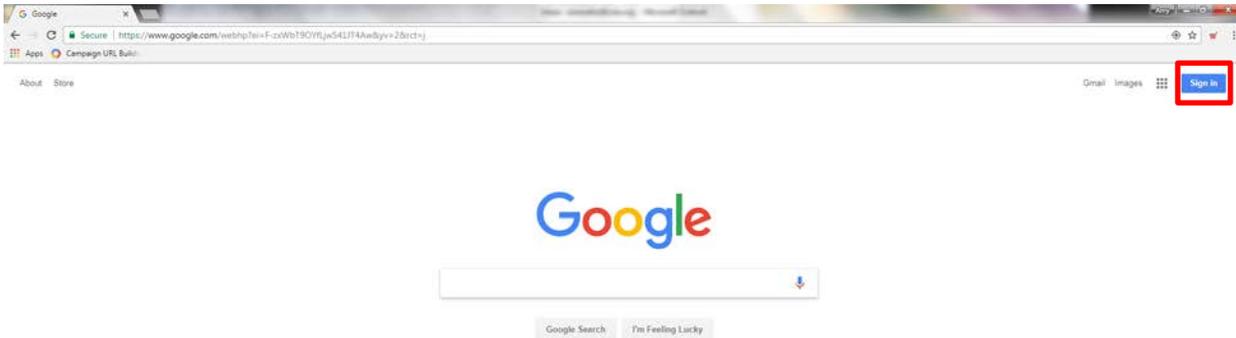


How to Create a Google Sites Website

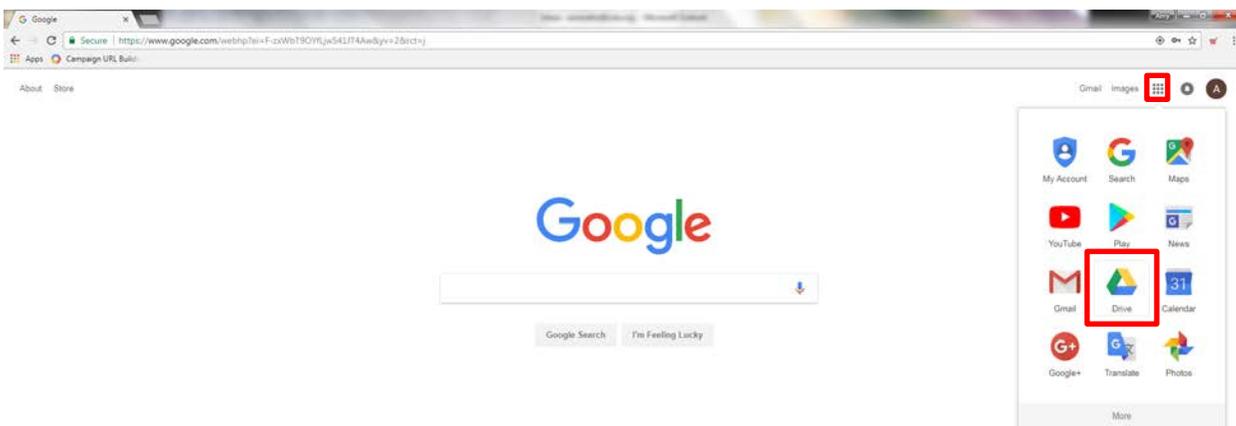
* Google Sites must be built and maintained in either Google Chrome or Firefox. Google Sites is not supported by Internet Explorer.

Let's get started!

Go to google.com and sign in to the chapter Gmail account. If you do not know the username or password, please contact us at info@iwla.org. If this is a new site you're creating then you will need to register with Google to obtain a Gmail account.



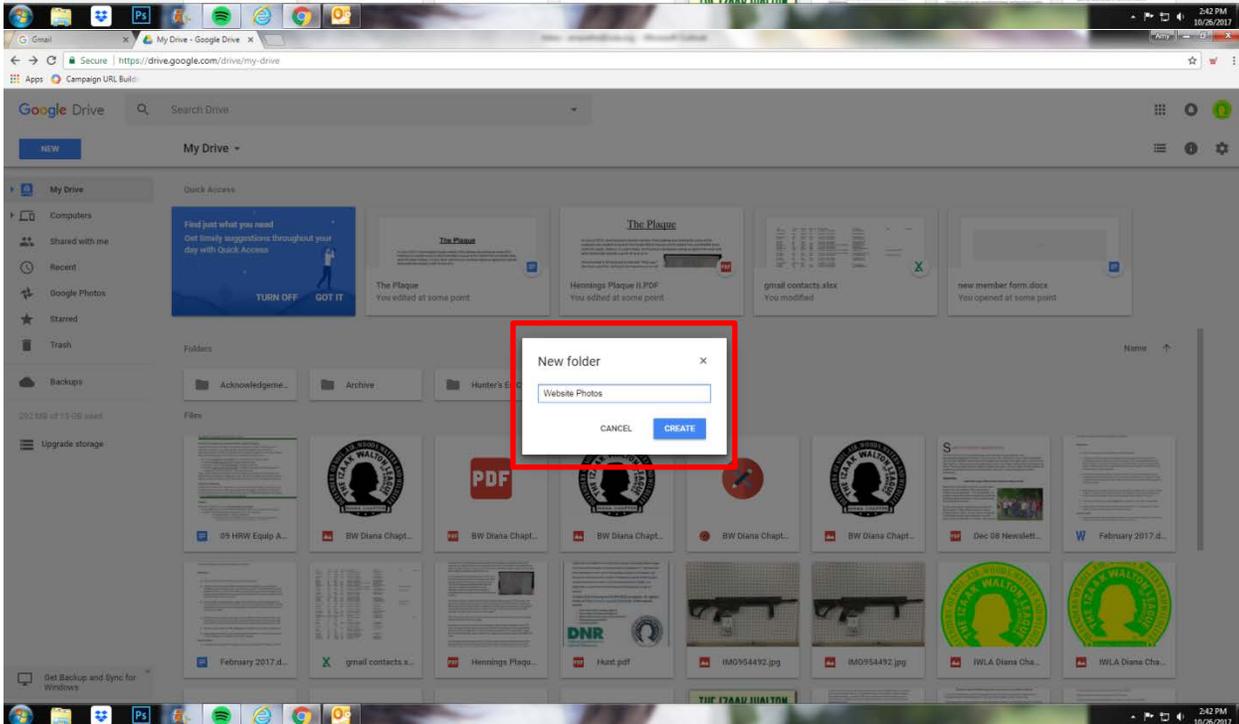
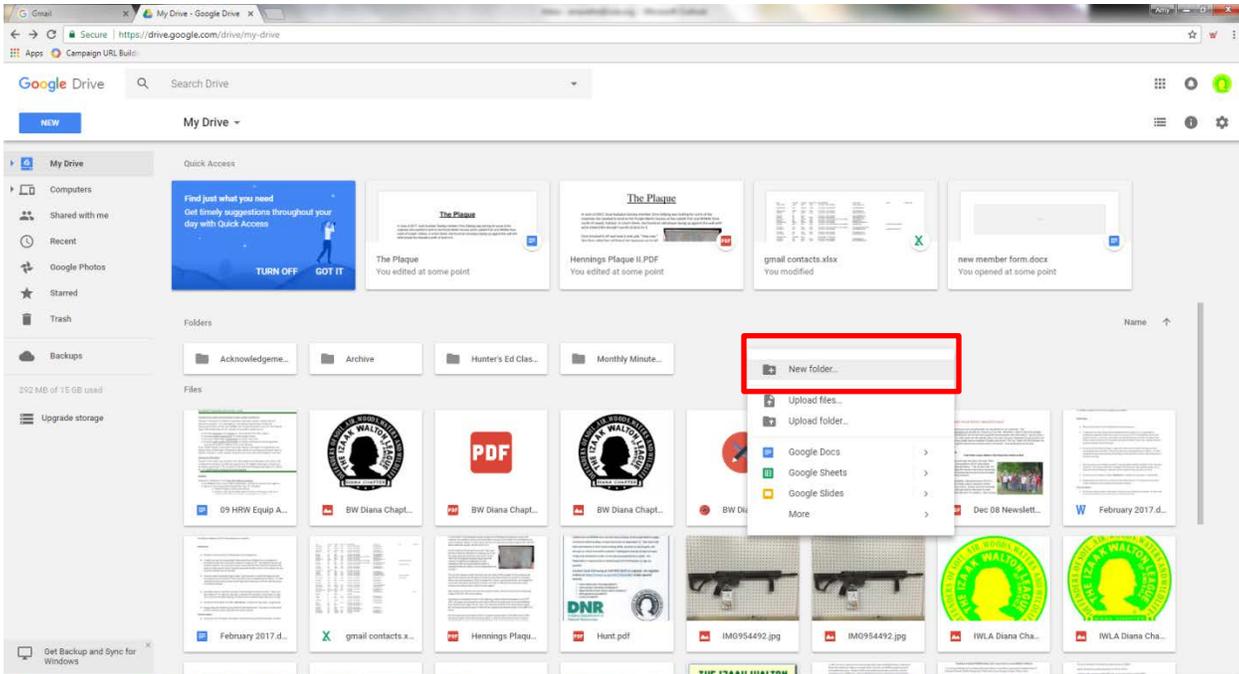
Click on the grid of boxes and select Drive. The Drive is where the new website will live.



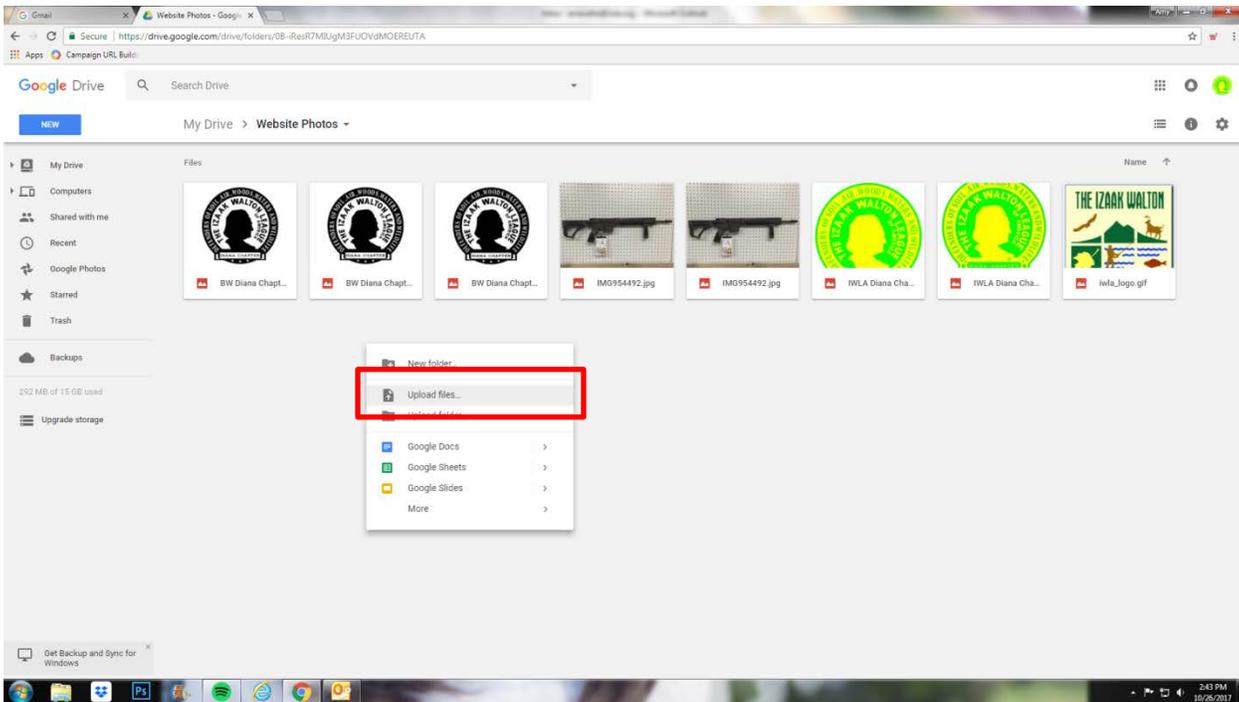
This is Google Drive. When you first log in, you might see a lot of images and documents or nothing at all. It depends on if you saved or downloaded items to your Drive when using the old site. You may not have known you did this so don't be alarmed if you see a bunch of files or folders. The first thing to do is to create two new folders. Right click anywhere in the grey space and a box will pop up. Select New Folder and name your folder, Website Photos.

Create a second folder called Website Documents. If you have a lot of files from the old site, you can move those into these two folders or create a third folder called Old Website and move those files in there. This helps you stay organized.

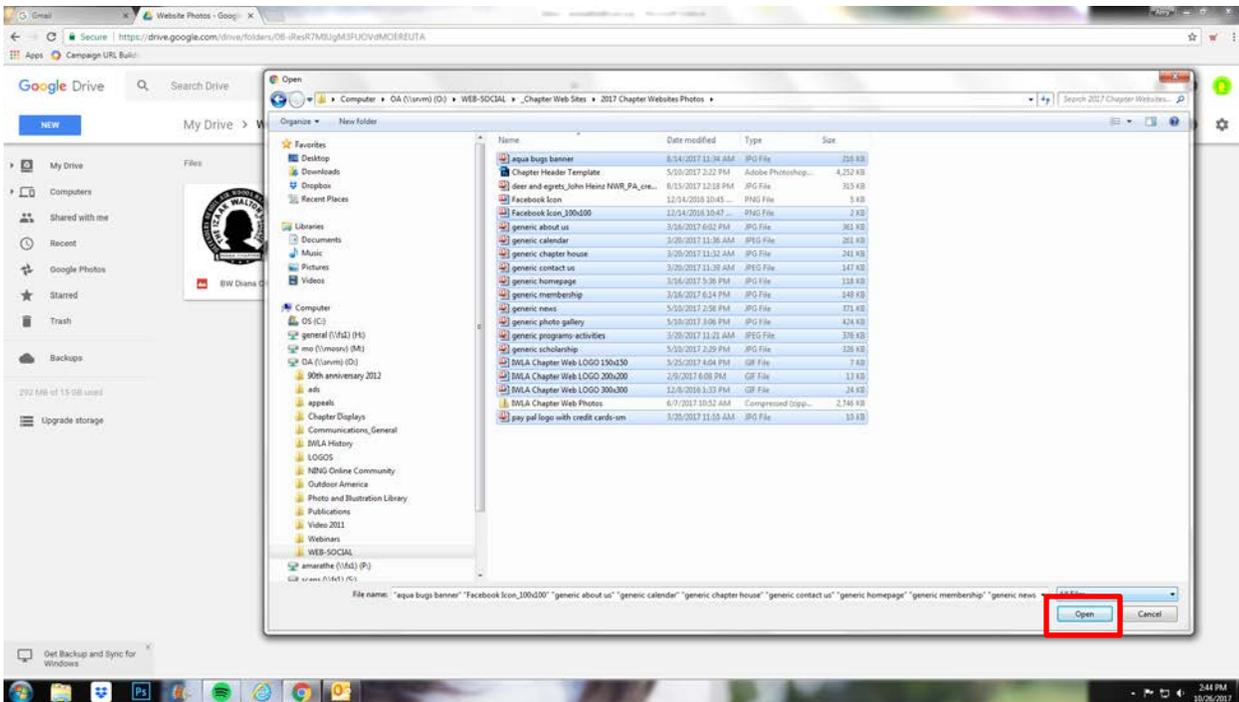
You can create as many folders as you want!



