Google - Free Host Server for your Lake Association's Web Site!

Welcome to Google Sites

Thinking of creating a website?

Google Sites is a free and easy way to create and share webpages. Learn more.

Create
rich web pages easily

Collect
all your info in one place

Control
who can view and edit

To start, all your Association needs
is one tech-savy member willing to act as
your "web site manager."

Step One: Open a "Free" Google Email Account

Visit https://www.google.com/accounts/ManageAccount

Click on the Create an Account link. Submit your current email address and a password of choice.

Sign in with your
Google Account

Email: [   ]

Password: [   ]

☑ Remember me on this computer.

(Sign in)

I cannot access my account

Don't have a Google Account?
Create an account now

Google Accounts   Create a Google Account - Google Sites

Create an Account

Your Google Account gives you access to Google Sites and other Google services. If you already have a Google Account, you can sign in here.

Required information for Google account

Your current email address: [   ]

e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [   ]   Password strength:

Minimum of 8 characters in length.

Re-enter password: [   ]

☑ Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. Learn More

☑ Enable Web History.

Profile

Step Two: Accessing Google's "How to" Guidelines

First, you will be able to access your personal Profile Page. Locate the Try Something New area and click on the "More" option.
Look for the "Sites" link. Click here.

My products - Edit

🔍 **Web History**

Try something new

✉ **Gmail**   🔍 **AdSense**   **AdWords**

Alerts   **Groups**   **iGoogle**

More »

Sites
Create websites and secure group wikis

Step Three: Take Google's "How to" Tour

Locate the "Learn More" link. Click to view the Get Started page. Watch the video and view sample sites.

Step Four: Create your Web Site!

1. Click on the "Get Started" button.

2. Sign in with your new Google account information.

3. Click on "Create site."

Get Started

Sign in to Google Sites with your

Google **Account**

Email: [   ]

Password: [   ]

☑ Remember me on this computer.

Sign in

I cannot access my account

Sign up for Sites

Sign in with a Google Apps Account

Create site

Use Google Sites to:

Plan club meetings and activities

Share info on a secure company intranet

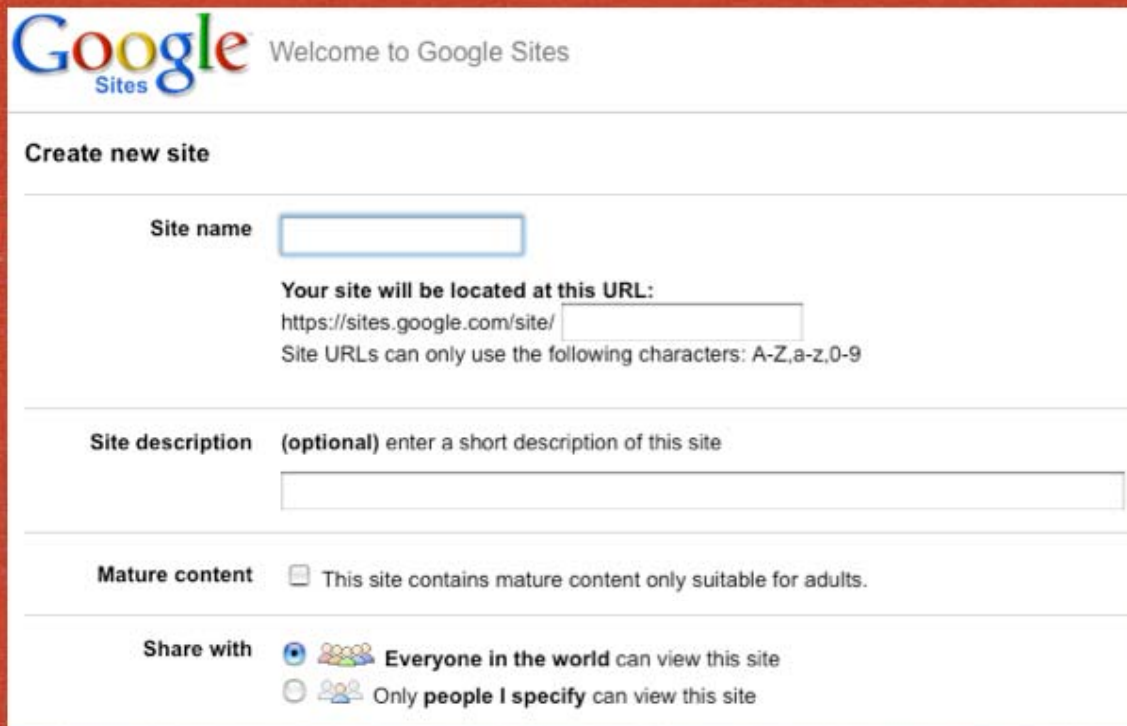**Collaborate** on a team project

Stay connected with family members

Step Five: Create your Web Site!

1. Name your site: i.e. Anvil Lake. Google will automatically generate your URL. Keep it simple! Remember to record your URL for future reference for your Web Manager and your Association members.

Google Sites | Welcome to Google Sites

Create new site

Site name	
	Your site will be located at this URL: https://sites.google.com/site/ Site URLs can only use the following characters: A-Z,a-z,0-9
Site description	(optional) enter a short description of this site
Mature content	☐ This site contains mature content only suitable for adults.
Share with	⦿ Everyone in the world can view this site ◯ Only people I specify can view this site

2. Site description: i.e. Anvil Lake Association Eagle River, WI.

3. Determine site content and intended audience by clicking on choices.
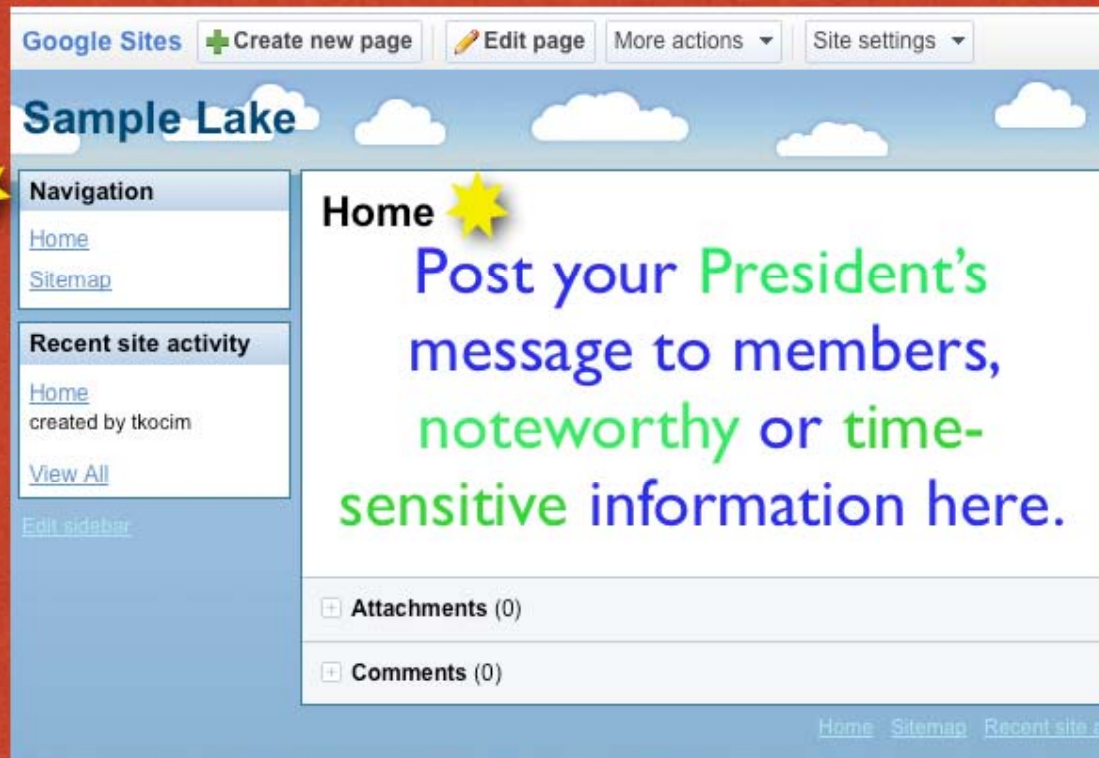
Step Six: Get to Know the Home Page

Navigation Bar:
your site's pages can be accessed here. Examples: Association History, Newsletters, special campaigns, weather links, or directories.

