

# Creating a Simple Website

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## Part 1 – The Basics

### *Preliminary Setup (Lesson 0)*

1. Log on to the Google home page: <http://www.google.com/>
2. Click on **more** then click on **Sites**.
3. Enter Gmail address.
  1. Your email address will be: [OCLC.95409.1000@gmail.com](mailto:OCLC.95409.1000@gmail.com).
  2. Enter Gmail password given to you by your instructor.
4. Click on **Sign in**.
5. Note: If you would like to see some template samples logon to [OCLC.95409.2000@gmail.com](mailto:OCLC.95409.2000@gmail.com) using the same password.
6. Under the heading “My sites” click on your site in the list of sites: [OCLC 95409 100#](#) where “#” is the number of your Mac 1 – Mac 8. ([OCLC 95409 1000](#) is for the instructor. Please do not use this site.)
7. You should see the following:
  1. At the top of the web page is the site name. It is shown as a header: **OCLC 95409 100#**
  2. Below the header is the title of the page: **Home - Mac #**.
8. Make sure you are using the correct website.
9. If you click on the wrong site just click on **My sites** (top right corner) and it will take you back to the list of sites.
10. If you need to sign out of Google Sites just click on **Sign out** at the top right of the browser. Repeat steps 5-7 to login to Google Sites.

### **Part 1 – The Basics (Lesson 2 – The Editor)**

Sample Web Page at: <https://sites.google.com/site/oclc954091000/home/nursery-rhymes/lesson-1-1>

### *Moving Around the Site*

1. Below the bar that says “Google sites Home Page for Mac #” is your home web page.
2. The name of your website is “OCLC 95409 100#”. On the left side of the page is the “left

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sidebar” and it has three links: **Home** (the page you see now), **Sitemap**, and **Edit sidebar**. If you click on “OCLC 95409 100#” in the header it will take you back to the home page if you are on another page.

3. The body of the web page says: “This is my home page.”
4. Click on the link called **Sitemap** in the left sidebar. Try clicking on **List** and **Tree**. Note the differences of the two maps. The Tree map will not be of much use to you until you have several web pages created. Right now you have only one web page made which is your home page. I don't use list very much because it doesn't show the relationships to the other web pages. List does arrange the pages in alphabetical order.
5. Click on **Home** in the left sidebar. This returns you back to the Home page.
6. Click on **Edit Sidebar**. The Site layout window opens. From this window you can make changes to the basic layout of the website. You can edit the left sidebar and the header at the top of the page. The four basic areas of this web page are:
  1. **Header** – which can be edited or made blank. (Right now your header says “OCLC 95409 1008.”)
    1. Click on Alignment: Standard, Theme Default (change).
    2. Unclick Horizontal navigation bar and Footer if checked.
    3. You can change how the Sidebar is displayed and the width in pixels. The Display should be on the left.
    4. Click OK.
  2. **Sidebar** – which can be edited or turned off. You can add to the Sidebar : Navigation, Text, Activity list, and even a Countdown to an event.
  3. **Page Content** – the body of the web page which will be where most of your editing and formatting will occur.
  4. **Footer** – reserved for site links. Your own footer can be created. See 6.1.2.
  5. Click on **+Add a sidebar item** to see a list of items available for the sidebar. Click on **Cancel** to return to the **Site Layout**.
7. Click on **<< Return to site**.
8. The name “OCLC 95409 100#” of your website shows in the header.
  1. You can turn the header off if you wish.
    1. Click on **More actions>Manage Site>General>Site name**: unclick the check mark “Show site name at top of pages”.
    2. Or **Edit sidebar>Site Settings:General>Site name**: unclick the check mark “Show site name at top of pages”.

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3. Click on Cancel for now. We don't want to save the changes now.
9. If you do make any changes to the pages don't forget to **Save** the changes. If you don't click on **Save** all your editing will be lost. Google will warn you if make a change but don't forget to save changes when you navigate from that page. You can also preview your changes before saving by using the **Preview** button. It's next to the **Save changes** button. Please not that sometimes the **Preview** may not be available for that page.
10. Click on the **More actions** button>**Page settings**.
  1. Check **Show page title** This shows the page title that is in the page content window not the header title.
  2. Check **Show links to sub-pages** This shows the links to pages that are a part of the present web page.
  3. Uncheck **Allow attachments**. You can have documents that can be downloaded from the web page.
  4. Uncheck **Allow comments**. You can allow comments to be added to the web page. Comments are like notes on some aspect about the web page that are added by the editor. This can't be used as blog; you add the comments not the viewing public.
  5. Check **Show this page in the sidebar**.
  6. Click on the **Save** button if you made any changes.

## **Starting the Editor**

1. Make sure you have your Home web page open. Click on your web site in the Google sites page if you don't. The header should say: "OCLC 95409 100#." The body of the page should say: "Home – Mac # This is my home page."
2. Click on **Edit page** to open the editor. The page content has only two editable parts: the Title (Home - Mac #) and the Body ("This is my home page."). Notice the boxes drawn around the Title and Body with faint dotted lines. You can't edit outside of the two boxes.
3. Edit the title of the page. Click in the title box and change "Home Page for Mac #" to "(Your name)'s Home Page" in the title bar.
4. Edit the text in body of the page. Select and delete "This is my home page." and type a few words here to see how it's like a simple word processor.
5. Click on **Save** to close the Editor. Your changes are saved and the page will be displayed without the editing boxes.