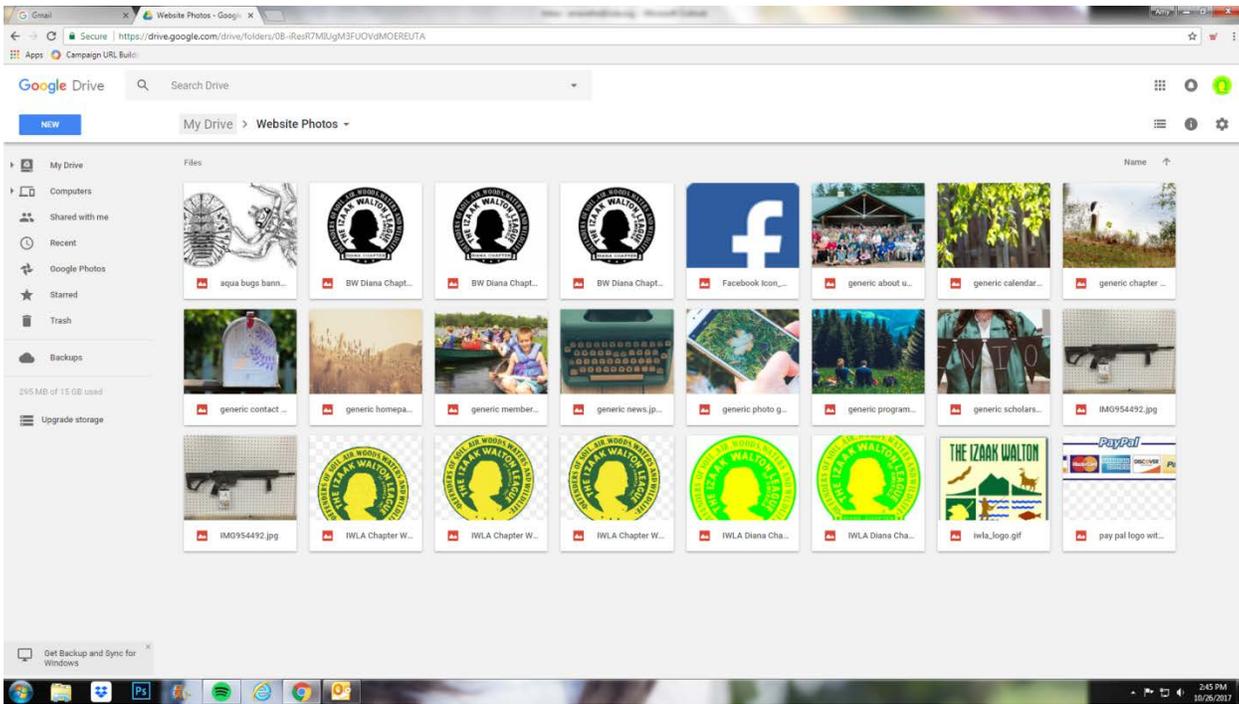
To add new photos or documents to the folders, right click on the grey space again and select Upload Files.



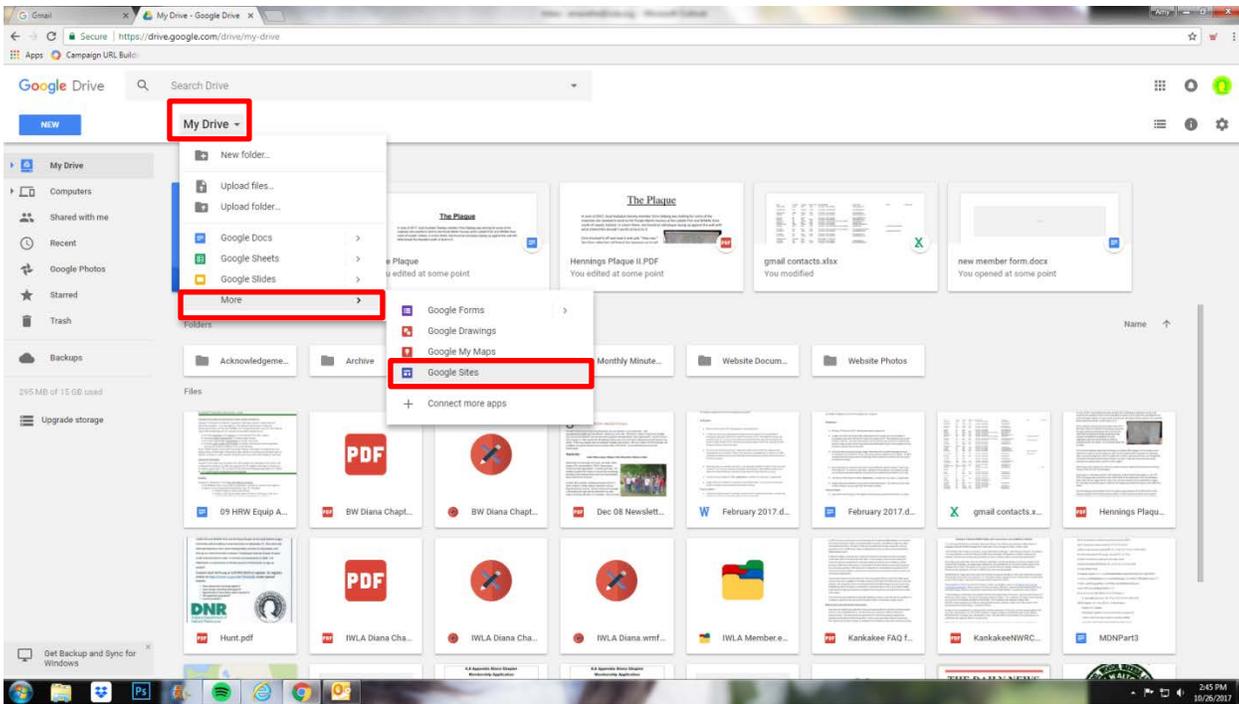
A window will pop up listing out the files on your computer. Select the images or files you want to import and click Open.



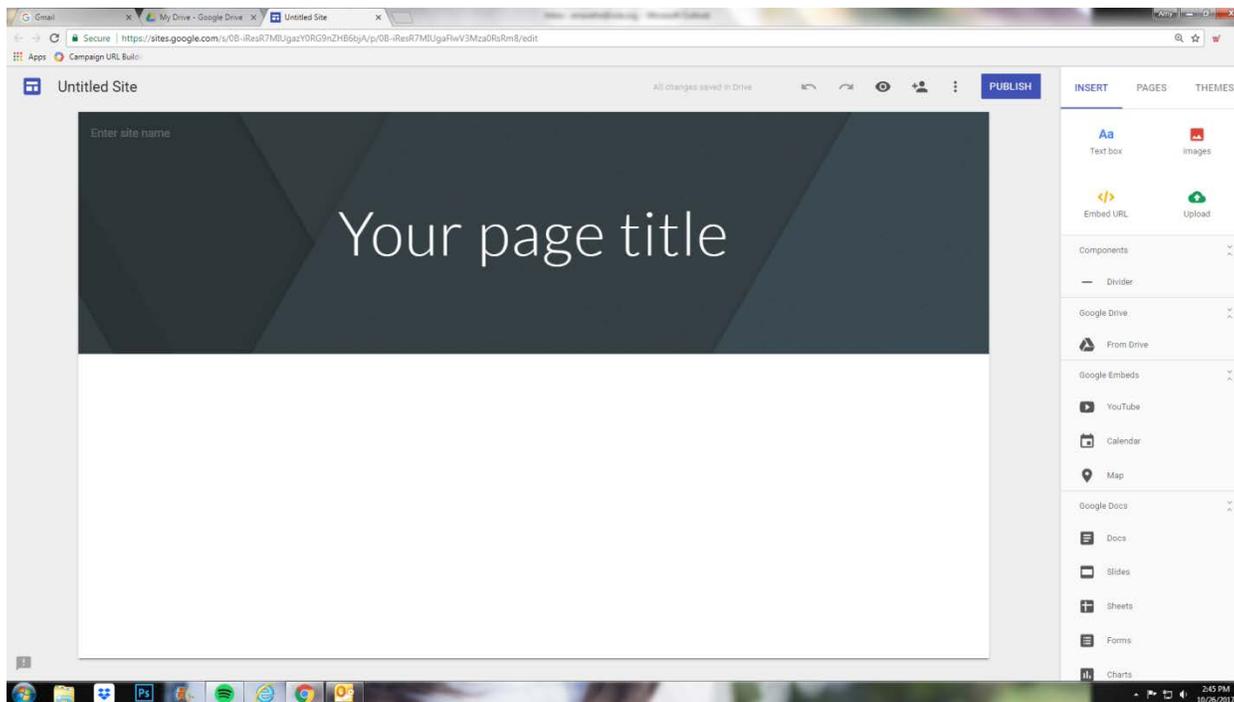
Those images will now populate inside the folder you selected them to go in. See below screenshot.



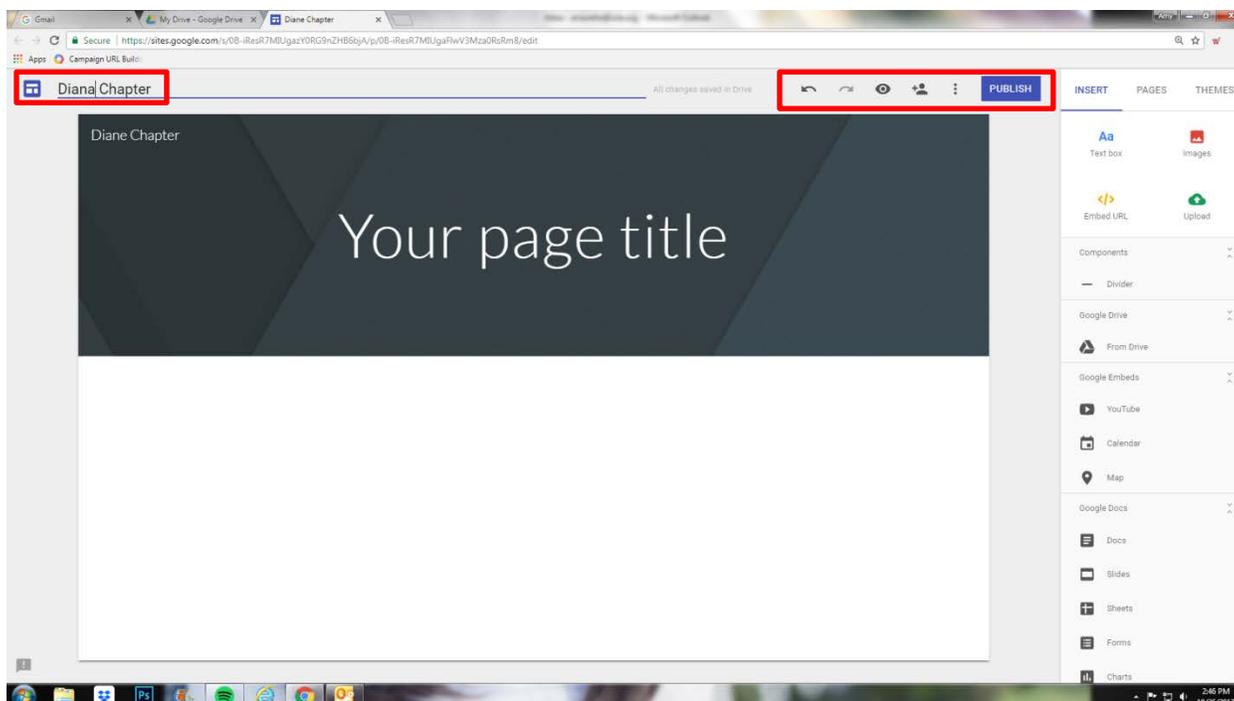
Once you have all of your images/documents in the Drive, then it's time to build your website. Click on the My Drive pulldown and select More and then Google Sites.



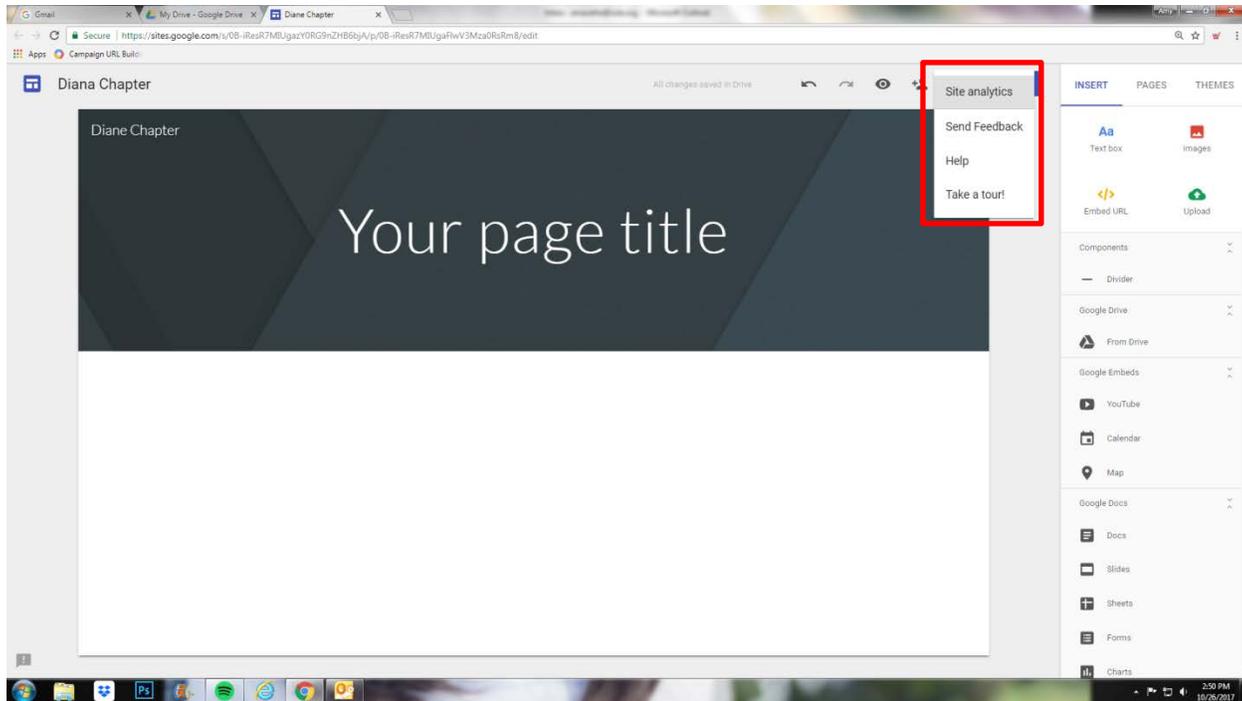
A page that looks like the screenshot below will open in a new tab as Untitled Site. This will become the website.



