

# **Sun City Summerlin Computer Club**

**Seminar**

## **Creating Free Personal Websites Demo Using Google Sites**

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# Where to Find the Materials

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- Sun City Summer Computer Club Website Seminars:
  - <http://www.scscclclub/smnr>
- Acrobat file of these slides and Notes:
  - [http://www.scscclclub/smnr/CreatingFreeWebsites\\_2025-04-12.pdf](http://www.scscclclub/smnr/CreatingFreeWebsites_2025-04-12.pdf)

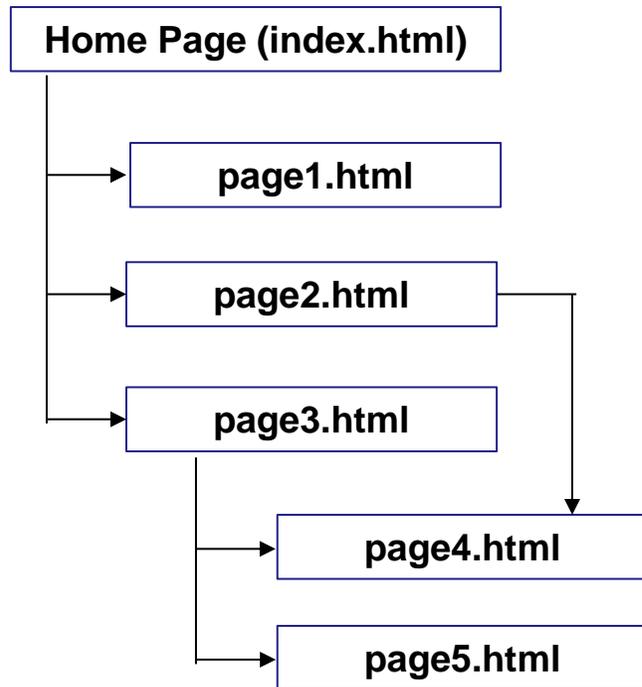
# Seminar Agenda

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- **Basic Web Site Concepts**
- **Free & Low-Cost Web Hosting Services**
- **Demo - Setting Up a Free Google Sites Web Site**
  - **Adding New Pages**
  - **Adding Text, Hyperlinks, Images, Videos, Tables**
  - **Editing Existing Pages**
  - **Adjusting Your Website's Settings**
- **User Interface Guidelines**
- **Open Q and A**

# Basic Web Site Concepts

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- A website's content resides on a web server.
- The website is accessed via a web *browser* and has a unique IP address and URL.
- 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 forms (fill-in fields, Submit button)
- Web page description language is Hyper Text Markup Language (HTML)
  - Most web editing tools generate HTML automatically.
  - HTML v5 is standard, HTML v4 still widely used.

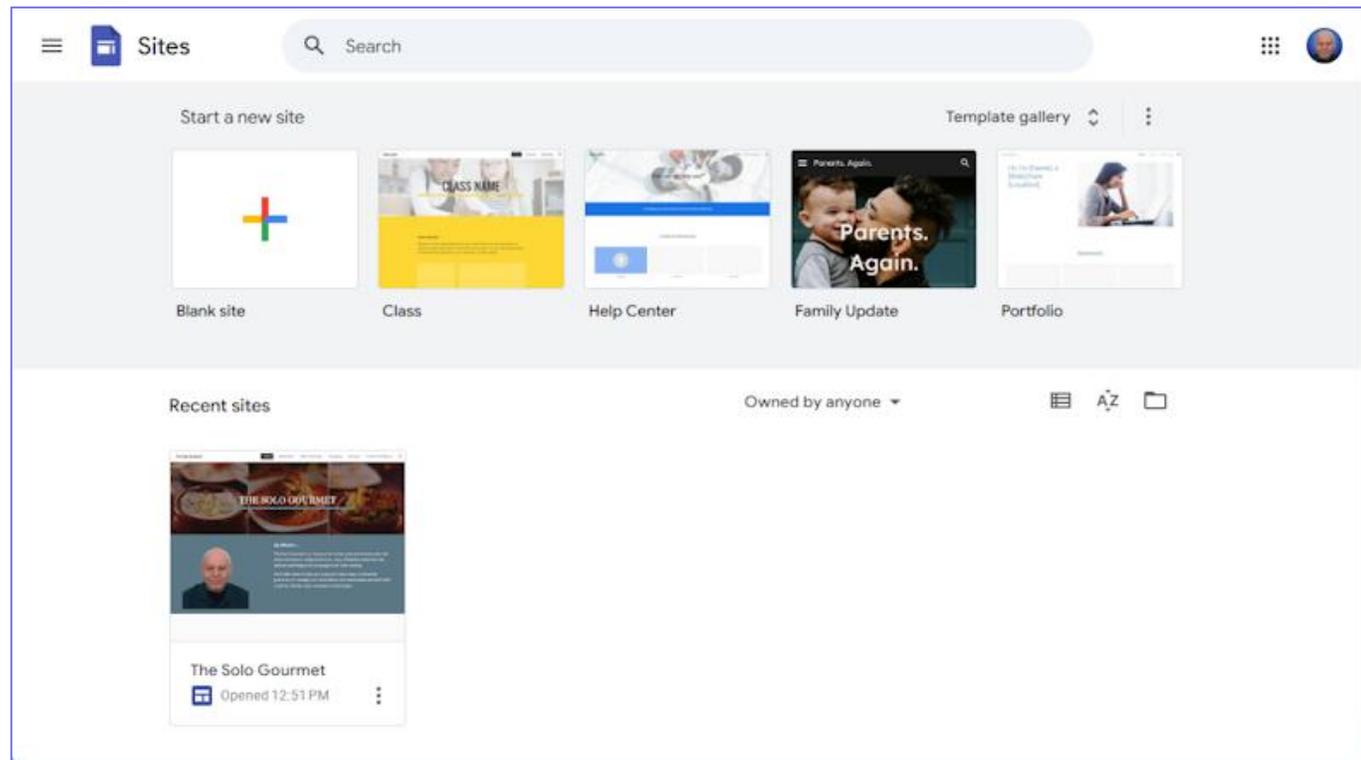
# Popular Free & Low-Cost Web Hosting Services

