

Sun City Summerlin Computer Club

Seminar

Creating a Personal Website With Google Sites

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Where to Find the Materials

- **Sun City Summer Computer Club Website Seminars:**
 - <http://www.scscclub.com/smnr>
- **Acrobat file of these slides and Notes:**
 - http://www.scscclub.com/smnr/Google_Sites_Web_Sites.pdf

Seminar Agenda

- Basic Web Site Concepts
- Google Sites Free Web Hosting Service
- Demo - Setting Up Your Google Sites Web Site
- Editing Your Website
- *-- Bio Break (~10 min)*
- Adjusting Your Website's Settings
- User Interface Guidelines
- Open Q and A

Basic Web Site Concepts

- A web *site* contains one or more web *pages*.
- Web pages contain various *elements*:
 - Formatted text
 - Tables
 - Images (hyperlinks)
 - Links to other pages (page hyperlinks)
 - Sounds (file hyperlinks)
 - Videos (file hyperlinks and script code - Flash, h.264)
- Web page description language is Hyper Text Markup Language
 - Most editing tools generate HTML automatically.
 - HTML v4 is standard, HTML v5 is now widely supported.

Google Sites Free Service

- **Let's tour Google Sites:** <https://sites.google.com/> (demo)
 - Login with your Google account ID (email address) and password (e.g. tomburt89134@cox.net)
 - Click the gear icon and then select "Site Help".
- **Let's Create a Google Sites Website**
 - Click "Create" button
 - Choose a name for the website (e.g. SCSCCTomBurt or SCSCCDemo)
 - URL will be: <https://sites.google.com/site/SCSCCTomBurt>
 - Select a template (e.g. "Modern and Clean")
 - Enter the "Capcha" value
 - Click the "Create" button
 - Google will spin for a minute and then your new website's home page will appear.

Editing Your Website

- **Now let's work on our website.**
 - Login to your Google site if not already there
 - You will see the tool bar at the top
 - At the top right are buttons for Edit Page, New Page and a gear icon for "More actions"
- **Click the Edit page button (pencil) or type "e"**
 - Let's type in some text and format it.
 - Let's make a hyperlink to a page in another site (click the chain icon) (set the option to open in a new window)
 - Let's insert an image with a caption.
- **Click the New page button (+ on page icon) or type "c"**
 - Name the page
 - Designate its position in your website's folder tree
 - Click the Create button.

Bio-Break

10 Minutes

Google Sites Web Sites

Adjusting Your Website's Settings

- **Login to your site, if not already there.**
- **Click the gear icon (“More Actions”)**
- **Choose Edit Site Layout**
 - Turn on the Header (adds a search tool)
 - Turn on the Side Bar (adds links to each page in the site)
 - When done, Click the Close button
- **Click More > Manage Site**
 - Change settings as desired and then Save
- **Click the Share button**
 - Accept the default (anyone can view)
 - If you want to allow only limited access, choose one of the other sharing options.

User Interface Guidelines (1)

- **Watch out for color conflicts.**
 - Keep backgrounds light.
 - Keep text dark – need good contrast.
 - Avoid red on green or blue on yellow (color blind users)
- **Test your site at various screen resolutions.**
- **Avoid Font-o-Mania.**
 - Favor Sans-Serif fonts (Arial, Verdana, Tahoma).
 - Avoid **FONTS** that aren't broadly available (won't render correctly on most users' PCs)
 - Use images for elaborate fonts or logos.
 - MS Word's Word Art can create neat special effects.
 - New CSS3 standard offers many interesting effects.

User Interface Guidelines (2)

- **Keep total page download times < 30 seconds (dial up)**
 - Watch image file sizes (big images download slowly)
 - Watch PDF file sizes (if large, indicate the size)
- **Resist “Way Cool” Mania (distracting)**
 - Animated images
 - Scrolling marquees
 - Pop-ups
- **Keep your Main Page “G” Rated**
- **Links to large downloads should show size**
 - User may want to wait and download overnight

Open Workshop / Q and A

Final Questions and Answers