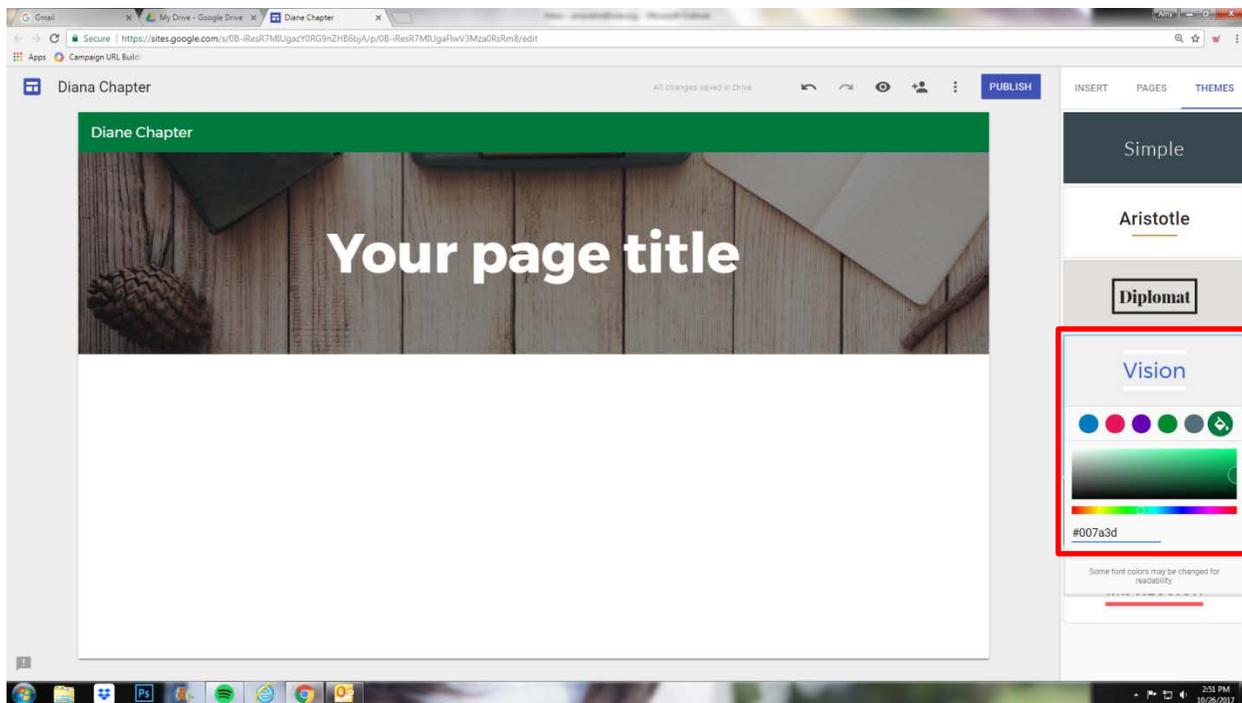
First, name the website using your chapter name. This will NOT be your URL, but will be used in search engines on the Internet. Let's review the toolbar at the top of the website. The little arrows are the undo and redo buttons. Next to that is an eye icon. That is the preview button so you can preview your website as you build it or before you publish it. The person icon with the + next to it is the place in which you can add other admins to have access to edit the website. The next screenshot shows you what is under the three dots in a line, and then there is the Publish button. Do not publish your website until you are ready for it to go live!



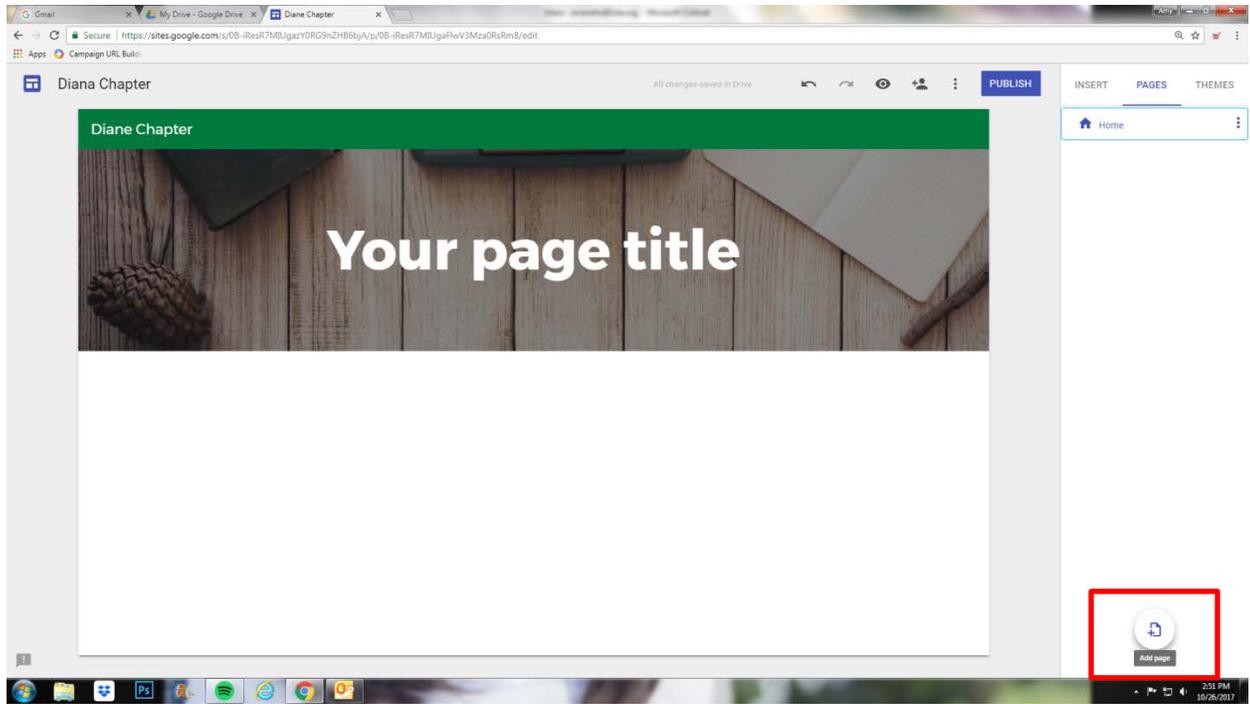
The three dots in a line offer a tour of the site so you can get familiar with how everything works, and how you can connect your website to Google Analytics.



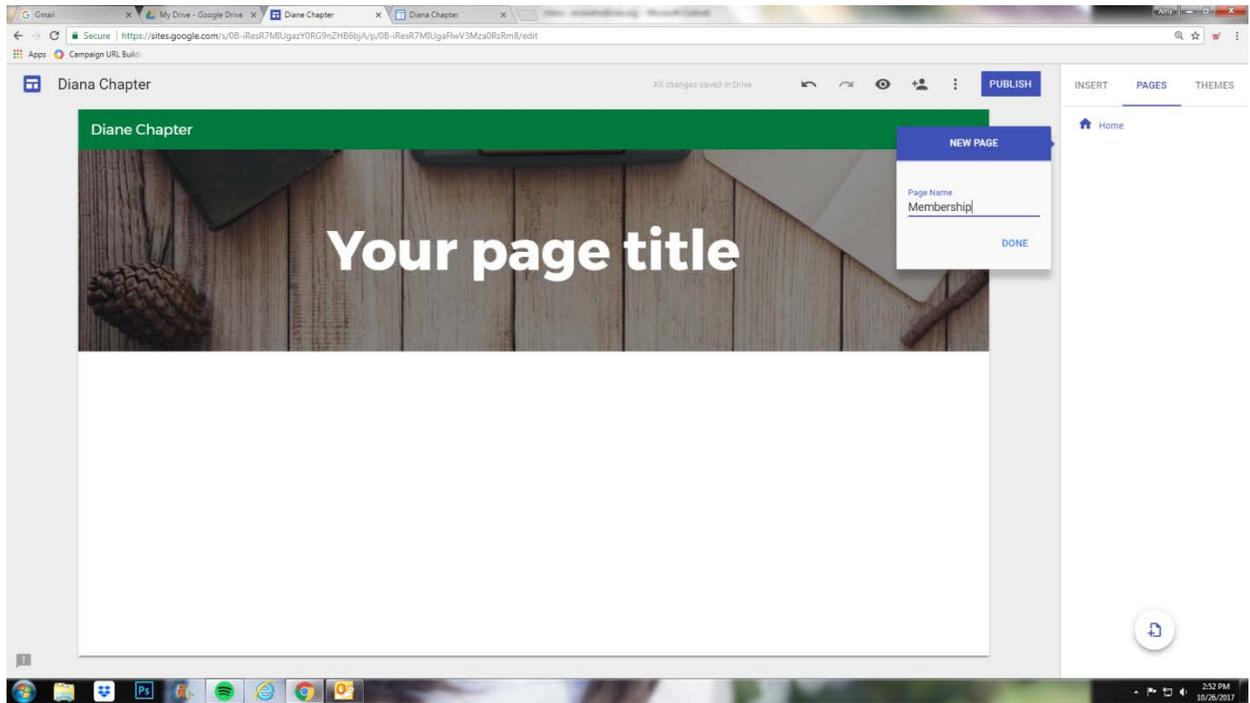
Let's explore the toolbar on the right. First, let's look at the Themes tab. This is where you can change the look of your website. We have been using the Vision theme with the IWLA green color, but you are welcome to use any theme or color you want. A theme will pre-determine the fonts and colors of your website. The IWLA color is #007a3d.



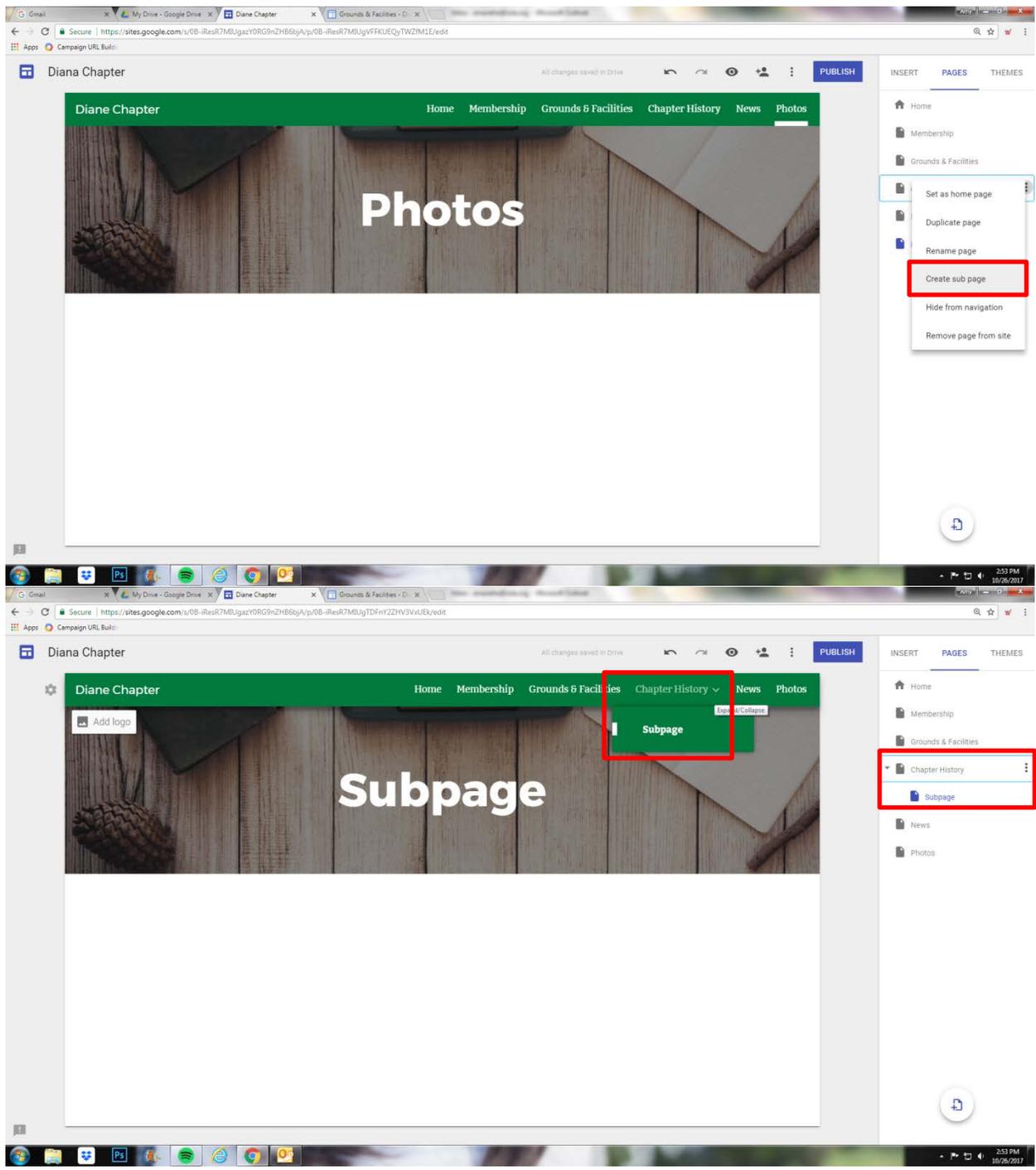
Now let's review the Pages tab. This is where you will create all of your pages and this will also create your navigation bar. To build a new page, click on the icon that looks like a piece of paper with a + next to it.



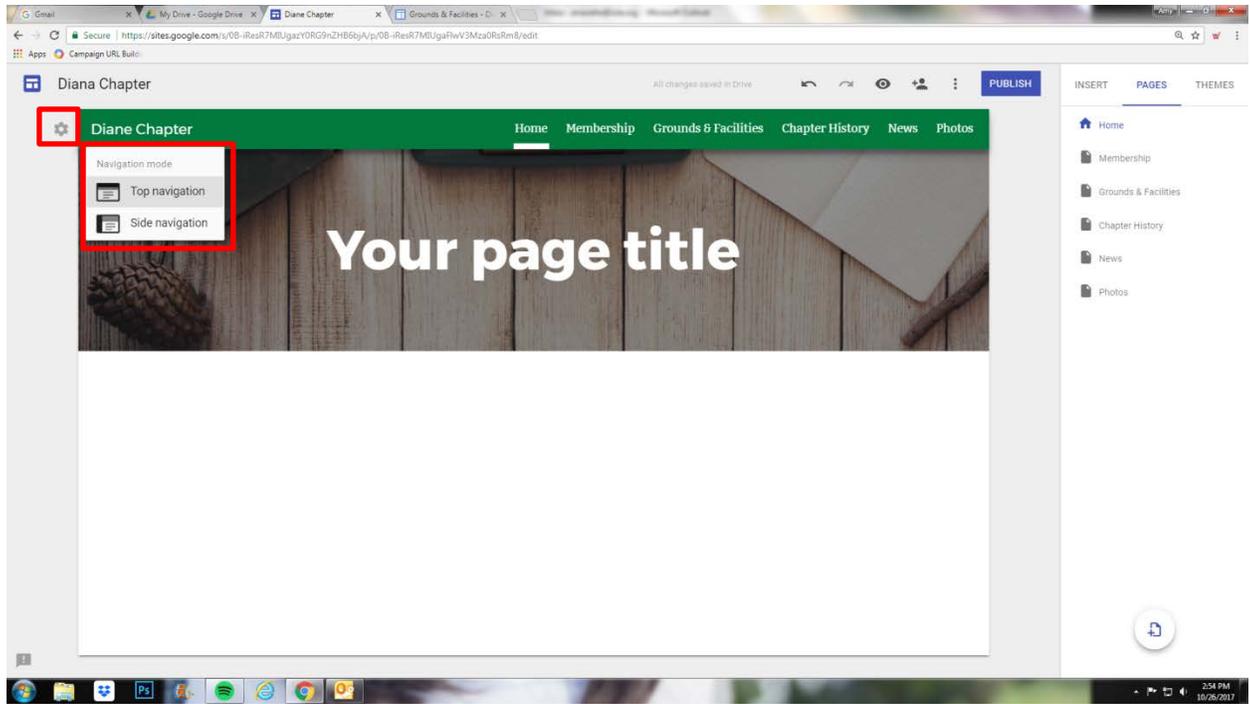
Type in the name of your page and click Done. Continue to add pages. You can choose to add all of your pages first, then go back and fill them with content or do one at a time.



