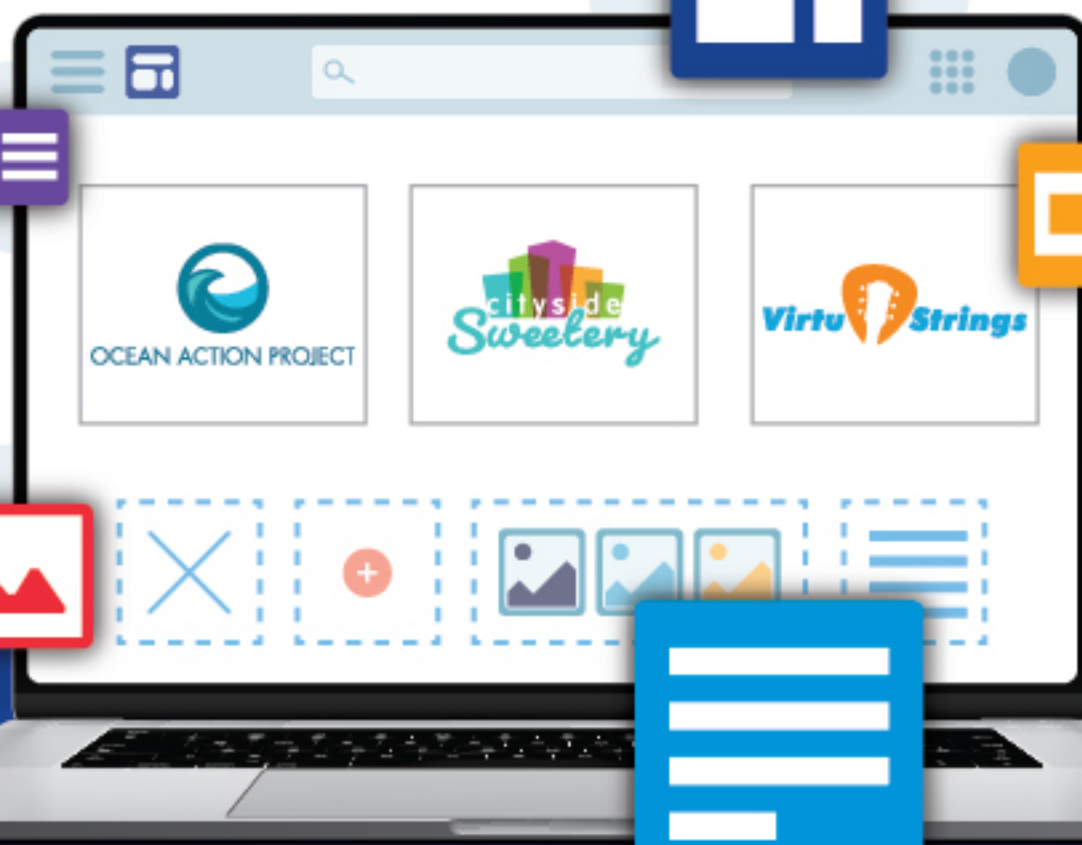


WEB DESIGN WITH **Google** Sites

A Blended Learning Approach to Building Websites

Textbook and Simulation in One Book



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B.E. Publishing

Part 1

The Internship

Project 1

Ocean Action Project

- Lesson 1:** Creating Your Site
- Lesson 2:** Duplicating and Enhancing Sections
- Lesson 3:** Adding Subpages to Your Site
- Lesson 4:** Adding New Section Types
- Lesson 5:** Applying the Finishing Touches to Your Site



OCEAN ACTION PROJECT

Dedicated to the protection and preservation of our waters

Overview

One of the greatest advantages of Google Sites is that it allows you to create a website without having to know how to code. With its intuitive drag-and-drop features, Sites makes it easy to build and customize professional-looking websites. You can add text boxes to organize information and change themes to make the site visually appealing. You can even make your website unique and informative by adding elements such as calendars, videos, and maps. Another great feature is that Sites integrates well with other Google Apps, so you can easily insert documents, spreadsheets, presentations, and forms stored on your Drive.

When you create a new Google Site, the first page you will likely build is the Home page. The Home page is also the first that visitors see and must grab their attention and encourage them to read and explore further.

