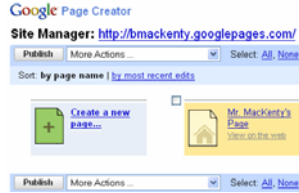


Using Google Pages to Make a Classroom Webpage



Introduction

Pages is a very easy to use program that allows you to make, update, and easily add information to a classroom webpage. Everything is done via the web, so you don't need to install or save any programs on your computer.

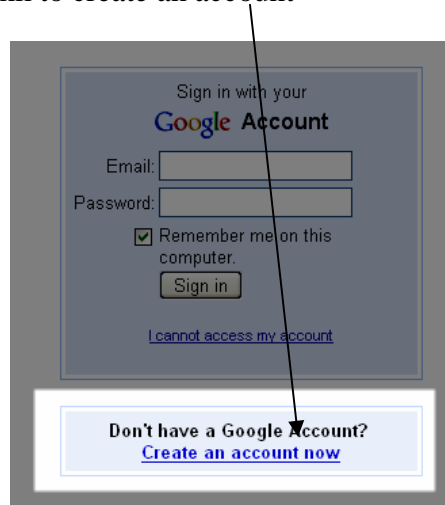
Google pages is another application from the **google apps** family of web-based programs. We like google apps because:

- 1) They are free
- 2) They are web-based, so you can use them from anywhere
- 3) They are designed to be shared with other people, which is something we do in education, share stuff.
- 4) Google apps are all friendly with each other, so you can easily share data

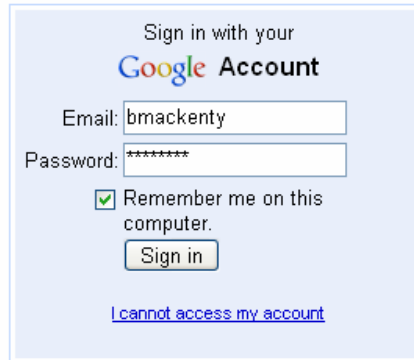
HOWTO

1) If you don't have a google account, create a google account. If you do have a google account, please go to step 2.

- a. type www.google.com in a browser address bar
- b. click on the sign in link on the upper right corner
- c. click on the link to create an account



2. Login to google.



Sign in with your
Google Account

Email:

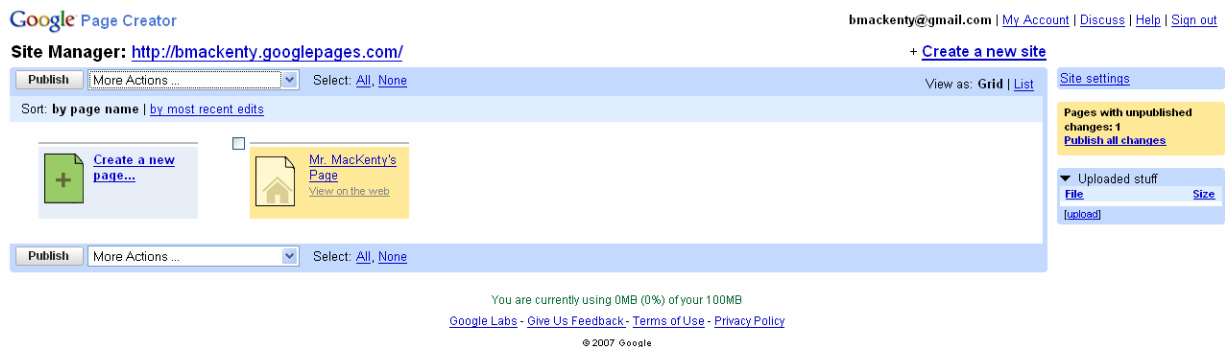
Password:

Remember me on this computer.

[I cannot access my account](#)

3. Once you have logged in, simply type pages.google.com in a browser address bar.

4. Note the google pages screen.



Google Page Creator

Site Manager: <http://bmackenty.googlepages.com/>

Pages with unpublished changes: 1

Mr. MacKenty's Page

View on the web

You are currently using 0MB (0%) of your 100MB

© 2007 Google

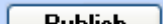
*Here's an important concept: you have one **web site** which may contain many **pages**. It's generally a good idea to stick with the **Keep It Simple** philosophy - less is more for a website. If you have more than one **page** on your **site** you have to make sure the pages **link** to each other.*


5. Let's edit our homepage. A homepage is the first page people see when they visit your site! Simply click on the link to your page.



