

## Creating a Website with Google Sites

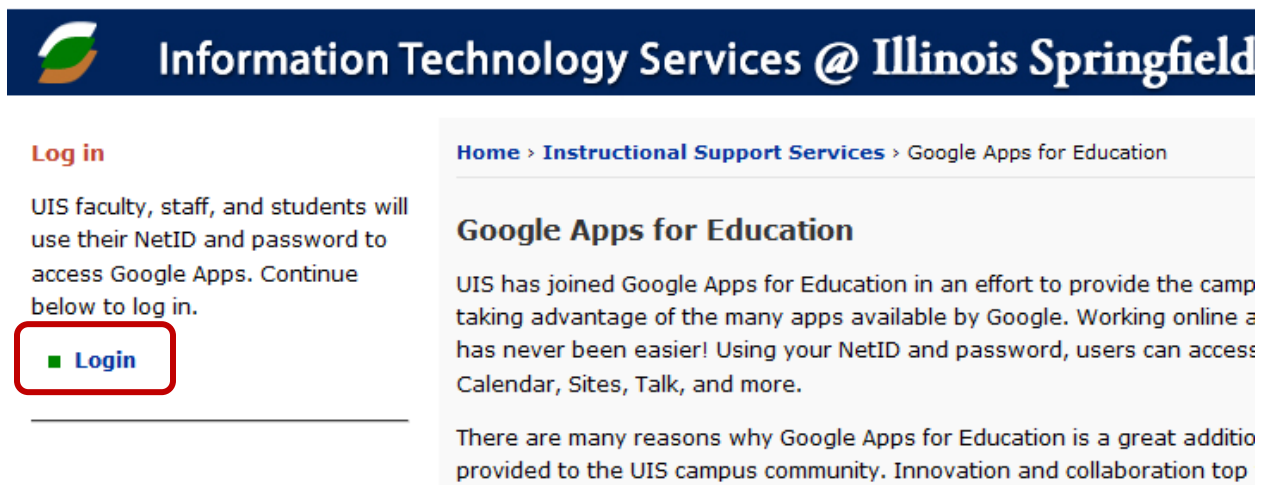
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This document provides instructions for creating and publishing a website with Google Sites. At no charge, Google Sites allows you to create a website for various uses, personal or professional, with customizable templates.

### Signing In

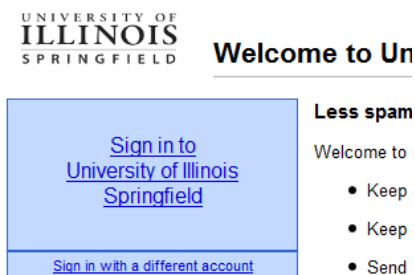
To sign into Google Apps for Education,

1. Go to UIS' page at <http://www.uis.edu/informationtechnologyservices/iss/gae.html>.
2. Select **Login**.



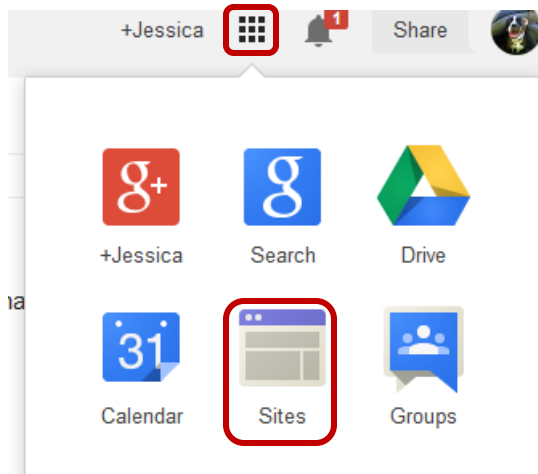
The screenshot shows the top navigation bar of the Information Technology Services @ Illinois Springfield website. Below the navigation bar, there is a 'Log in' section on the left and a 'Google Apps for Education' section on the right. The 'Log in' section contains a red-bordered button labeled 'Login'. The 'Google Apps for Education' section contains a heading and a paragraph of text.

3. Select **Sign in to University of Illinois Springfield**, and sign in with your NetID and Password.



The screenshot shows the University of Illinois Springfield login page. It features the university logo, a 'Welcome to Un' heading, and a blue button labeled 'Sign in to University of Illinois Springfield'. Below the button is a link for 'Sign in with a different account'. To the right of the button is a 'Less spam' section with a 'Welcome to' heading and three bullet points: 'Keep', 'Keep', and 'Send'.