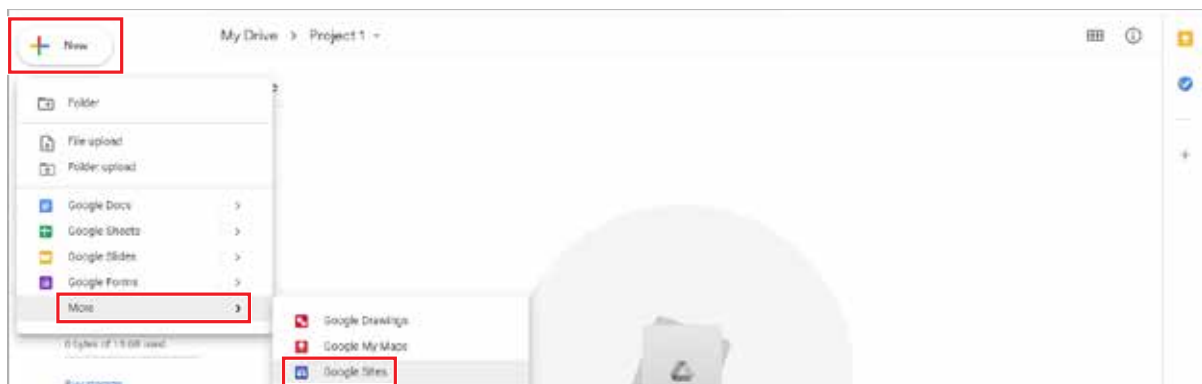
In this lesson, you will build the Ocean Action Project's Home page as well as create five other main pages that make up the site.

Skills

Creating a New Google Site • Changing Themes • Changing Theme Colors and Font Styles • Changing Header Image • Adding Pages • Adding a Text Box • Changing Text Styles • Formatting Text • Inserting Images • Combining Section Elements • Resizing Page Elements • Adding Pre-designed Layouts • Adding Objects to Placeholders • Reordering Sections • Changing Section Backgrounds • Aligning Text • Previewing a Site • Adding Collaborators • Closing a Site

Instructions

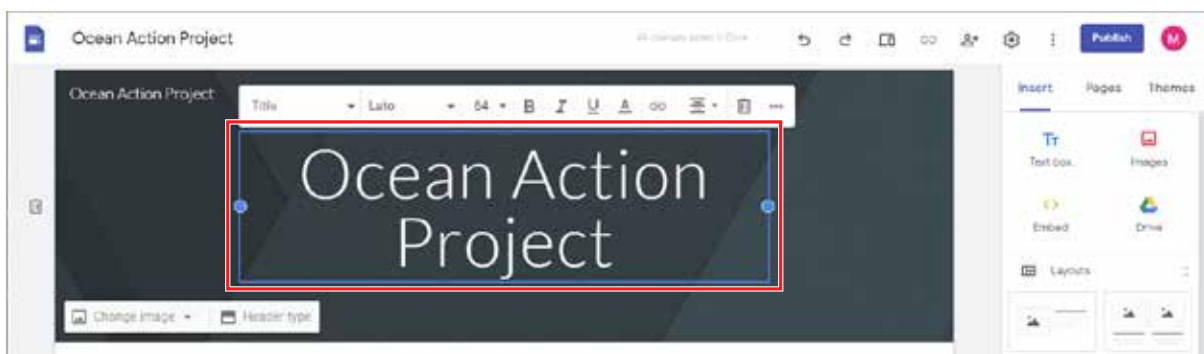
1. Sign into Google Drive.
2. **Create a New Google Site.** To create a new site, open your Project 1 folder, click **New**, select **More**, then select **Google Sites**.



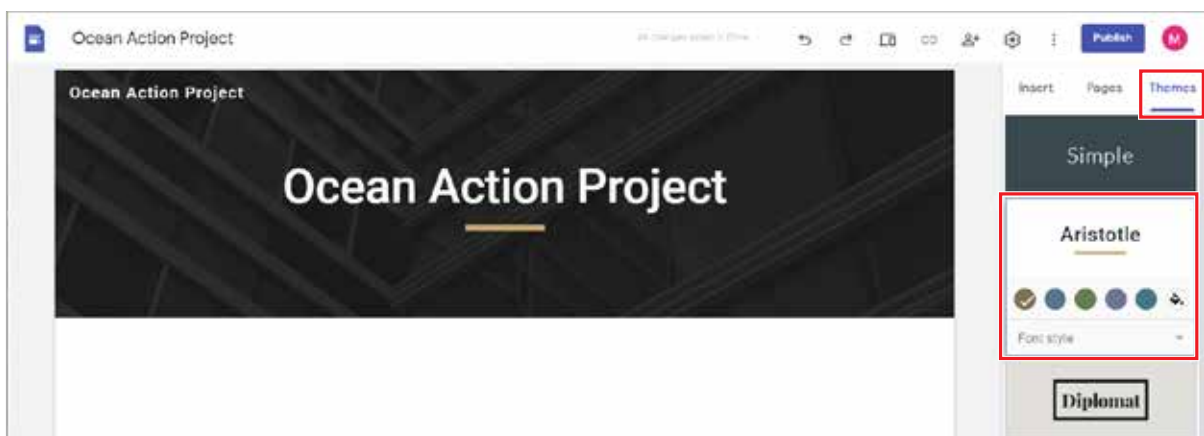
3. In the **Untitled site** field, change your site document name to [Ocean Action Project] and hit Enter. Notice that the navigation section at the top of the header auto-populates with the same text.