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6. Click on **Edit page** to open the editor.
7. Edit the body by clicking in the body box. Delete anything that's in the text body by selecting it and pressing the Delete key. Use the back space to get to the top of the left side of the text box. Type "A cat came dancing out of a barn,"
8. Click on **Save** to close the Editor.
9. Click on **More actions>Preview page as viewer**. This is what a person visiting your web page will see. Needs work, right?
10. Exit out of the preview window.

## Changing Fonts

1. Open the editor and select the text in the body.
2. Click on **Normal** button and select **Georgia**. Click on 10pt and select 16.
3. Select the text or a word and try **Bold**, *Italic*, and Underline buttons.
4. Try the **A** button to change the color of the text. Remember to select the text before making changes to the font or it's color. Can you make each word have a different color?
5. Try the Text background color button to change the color of the background. (It's next to the **A** button and it looks like a brush.) This button will only change the background color of the text an the blank spaces made by the space bar.
6. Use the Undo button (far left icon on the editor's toolbar) to step through the changes you made. Or select all the text and click on the **Tx** or **Remove formatting** button to remove all the changes you made.
7. Select and delete any text in the body of the web page. Use the backspace key to remove any empty line.
8. Click on **Save** to save the changes. Click **OK**.

## Changing Formatting

1. Open the editor and click in the body of the web page. The cursor should be in the text box at the top left hand corner.
2. We need some more text now so type in:  
    "A cat came dancing out of the barn.  
    With a pair of bagpipes under her arm.

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All she could sing was fiddle cum fee,  
The mouse has married the bumblebee.  
Pipe, cat, dance, mouse;  
We'll have a wedding at our good house."

3. Check your code using the **HTML** button (see the next section to read about the **HTML** button) to see if you have only `<br>` tags (called break tags) at the end of each line. This tag creates a carriage return and a new line without any formatting.
4. Click on the first line anywhere and click on the **Increase Indent** button. Check the code to see how the editor adds a new tag called the `<div>` tag. Think of the `<div>` tag as a container that holds formatting code. In this example it tells the browser to place the first character of the first line 40 pixels from the left side of the box (margin-left).
5. Click on **Cancel** to return to the editor and use the Undo to return the text to the left side.
6. Select the whole rhyme and click on the **Center** button. Undo the centering on the rhyme.
7. Select the first three lines and click on the **Numbered List** button.
8. Select the last three lines and click on the **Bullet List** button.
9. Use the **Undo** button to remove the bullets and numbers. You can leave the rhyme in the center of the page.

## So What's That HTML button?

If you click on the **HTML** button you will see the computer code called HTML (**H**yper **T**ext **M**arkup **L**anguage). This code is used by your computer with your browser to display the page you just created. It be very complicated to read unless you familiar with markup languages used by computers.

The language uses what are called tags. A tag looks like this: `<>` or `<></>` Inside this tag can be an instruction. `<br>` tells the browser to create a new line. `<a></a>` tells the browser this is a link.

The link tag (or the anchor tag) looks like this:

```
<a target="" href="http://en.wikipedia.org/widi/Cat">cat</a>
```

Aren't you glad programmers have figured out a way to create a web page without all the complicated coding and troubleshooting for the page?

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Did you know you can see all the code for any web page on your browser? In Firefox, click on View>Page Source and be amazed!

Can you figure out what <ol>, <li>, <ul> means? What does each tag come in pairs except the <br> tag?

Could you write the above rhyme in the HTML window using just the text and tags provided? A web page???

## ***Creating a Link***

1. Select the text and remove the formatting using the Tx button.
2. If the text is hard to read use the **font size** window to enlarge the text to a larger size by selecting the all the text and applying a larger font.
3. Select the word “cat” in the first stanza. (Double click on “cat.”)
4. Click on the **Link** button and then click on **Web address**.
5. Enter the following into the box below Link to this URL: <http://en.wikipedia.org/wiki/Cat>
6. If you want this link to open in another window click on “Open this link in a new window.” Click on **OK**.
7. Click on the small “x” in the box to close the link window. The link [cat](#) will be underlined and in the color blue. Clicking on the link will take you to the article on Cats in Wikipedia. They may get so interested in the “Cats” article on Wikipedia that they may forget to return to your site.
8. Create a link using the word mouse. You can find a link by using Google or Wikipedia. Copy and paste the address into the link window like you did for the link on “Cats.”
9. Usually don't want to link to another site (except to increase your Google ranking) because you may lose your viewer to the site you linked but you can link to pages on own website. Since we have only one page now we can't use this feature. A link can be anywhere on the Web, on your web page, on your web site, or anywhere around the world. All you need is the correct Internet address.
10. **Save** your web page.