6. Note the editing page.



Here's a hint: if you want to just jump in and get started, simply type something in one of the blue boxes, and click 

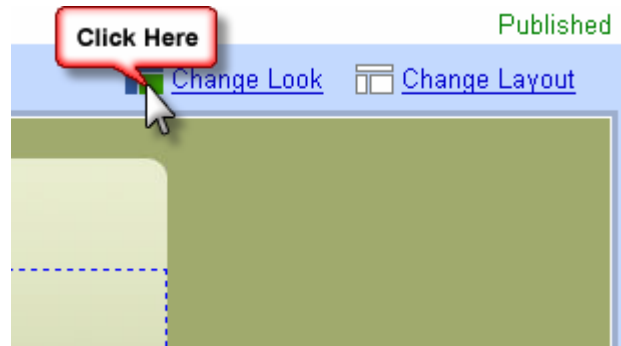
7. The basic idea of editing your page is to type in whatever you want and click the publish button.  Once you have published, you will see an orange bar at the top of the screen: Simply click "View it on the web" to see your page on the web.

Your page has been published. [View it on the web](#) / [Tell your friends](#)

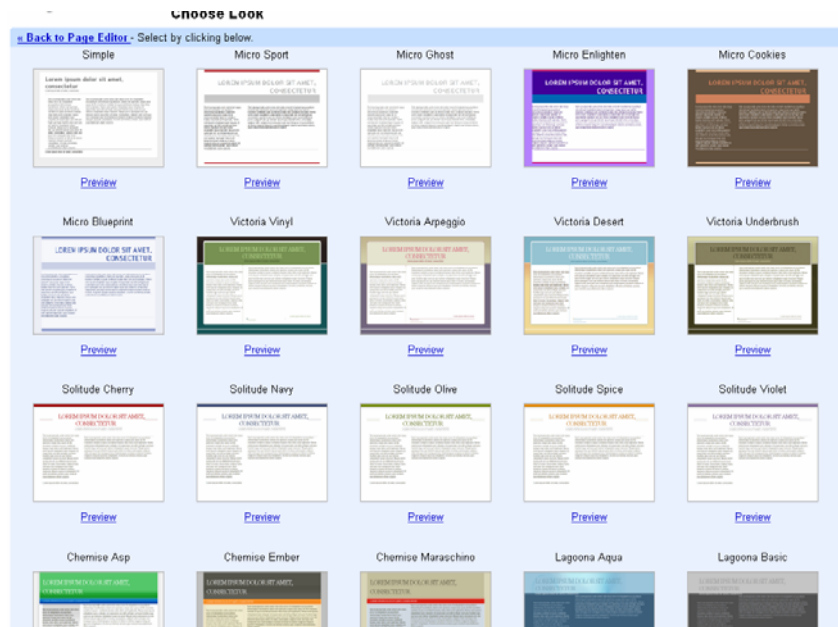
| | |
|---------------------------|---------|
| Changing the theme..... | page 4 |
| Changing the layout..... | page 5 |
| Changing the font..... | page 6 |
| Changing the size..... | page 7 |
| Uploading a picture..... | page 8 |
| Uploading a document..... | page 11 |
| Publishing | page 13 |

Changing the Theme

Google pages has tons of themes you can use. Themes represent the **look and feel** of your site (which might have many pages).



- 1) Click on the change look link on the upper-right side
- 2) Click on the theme you want.