4. From the top toolbar, click the **grid icon**. Select **Sites**.

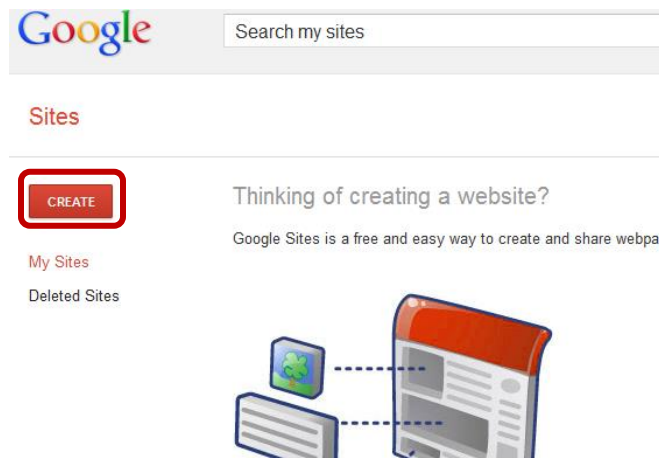


## Starting a Google Site

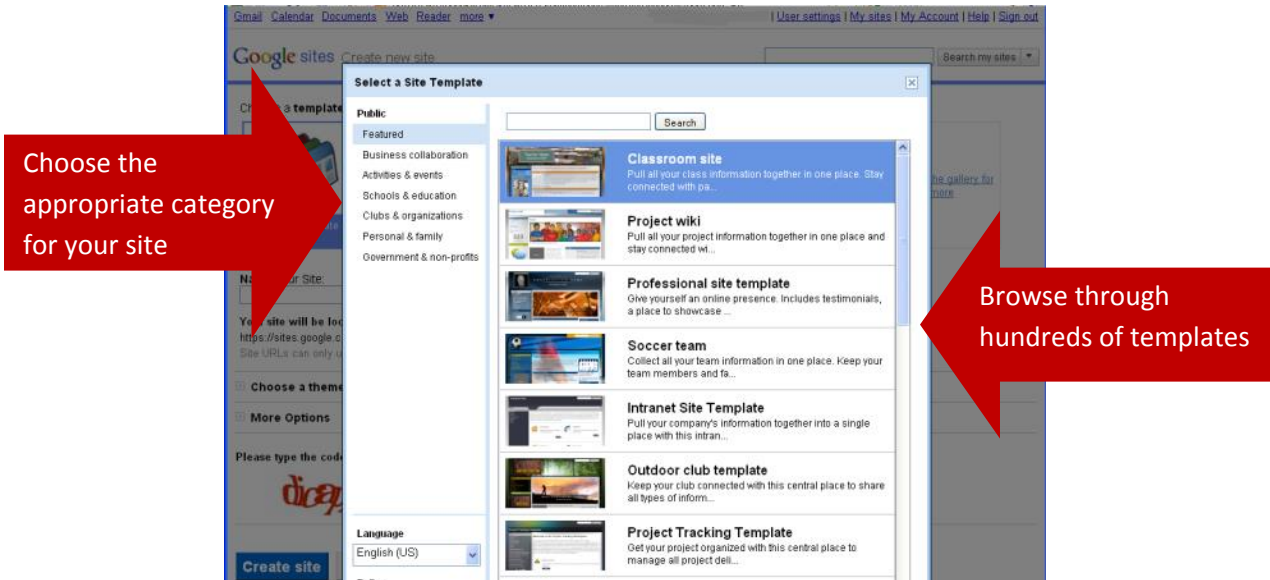
Now that you have an account created with Google, you are able to begin creating your Google Site.

To create a Google site,

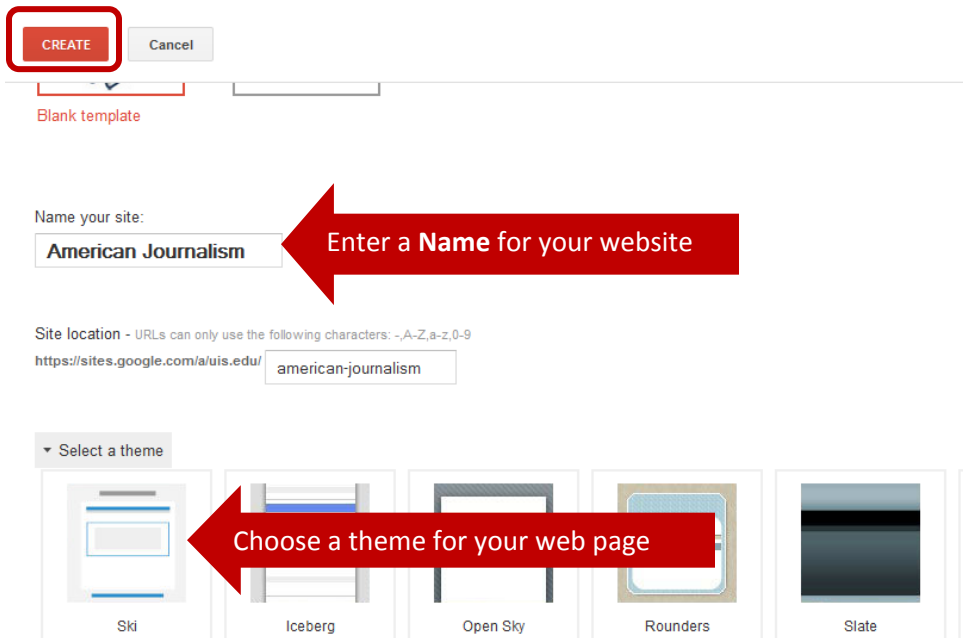
1. Go to <http://www.sites.google.com>.
2. Click on “Create”.