## ***Create and Format a New Page***

1. Open your “Your Home Page” and click on the **Create Page** button.
2. Type in the Name box: “Nursery Rhymes”

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3. Click on **Put page under (Your name) Home Page**.
4. Click on **Create Page**. The title bar should show "Nursery Rhymes" as the title.
5. Click on **Layout** and select **Two Column** not **Two Column (simple)**.
6. Click in the sub-title box that's below the page name title box and type "Nursery Rhymes", press **Enter**, and type in "Their Meaning and History."
7. Format the sub-title by selecting it and click on Format>Heading (H2)
8. Select all the text in the Header box, center, and Normal 24pt.
9. Click in the left text box and type in "Rhymes." Select the column title and center, bold, H3 and Normal 18pt.
10. Click in the right text box and type in "Meaning & History." Select the title and center, bold, H3 and Normal 18pt.
11. Click in the footer text box and type "Copyright © 2010 My Rhymes, all rights reserved." Select and center text and Normal 8pt. The copyright symbol on a PC keyboard is Alt+0169 using the Num pad.
12. Click on **Save**.
13. Click on **More actions > Page settings>un-check all**. ( Un-ckeck>Show page title, Show links to sub-pages, Allow attachments, and Allow comments.)
14. Click on **Save**.
15. Click on **Edit Sidebar > Navigation edit>Configure Navigation Title:Navigation>Display Title** (on Navigation Bar) and type in "My Pages" Check **Display title**. Uncheck **Automatically organize my navigation**, and **Recent site activity**.
16. Check the following if listed: **Levels of pages to show: 2, Include a link to Sitemap**. By unchecking **Automatically organize my navigation** you can change the order of the web pages and indent pages in the sidebar.
17. Click on Add Page and select "Nursery Rhymes" and then **OK**. Use the up & down arrows to move the page under your home page. Use the left & right arrows to create subpages under your home page.
18. Click **OK**. Click **Save changes** and click on **Return to site** to see your work.
19. You can also have the web page show up in the sidebar by clicking on **More actions>Page settings>check on "Show this page in the sidebar."**
20. The site name shows above the page title. Here's how to remove it.
  1. **Click on More actions>Manage site>General**

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2. Uncheck the box where it says "Show site name at top of pages." Don't change the site name just uncheck the box.
3. Please do not make any other changes on this page!
4. Click on **Save changes**.
21. Click on **More actions>Preview page as viewer** to see your results. The header, titles, and sidebar are now set up. We're making progress and next thing we will want to do is add content in the text boxes.
22. We're making progress...right?

## Part 1 – The Basics (Lesson 2 – Text Boxes)

Sample Web Page at: <https://sites.google.com/site/oclc954091000/home/nursery-rhymes/lesson-2>

### **Create and Format a New Page**

1. Open your "Your Home Page" and click on the **Create Page** button.
2. Type in the Name box: "Nursery Rhymes"
3. Click on **Put page under (Your name) Home Page**.
4. Click on **Create Page**. The title bar should show "Nursery Rhymes" as the title.
5. Click on **Layout** and select **Two Column not Two Column (simple)**.
6. Click in the sub-title box that's below the page name title box and type "Nursery Rhymes", press **Enter**, and type in "Their Meaning and History."
7. Format the sub-title by selecting it and click on Format>Heading (H2)
8. Select all the text in the Header box, center, and Normal 24pt.
9. Click in the left text box and type in "Rhymes." Select the column title and center, bold, H3 and Normal 18pt.
10. Click in the right text box and type in "Meaning & History." Select the title and center, bold, H3 and Normal 18pt.
11. Click in the footer text box and type "Copyright © 2010 My Rhymes, all rights reserved." Select and center text and Normal 8pt. The copyright symbol on a PC keyboard is Alt+0169 using the Num pad.
12. Click on **Save**.
13. Click on **More actions > Page settings>un-check all**. ( Un-ckeck>Show page title,

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Show links to sub-pages, Allow attachments, and Allow comments.)

14. Click on **Save**.
15. Click on **Edit Sidebar > Navigation edit>Configure Navigation Title:Navigation>Display Title** (on Navigation Bar) and type in "My Pages" Check **Display title**. Uncheck **Automatically organize my navigation**, and **Recent site activity**.
16. Check the following if listed: **Levels of pages to show: 2, Include a link to Sitemap**. By unchecking **Automatically organize my navigation** you can change the order of the web pages and indent pages in the sidebar.
17. Click on Add Page and select "Nursery Rhymes" and then **OK**. Use the up & down arrows to move the page under your home page. Use the left & right arrows to create subpages under your home page.
18. Click **OK**. Click **Save changes** and click on **Return to site** to see your work.
19. You can also have the web page show up in the sidebar by clicking on **More actions>Page settings>check on "Show this page in the sidebar."**
20. The site name shows above the page title. Here's how to remove it.
  1. **Click on More actions>Manage site>General**
  2. Uncheck the box where it says "Show site name at top of pages." Don't change the site name just uncheck the box.
  3. Please do not make any other changes on this page!
  4. Click on **Save changes**.
21. Click on **More actions>Preview page as viewer** to see your results. The header, titles, and sidebar are now set up. We're making progress and next thing we will want to do is add content in the text boxes.
22. We're making progress...right?

## **Working with Text Boxes**

There is some confusion about how Google Sites uses text boxes. Google has three types of text boxes. There are the layout text boxes (**Layout>nine layout choices**) that are created when you first setup a page and the insert text boxes (**Insert>Text Box**) that you can insert into the Layout text boxes. Google calls this type of text box a "Text gadget." You can't put a "Text gadget" inside of another "Text gadget." Third type is the Blockquote code (**Format>Blockquote code**). This type of text box will be explained below.