Google Sites | ➕ Create new page | ✏️ Edit page | More actions ▾ | Site settings ▾

Sample Lake

Navigation
Home
Sitemap

Recent site activity
Home
created by tkocim

View All

Edit sidebar

Home

Post your President's message to members, noteworthy or time-sensitive information here.

⊞ **Attachments** (0)

⊞ **Comments** (0)

Home Sitemap Recent site a

Step Seven: Create Your Home Page

1. Click on the "Edit Page" button to craft your Home Page.

Google Sites | ➕ Create new page | ✏ Edit page | More actions ▾ | Site settings ▾

"Insert" pull-down menu choices:

Home Page

| Save | Cancel | Insert ▾ | Format ▾ | Table ▾ | Layout ▾ |

↶ ↷ | Normal ▾ | 8 pt ▾ | **B** *I* U A▾ 🖌▾ | **Link** | ☰ ☰ 這 這 ☰ ☰ ☰ | T✗ ✏HTML

Home

2. Here you can type formatted text, insert images, web links, and more!
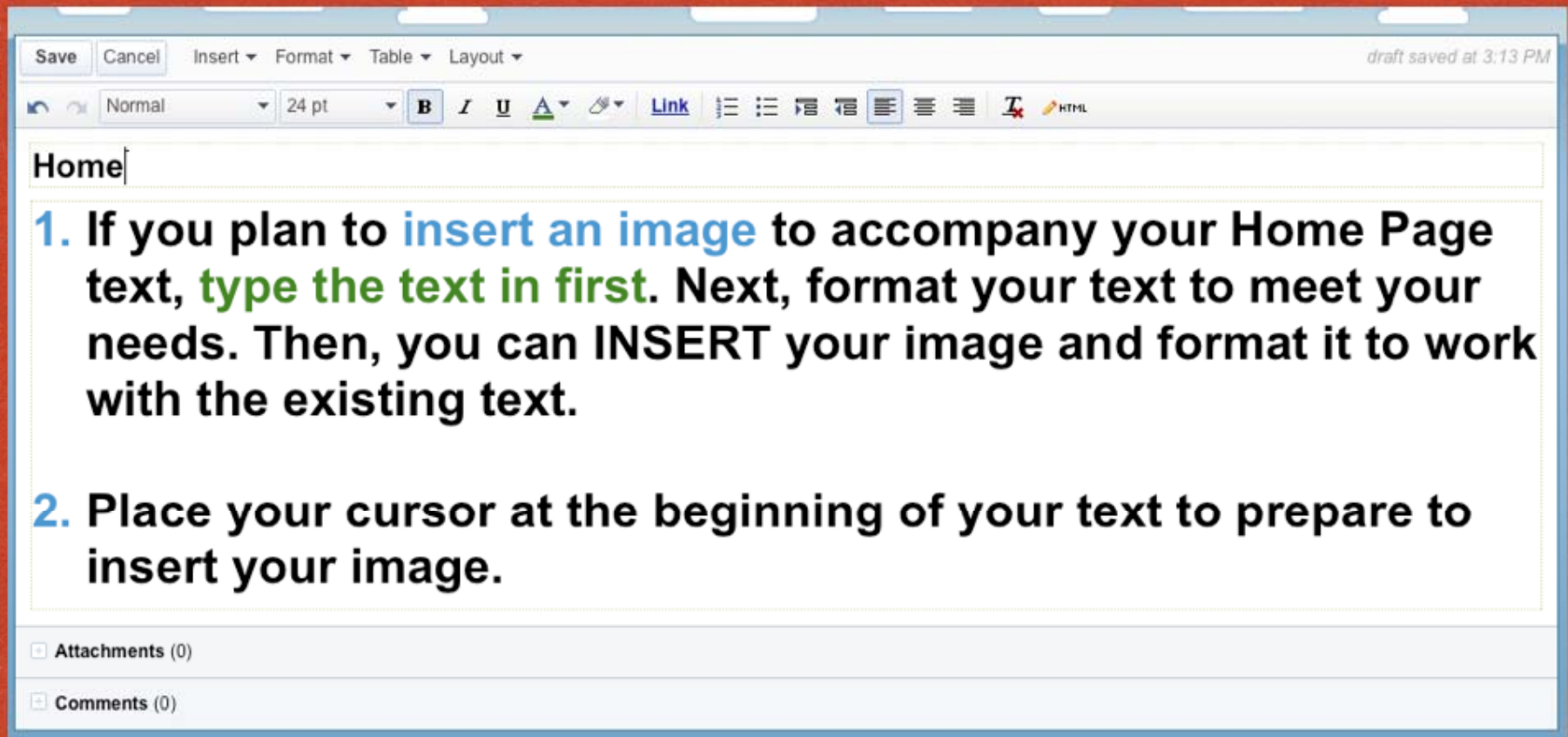
⊞ **Attachments** (0)