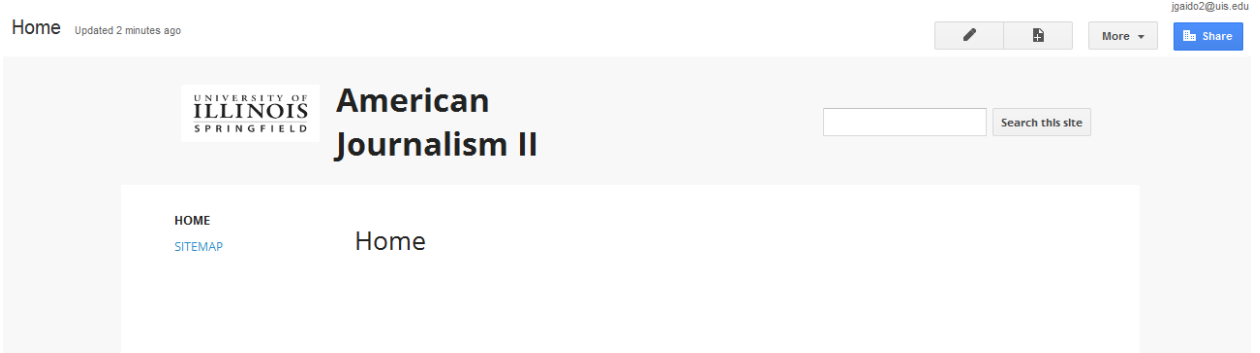
3. You will now be directed to a page where you will be able to choose different details about your site. First, you may choose a **template** for your site based on its purpose. To view more templates, choose “**Browse the gallery for more**” which will give you the option to choose the best template for your site. Choose “**Blank template**” to start a site from scratch. **Note: We recommend creating a site with a Blank template. Most templates have preset settings that cannot be changed, limiting how you can personalize the website to your needs.**



4. After selecting a template, you will name your site and complete the URL at which your site will be located. After choosing a theme and entering a short, click the **“Create”** button.



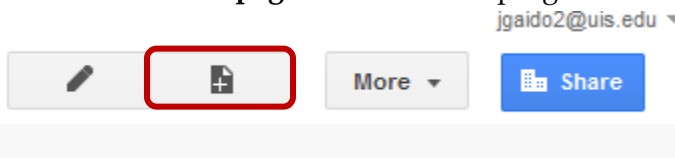
5. You will now be viewing the homepage of your site.



## Adding Pages

To create additional pages for your website,

1. Click on the “New page” icon on the top right hand of the screen.



2. On the next screen, you are able to choose what type of template you would like to use for the new page of your website. Click the drop down menu to select a template, enter the **Name** of your page, choose the location of the link, and click “Create”.



### Create a page in Site: American Journalism II

Name your page:



Your page URL: /a/uis.edu/american-jou... [change URL](#)

Select a template to use ([Learn more](#))

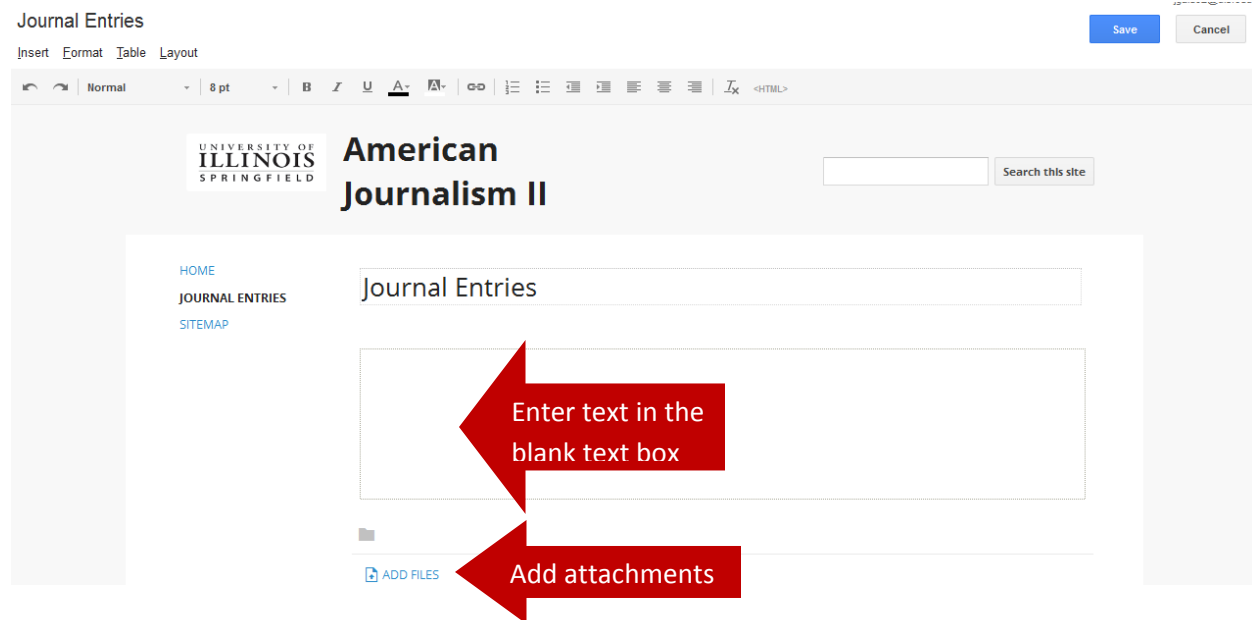
- Web Page
- Announcements
- File Cabinet
- List
- Start Page