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1. Click on the **Nursery Rhymes** page in the **My Pages** navigational sidebar.
2. Click on **Edit page**
3. After the “s” in Rhymes in the left text box add a new line. Left justify the line and type in the title of the rhyme: “A Cat Came Dancing...” Use H4, **bold** and *Italic* for the title.
4. Create a new line by pressing **Enter**.
5. Type in the rhyme:

“A cat came dancing out of the barn.  
With a pair of bagpipes under her arm.  
All she could sing was fiddle cum fee,  
The mouse has married the bumblebee.  
Pipe, cat, dance, mouse;  
We'll have a wedding at our good house.”
6. The rhyme should be at the far of the left text box.
7. After the “y” in “History” add a new line by pressing **Enter**. Left justify the line and again, type in the title of the rhyme: “A Cat Came Fiddling...” Use H4 and **Bold** and *Italics* for the title. Move down a line and type “Meaning and history is unknown.”
8. Select the body of the rhyme in the left text box and click on **Format>Blockquote**. Blockquote indents text but not as much as **Indent** does. Notice this creates a text box too.
9. Select “Meaning and history is unknown.” in the right text box and click on **Format>Blockquote**. Blockquote indents text but not as much as **Indent** does.
10. **Save** your work.
11. We'll add one more rhymes to the site. You can add as many rhymes as you like later.
12. Open the editor up again and we'll put one more rhyme in the text boxes.
13. Add a new line below the left blockquote type in the title “Baa, Baa, Black Sheep.” If you can't seem to get the cursor below the blockquote text box go the HTML icon on the toolbar and put a <br> at the end of the code. You can make a <br> tag in the display by pressing Shift+Enter if the cursor is where you want it, otherwise, you will have to use the HTML icon.
14. Type in “Baa, Baa, Black Sheep,” as the title and use **Bold**, *Italic*, and **H4**.
15. Add a new line and type in the rhyme:

“Baa, baa, black sheep,  
Have you any wool?  
Yes sir, yes sir,

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Three bags full.  
One for the master,  
One for the dame,  
And one for the little boy  
Who lives down the lane.”

16. Select the body of the rhyme and click on **Format>Blockquote**. Blockquote indents text but not as much as **Indent** does. Notice it is also in another text box.
17. Repeat (steps 12-15) for “Meaning and History” except use the description instead of the rhyme provided here:

“A description of the medieval 'Great' or 'Old Custom' wool tax of 1275, which survived until the fifteenth century. Contrary to some commentaries, this tax did not involve the collection of one third to the king, and one third to the church, but a less punitive sum of 6s 8d to the Crown per sack, about 5 per cent of the value. This theory also depends on the rhyme surviving unrecorded and even unmentioned in extant texts for hundreds of years.”
18. Repeat this for another nursery rhyme if you wish. If you can't get the cursor to drop below the blockquote box, open the HTML code window and type in the line break tag `<br>` before the last `</div>`. Code should look like this: `</code></div><br></div>`
19. Clean up the site by adding `<br>`'s to the space around the blockquotes.
20. The **Format** menu has several other items that you can select: **Strikethrough**, **Superscript**, **Subscript**, and **Code**. The first three are used like bold, italic, etc. Code is used to include HTML sample code on your page. (In step 12 I used the `<br>` tag as text not as a command in the document. Note that Google Sites editor uses the `<code>` tag when you use the **Blockquote Code** item. The browser ignores the code in the text.) Make use that **Code** in **Format** is not checked.
21. Try changing the color of the text and the background to see what happens. In the next section we see how to change the text and backgrounds of the site using **Manage site** command.
22. If your blockquote boxes are not completely filled with color try this procedure:
  1. Type the text in or paste it in from a text file but not off the browser.
  2. Select the text and Click on Blockquote Code. Don't click out of the blockquote box.
  3. Select Background color and click out of the blockquote box to see the color change.
  4. If you would like to be a programmer then go to the HTML button and look at the

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code. You should have only one set of `<code></code>` tags for the blockquote. Delete all the `<code></code>` tags except one at the beginning of the rhyme and at the end.

23. **Save** the page and click on **More actions>Preview page as Viewer**. See any problems with formatting?

## ***Inserting a Gadget Text Box***

1. If you would like to try Google's Gadget Text Box you can. **Insert>Text Box** I find it hard to use because the text and formatting doesn't show on the edit page. All you see is a box labeled "Text gadget." One thing you can do is move the text box around on your web page by dragging to a different area. You will have to delete the first box since it makes a copy of the text box.
2. Open up the Editor by clicking on **Edit Page**.
3. Click on **Insert>Text box>Gadget tile: "My Gadget Text Box"** and set the **Width** to 200 pixels. Type in the text window "Here's my gadget text box!"
4. You can change the font and size. A small editor is included here for you convenience.
5. Click on **Save**. The text box will be in the top left of your web page.
6. **Save** the web page to see where the box is placed.
7. Open the Editor and remove the text box by click on the text box and click on **Remove**.
8. Can you put a gadget text box in a gadget text box?