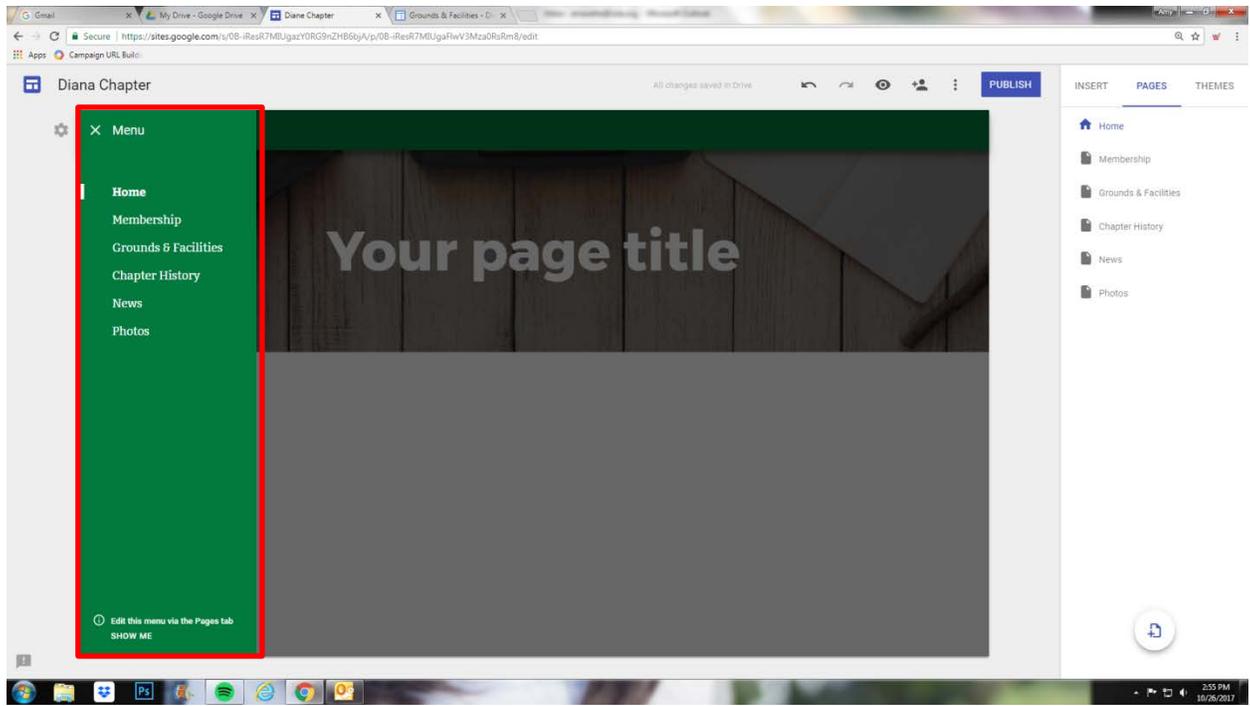
Once you've added your pages, you can do a few things in this tab. By clicking on the three dots in a line next to a page title, you are given several options. One option that is used a lot is the Create a sub page option. This allows you to nest pages underneath each other, creating a drop down under categories in your navigation bar.



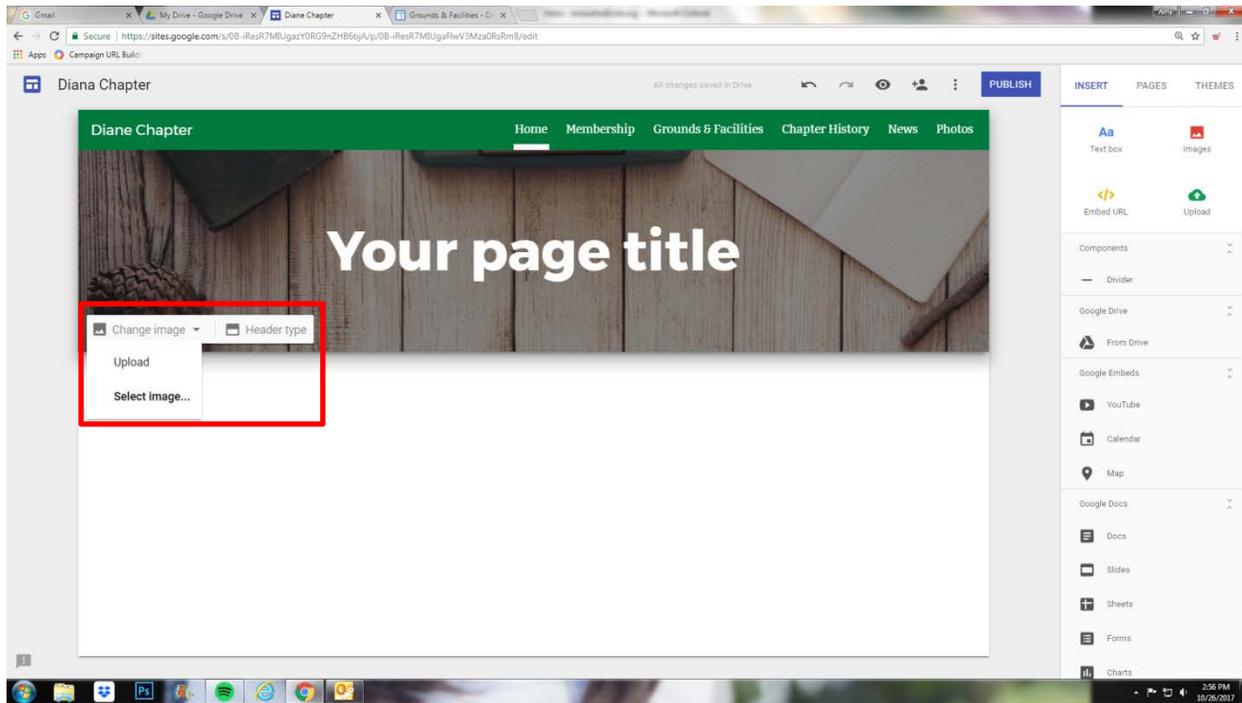
Google will create your navigation bar on the top of your website by default, but you can change it to be on the side by clicking the gear icon on the left.



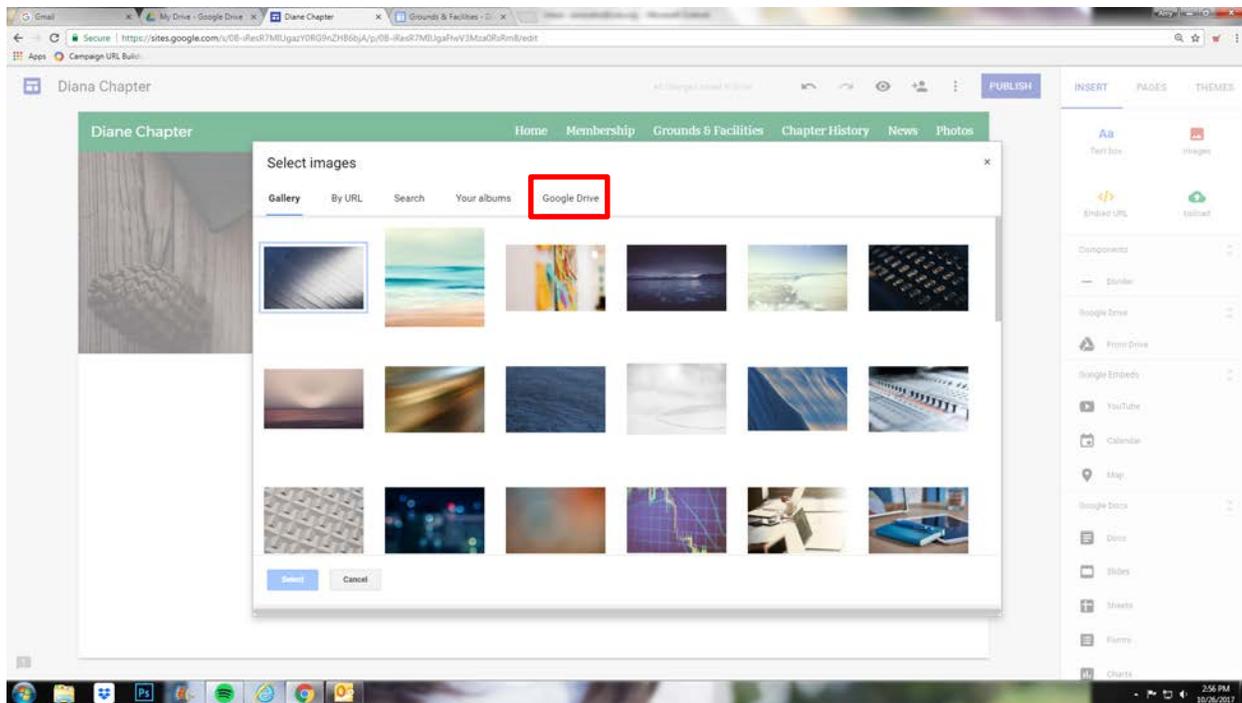
The only problem with the side menu option is that is hidden at all times unless you click it to move over your site and pop out from the left. You will notice in the example below that when the menu is out, the webpage goes dark. A user must X out of the menu to return to the webpage. Because of this, we advise using the horizontal nav bar instead.



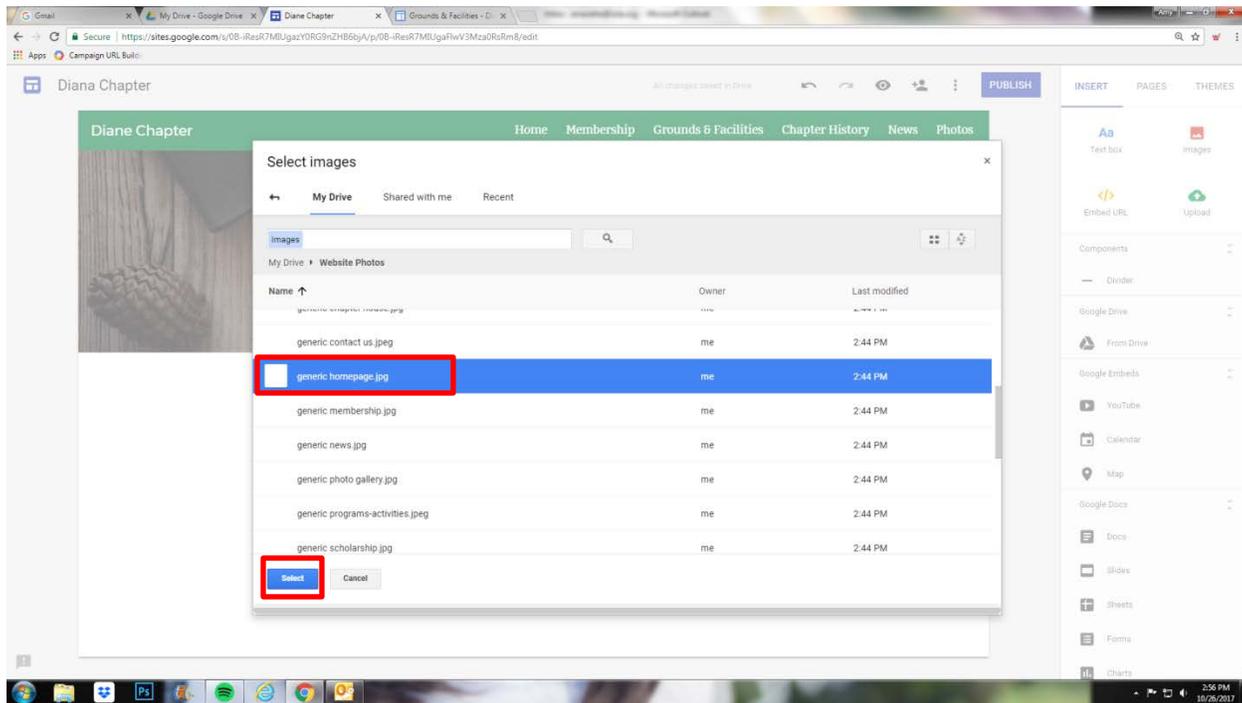
Let's change the main image of your website. To do this, hover over the image and you will have two options. Change Image and Header Type. First, let's change the image. You can click upload to find an image on your computer or Select image which will let you choose a photo from your Google Drive folder.



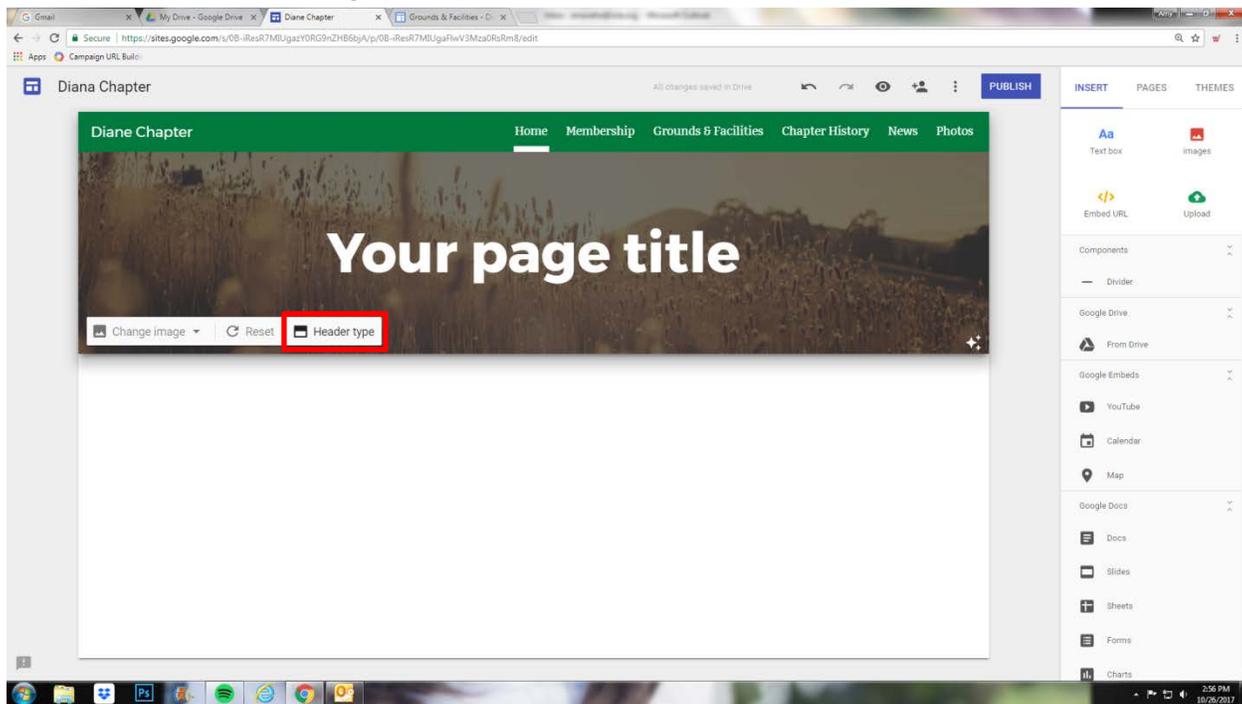
When you click Select image a window like below will pop up. You will click Google Drive.