- » Your new page
- Choose a different location

There are four different types of templates available for use.

## Web Page

The **Web Page** template allows you to create a new fully blank page with a blank text box.



## Announcements

The **Announcements** template allows you to add new posts and update/edit them easily.



## File Cabinet

The **File Cabinet** template allows you to easily add files by either browsing your computer, or pasting another URL from the web. Choose the **"Add file"** icon to add documents.

## List

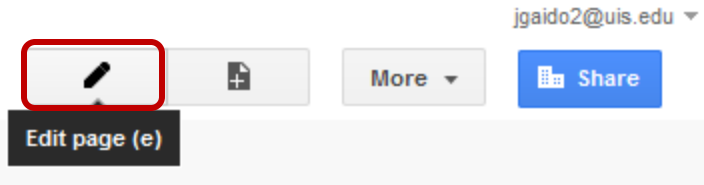
The **List** template allows you to create and track various items in the form of a list. Choose from four different options, including an individually customized list.

After adding or editing any information inside of a text box in any of the templates, be sure to click the **“Save”** button on the top right hand corner in order to post the information you have entered to your website.

## Editing Content

To edit content,

1. Click on the **“Edit Page”** icon on the top right hand corner of the screen of the homepage.



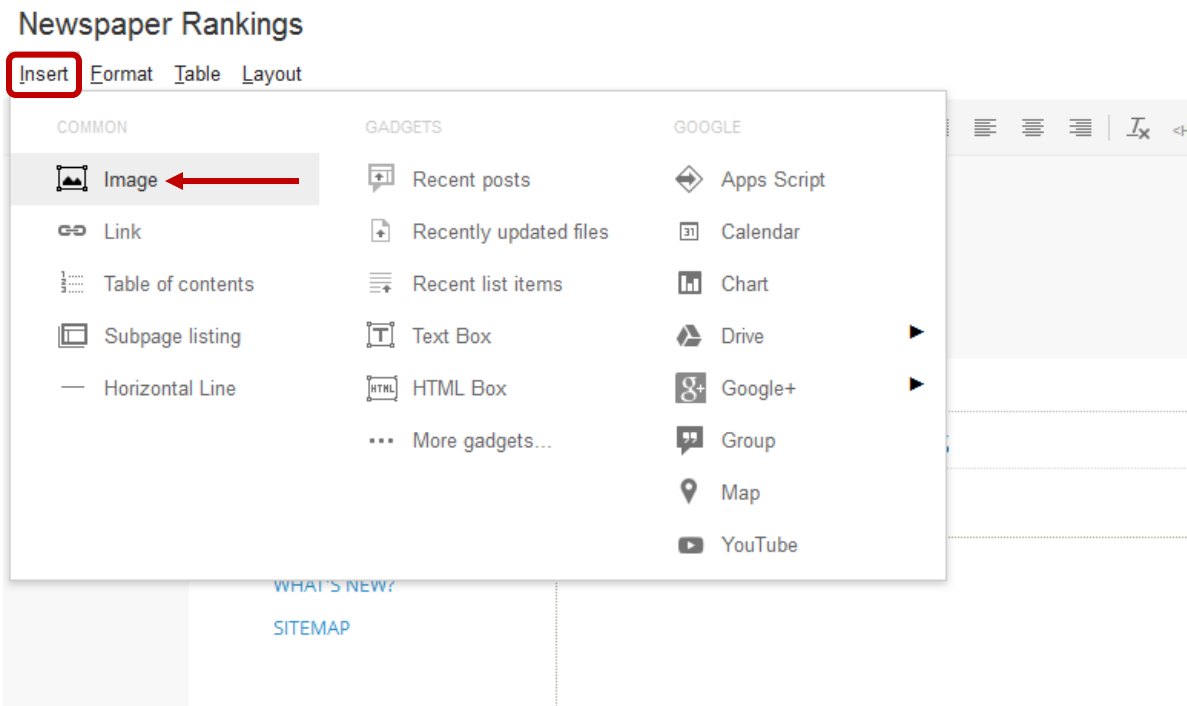
The “**Edit Page**” icon always appears while navigating through the website. It allows you to edit all pages, links, posts, etc.