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- <https://zapier.com/blog/best-website-builders/>
- <https://www.pcmag.com/picks/the-best-free-website-builders>
- Google Sites: <https://sites.google.com/>
- Weebly: <https://weebly.com>
- Wix: <https://wix.com>
- Word Press: <https://WordPress.com>
- Social Media Sites (Highly structured, but offer a web presence)
  - Facebook, Instagram, Pinterest, Tik-tok, Snapchat, Reddit, X(Twitter), YouTube, Linked In
- Common features:
  - Includes web-based authoring tools (usually drag & drop, WYSIWYG).
  - Often has nice pre-built templates, themes and widgets to add professional effects without coding.
  - Extensive support for e-commerce: storefronts, payments (usually in paid tiers).
  - Generally, will have ads sprinkled around the edges of your free site.  
(You can buy a premium plan to eliminate the ads, add more features, storage.)
  - Default URL goes to the hosting service with your account name pre-pended or appended.  
(You can register a domain name and link it to your account).

# Google Sites Free Hosting Service

- Tutorial: <https://www.youtube.com/watch?v=dKpPpUGWRuw>
- Let's tour Google Sites: <https://sites.google.com/> (demo)
  - Login with your Google account ID (email address) and password (e.g. tomburt89134@gmail.com).



Google Sites Web Sites

# Google Sites Free Hosting Service

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- **Let's Create a Google Sites Website: "The Solo Gourmet"**
  - Open the Template Gallery and review the available templates.
  - Choose a template or "blank site" – we'll choose the "Class" template.
  - Google will spin for a minute and then your new website's home page will appear.
  - The website's URL will be: <https://sites.google.com/view/thesologourmet/home>
- **Now we can begin using the various Google Sites tools and web elements to build out our site.**
  - Choose a Theme to set the default colors, fonts, styles.
  - Choose a background image for the banner (this appears on each page at the top)
  - Go to the Pages section (right hand pane) and begin adding named pages and sub-pages. This sets up the structure of the website and also populates the menu bar.
- **Once the website is laid out you can begin working on the content of the various pages.**
  - From the menu bar, select any page and it will open in the web page editor.

# Editing Your Website (1)

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- **My website – “The Solo Gourmet” has already some pages filled in.**
- **Let’s add another Evening Meals recipe page**
  - **In the Pages tab to the right click the Evening Meal Recipes page.**
  - **Next click the “+” icon and choose “Create sub-page. (or Click the 3-dot menu of an existing recipe page and then click “Duplicate page”).**
  - **Name the new page.**
  - **If you accidentally got the positioning wrong, you can drag the new page onto its parent page.**
  - **The page editor will now open up with the page’s name as the title in the banner. Edit this to suit.**
- **Let’s add a Text Box with the Ingredients**
  - **Let’s type in some text and format it with bullets.**
  - **Let’s resize that text box to fit about 40% of the screen.**
- **Now let’s duplicate that Text Box and drag it to be to the right of the Ingredients text box.**
  - **Let’s type in the directions to make the dish.**
  - **Let’s format the directions with numbers.**
- **When things look good, let’s Preview the page.**
- **Finally, let’s Publish the page to make it a visible part of the website.**