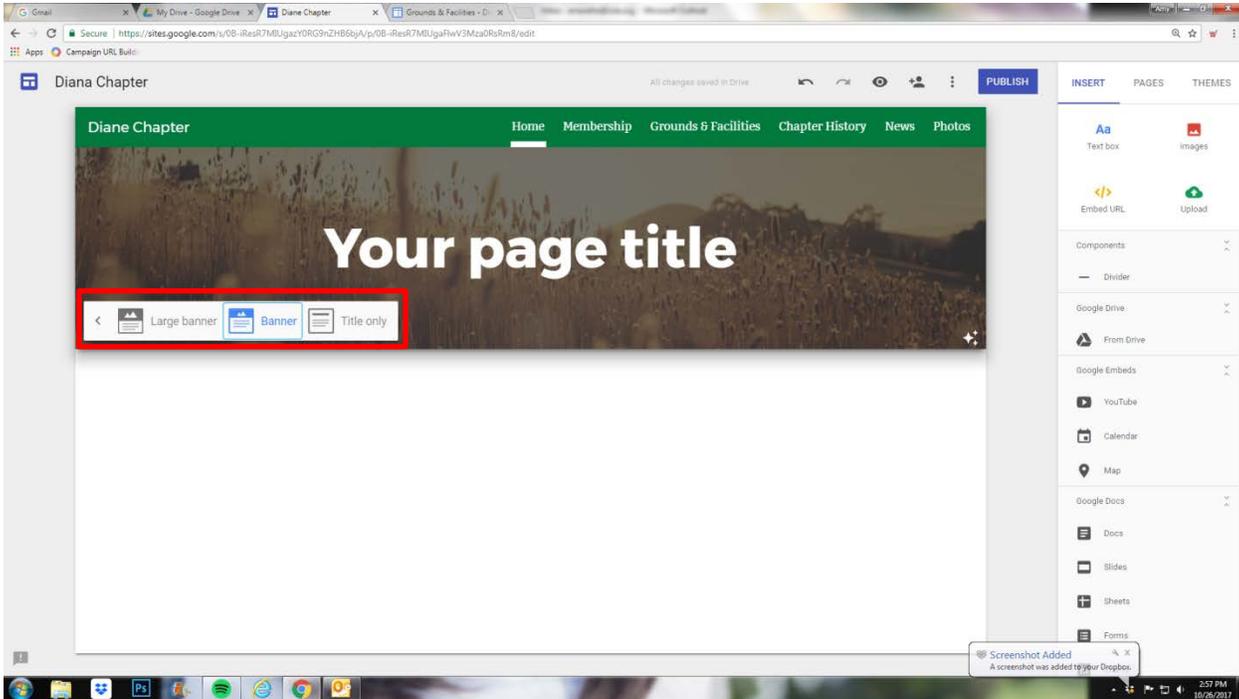
Next, select the image from your Google Drive folder and click Select.



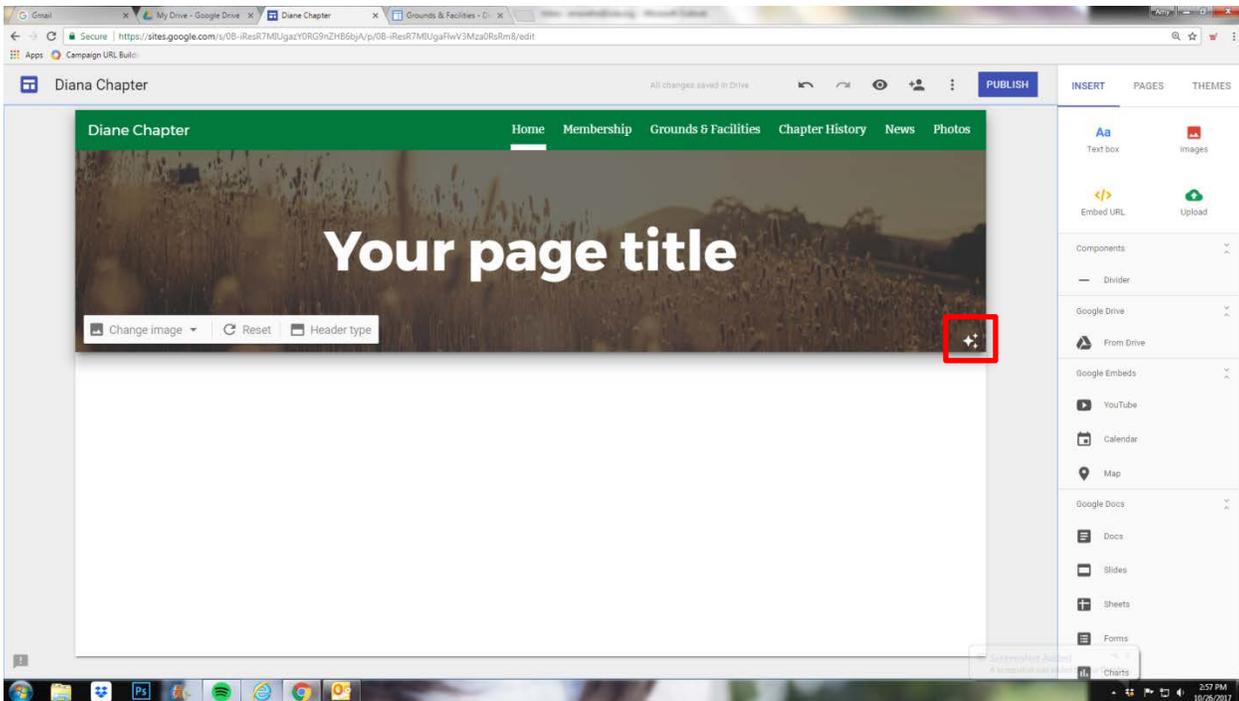
The image changed to this one of a wheat field. Now, clicking Header type will change the size of your header image. See next screenshot. Header images can be sized at 1285x340.



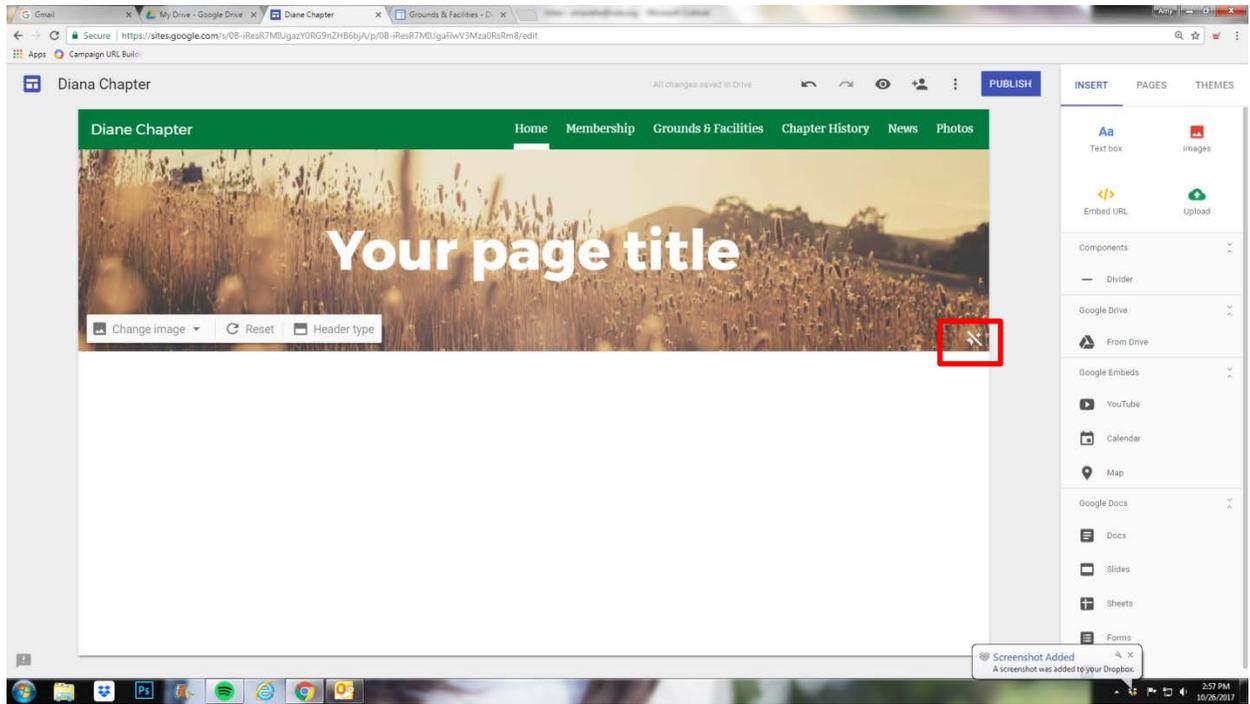
You have a choice between a Large banner, Banner, or Title only. We have advised sticking to the Banner (which is shown here) or no title. The Large banner should be reserved for homepage only or not at all – the image is really big!



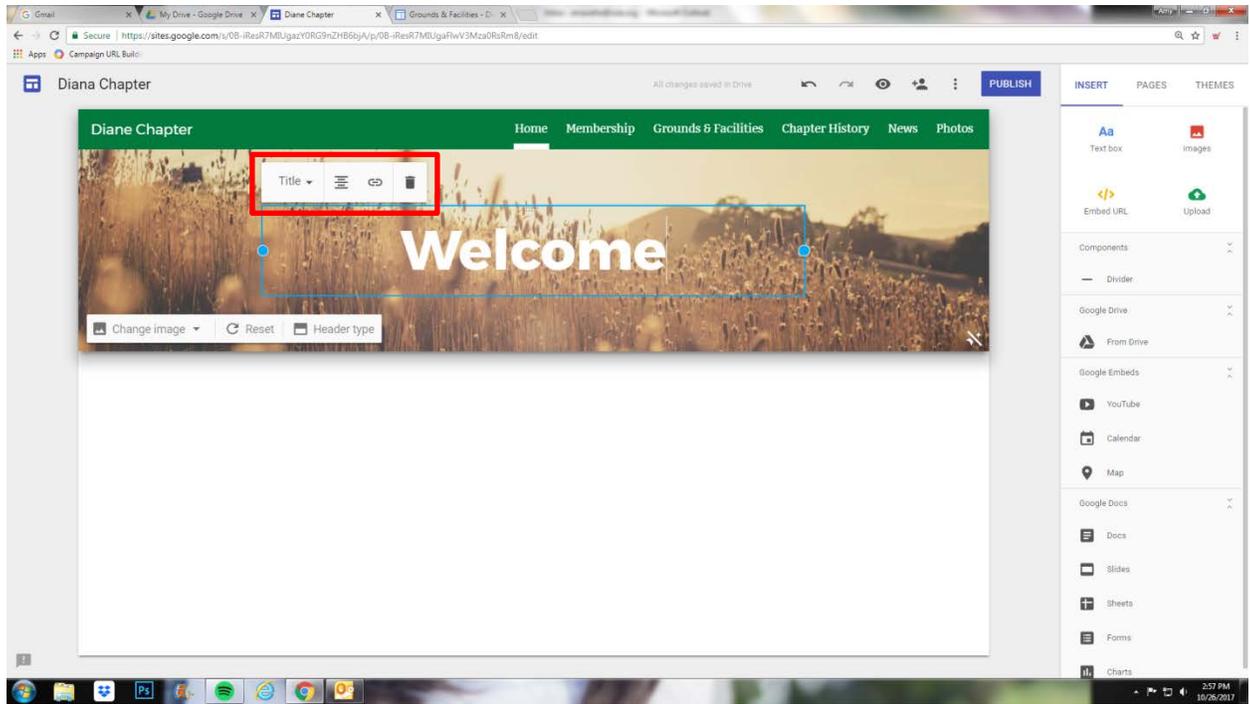
There is also a small icon in the lower right of the header image that will adjust based on whether or not you have text on the image. If you don't want it to be darkened, then de-select it and the image will brighten back up again. See the screenshots below. This is dark.



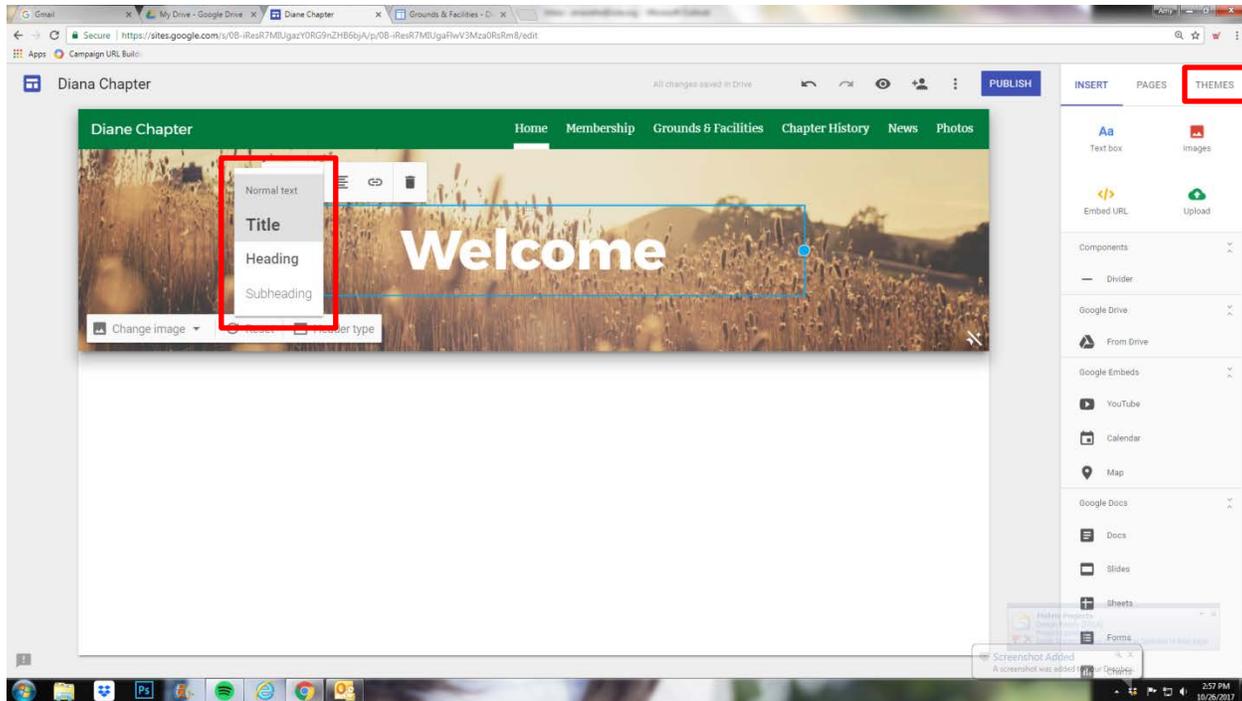
And this is when you de-select and it gets lighter.