4. In the **Your page title** field on the Home page type [Ocean Action Project].

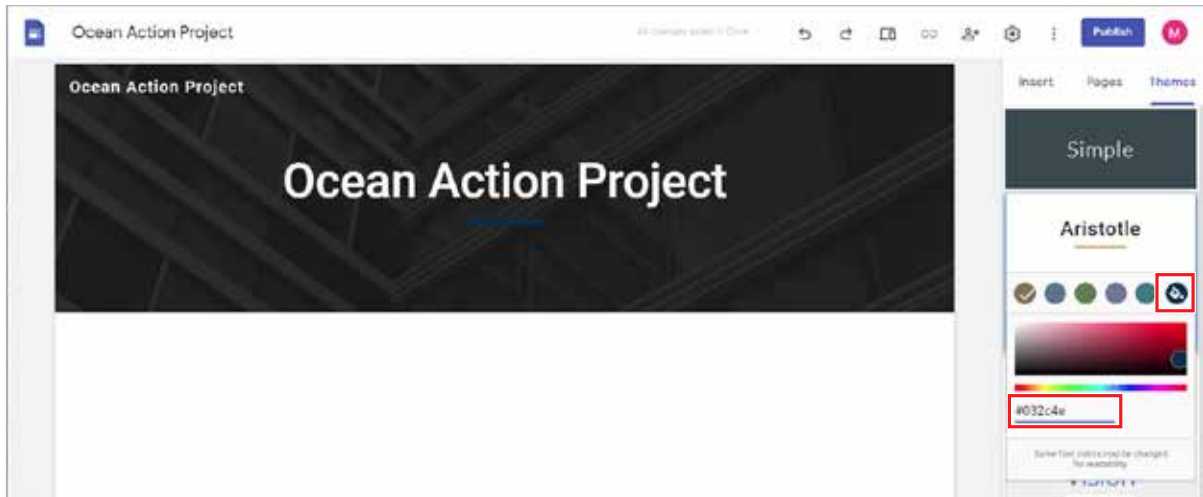


5. **Change a Theme.** To change the site's theme using a pre-designed style of fonts and colors, select the **Themes** tab and choose **Aristotle**.

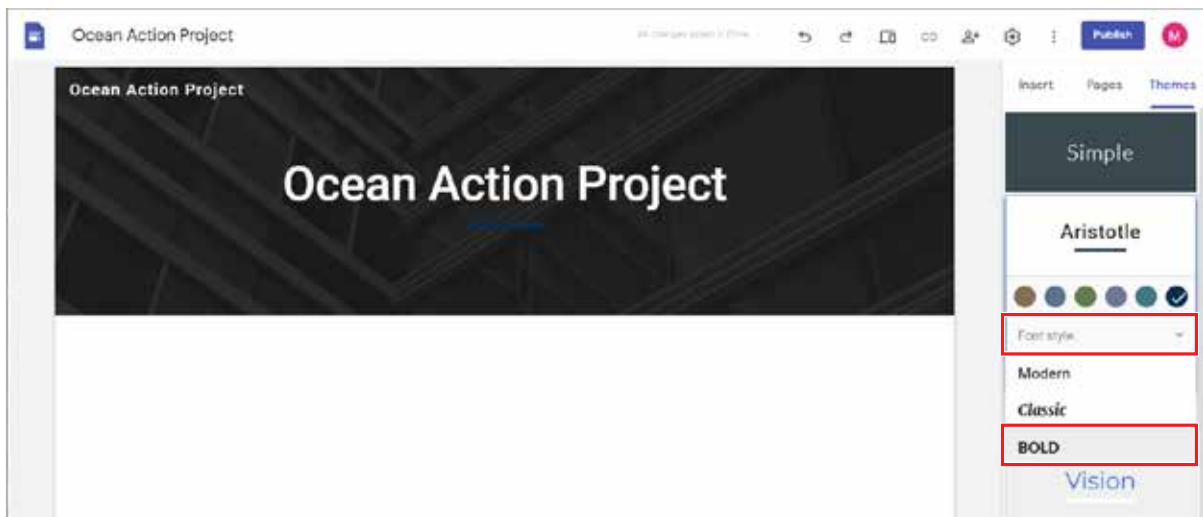


Note: If this theme is not available, select a theme of your choice.