## **Part 1 – The Basics (Lesson 3 – Adding Color & Images)**

Sample Web Page: <https://sites.google.com/site/oclc954091000/home/nursery-rhymes/lesson-3>

### ***Adding Color to Your Site***

1. Open up the "Nursery Rhymes" page you worked on in the last lesson.
2. Click on **More actions>Manage site>Site appearance – Colors and Fonts**.
3. The top part of the "Colors and Fonts" page gives a list of items that can be changed. If you want to change the color or font used on the website (all your web pages) click on the **Custom** button. It's below "Choose a color:"
4. Below the list of items is the "Preview" area. You can make changes and see your results here without returning to your web page.

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5. Various areas of the web page have names. Each background area and text can be colored differently depending on the area chosen. Here's a list of background area names:
  1. The list is divided into several parts: Entire page, Site header, Content area, Content area gadgets, Sidebar gadgets, and Navigation gadget.
  2. "Entire page" means the area total of the window that you see in the browser except for the toolbars that a part of the browser.
  3. "Site Header" is at the very top of web page where the site name is shown. If the site name is turned on you will see "OCLC 95409 10###" at the top of the page. See **More actions>Manage site>General>Site name** to turn the site header off or on.
  4. "Content area" is below the "Site Header" and right of the sidebar. "Page Title" and "Header" are a part of the "Content Background." The "Page Title" can be turned off and is above the "Header." **More actions>Page settings>check Show page title**. Both will have the same background color as the "Content Background."
  5. "Page Background" is the area between the "Content Background" and the edge of the screen. It is the color of the entire page behind the web page. Click on **Page background color>Custom**. Select a color and check the Preview window to see the changes.
  6. The right and left "Text boxes" and the "Footer" below the have the same color as the "Content Background" and are a part of the **Site layout**.
  7. The color for "Blockquote" boxes are colored using the procedure in previous section. They are not a part of the **Site layout**.
  8. "Content Area Gadget" is an area where a gadget is displayed in the "Content Area." If you don't have a gadget embedded here you will not see any change to the background color. There is even a "Content Gadget Header" background that can be colored. To see an example of a "content area gadget" click on **Insert>Text box**.
  9. "Sidebar gadgets" include the following: "AdSense," "Navigation," "Text," "Recent site activity," "My recent activity," and "Countdown." "Countdown" is a useful gadget for club activities, since it tell a visitor to the site how many days a certain activity will take place.
  10. The "Sidebar Gadget Header" is at the top of the sidebar and will be labeled "Navigation" as the default.
  11. The "Navigation gadget" can show the current page that is being viewed and it will change depending on the current page selected. If it is not the current page

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the background will be set to the “Sidebar Gadget” background color.

6. Try each of the background color settings discussed above. If you want you can change the text color, too.
7. Even up the height of the text boxes by using HTML tag `<br>s` or the Enter key.
8. To get a better idea of what the viewer will see after all your editing to the web page use **More actions>Preview page as viewer**.
9. Click on **Save changes** after you have the background and text colors the way you want.

## ***Inserting a Horizontal Line in the Web Page***

1. Place your cursor between the header and the text boxes and use **Insert>Horizontal Line** to put a line across to divide the sections. For some reason you can't change the size of the line, even when you use the **HTML** button, but you can change the width.

## ***Adding Images***

1. We'll add some images to the Nursery Rhymes' web page so open the page and start the editor by click on **Edit page**.
2. Create some space in the left text box by entering several `<br>`'s (Shift+Enter) between the title “A Cat Came Fiddling... and the rhyme that's in a blockquote and place the cursor in the middle of the space between the two.
3. Click on **Insert>Image>Web address (URL)>**  
[http://www.senioresolutions.com/images/cat\\_dancing.jpg](http://www.senioresolutions.com/images/cat_dancing.jpg) **>OK**  
**Warning:** If you do plan to use other folks images remember that the images maybe copyrighted. Check before you use the images. Also, linking to images on somebody's website can cause problems if the website gets changed or deleted. Use your own images if you can or make copies and upload them to a website like Flickr or Google's Picasa.
4. Click on **Align: C** and **Size:S**. Leave “**Wrap**” off for now. (“off” is active when it's in black text not [blue and underlined](#).) and “x” out of the image window.
5. Staying in the left text box; create some space between the title of “Baa, Baa, Black Sheep” and the rhyme that's in a blockquote and place the cursor in the middle of the space between the two.
6. Click on **Insert>Images>Web address (URL)>**  
[http://www.senioresolutions.com/images/baa\\_baa-1.jpg](http://www.senioresolutions.com/images/baa_baa-1.jpg)**>OK**

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7. Click on **Align: C** and **Size:S**. Leave “**Wrap**” off for now.
8. Create some space between the right title of “Baa, Baa, Black Sheep” and place the cursor in the middle of the space in text box like we did on the left side.
9. Click on **Insert>Images>Web address (URL)>**  
[http://www.senioresolutions.com/images/baa\\_baa-2.jpg](http://www.senioresolutions.com/images/baa_baa-2.jpg)>**OK**
10. Click on **Align: C** and **Size:S**. Leave “**Wrap**” off for now.
11. Try to size and arrange the text and images so that they are centered both vertically and horizontally. It may take some patients to get formatting just right. It's easier to align objects, like photos, in tables rather than using inserted photos and blockquotes. Tables will be discussed
12. The images are small, almost thumbnail size, how could you make the images larger by clicking on the image?
  1. Select the image of the real black sheep by clicking on the line above and dragging your mouse over the image until you see it turn a light blue. Release the mouse.
  2. Click on **Link** and “Web address” and enter the web address for the image as [http://www.senioresolutions.com/images/baa\\_baa-2.jpg](http://www.senioresolutions.com/images/baa_baa-2.jpg)
  3. Click on “Open this link in a new window.”
  4. **Save** the page. Test the link by clicking on it
13. Using the above procedure would make it possible to create an album of pictures on your website and if someone wanted to see a larger image they could just click on it.