Let's review how to change text. Click on any text box and a blue box will appear as well as a toolbar with the options you have to edit that text box. There is a trash can icon to delete the box, a chain link where you can add a link to the text, and options to align the text to the right, left, or center.

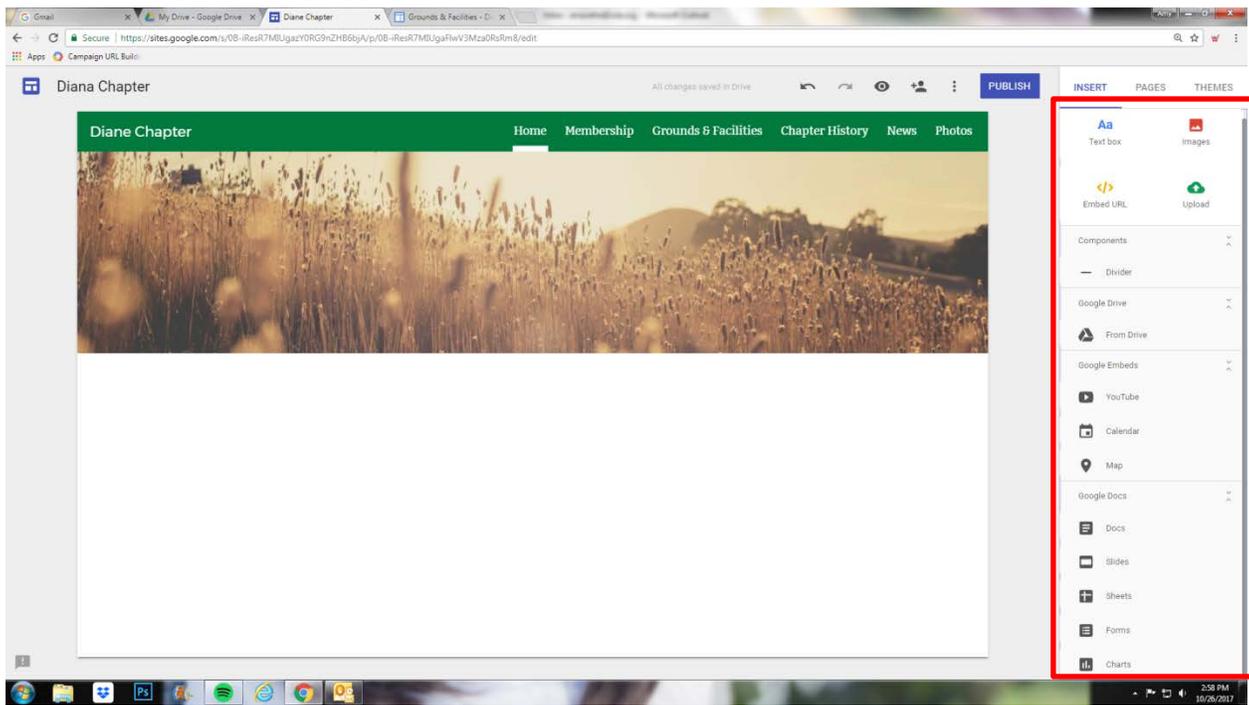


There is also a Title drop down where you can select the size of your text. Play around with those to determine which one you like. These options are determined by the Theme you picked in the Themes area of the toolbar.



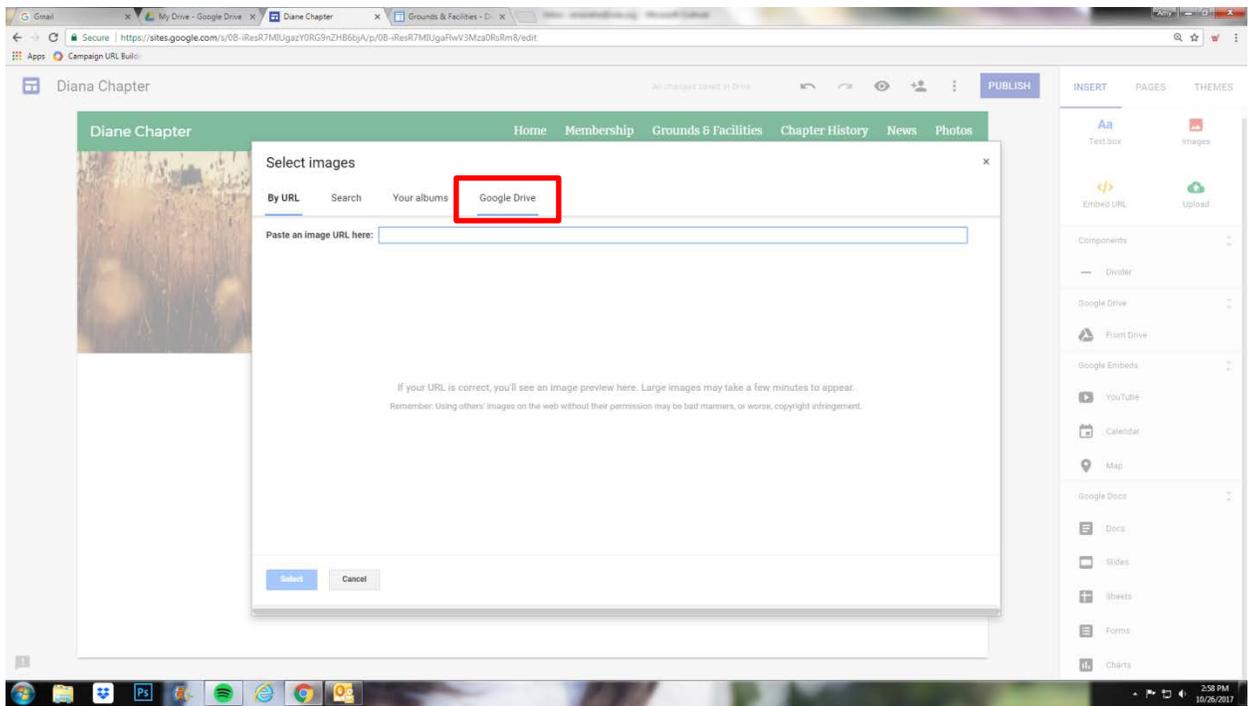
Let's review the Insert tab which is your main toolbar for the website. Starting at the top:

- Clicking the Text box icon will add a blank text box to the page. Don't worry where it lands, you can move it around once it's on the page.
- Clicking the Images icon will allow you to drop in an image from your Drive or your computer.
- The Embed URL icon will allow you to drop in a link to another website.
- The Upload icon allows you to insert a document or photo directly from your computer NOT the Drive.
- The Divider icon is a horizontal rule that you can use to help divide text or sections.
- The Google Drive icon allows you to search the drive for photos and documents to then insert into your website.
- The YouTube icon allows you to insert a video from YouTube.
- The Calendar icon allows you to insert a Google Calendar to your website. You will need to create the calendar separately from Google Sites.
- The Map icon allows you to insert a Google Map to your website.
- The Google Docs section is a list of various options Google gives you to create forms, charts, slideshows, etc.

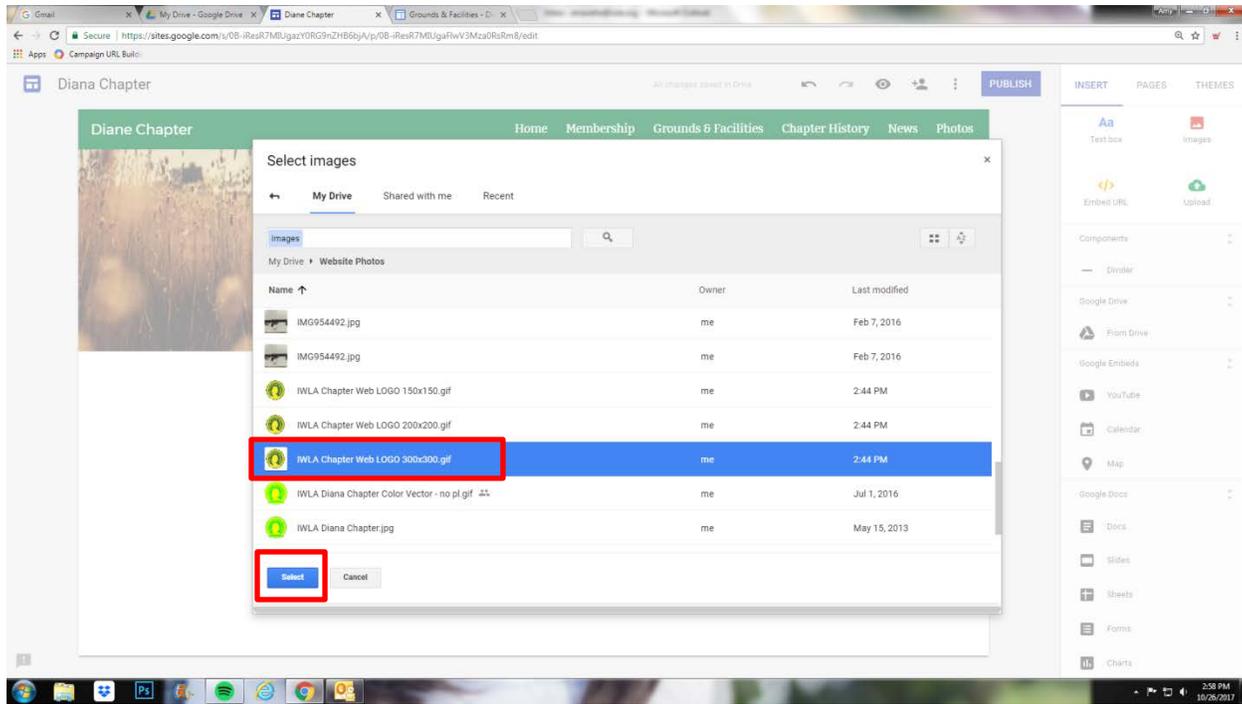


Let's review how to insert an image (the IWLA logo) on the page. For this example, we will pretend that you have already uploaded your image to the Website Photos folder in your drive. If not, then you will need to either do that or click on the Upload button to grab it directly from your computer.

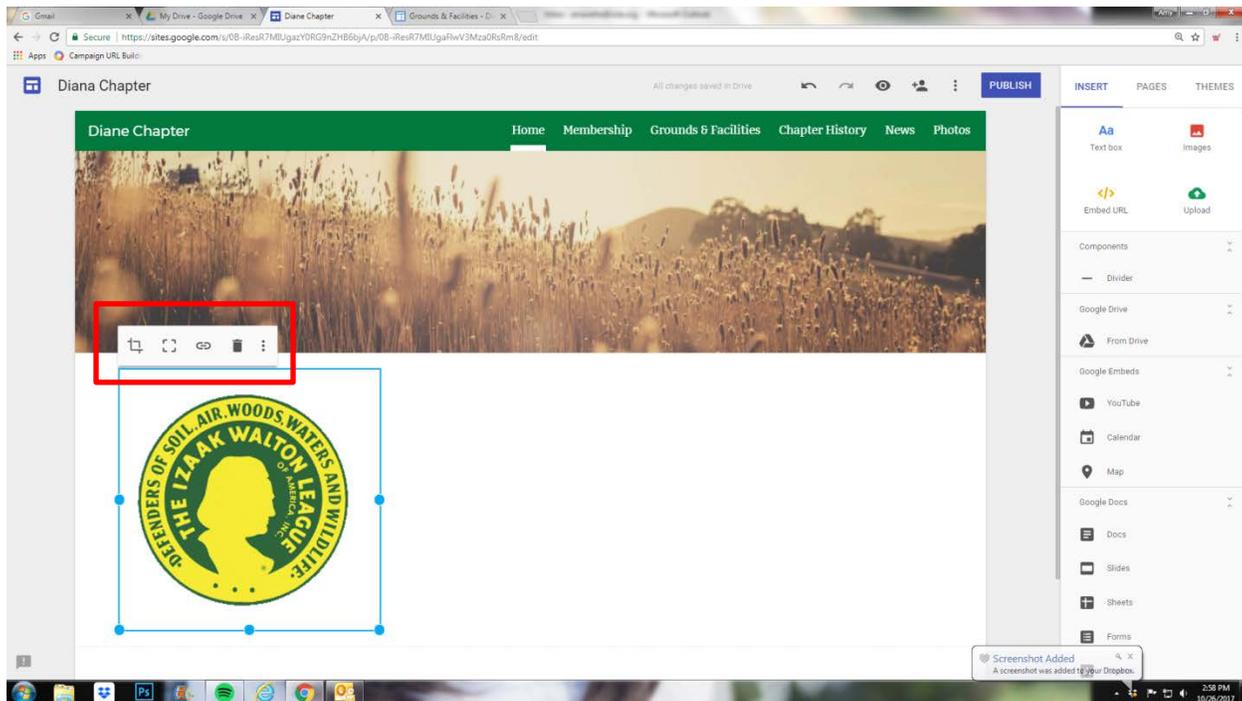
Click the Images icon and select the Google Drive title.