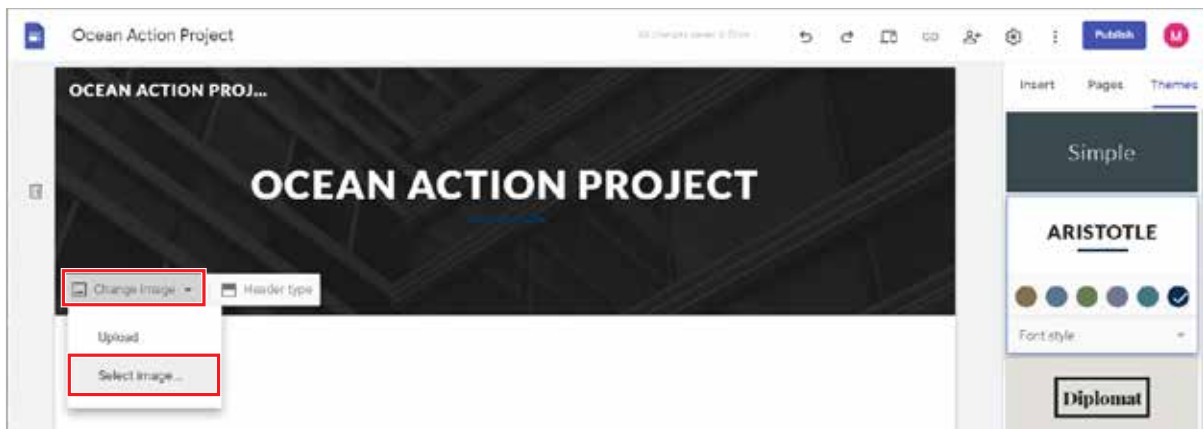
6. **Change Theme Colors and Font Style.** To change the theme to a color of your choice, click the **paint can** menu and in the text field, type the Hex code [#032c4e], then hit Enter.



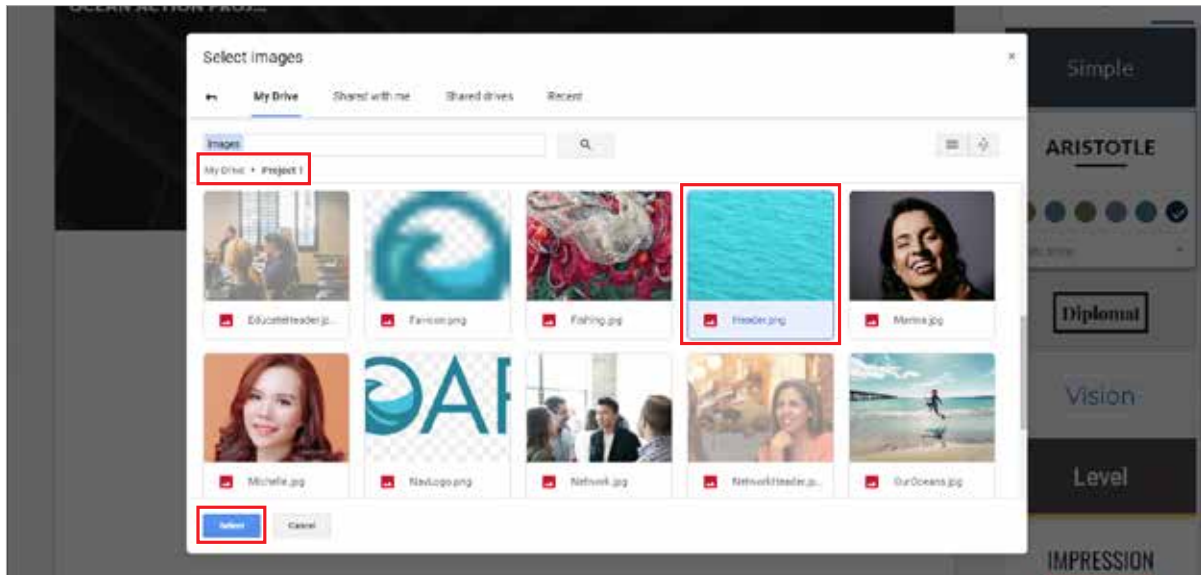
- a. To change the fonts used in the theme, click the **Font style** drop-down menu and select **BOLD**.



7. **Change Header Image.** To change the header image to match the theme of your site, hover the Home page header, click the **Change image** drop-down menu, then click **Select image...**



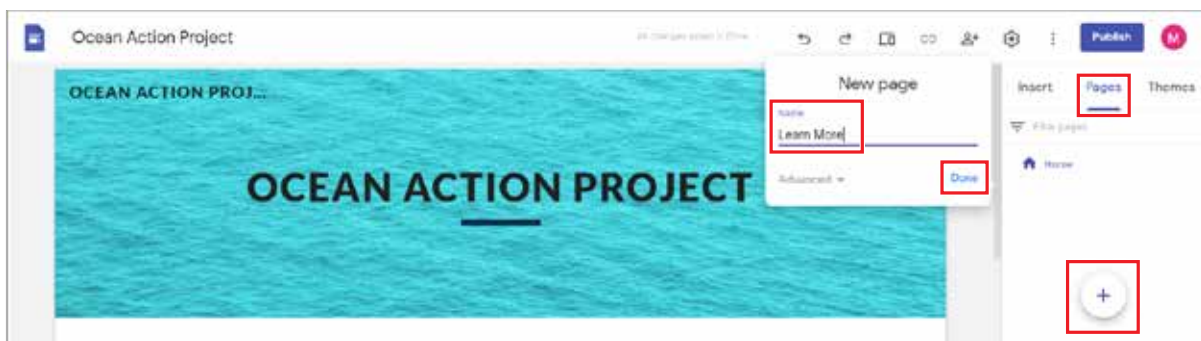
- a. In the **Select images** dialog box, click **Google Drive**, navigate to your Project 1 folder, then select **Header.png** and click **Select**.



