

# **Google Sites Basics**

## Introduction

Google Sites is a service that allows you to easily create websites without knowing how to write HTML code.

## The 4J Version of Google Sites

You may have already noticed that you can access Google Sites via your Gmail account. However, the 4J school district provides special edition of Google Sites. You already have an account on this service simply by virtue of having a 4J email address, and you should use it for any district-related files you may choose to create on Google Sites.

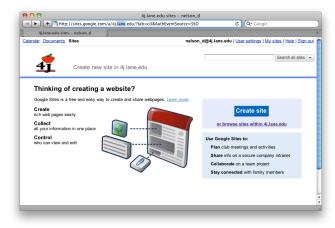
# Logging into 4J's Google Sites

- 1. Open your web browser (Safari or Firefox.)
- 2. Go to the address http://tinyurl.com/googlesites4j
- 3. Log into the Internet filter if prompted.
- You will be presented with a login page similar to the one pictured below. Enter your 4J Username and Password in the corresponding fields, then click the Login button.

4	Eugene School District 4J				
4	J Google auth	entication			
o access your	r 4J managed Goog	le Applications and Documents, please enter your 43 email username and password below.			
Jsername:	nelson_d	@4j.lane.edu			
Password:					
		(Login)			
		© 2004 - 2007 Eugene School District 4J	_		

#### **Creating a Site**

- 1. If you do not already have a site on the 4J Google Sites service, you will be prompted to do so when you log in.
- 2. Click the **Create site** button.



#### 3. Give your site a name.

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- 4. Pick an address for your site.
- 5. Select a theme.

		tes: Create new site				
🔺 🕨 🕂 😤 http	://sites.google.com/a/4j.lane	e.edu/sites/system/app/p C Q Google				
4j.lane.edu sites: Create new site +						
Calendar Documents	Sites nelson_d	@4j.lane.edu   User settings   My sites   Help   Sign out				
ij.lane.edu	Create new site in	Search my sites 💌				
Choose a template	to use					
Blank template	Browse the gallery for more					
Name your Site: My Website						
Your site will be loca						
	m/a/4j.lane.edu/ my-website					
Site URLs can only us	se the following characters: -,/	\-2,a-2,U-9				
Choose a theme	(currently: using template de	fault)				
More Options						
Create site	Cancel					

# **Adding Pages**

- 1. Click the Create page button in the upper right corner of the screen.
- 2. Select a template in most cases you will probably want to choose **Web page** or **Start Page**.
- 3. Give your page a name.
- 4. Select whether to put your page at the top level of your site or to make it a sub-page of an existing page.
- 5. Click the Create page button.
- 6. Add content to your page as desired.
- 7. Click **Save** in the upper right corner of the page when finished.

#### **Editing Pages**

- 1. Navigate to an existing page in your site.
- 2. Click Edit page in the upper right corner of the page.
- 3. Edit as desired.
- 4. Click **Save** in the upper right corner of the page when finished.

#### **Deleting Pages**

- 1. Navigate to an existing page in your site.
- 2. Click the More actions button, then Delete page.