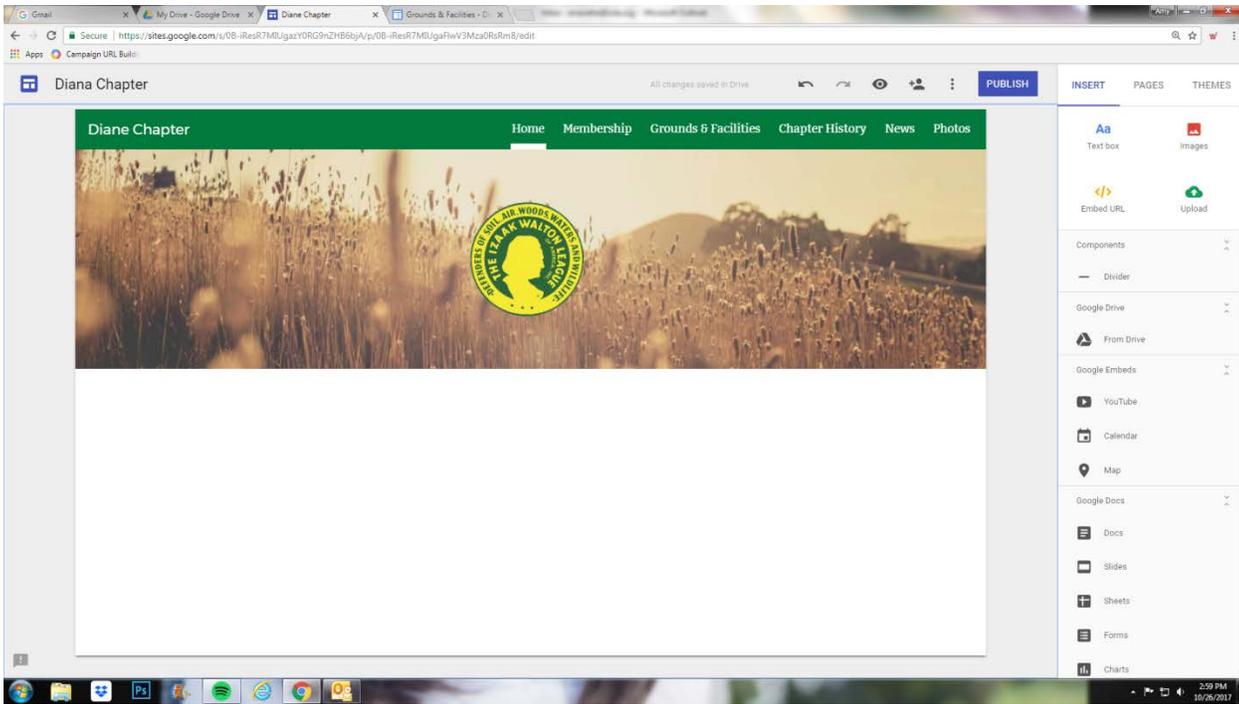
Find your image and click Select.



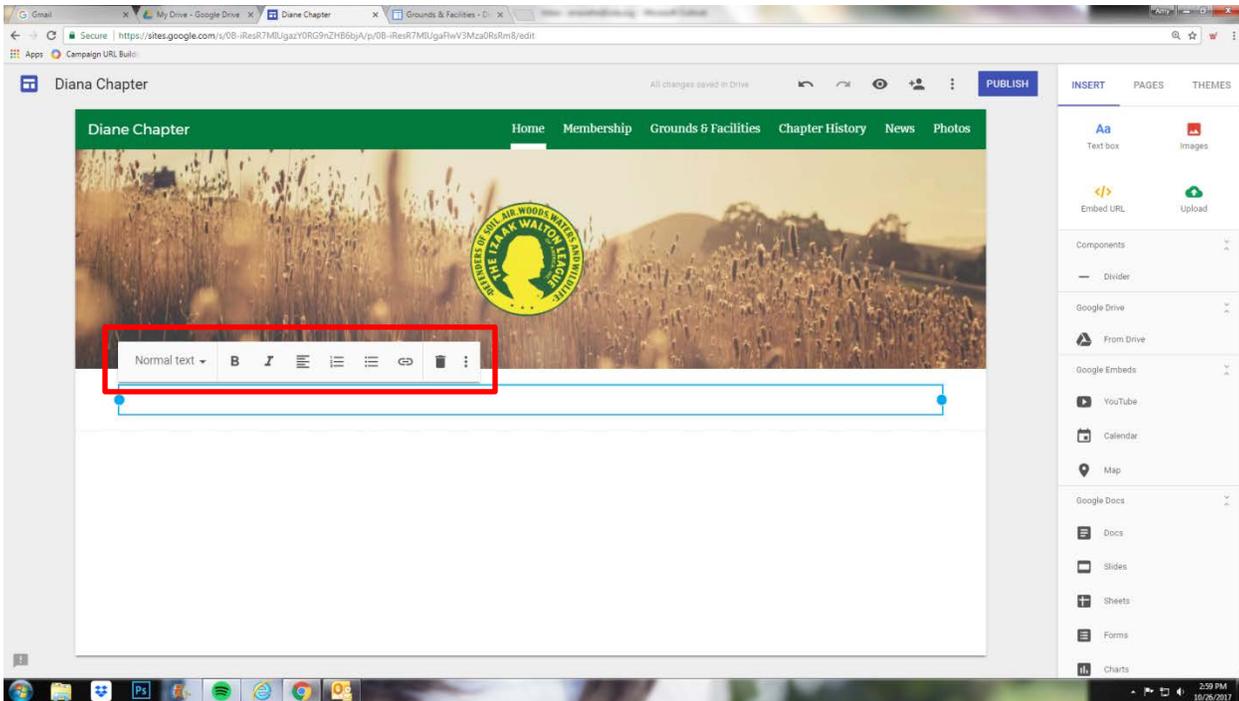
The image will be placed on the page. You can click on it and drag it anywhere you want on the page. You can also click on the blue dots and resize it by dragging the dots in or out. Likewise, there is a toolbar for every image. The trash can icon is to delete it, the chain link is to add a URL link to the image, and the first two images are to crop or uncrop the image. The three dots on the right allow you to add a caption to the image, replace it, or add alt text (this is a descriptive name that helps users who are vision impaired to know what is on a page).



This how our page looks now.



Now, let's review the Text box. By clicking on the Text box icon, a blank box will be added to your website. Like the image box, you can drag it around and resize it by clicking and dragging the blue boxes. Each text box is given a toolbar that is set up like the others in the website.



Type in your text and edit as you see fit.

Diana Chapter

Home Membership Grounds & Facilities Chapter History News Photos

Normal text **B** *I* [List icons] [Link icon] [Trash icon] [More icon]

Welcome to the Diana Chapter!

INSERT PAGES THEMES

Text box Images

Embed URL Upload

Components

— Divider

Google Drive

From Drive

Google Embeds

YouTube

Calendar

Map

Google Docs

Docs

Slides

Sheets

Forms

Charts

3:08 PM 10/26/2017

Continue adding text boxes.

Diana Chapter

Home Membership Grounds & Facilities Chapter History News Photos

Welcome to the Diana Chapter!

Normal text **B** *I* [List icons] [Link icon] [Trash icon] [More icon]

The Diana Chapter was formed exclusively for scientific and educational purposes; to conserve, maintain, protect and restore the soils, woods, waters, wildlife, wetlands and other natural resources of the state of Indiana; to promote means and opportunities for the education of the public with respect to such resources and the enjoyment and wholesale utilization thereof.

With a strong membership comprised of conservationists, sportsmen and outdoor enthusiasts, the Diana Chapter promotes our natural resources through activities such as: River Watch, certified Hunter Education classes and cooperative Hunter Recruitment Events with local State Fish & Wildlife Areas.

INSERT PAGES THEMES

Text box Images

Embed URL Upload

Components

— Divider

Google Drive

From Drive

Google Embeds

YouTube

Calendar

Map

Google Docs

Docs

Slides

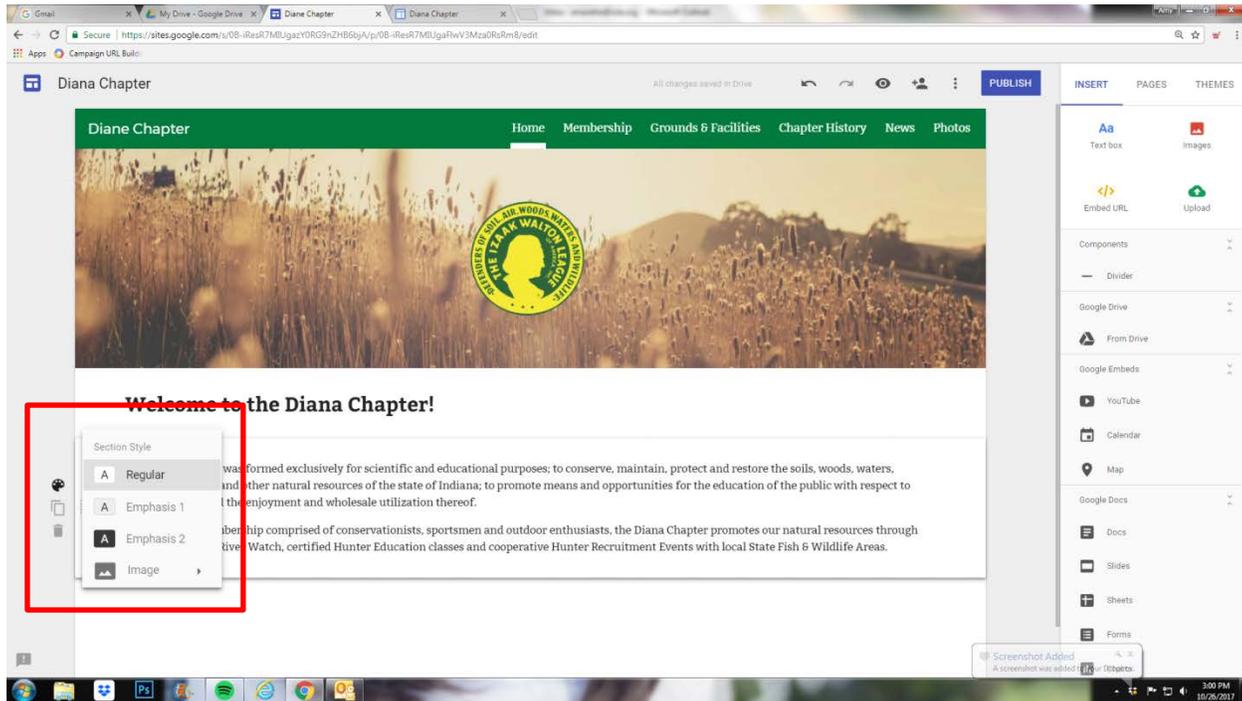
Sheets

Forms

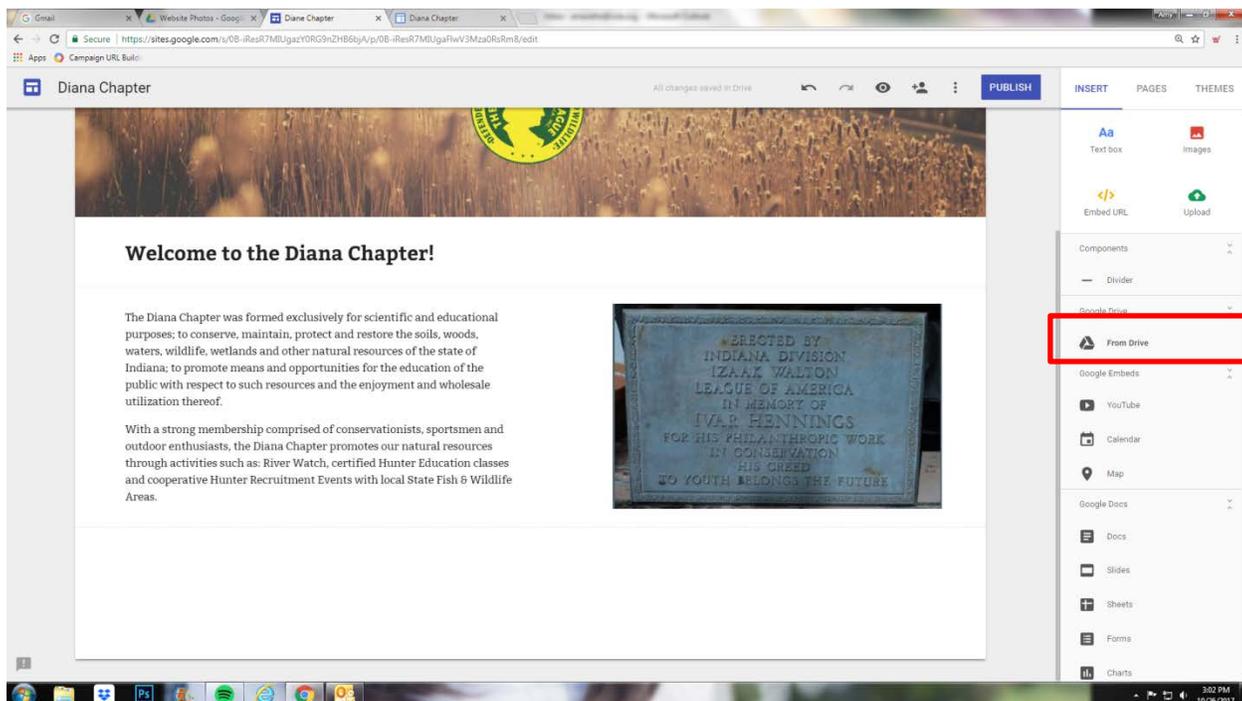
Charts

3:08 PM 10/26/2017

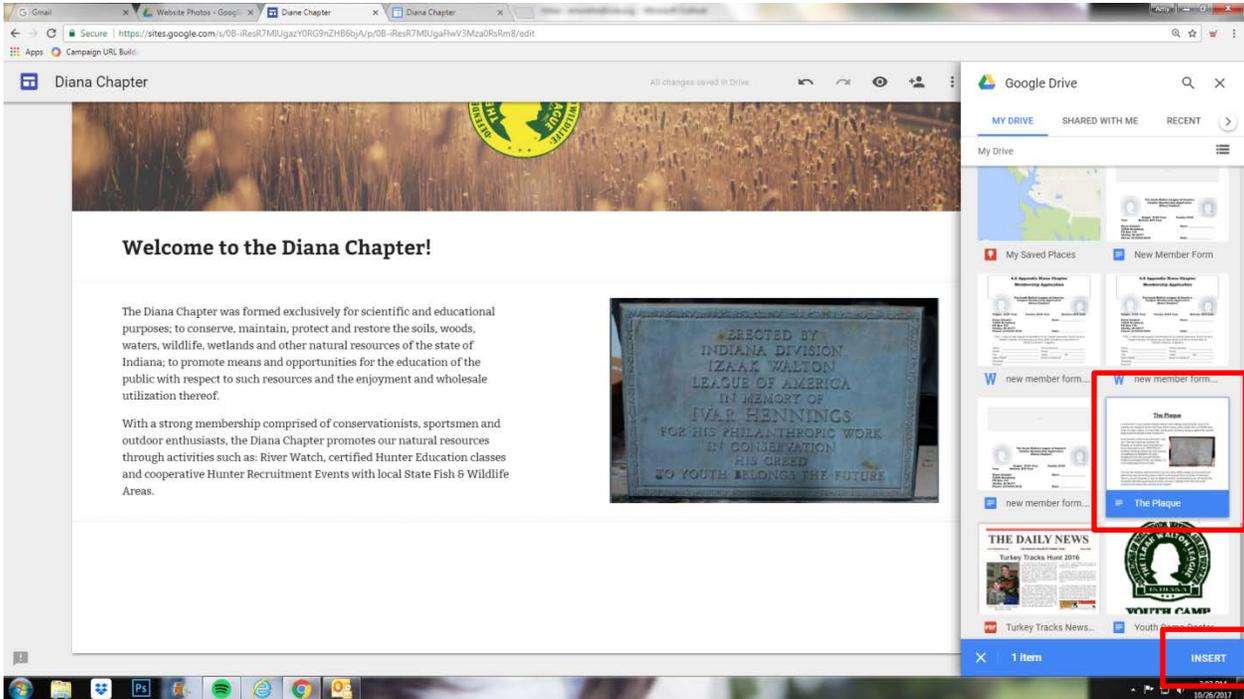
At this point, there is another feature that every text box comes with. On the left of every text box is a series of icons. One is the trash can to delete the text box, the other is the two squares on top of each other. This will duplicate the text box. And the paint palette allows you to change the background of the box. Your options are white, grey, black or a background image.