Note: Header images may automatically adjust for readability. Click **Adjust for readability** or **Remove readability adjustment** to toggle the changes on or off.



8. **Add a Page.** To add additional pages to your site, select the **Pages** tab, click the **New page** icon, and in the **New page, Name** field, type [Learn More], then click **Done**.



9. Add four additional pages after the Learn More page named [Our Initiatives], [Our Team], [Get Involved], and [Contact Us], in that order. If necessary, reorder the pages by clicking and dragging.

10. Add a Text Box. To add different sections of text to your site, using the **Top Navigation**, go to the Home page.

a. Select the **Insert** tab and click the **Text box** icon.



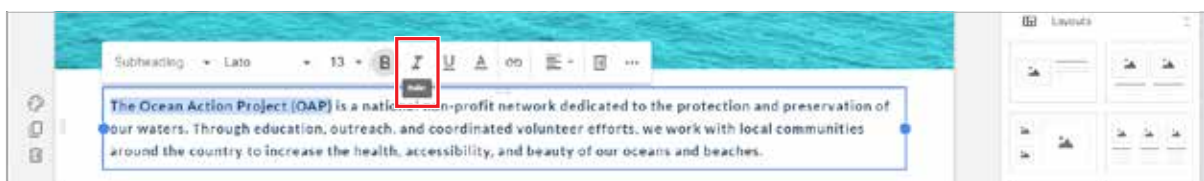
b. In the text box, type the following:

The Ocean Action Project (OAP) is a national non-profit network dedicated to the protection and preservation of our waters. Through education, outreach, and coordinated volunteer efforts, we work with local communities around the country to increase the health, accessibility, and beauty of our oceans and beaches.

11. Change Text Styles. To apply text styles to emphasize important information, select the text, and from the **Styles** drop-down menu, select **Subheading**.



12. Format Text. To use formatting features such as bold and italics, select the text [The Ocean Action Project (OAP)] and from the **Text Formatting** menu, select **Italic**.



13. Insert a new text box below the first box and type the following. Use the Enter key and bold the text as indicated:

Our Oceans, Our Communities

From diverse marine life and protective coral reefs, to deep sea fishermen and ocean-front beach communities, we all depend on the health and sustainability of our oceans.

At the Ocean Action Project, our mission is to ensure that our waters continue to be a source of economic gain, recreational activity, and inspiration for generations to come.

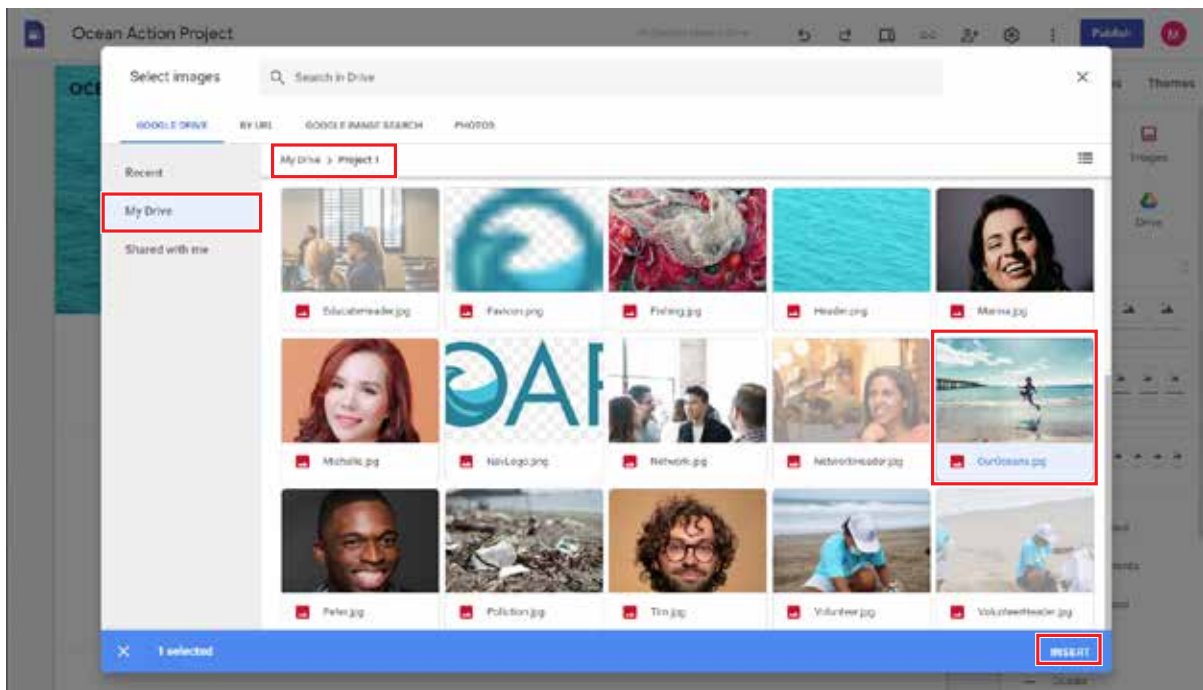
Join our initiative today and help create **Ocean Action!**