## Part 1 – The Basics (Lesson 4 – Templates)

Sample Web Page: <https://sites.google.com/site/oclc954091000/home/nursery-rhymes/lesson-4>

### *Creating a Template*

1. When you created a new web page using Create page you noticed that the color and formatting was carried over to your new page but the headings, titles, and text boxes didn't. By creating a template you can now save the heading, titles, and text boxes, too. I use templates to save a copy of my pages so that I can always start over if the page gets lost or I don't like the changes I made. (For this course, I can start on Lesson 3 without having to create all the changes I made in Lessons 1 and 2.)
2. Oh, and one more thing, these are web pages templates not website templates. When you are first creating your website you are given a choice of website templates Google has available. Google has provided these templates to help to create nice looking

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templates that take a minimum of time to create. If you would like to take a look at them to More actions>Manage page>Themes and click on **preview** on one of the themes provided.

3. Remember, though, you will have a website that will be a similar design to someone else's website. You can only have one website template but you can make many web page templates.
4. Open up your Nursery Rhymes web page that you did in the last lesson.
5. Click on **More actions>Save as page template** and fill out the form. Name the template "Lesson 4" and short description of the template. Change the **Default location** so that the template is below the page that was used to create the template. In this case it would be under "Nursery Rhymes." You could create a web page called "Templates" and put the new templates under this page.
6. Click on **Save**.
7. Click on **Create a new page from this template**.
8. In the **Name:** window name the page "My Rhymes" and put the page under Nursery Rhymes.
9. Now you have made a web page from the "Lesson 4" template.
10. Click on **Save**.

## *Using Google Templates*

1. You can create a page with the formatting from a old page that you created by either using cut and paste or using your templates.
2. Click on the Nursery Rhymes link to show the page.
3. Click on **Create page**. You will see the template listed with the other templates when you click on **Create page**. Notice the Google templates available: **Web Page, Announcement, File Cabinet and List**. You have already used the Google template called **Web Page** and created a personal template called **Lesson 4**.
4. Click on **Announcements**. If you would like to create an announcement web page for your club or for family members you can that here. You can use **Attachments** to include a document file for people to download, too. **Comments** can only be left by you (the webmaster) or someone who has access to the editor.
5. Fill in the **Name:** window with the name of the announcement web page you want. I called it "Lesson 4 - Announcements."
6. **Put page under** your home page. Click on **Choose a different location** to do this.

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7. Click on **Create Page**.
8. You can create new posts by clicking on **New post**. This is not available for the public but they can click on **Subscribe to posts**. A bookmark will be created on their browser with a list of recent posts made by the webmaster.
9. Click on **New post** a draft web page is created, each new post is a new web page. Rename the "Untitled Post" to "My First Post."
10. Type some words in the body of the message and click on **Save**. (Notice there is also a **Save Draft** provided too.)
11. Click on **Edit sidebar>Navigation – edit>Add page>Lesson 4>OK** to list the announcement.
12. Click **OK** and **OK** again.
13. Click on **Save changes**.
14. Click on **My First Post** to read the post and **Edit post** to change the message if you like.
15. You can **Save** this page if you would like to try it out later. To delete the page click on **More actions>Delete page**. The delete window will come up and click on **Delete**. Remember you can delete the post or all the posts because each is a separate web page.
16. A good place to keep files (photos, documents, spreadsheets) is in the **File Cabinet**. If you don't want to share the files with whole world click on **More actions>Share this site>invite the people who can use you site**. Here's what owners, collaborators, and visitors can do:

Owners can:

- Invite other owners, collaborators, or viewers
- Change site themes, and layout
- Change the site name
- Delete the site
- Do everything a collaborator can do

Collaborators can:

- Create, edit, delete pages
- Move pages
- Add attachments
- Add comments
- Add/remove pages to the sidebar navigation
- Subscribe to site and page changes

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Viewers can:

- Only view pages
22. Click on **Create page>File Cabinet**. Give the page a **Name**: “Lesson 4 – File Cabinet” and place in it under your **Home Page**. This is a good way to transfer files to others instead of email attachments. Click on **Create page**.
  23. Click on **Add file** and choose either “**your computer**” or “**the web**” and add a File description if you like.
  24. Click on **Upload** to upload the file to your file cabinet web page.
  25. **Save** the web page.
  26. Click on **Create page>List**. Give the page a **Name**: “Lesson 4 – List” and place it under your **Home Page**. Click on **Create page**.
  27. There are four items to choose from: **Action Items** to keep track of action items from a meeting or project , **Issue List** to track your project's open issues, **Unit Status** to track the status of individual units in your project , **Create your own** to define your own columns for your list.
  28. Click on one of the items and then click on **Add item**.
  29. Create several records and then **Save** the web page.