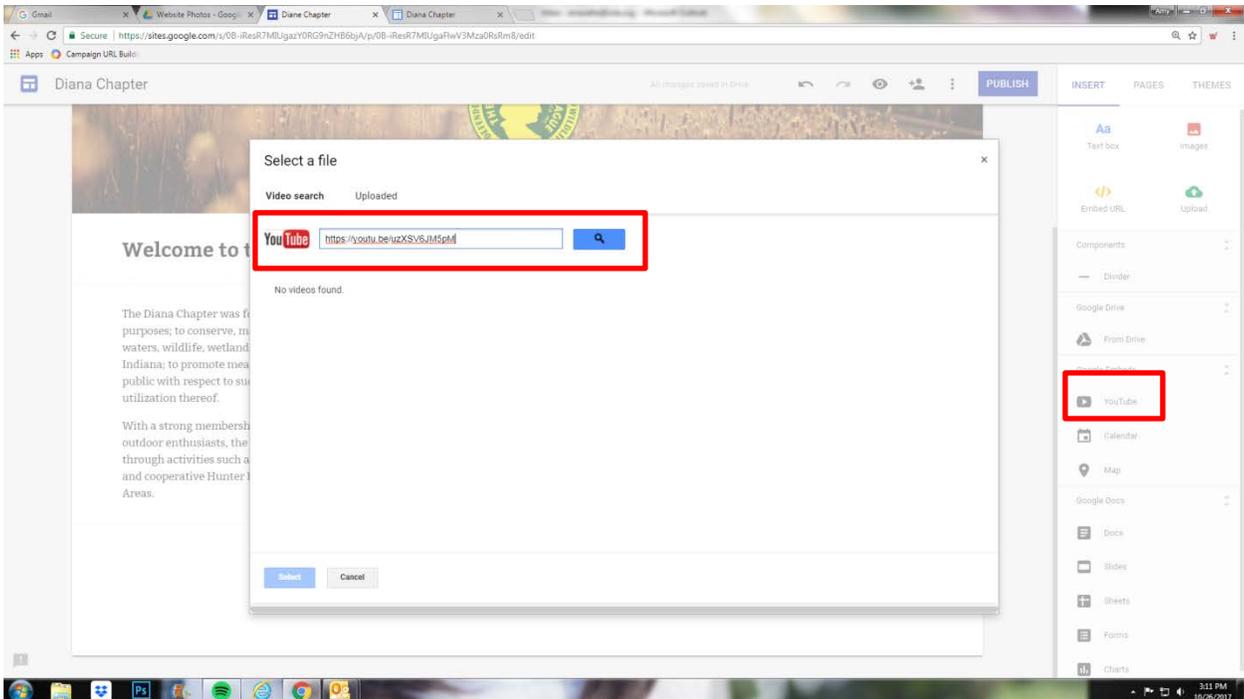
Here is another way to add an image or document. If you uploaded your images and documents to your Drive before you started to edit, then you can also insert an image by clicking on the From Drive icon.



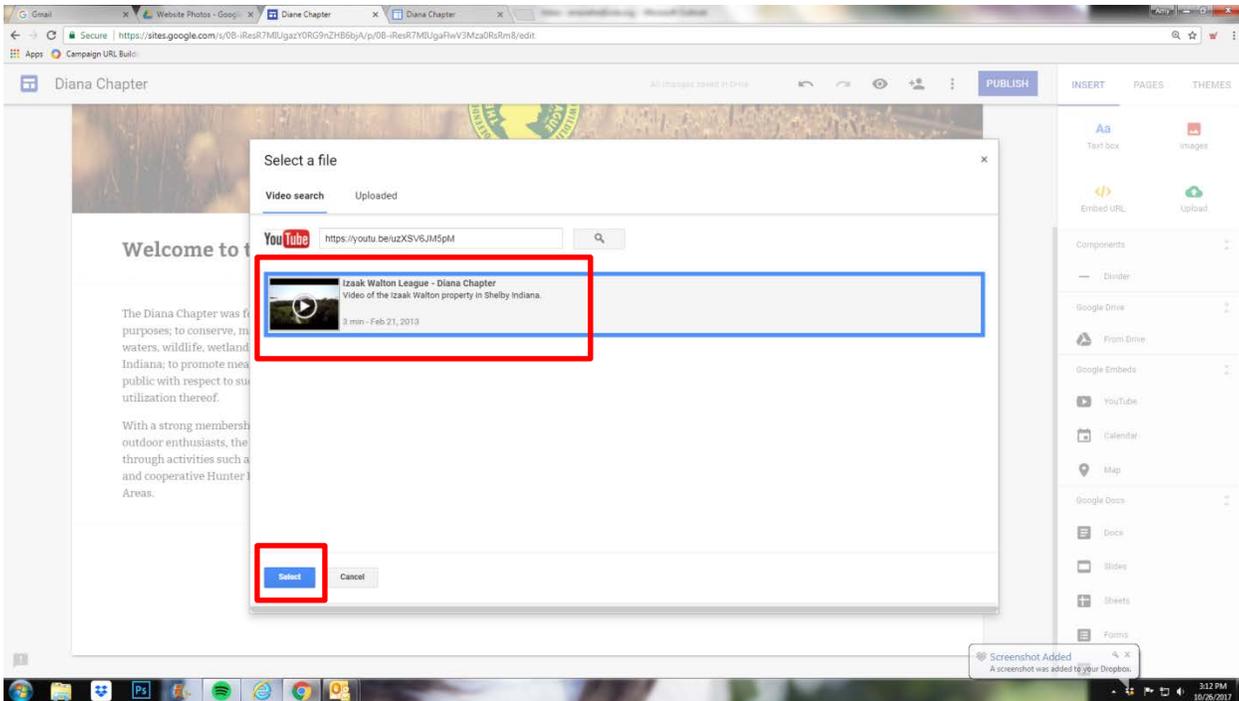
Click the icon, then your Website Photos or Documents folder and then find your photo, click it, and select Insert. Again, once the image or document is inserted on the page, you can move it around.



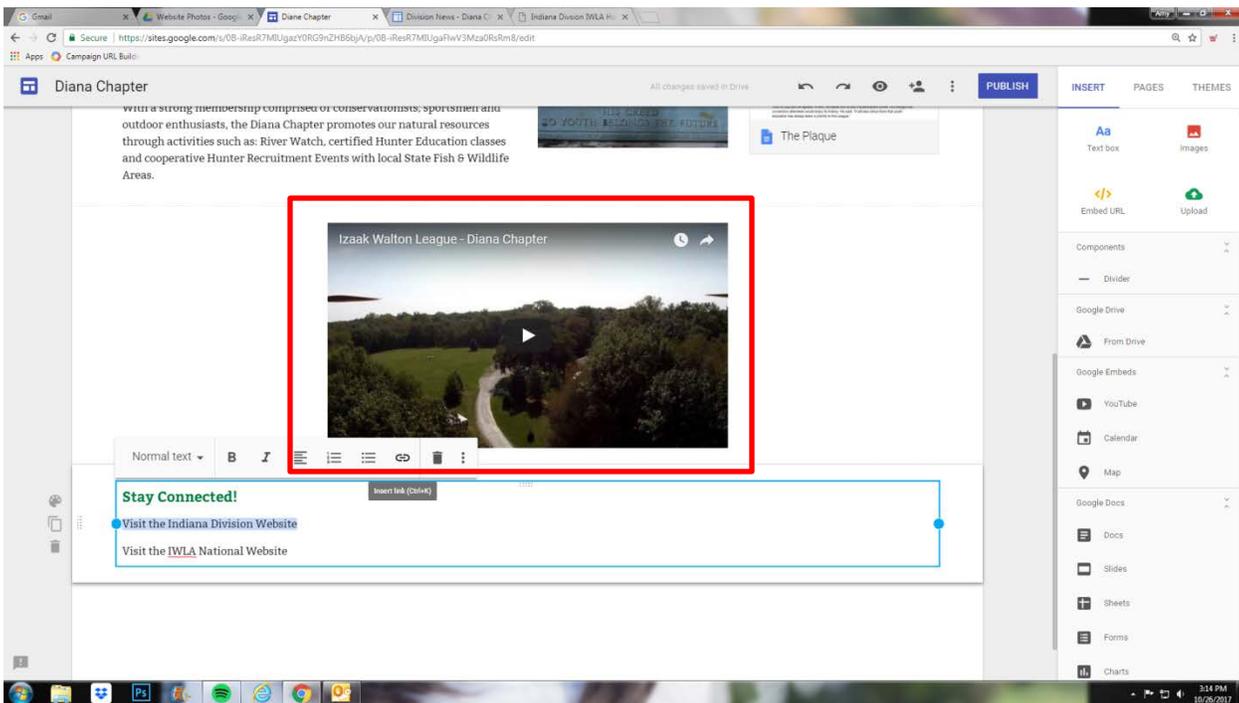
Let's say you want to add a video from YouTube. To do this, first go to YouTube and copy the URL for the video you want to insert. Then click on the YouTube icon and paste the URL in the search field and click the search button.



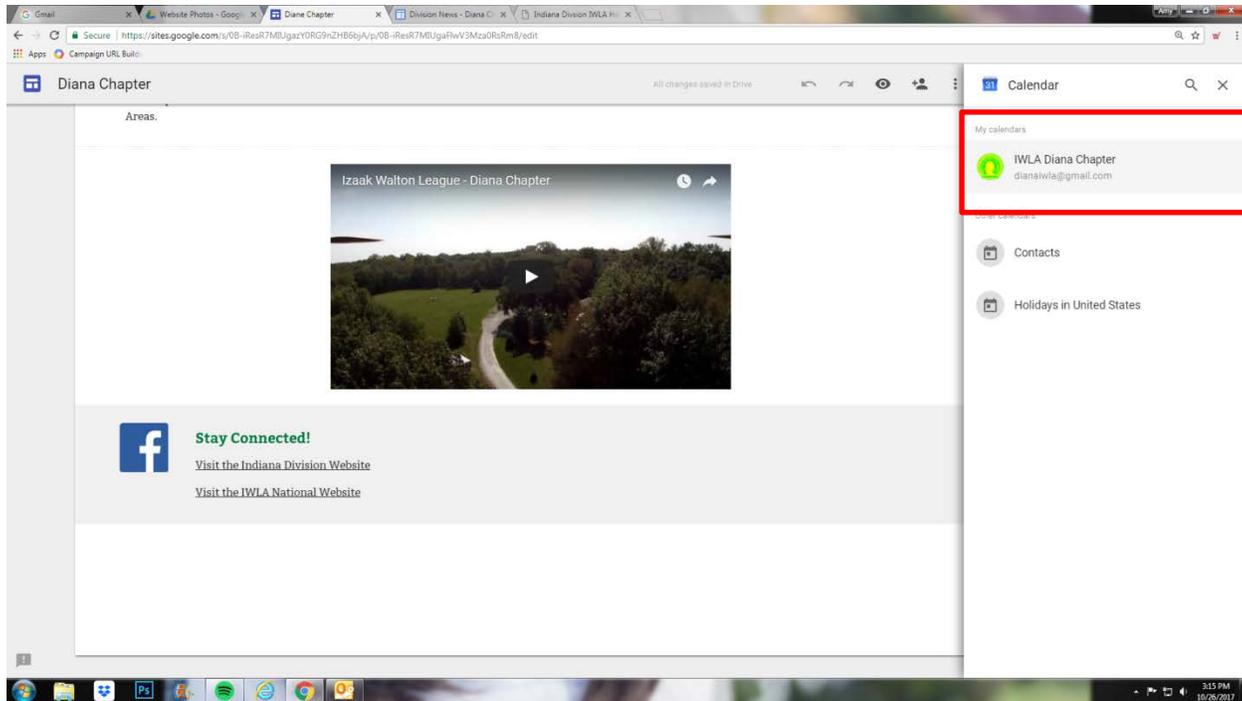
After clicking search, you will see the video show up below. Click the video and then click Select. This will embed the video into your webpage.



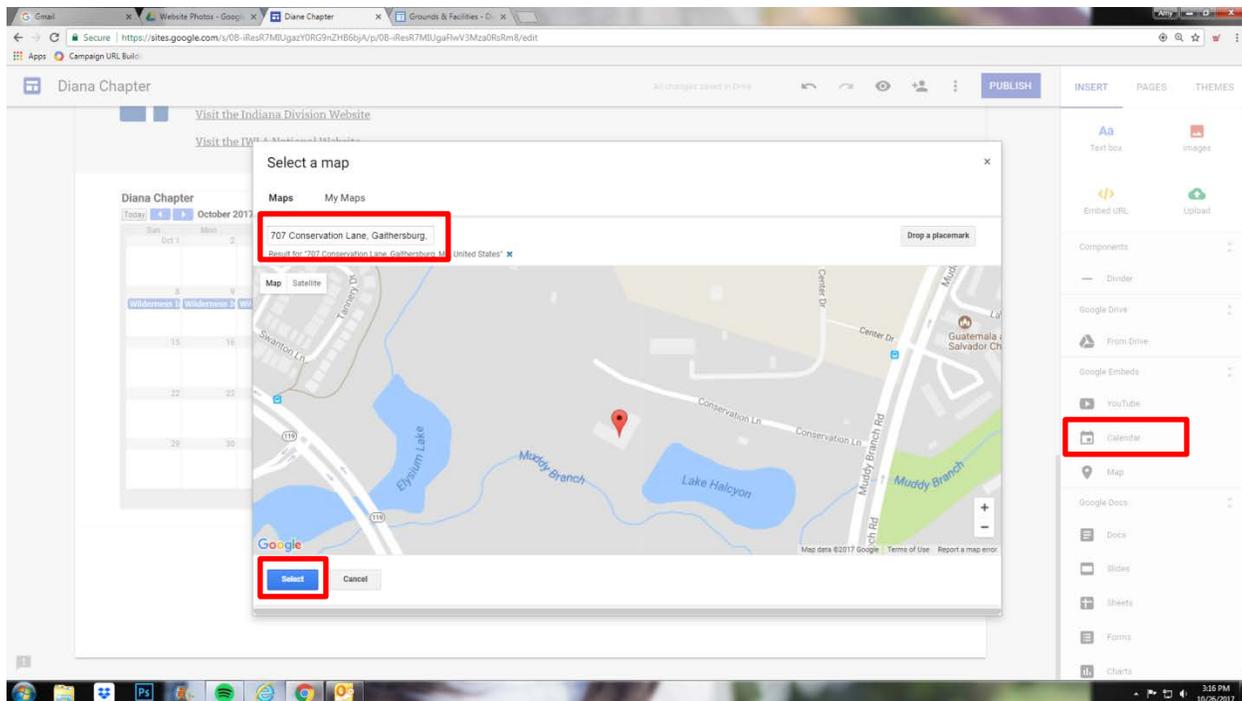
Notice the video is now on the page.



Once you create your calendar, click on the Calendar icon and you should see it in the panel that comes up. Click your calendar and it will also be placed on the page you want it to go on.



To add a map to show how to find your chapter, click on the Map icon and add your street address. Then click Select. The map will also appear on the page you want it to go on.



This is how the main page of this website will look when it gets published.