14. Change the text style of the text [Our Oceans, Our Communities] to Title.

15. **Insert an Image.** To add an image to enhance the site's appearance, from the **Insert** tab, click the **Images** icon, then click **Select**.

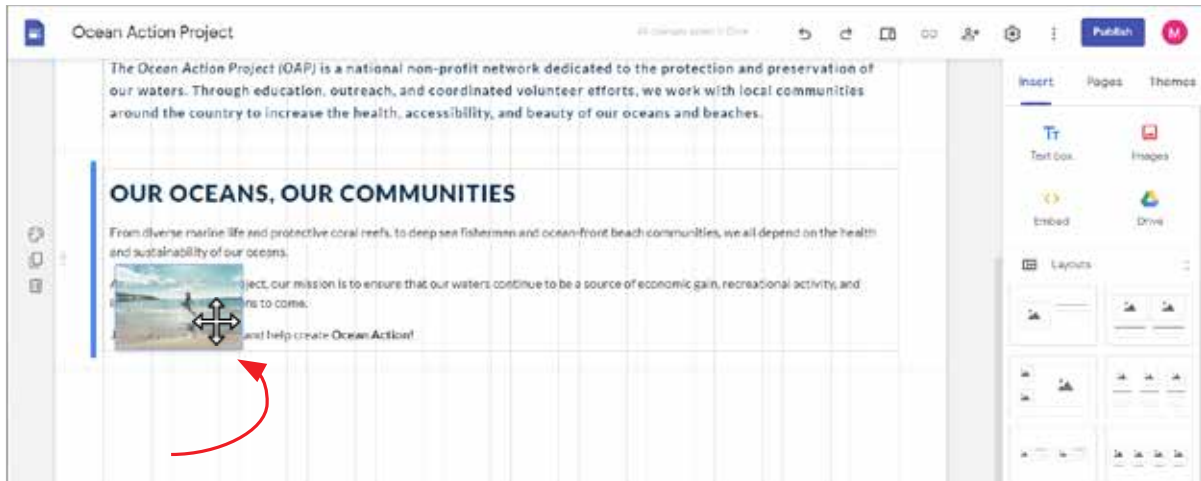


- a. Click **My Drive** and navigate to your Project 1 folder, then select **OurOceans.jpg** and click **INSERT**.



Note: You can also insert images by typing a URL or searching Google.

- 16. Combine Section Elements.** To combine objects like text boxes and images into existing sections, select the image, and when the four-sided arrow appears, drag the image to the left of the text box.



- 17. Resize Page Elements.** To change the size of images and other objects to make them larger or smaller, select the image, then click and drag the bottom-right resizing handle to resize as shown below.