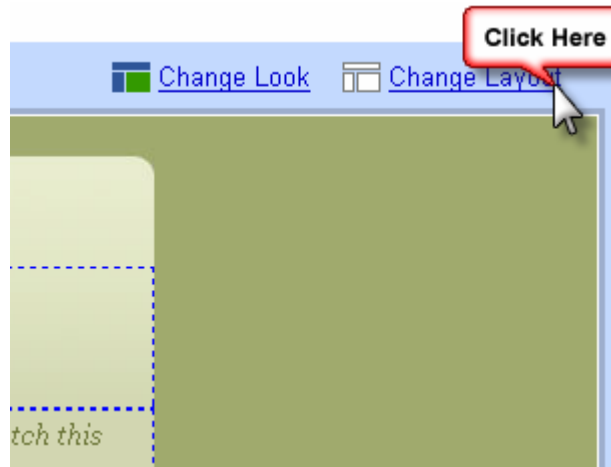


- 3) Please don't change your theme everyday - it's distracting. Many web designers change their theme with the seasons - four times a year.

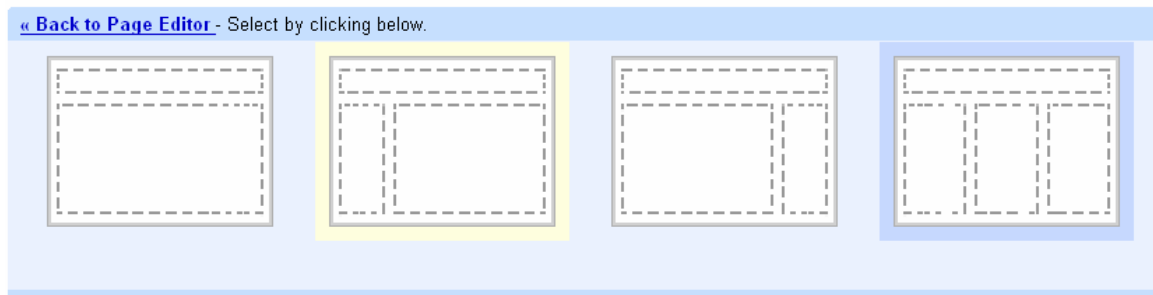
Changing the Layout

Layout is organization of your page. Your layout should reflect the kind of information you want to put on your page!

1) Click on the Change Layout link.



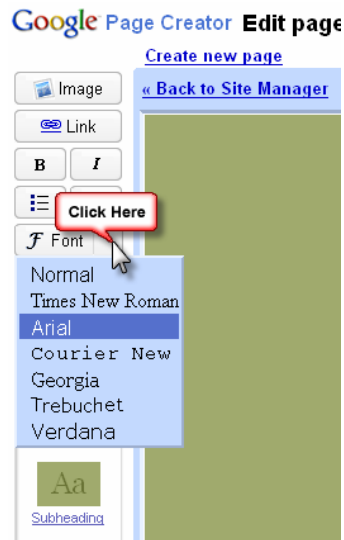
2) Click on a page layout



Unlike themes, if you change the layout of a page, you might lose some of the information you had on it. I suggest sticking with one layout. To be quite frank, I prefer the one on the right (3-column with header).

Changing the font

You are limited to 7 fonts for a webpage - this is because not every computer has every font. If you use a font a computer doesn't have, the page will look all weird. The fonts we have are very common.



1) Just like any word processor, you can either:

- a) click the font you want, start typing, and then click another font you want
- b) highlight the font you want, and choose the font you want

Changing the text size

Again, our choices are slightly limited because we are on the web. However, these should do...



1) Just like any word processor, you can either:

- a) click the size you want, start typing, and then click another size you want
- b) highlight the size you want, and choose the font you want

Uploading a picture

There are 3 parts to uploading a picture:

- 1) finding a picture and downloading it to your computer.
- 2) placing the picture on your webpage
- 3) adjusting the picture to the correct dimensions.

I am going to assume you know how to download a picture to your computer. if you don't, please check out our friendly HOWTO guide "Getting clip art and cute pictures from the internet".

- 1) click the images button

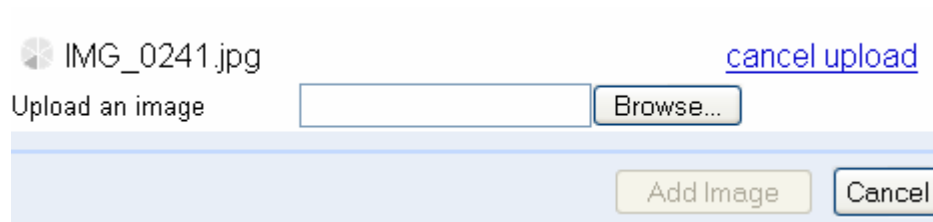


- 2) click the Browse button, and find the file on your computer.