## Adding Images

Adding images to your website may be done in a variety of ways. You may upload an image as a document (see below in “Uploading Documents”) or you may add an image in a text box on a page of your website.

To add an image directly onto a page of your website,

1. Click on the “**Edit page**” icon at the top right of the homepage as described above.
2. Click inside the text box in which you want to add an image, and click “**Insert**” and then “**Image**” in the dropdown menu.



3. After choosing “**Image**”, you are able to browse through your files and choose the image you wish to add to your page.



Add an Image

- Uploaded images** Upload Images
- [Web address \(URL\)](#)

Alt text (optional):

4. After you select your image, it will appear like below.

Add an Image



Alt text (optional):

5. After you select "OK", your image will appear in your text box. You have different options regarding the alignment and size of your image, and whether you would like the text to wrap around it.

## Newspaper Rankings



After you have completed editing your image and entering text in the box with it, be sure to click "Save" at the top of the screen.



## Embedding YouTube Videos

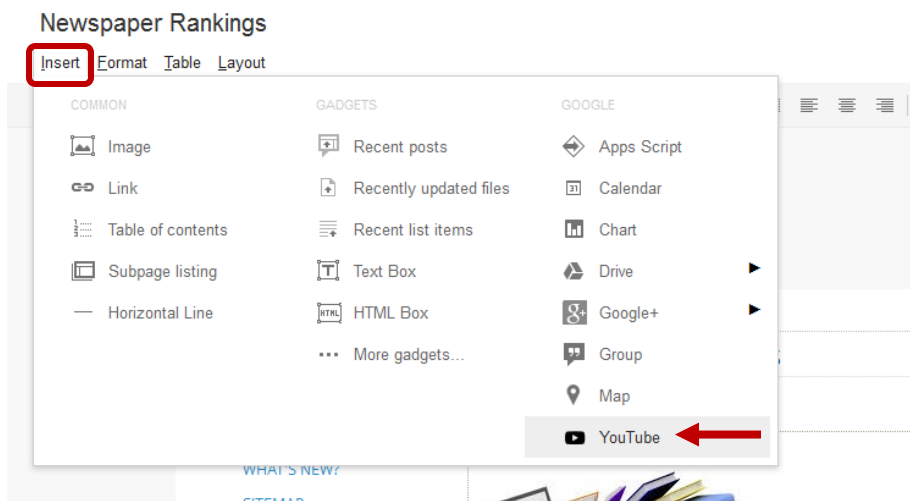
Embedding YouTube Videos is a great way to share information through your website, and is very similar to adding images.

To embed YouTube videos,

1. Click on the “**Edit page**” icon at the top right hand of the page to which you wish to add a video.



2. Click the “**Insert**” tab on the tool bar at the upper left of the screen, then choose “**Video**”, and then select “**YouTube**”.



3. You may now enter the URL of the YouTube video you wish to add by copying and pasting it. You also may add a title for your video and elect if you wish to have a border around it. After adding the above information, select “**Save**”.

Insert YouTube Video

Paste the URL of your YouTube video.

Examples:  
<http://www.youtube.com/watch?v=Q5im0Ssyyus> or  
<http://youtu.be/Q5im0Ssyyus>

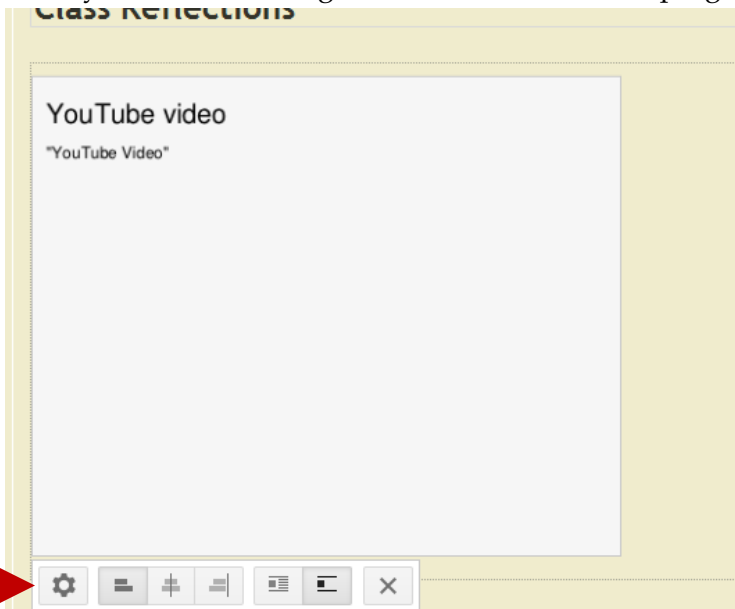
Display:

Video size: 480 x 270

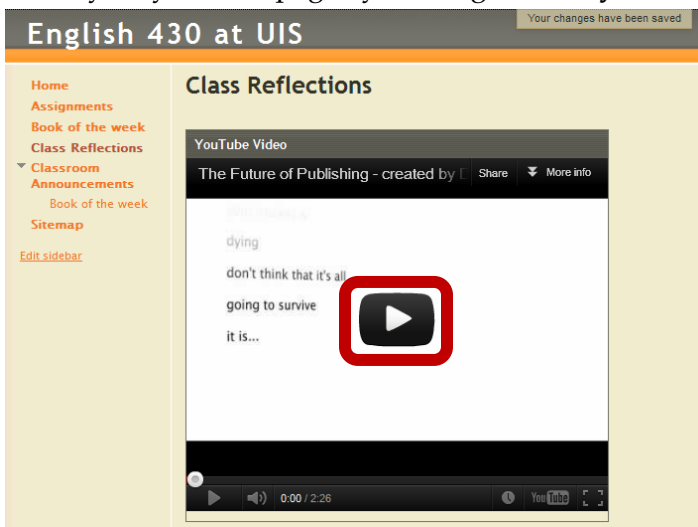
Include border

Include title: YouTube Video

4. You now have the option of aligning your video and wrapping text around it. After you make your desired changes, select **“Save”** at the top right of the screen.

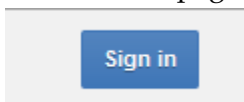


5. After saving your changes, the video will appear on your page, and may be played directly on your webpage by clicking the **“Play”** button.

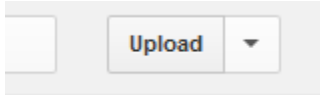


### *Using your Own YouTube Video*

1. If you have a YouTube video of your own that you wish to use, you must first log into YouTube. To log into YouTube, you use the same login you use for Google Sites. Go to [www.youtube.com](http://www.youtube.com). If you are already logged into your Google Site, you may automatically be logged into YouTube. If not, then click **Sign In** in the upper right corner of the page.



- At the top of the page, select **Upload**.



- In the center of the page, click the **Upload** arrow.



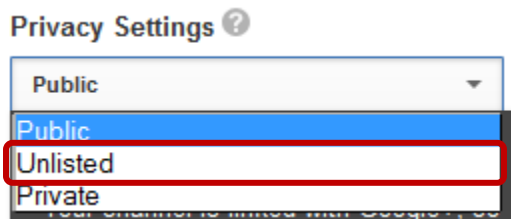
Select files to upload

Or drag and drop video files

- Select the video you wish to upload from your documents. Add a title for your video, and a description, tags, etc. if you wish.

A screenshot of the YouTube video upload settings page. At the top, it says "Uploading 1 video" and has "Video Manager" and "+ Add n" buttons. Below that are two tabs: "Basic Info" (selected) and "Advanced Settings". The "Basic Info" section includes fields for "Title" (containing "Wildlife.wmv"), "Description", "Tags" (with a note "Separate tags with commas"), and "Video thumbnails". On the right side, there are "Privacy Settings" (set to "Public"), "Share on Google+" (with a note about sharing to Google+), social media sharing icons for Google+, Facebook, and Twitter, and a "Category" dropdown menu.

- In the upper right corner are the **Privacy Settings**. Click the **dropdown arrow** to select **Unlisted**. YouTube describes an Unlisted video as: only people who know the link to the video can view it (such as friends or family to whom you send the link). An unlisted video will not appear in any of YouTube's public spaces (such as *search results, your channel, or the Browse page*).



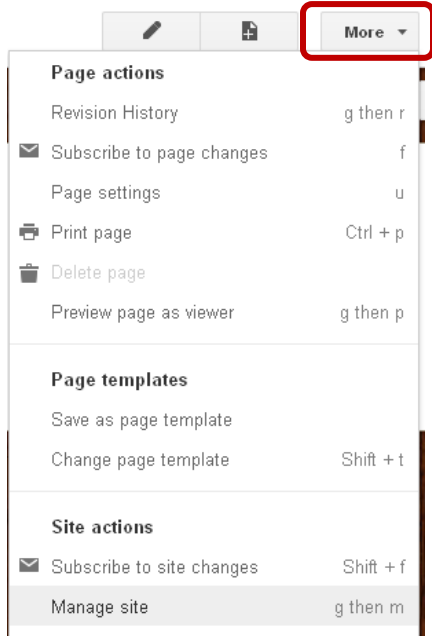
- Your video can then be added as other YouTube videos are added outlined above!