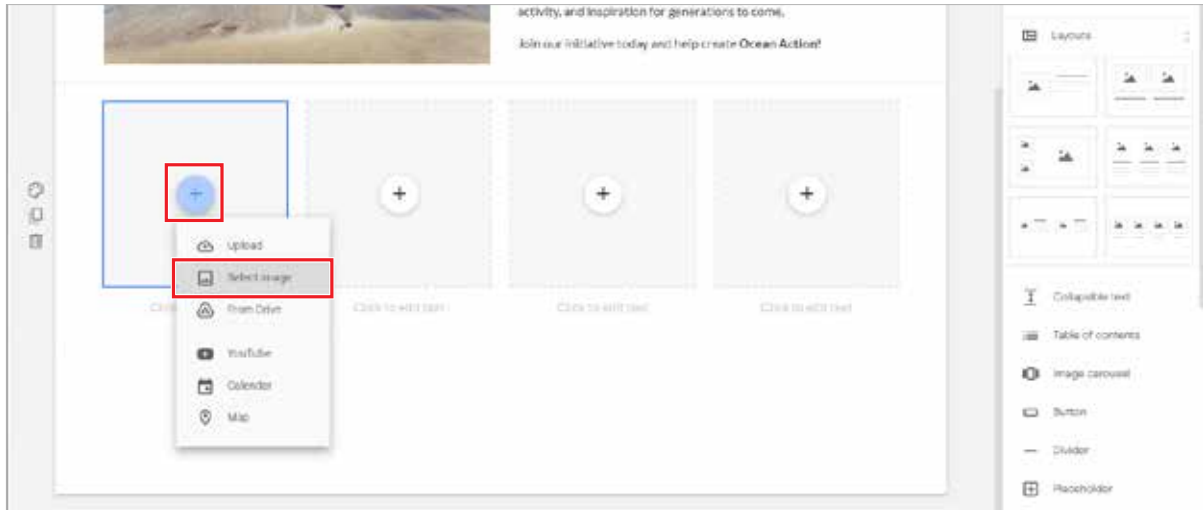


Note: The size of the text box will adjust automatically.

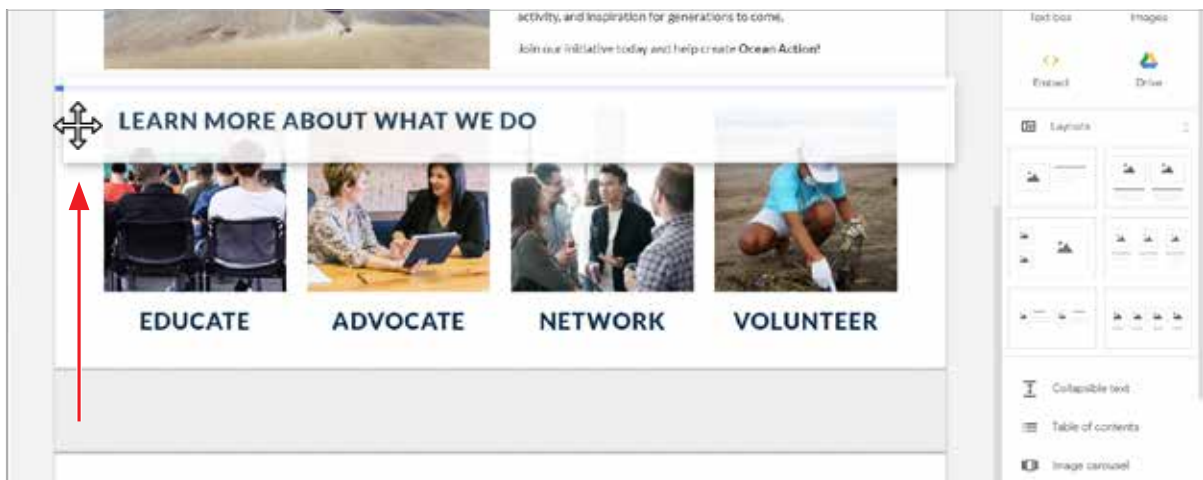
- 18. Add Pre-designed Layouts.** To add pre-designed section layouts with placeholders to fill with different page elements, from the **Insert** tab, **Layouts** section, select the layout with **four image placeholders**.



19. Add Objects to Placeholders. To add objects like images to a placeholder, click the first **+** icon and click **Select image**.

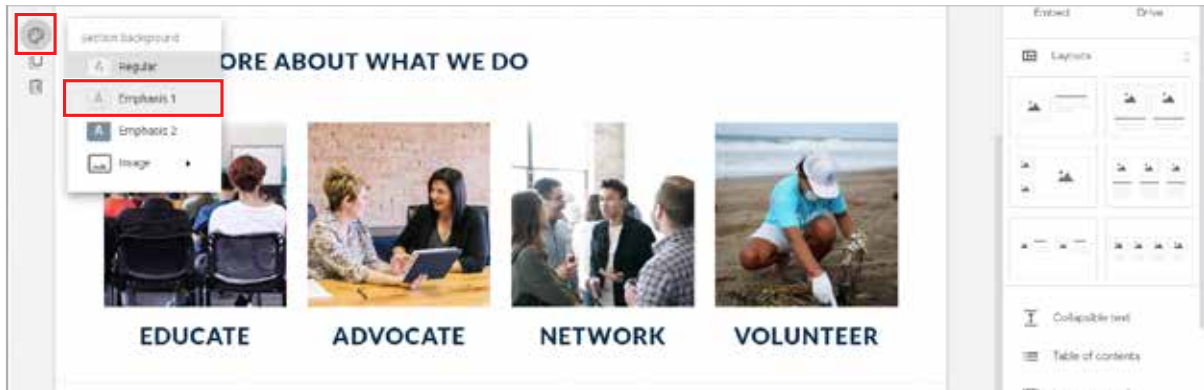


- a. Navigate to your Project 1 folder, select **Educate.jpg**, and click **INSERT**.
 - b. Add the images **Advocate.jpg**, **Network.jpg**, and **Volunteer.jpg**, in that order, to the remaining placeholders.
- 20.** In the text boxes below each image, type the labels [Educate], [Advocate], [Network], and [Volunteer], then change the text style of each to Title.
- 21.** Below the pre-designed layout section, insert a new text box, type the text [Learn more about what we do], and change the text style to Title.
- 22. Reorder Sections.** To change the order of sections on a page, move your mouse to the left of the new text section and when the four-sided arrow appears, drag the section above the four images.



