site?

Once you have signed in to your Google Account, you can start creating your site. Here's how:

1. .Click the **Create site** button.



2. Enter your site name and the URL where it will be located (for example: *sites.google.com/site/yoursite*) as well as an optional description of the site. The name and URL you choose can't be changed after you have created your site, or used it again if the site is deleted.
3. Google allows this: Select the appropriate checkbox if your site contains mature material. **IMPORTANT NOTE:** NJIT students must follow NJIT ethical and other common rules regarding any content they put on the site! NJIT does not censor the web content students put up, but assumes, that the students do not break any rules!
4. Select one of these sharing options: 'Everyone in the world can view this site' or 'Only people I specify can view this site.'
5. Pick a theme for your site.
6. Enter the wavy characters in the word verification section, and click the **Create site** button.

Now that you've created your site, you can create a new page by clicking the **Create page** button.

Then, name the new page and select the type of page you want: webpage, dashboard, announcement, file cabinet, or list. For NJIT students pls. chose webpage.

After you have selected where you want to locate the page, click the **Create Page** button at the bottom of the page.

CREATE Cancel

Select a template to use:



Blank template



Classroom site



Soccer team



Spring Floral
Wedding
Instructional



Browse the
gallery for
more

Name your site:

IE673-TQM

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

https://sites.google.com/site/ ie673tqm

▸ Select a theme

▸ More options

Type the code shown:

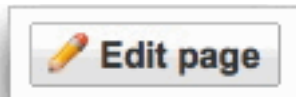
fousi

fousi



Editing your site

To edit your site, click the **Edit Page** button in the upper right hand corner of the screen.



The edit toolbar will provide you with the tools necessary to edit your site.



Here is what each option does:

Undo and redo changes

You can undo and redo changes by clicking the arrow buttons in the toolbar. You can also use these keyboard shortcuts:

- Undo (Ctrl-z)

- Redo (Ctrl-y or Shift-Ctrl-z)

Change the font type and size

You can select the font type and size using the two drop-down menus.

Edit text

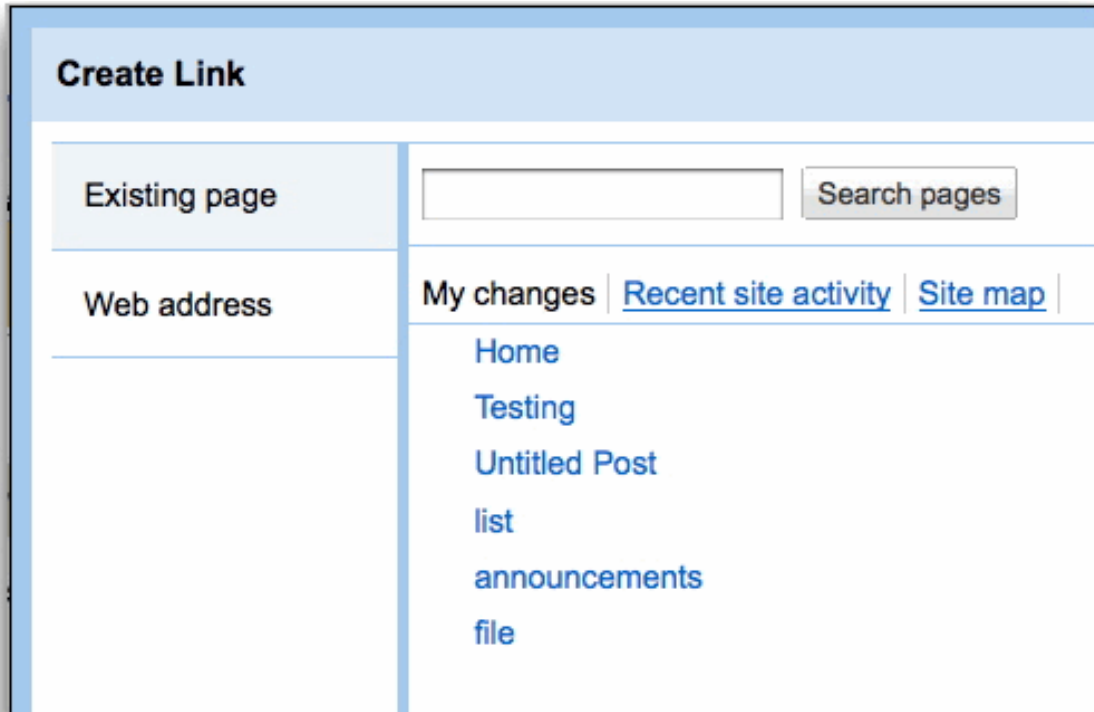
Add boldface type and italics, underline text, and change the color of your text or text background:

- **B** adds boldface type
- **I** allows you to italicize
- **U** underlines text
- **A** changes text color
- The marker changes the text background color

Create a link

Highlight the text that you want to turn into a link, and click the **Link** button. A window appears with these options for creating your link:

- Existing page
- Web address
- Create a new page and link to it



Create a list

Click the **Numbered list** button or the **Bulleled list** button, depending on the type of list you need to add to the site. Then type the first item, and press Enter. The next number or bullet point appears.

The *Tab* key can help you indent your bullet points, while the *Enter* key will move back your indentation.

Indent or move your list

Click the two buttons next to the bulleted list to indent or move back the starting point when adding a bulleted or numbered list. Click twice to move each item two spaces, and so forth.

