Using Google Classic Sites

A. Create Your Google Sites Website

1. Login to your FPS Google account
2. Click on the Google apps icon (9 little boxes) near top right
3. Select **SITES**
4. Select the red **CREATE** button, choose **CLASSIC SITES**
5. In the **NAME YOUR SITE** box, type in a name for your website. This will be the title for your website.
6. Scroll down and click on the drop down arrow next to **SELECT A THEME**, choose a theme you'd like to use
7. Scroll back up to the top and select the red **CREATE** button at top. Your new website should appear on the screen.
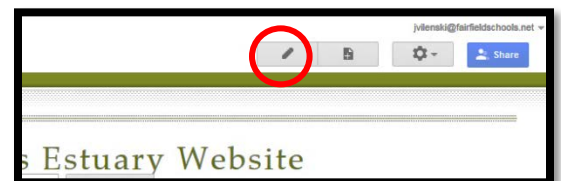
> IMPORTANT!
>
> Any time you're in EDIT PAGE mode, you need to select the blue **SAVE** button after you make any changes to your page.

> When in EDIT PAGE mode, you will see a menu at the top with many formatting options of font color, type, size, bullets, etc. Don't forget to **SAVE** when done!
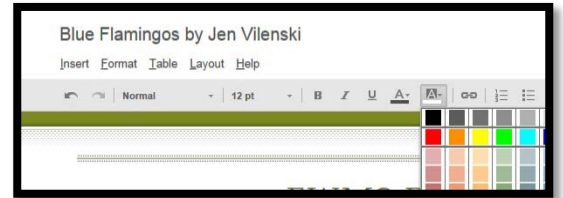
B. Choose a Layout for Your Page

1. Select the **EDIT PAGE** button (pencil, at top)
2. Select the **LAYOUT** tab from the top menu
3. Select a layout that works for your page
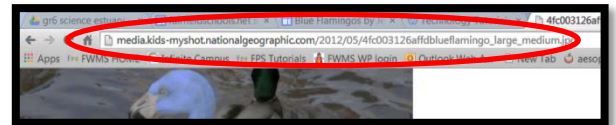4. Select the blue **SAVE** button

C. Enter and Format Text on Your Page

1. Select the **EDIT PAGE** button (pencil, at top)

2. Use the **TEXT BACKGROUND COLOR** button if you'd like to choose a background color to make your headers stand out from the rest of the text (as shown at right)
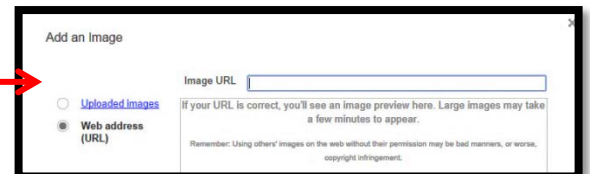
D. Insert Images on Your Page

1. Open another tab in Google Chrome
2. Look in Google images for the image you'd like to insert
3. Go to the FULL SIZE of the image by selecting **VIEW IMAGE**
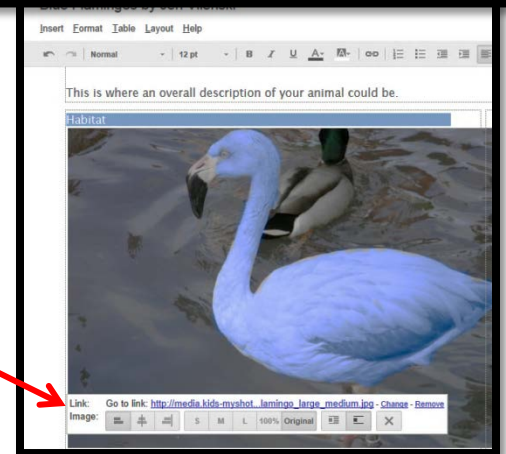4. COPY the URL (web address) of that image. The URL needs to end in .jpg or .png for it to work

5. Go back to your web page and place your cursor on the page where you'd like the image to be
6. From the top menu, select **INSERT > IMAGE**

7. Select **Web address (URL)**
8. PASTE the image url into the IMAGE URL box
9. You will see your image appear in the box
10. Scroll down and select **OK**

11. Your image will now be in your web page. Click on the image and you'll see the image formatting box appear below it
12. Use the image formatting box options to align the image to the left, center or right, adjust the image size (S, M, L), or wrap the text around the image.