23. Change Section Background. To change the background of specific sections to help make text more readable, select the LEARN MORE ABOUT WHAT WE DO section and notice the icons in the left margin appear.

- a. Click the **Section background** icon and select **Emphasis 1**.



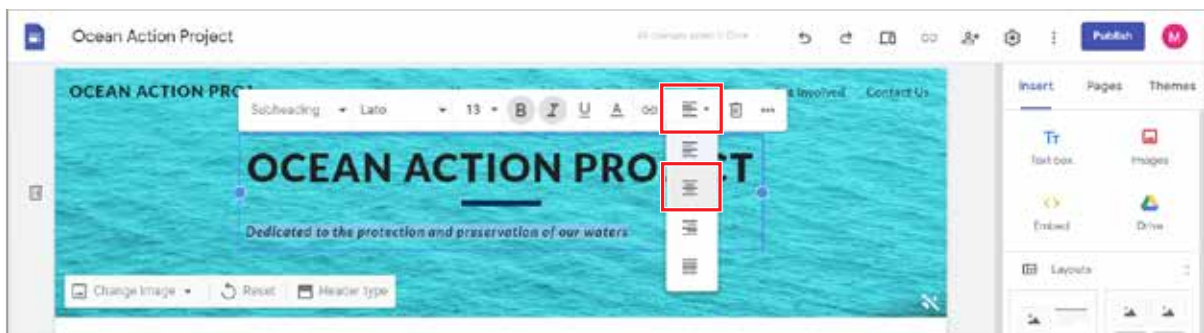
24. Change the section background of the four images section to Emphasis 1.

25. Place your cursor after the title text [OCEAN ACTION PROJECT] in the header of the page and hit Enter, then type the following:

Dedicated to the protection and preservation of our waters

26. Change the text style of the text to Subheading and apply italics.

27. Align Text. To align text in a text box, select the text you just added and in the **Text Formatting** menu, click **Alignment**, then select **Center**.



28. Preview a Site. To preview your site to see how it will look on the web, click the **Preview** icon.



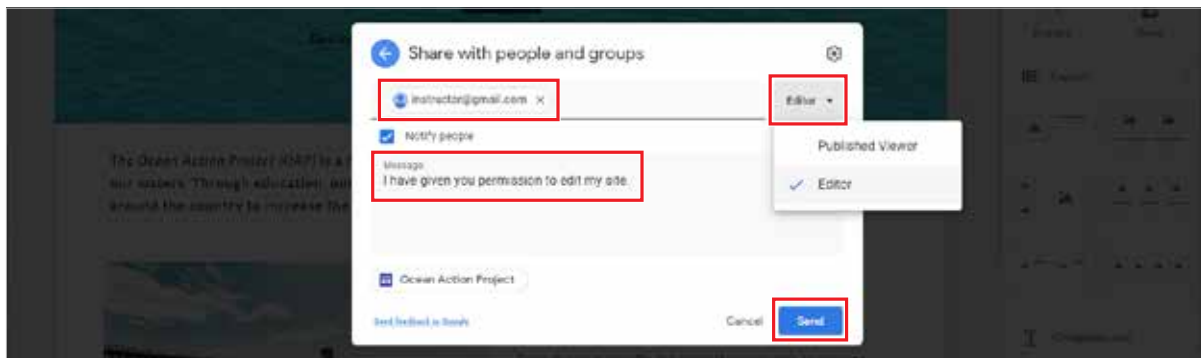
- a. Review the content of the Home page for accuracy and format, then click through each page on your site to review its structure. Select the icons in the menu in the bottom-right corner of your screen to view how the site will appear on a phone, tablet, and computer, then click **Exit preview** to exit preview mode.



29. **Add Collaborators.** To share your site to allow others to make edits, click the **Share with others** icon.



- a. In the **Share with people and groups** dialog box, type your instructor's email address in the **Add people and groups** field as shown below.
- b. Notice the permissions are set to **Editor** as shown below. This will allow the recipient to make changes to your site.
Note: Assigning a user as a Published Viewer will allow them to only view the site once it is published.
- c. Add a message informing your instructor that you have given them permission to edit your site, then click **Send**.



30. **Close a Site.** To close your site, click the **X** on the Ocean Action Project tab.