## ***Moving Web Pages Around***

1. One of the functions the owner and collaborators can do is move the web pages around. We haven't talked about this yet because we didn't have many web pages to move around.
2. To move a web page open the web page you want to move (don't open Edit page mode) click on **More actions>Move page>**and click on the page you want the web page to be under and then click **Move**.

## ***Working with Tables (Lesson 5)***

1. Sometimes it's easier to work with tables to create a web page, especially if you are inserting photos. You may have had problems with the last web page getting the text boxes and images lined up.
2. Let's create a Web Page called “Working with Tables.”
3. Click on **Choose a different location** and place the web page under your home page.
4. Click on **Create Page** and notice the page comes up in the editor with the colors you picked out the the Nursery Rhymes page.

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5. Add some lines (<br>'s) to the body of the page. This helps with moving the cursor in and out of text boxes. A good rule is to leave a little room above and below the object you are inserting; in this case the object is a table.
6. Click on the third row (about 1/2" down) and click on **Table>Insert table** and create a 2x3 table. (Two cells across and three cells down.)
7. Select the table and center the table using the **Center** format icon. (Try selecting one line up and below the table if the table doesn't center.)
8. **Save** your work before you switch to the Nursery Rhyme page (Lesson 3). Remember the undo icon will not work after you save your work. Don't forget to add the page to your navigation bar.
9. There are two ways to copy the text you need into a table cell. You can copy and paste from the Nursery Rhymes page including the formatting codes that come with it or copy the text and remove all the text formatting codes before you copy and paste the text into your web page.
  1. Text with formatting codes: Open the editor and select and copy the text (rhyme) you want from the Nursery Rhymes web page. Open the Working with Tables web page and paste the text into a cell. Size the cell so that the lines of the rhyme are correct.
  2. Text without formatting codes: Do the same as in Step 1 except paste the text from the Nursery Rhymes web page into WordPad or NotePad. The reason for this extra step is that this is not a direct copy and paste. When you copy from a web page you bring the formatting along too. This can make formatting on the new page difficult. This procedure (called parsing in computer science) strips the formatting and leaves only the text. Paste the text into an adjacent cell to compare the differences. You might want to take a look at the code using the HTML button.
  3. Delete this table (**Table>Delete table**) and create a new table that will hold all your objects. You will have to figure out how many cells you will need but you can always add more by clicking on **Table>Insert (Rows or Columns)**.
  4. Before you start copying the objects you might want to have two windows set up so that you can select an object in one window and drag this over to the other window that has the table. (This may not work on a Mac. I haven't tested this yet.)
  5. Copy each heading, title, and rhyme and image to the appropriate cells. Check to see if Code is checked in Format>Code. Uncheck it before you change the formatting and fonts. Did you forget to add extra space before you inserted the objects?
  6. If you prefer to not copy and paste you can always type in the text and insert the images as we did in Lesson 3.
  7. Working with tables makes it easier to arrange the objects in the page and you can

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have more than one table on page. Remember that this is a table and not a spreadsheet. There are no formulas that can be applied to the cells.

10. You can **Save** this web page for later. Try creating a template for the page, too.

## Part 2 – Google Inserts & Gadgets

### *Creating a Table of Contents*

1. On our nursery rhymes web page we have created a list of rhymes with there meaning and history. What does a webmaster do if the viewer has to scroll down a long ways before they get to the rhyme they want to read? One way to solve this problem is to create a Table of Contents (TOC).
2. Open up the Lesson 5 web page and start the editor and position the cursor a couple lines down in the body of the web page and then click on **Insert**.
3. Click on **Table of contents** and leave the **Width** to 250px and **Show Levels** to All. Click on **Save**.
4. The TOC will be placed at the top of the page on the left side. If you click the **Wrap on** the title will move to the right side of the TOC.
5. How does the TOC get created? The editor uses the header information in the document. It looks for the <h2>, <h3>, etc. tags and creates an outline. This is why you should away use header tags and not font tags. It's OK to have a <font> tag inside of a header <h#> tag. For our purposes this not work well with the Nursery Rhymes page notice that the headings are repeated for rhyme titles. Why?
6. Delete the TOC and **Save** the web page.

### *Inserting a Subpage Listing*

1. A subpage listing lists all the pages that are a part of your website. It is like a Table of Contents but it applies to the whole website ( or a part of the website if you like). Although, It is kind of redundant if you are using the sidebar feature already.
2. You don't have much control over the background and fonts in the **Subpage** Listing so I would wait until Google improves this feature but try it out if you wish.  
**Editor>Insert>Subpage listing** This seems to work better than the **Table of Contents** insert we used above.

### *Inserting a Calendar (Lesson 6)*

1. A calendar is nice to have on a club's website. Members can check the calendar for the

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various activities and events the club will be having.