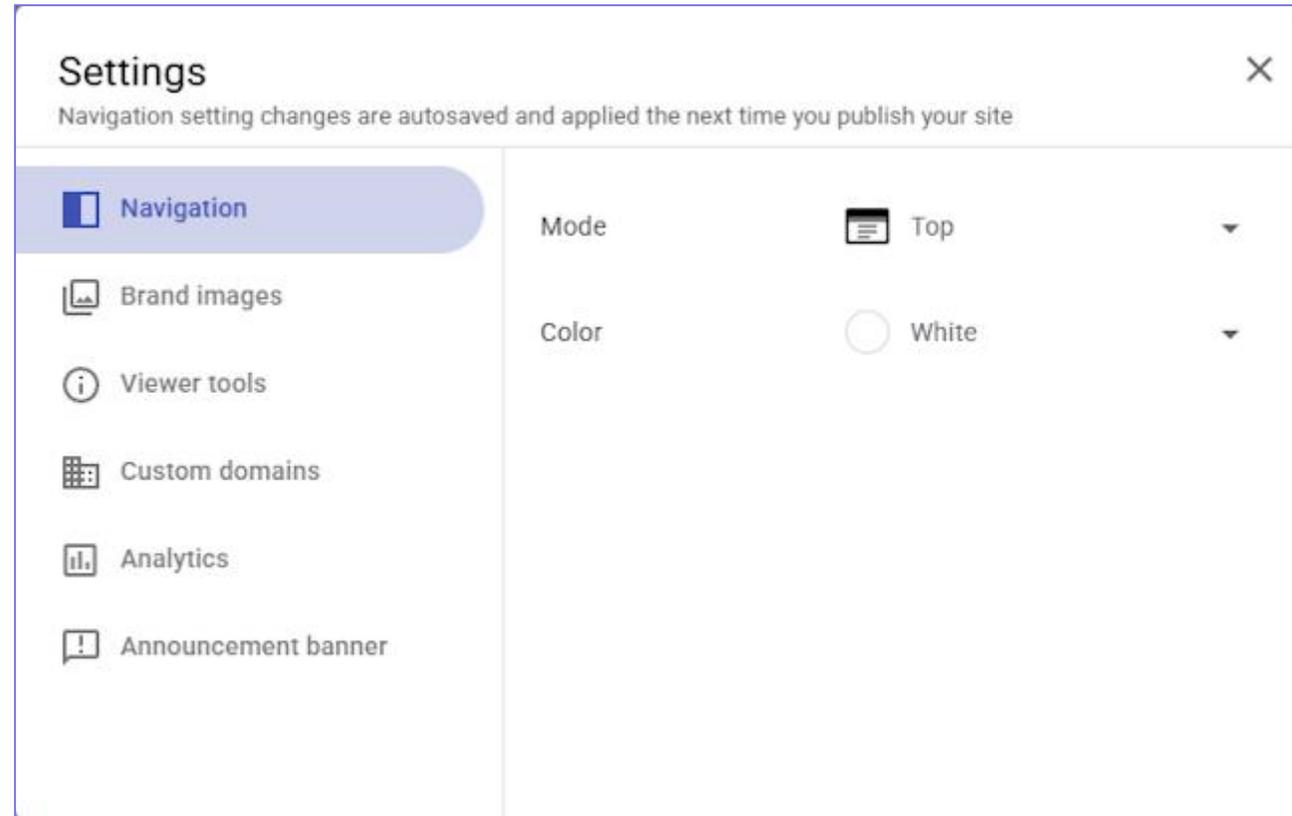
# Adding a Link to Your Home Page

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- Let's add a Hyperlink from the Home page to our "Chile Verde" recipe with the caption: "Recipe of the Month"
  - In the Menu Bar or the Pages tab, click on the Home page to display it in the editor.
- Let's type in a Title line: "Recipe of the Month", select the line and click the Bold icon. Let's also click the "A" and change the text color to gold.
- Next, in the Pages tab, let's hover over the desired recipe page, click the 3-dots menu and choose Properties. Let's press Ctrl+A to select the name of the desired page and then Ctrl+C to copy it to the clipboard.
- On the Home page, let's now place the cursor and press Ctrl+V to paste in the page name: "Pork Chile Verde Soft Taco". Let's drag to select that string.
- Next, let's click the chain link icon which creates a link. A popup will appear with a slot for the page name (or other URL) to which the link connects. Click in the slot and press Ctrl+V to paste in the page name as the link target.
- When things look good, let's Preview the page and click on the new link to make sure it works.
- Finally, let's Publish the page to make it a visible part of the website.

# Adjusting Your Website's Settings

- Click the gear icon (“Settings”) to display the Settings dialog. Let’s explore ...



# User Experience (UX) Guidelines (1)

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- **Watch out for color conflicts.**
  - Keep backgrounds light.
  - Keep text dark – need good contrast.
  - Avoid red on green **ABC** or blue on yellow **ABC** (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 Experience (UX) Guidelines (2)

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- **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 Home Page “G” Rated**
  - If you have pages with “adult” material, best to include a warning next to any links to those pages.
- **Links to large file downloads, videos or audio files should show size or length**
  - User may want to wait and download overnight

# **Open Workshop / Q and A**

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## **Final Questions and Answers**