Align your text

Use these buttons for your page alignment. You have the option to align the text on your page to the left, center, or right side of the page.

Remove formatting and edit HTML

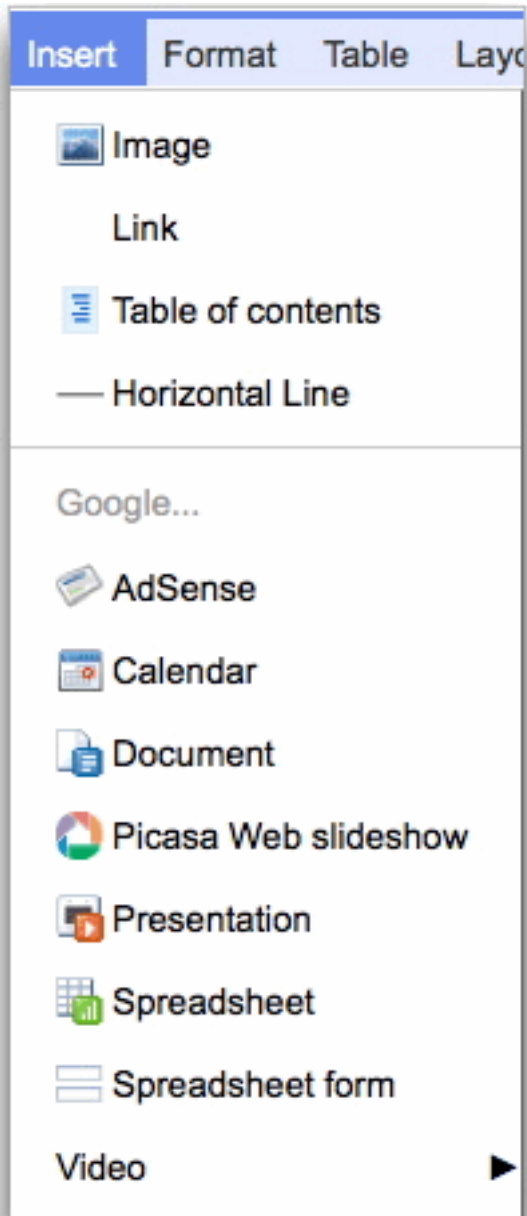
You can remove the formatting from any part of your page by highlighting

the relevant text and clicking this icon.

Click the **HTML** button to edit the HTML on your site. Please keep in mind that we do limit the amount of editing that can be done. Some advanced coding won't work.

Adding objects and apps

To start adding objects and apps to your site, just click **Edit page**, select **Insert**, and pick the object or app you'd like to insert.



When the embedded app (a Google Docs Presentation, for example) is updated at its source and published (in this example, within Google Docs), it gets updated automatically within Sites. Make sure you set the app to automatically republish changes, so your site's information is always updated.

Here are some of the objects you can insert:

An image: First, prepare your images in the desired size (e.g. 1600 x 800 pixels, or similar. For retina resolution screens you can save them at a higher resolution.) and save them in .JPG format. (Other formats might be

acceptable too, but .JPG is the standard web format.)

Click **Insert**, select **Image**, and either browse for an image on your machine or upload one from a specific web address. After you've uploaded and saved the image, you can click it to view it in full screen. You can choose one of these standard sizes for your image: small, medium, large, or original size. If you'd like to resize your image manually on the page, click the **HTML** button and within the source view, include attributes for width, height, or both, within the 'img src' tag. (Suggest you maintain original aspect ratio, e.g. 4:3, or 16:9, else your image will look distorted!)

A Google Docs Spreadsheet: Select **Spreadsheet** from the **Insert** drop-down menu, and a window appears with a list of the spreadsheets that you own or can view or edit in Google Docs. Click the spreadsheet you want to insert, or enter the URL in the box right below the list of spreadsheets. Click **Select** and you'll see the properties of the spreadsheet. Select your options and click **Save**.

NOTE, this known issue: when saving an .XLS, or .XLSX Excel file in .HTML within MS-Excel, typically this conversion does not work error free. Therefore the better route is to hyperlink the original .XLS, or .XLSX file to a calling .HTML object (e.g. a word in a text file on the page). (Note, that this rule also applies to MS-Word to .HTML conversions...)

A video: Click **Insert**, select **Video**, and upload a video from YouTube or Google Video. Paste the URL, enter a title, and save.

Typical video formats are .mov, and .m4v. The .m4v format plays well on iPhones, and iPads too. This is the more modern video format: good quality and small size, MPG4 international standard.

Adding links to pages

1. Navigate to the page where you'd like to add the list of subpages.
2. Select **Page settings** from the "More actions" drop-down menu.
3. Check the box next to **Show links to sub-pages**.
4. Click "Save."
5. Repeat for all pages that you would like to change.

Deleting a site

To delete a site, please follow these steps:

1. Click the **More Actions** drop-down menu and select **Manage Site**.
2. Click **General**.
3. Click **Delete this site**. A confirmation box appears.
4. Click the **Delete** button to confirm that you want to delete the site.

To restore a site, if it was deleted within 30 days, follow these steps:

1. Visit sites.google.com.
2. On this page, you'll see all sites that you own. Find the site that you'd like to restore in the 'Deleted Sites' section of this page.
3. Click the **Restore site** button and your site will be restored.

Reference

<http://support.google.com/sites>

(Original text by Yijun Zheng, NJIT MS student; Additional comments and suggestions by Paul G. Ranky, 09/24/2012)