2. Create a new web page and call it "Calendar."
3. Click on **Calendar** next to **Gmail** (not Insert>Calendar) and sign in to Google Calendar check if the information is right and then click on **Continue**.
4. Click on **Create** under "My calendars". Give the calendar a name (ex. "Student 1009's Calendar"), description, location, and time zone. You may make this calendar public if you want.
5. Click on **Create Calendar**. Notice that your calendar shows up on the "My calendars" and has a different color for each calendar.
6. Click on a day and time and type in an event in the "What:" window. In the "Calendar:" window click on your calendar. The event should change to the color of your calendar listed on the "My calendars" sidebar.
7. Click on **edit event details** and fill in the information you want and then click on **Save**.
8. Return to your website by clicking on the **more >Sites>**your website.
9. Return to **My Sites**, your Calendar web page and open the editor. Remember make some extra lines (<br>'s) before you insert the calendar.
10. In the text box click on **Insert>Calendar** and select your calendar. Click on **Select**.
11. You can make changes in Height, Width, and how you want to view the calendar. Just click on **Save** for now.
12. Center your calendar in the page.
13. Click on **Save** again to save the calendar in the web page.
14. Check to make sure that the calendar is work correctly. Did your events show up on the calendar. If they didn't make sure you inserted the correct calendar into the web page.

## ***Inserting a Map***

1. Let's insert a map below the calendar. Click on Edit page.
2. Add some <br>'s below the calendar. Click on **Insert>Map**.
3. Type in Santa Rosa, CA and click on **Search** then **Select**. You can move the map around to place it where you want. Use the "+" to move in closer for more detail.
4. Click on **Save** and **Save** again.
5. Use the **Preview page as viewer** to see your results.
6. The viewer to your web page can see a map, satellite, or terrain view and move the map around or size it as they wish.

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## ***Inserting Videos***

1. Upload your video.
  1. Sign in to YouTube: [http://upload.youtube.com/my\\_videos\\_upload?feature=mhw4](http://upload.youtube.com/my_videos_upload?feature=mhw4)
  2. Click on **Upload Video** and browse for file.
  3. Fill out **Title, Description, Tags, Category**
  4. Wait for upload to finish but you don't have to wait for "Generating tag suggestions"
  5. Click on **Save Changes**
  6. Click on **Go to My Videos**
  7. Click on **Play**
2. Insert a sample video into you web page.
  1. Copy the URL (Fireworks video: <http://www.youtube.com/watch?v=czKqT5qlrDU>) (This video was taken by a friend of mine.)
  2. Sign in to **Google Sites**
  3. Create a web page called "Videos." Add some extra lines to the page.
  4. Paste the URL from above into your web page. **Insert>Video>YouTube**
  5. Add a title if you want to the video and call it "Fireworks."
  6. Click or unclick for border and title
  7. Center the video.
  8. Click on **Save** and click on **Save** again.

## ***Keeping Tract of Stuff***

1. Create a web page called "Keeping Tract of Stuff." Create a little space in the body of the web page.
2. **Recent posts** is a gadget that lists all your Recent Announcements in a short, medium summary form, or in full form. It summarizes the web page that was made by the Announcements template. If you have multiple announcement web pages (probably for different groups under one website) they can all be view on one web page.
3. If you click on the title of the post it will up to the full post. This is a good way to provide a list of the posts that where made.
4. Click on **Insert>Recent posts** and fill out the window the way you want to see the posts displayed. Click on **Save**.

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5. **Recently updated files** is similar to **Recent posts** in that it shows a list of the files that have been recently uploaded and revised. A webmaster might use this to keep track of the files that have been recently uploaded. You probably would not want this to show in the navigation sidebar.
6. Click on **Insert>Recently updated files** and select which file cabinet to use, the number of files to show, and a title.
7. Click on a file to open the file.
8. Recent List Items adds a list of the items from the List web page.
9. Click **Insert>Recent list items**, fill out the form and click on **Save**.

## *Using AdSense and AdWords*

1. After you have finished this course and people have started to come to your site you can make money by using Google's AdSense. And you can pay Google to increase your website visits by using AdWords. AdSense and AdWords will not be covered in this course.

## *Inserting Documents, Presentations, Picasa Photos and Spreadsheets*

1. I am not going to cover how to use Documents, Presentations, Picasa Photo, and Spreadsheets in this class because they require you to know how to use these programs. They work basically like we did in Lesson 3 when we worked on adding images.

## *Google Gadgets*

1. Create a page called "Lesson 8 - Google Gadgets."
2. Open up the editor and add some line space to the page.
3. Click on **Insert>More gadgets>Technology>Countdown** and click on **Select**. Fill out the parameters you want to setup your gadget.
4. Click on **OK**. Click on **Insert>More gadgets>Finance>Currency Converter** and click on **Select**. Fill out the parameters you want to setup your gadget.

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## ***Creating a Your Personal Site (Lesson 7: do this at home – not for class)***

1. Click on **Create new site** to create a new site.
2. Click on **Browse the gallery for more** to see more templates.
3. Click on **Personal & family>Family site** or any category you like.
4. Click on **Select**.
5. Click on Choose a theme and select a theme template. If you picked out a template in step 3 leave it as “default template.”
6. Click on More Options and type in a description of the site, who you want to share it with, and if it's mature content.
7. Type in the CAPTCHA code to authenticate the site and click on **Create Site**.
8. If the you can't seem to get the site created, try changing the name of the site. Use numbers if you have to like I did for the class sites.
9. Getting the CAPTCHA and site name can be frustrating. This why I created the student sites beforehand so that we would not be spending time creating sites. I had to call the sample site for the class “persaonsite” because I tried many different names and Persaon worked. It was going to be called “My Personal Site” but that did not work.

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