Don't forget that you need to give credit to the website where each image came from. To do this, type some small text next to or under the image, stating "*Image courtesy of Blueflamingo site*" (name of site)

E. Insert a YouTube Video Clip on Your Page

1. Open another tab in Google Chrome
2. Find an appropriate short clip on YouTube.com
3. Select **SHARE**, then COPY the url of the YouTube video clip
4. Go back to your web page and place the cursor where you want to insert the video
5. Select **INSERT > YouTube**
6. PASTE the url in the url box
7. Press **SAVE**
8. You can then align or wrap the text around the video, like you did with your image(s)

> Use the INSERT tab to insert other objects, links, text boxes, charts, apps or gadgets.
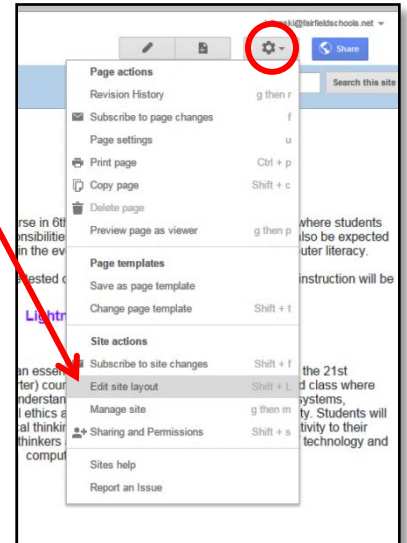
F. Add New Pages to Your Website

1. Select the **NEW PAGE** button (page with a + on it)
2. Name the new page
3. Under "Select a location" decide if you want to put the new page at the top level (same level as your first page), or as a subpage, under the HOME page level
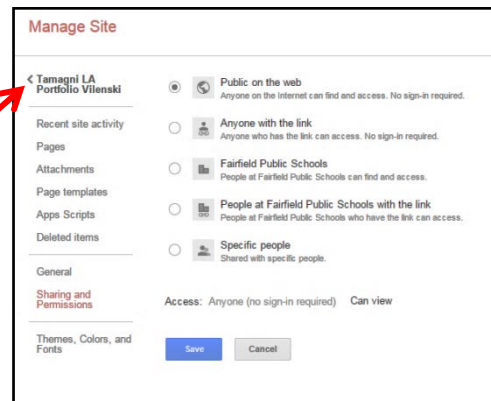4. Select **CREATE** , then the blue **SAVE** button

G. Customize Your Site

1. Select the **MORE ACTIONS** icon (gear wheel near top right)
2. Select **EDIT SITE LAYOUT**

3. Use the editing features from the top menu to change where you want to place menus and tabs on each of your pages
4. To edit the HORIZONTAL NAVIGATION bar, click in that area near the top. The CONFIGURE NAVIGATION box should appear. This will let you modify the tabs for each page of your site.
5. To edit the SIDEBAR, click in that area on the left side. The CONFIGURE NAVIGATION box should appear. This will let you modify the options for your sidebar items.
6. Select **CLOSE** when done

H. Share Your Site

1. With the Google site open, select the **SHARE** icon near the top right of the screen
2. Under the "Who has access" section, select **CHANGE** next to the **PUBLIC ON THE WEB** option, and you can choose the level to share the site (as shown at right)
3. Select **SAVE**, then click on your website title in the top left to go back to your website
4. Copy the URL (web address) of your site to share it as needed.

Woohoo! You're now on the web!

Don't forget to **SAVE** your web page when done!