## Uploading Documents

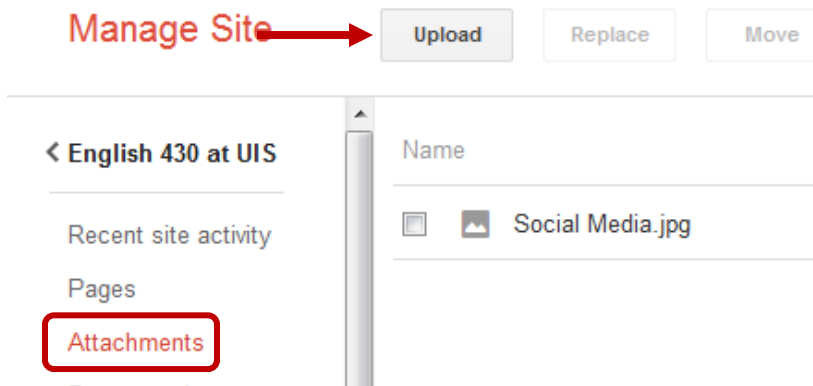
There are a few ways to upload documents. One way adds the document in the form of a link on any page, and the other utilizes the **File Cabinet** template.

To upload documents in the form of a link,

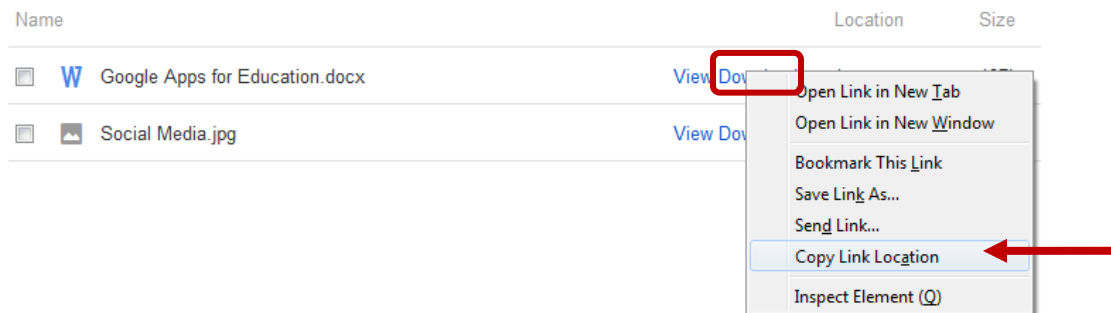
1. Click the **“More actions”** drop down bar, and choose **“Manage site”**.



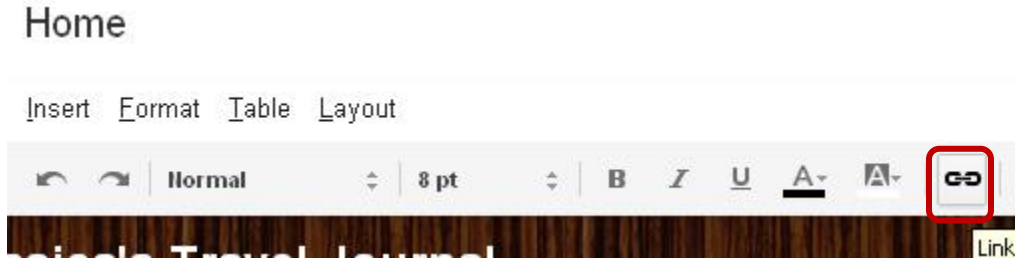
2. Click on **“Attachments”** to the left of the screen, and select **“Upload”**.



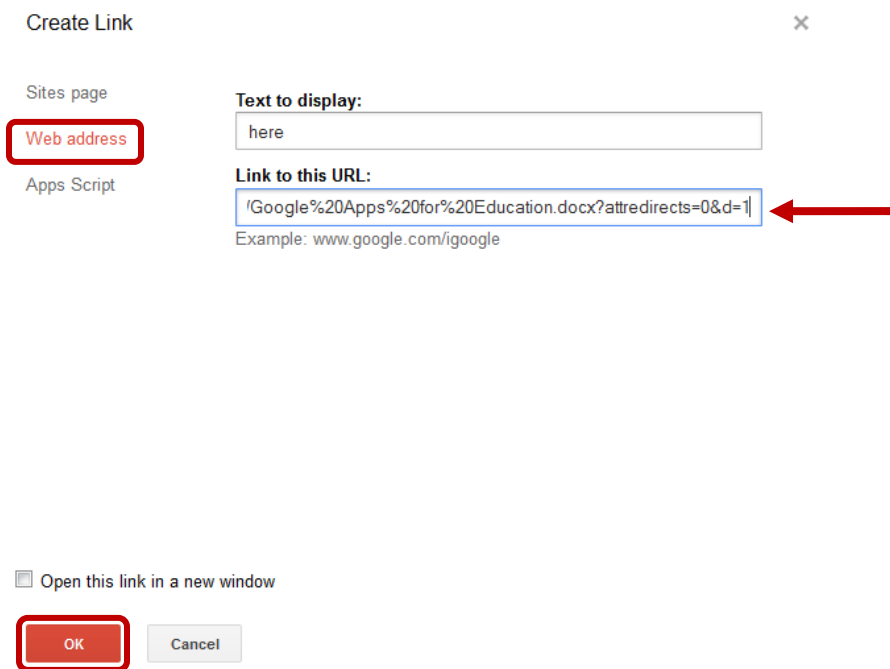
3. After your document appears with the rest of your documents, right click **“Download”** and select **“Copy Link Location”**.