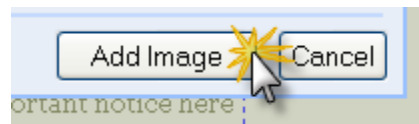


Uploading a picture , cont

3) Once you have found the picture on your computer, simply click open and wait a few moments.



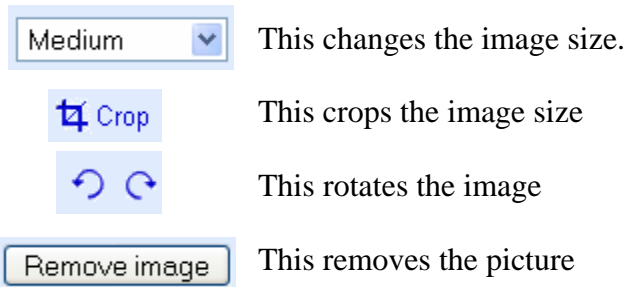
4) Click the Add Image button, and your image will be inserted in your webpage.



5) Once the picture is on your website you will see the following image manipulation box.



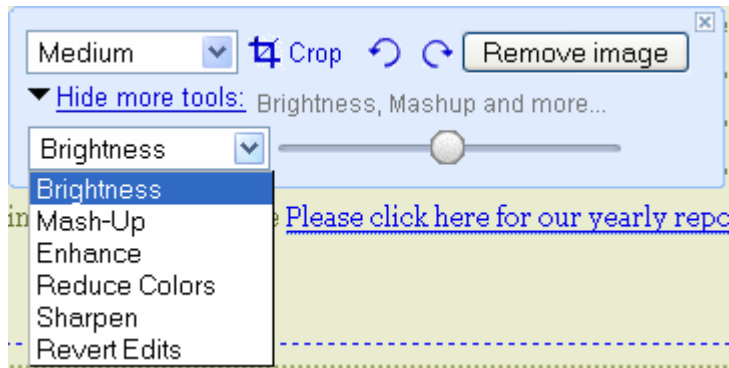
6) The first three controls are pretty self-explanatory:



Uploading a picture , cont

7) A neat feature of pictures is the [Show more tools:](#) option.

8) All the tools in the drop-down box offer basic editing and image manipulation. Mashup is especially fun. Play around with it!



Uploading a document

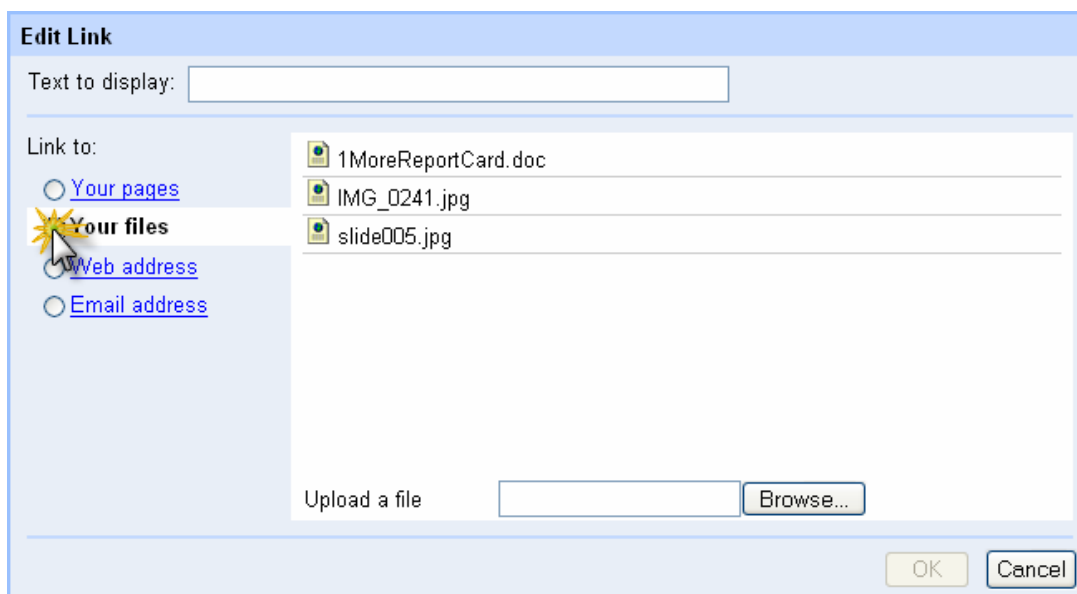
There are 3 parts to uploading a document:

- 1) finding the document on your computer
- 2) placing a link to the document on your webpage
- 3) naming the link.

- 1) Click the link button

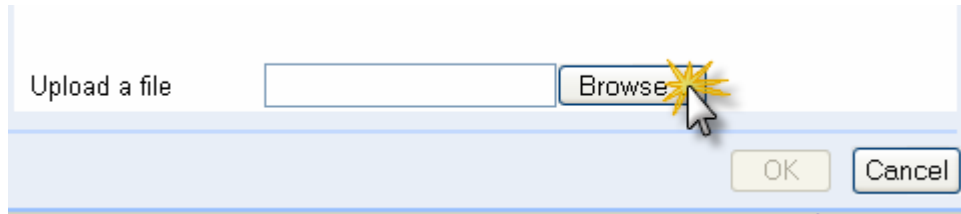


- 2) When you click on the link button, the **Edit Link** dialog box appears. Click on **Your files**. You will see any old files you have uploaded.



Uploading a document , cont

3) Click the browse button and choose the file you want to upload



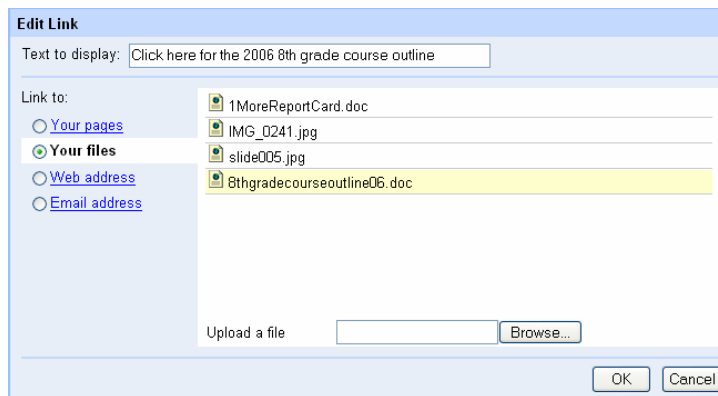
4) Now. Here's the tricky part. You must name your link. This is the text the person using your webpage will see. Which looks better:

8thgradecourseoutline06.doc

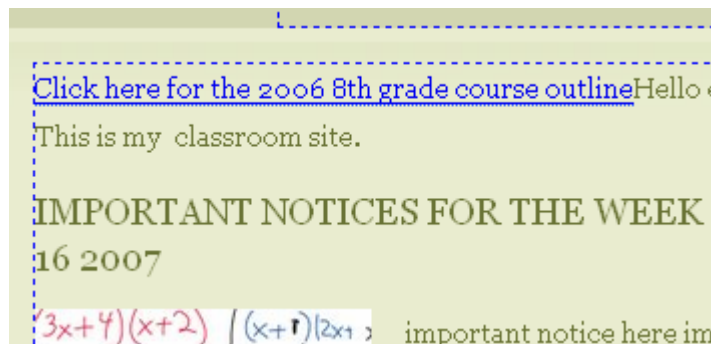
Click here for the 2006 8th grade course outline

I'd say the second one.

Simply type in the **text to display** box.



Click OK, and you will see your link. If someone clicks on the blue underlined text, the document will be saved on their computer.



Publishing

1) Click the publish button at the top of the screen.



2) When you have clicked published, an orange information bar appears at the top of your screen.

Your page has been published. [View it on the web](#) / [Tell your friends](#)

3) Your page! Note the URL on the top of the page.

