



Google Sites Basics

Introduction

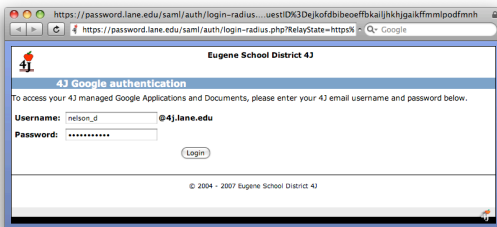
Google Sites is a service that allows you to easily create websites without knowing how to write HTML code.

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.

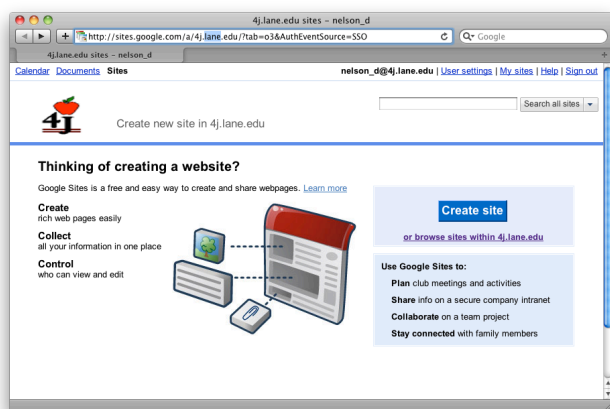
Logging into 4J's Google Sites

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.
4. 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.



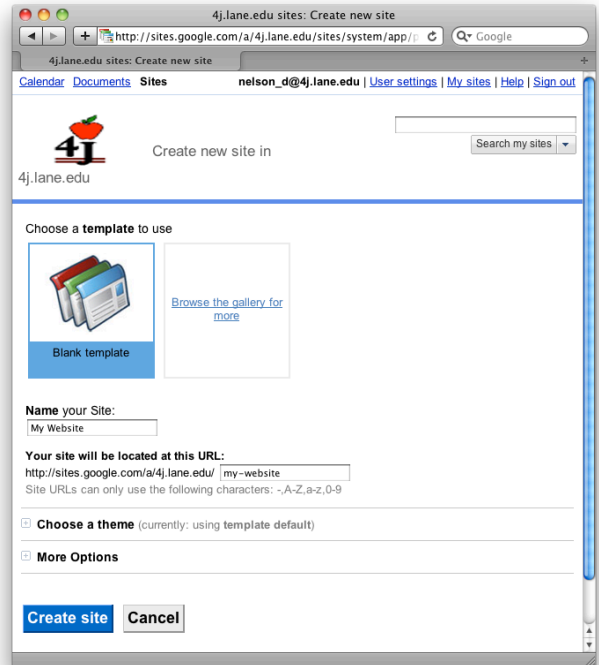
Creating a Site

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.

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



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**.