4. Select **“Return to site”** at the top left of the page, and then select **“Edit page”**.
5. Highlight the text you would like to be a link to your document, and then select **“Link”**.



6. Inside the **“Create Link”** box, choose **“Web address”** and paste into the box, and click **“Ok”**.

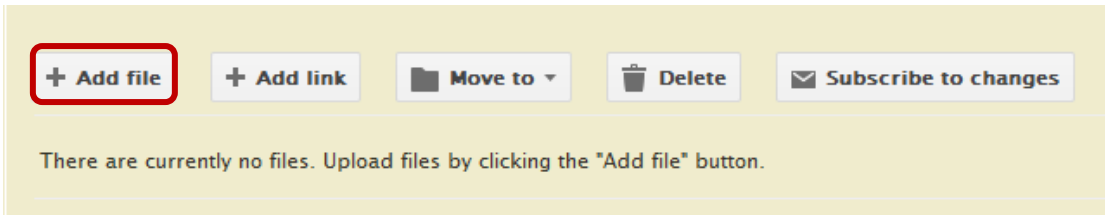


7. Your selected text will now link to your uploaded document.

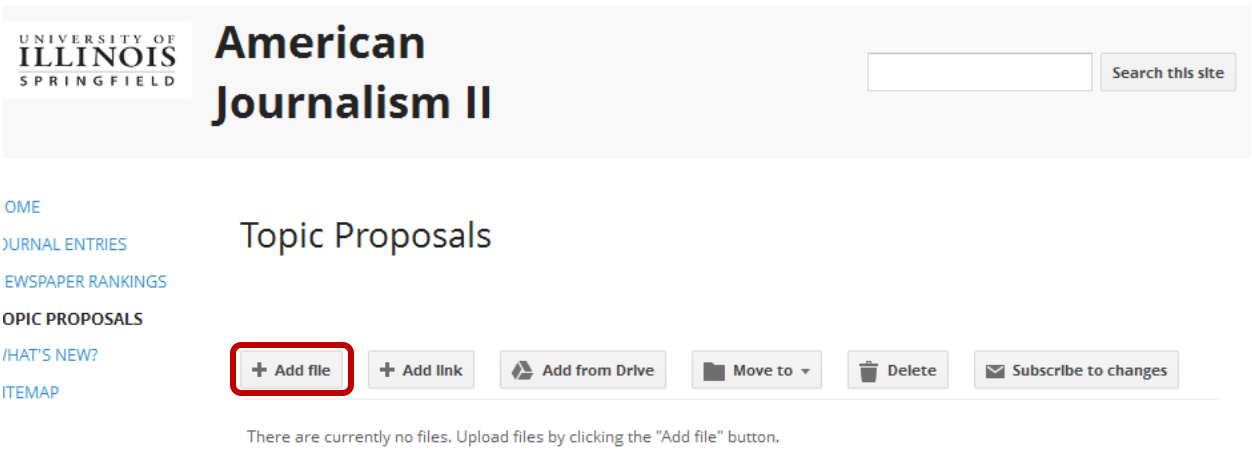
Another way you can upload documents is by creating a new page with the **File Cabinet** template as described under **“Adding Pages”** above.

After creating your new page,

1. Click on the **“Add file”** icon.



2. Browse your computer and select the file you wish to add.
3. Below is what will display after entering a website. By clicking on **View**, the viewer is led to the website. If a document were uploaded, clicking on **Download** would open the document in the viewer.

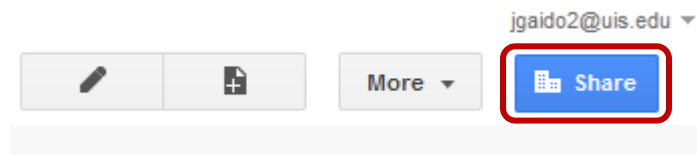


## Making the Site Public

After you have completed your site and are ready to launch it, you can make your site public.

To make your site public,

1. At the top right of the screen, click **Share**.



2. You are now able to select who can view your site, as well as collaborate and share it with you. You are able to make your site available to the public by **Change** next to the

access, and selecting if you want the site to be public.

Link to share (allows editing)

Who has access

	<b>University of Illinois Springfield</b> People at University of Illinois Springfield can find and edit	<a href="#">Change...</a> ←
	<b>Jessica Gaido (you)</b> <a href="mailto:jgaido2@uis.edu">jgaido2@uis.edu</a>	Is owner