⊞ **Comments** (0)

Insert ▾ | Format ▾ | Table ▾ | Layou

- 🖼 Image
- Link
- ▤ Table of contents
- — Horizontal Line

Google....
- 📅 Calendar
- 📄 Document
- 🔵 Picasa Web slideshow
- 📊 Presentation
- 📗 Spreadsheet
- ▭ Spreadsheet form
- Video ▶

Gadgets
- 🗨 Recent posts
- ▦ Recently updated files
- ▥ Recent list items
- T⋮ Text Box
- More...

Step Eight: Adding Text and Images to Your Home Page

Save | Cancel | Insert ▾ | Format ▾ | Table ▾ | Layout ▾ | *draft saved at 3:13 PM*

↶ ↷ | Normal ▾ | 24 pt ▾ | **B** *I* U A▾ ✎▾ | **Link** | ≣ ≣ ≣ ≣ ≣ ≣ ≣ | T✗ ✎HTML
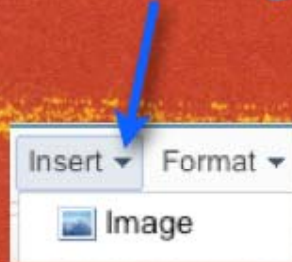
Home|

1. **If you plan to insert an image to accompany your Home Page text, type the text in first. Next, format your text to meet your needs. Then, you can INSERT your image and format it to work with the existing text.**

2. **Place your cursor at the beginning of your text to prepare to insert your image.**

☐ **Attachments** (0)

☐ **Comments** (0)

1. Click on "Insert" pull-down menu and select Image.

2. Click on "browse" to select your image from your hard drive or other source.

Add an Image

◉ **Uploaded images**
○ Web address (URL)

Upload an image

Browse...

Add Image   Cancel

Insert ▾   Format ▾

Image

File Upload

http: ○○○

reating On   ANVIL   ⬙   Q search   n Games   R

der Web   me (Sample La...
                                                                                         tk
rently editi

Network	ANVIL LAK...CTORY.doc
Macintosh HD	ANVIL LAK...CTORY.doc
U3 System ⏏	Anvil New...Web page ▸
ANVIL ⏏	Anvil web wreath2
	Anvil winterpic 09
Desktop	Anvil winterpic2.jpg
bobbiekocim	Assoc me...labels 1.doc
Applications	Assoc me...bels Jan.doc
Documents	DIRECTORY LIST.cwk
Movies	Directory u...-7-08.doc
Pictures	Directory u...-7-08.pdf
Music	Directoryc...8-2-08.pdf
	Documents ▸
	Draft_on L..._Tackle.pdf
	fishfry3a

Name Anvil winterpic 09
Size 288 KB
Kind JPEG Image
Created –
Modified Today at 11:12 PM

☐ Hide Extension   Cancel   Open

n to ins   t in first.

◉ **Uploaded images**
○ Web address (URL)

Upload an image

Browse...

Add Image   Cancel

3. Highlight your image, click open.

4. When your image appears in the window, click the "Add Image" command.

Add an Image

◉ Uploaded images
○ Web address (URL)

Upload an image   Browse...

Add Image   Cancel
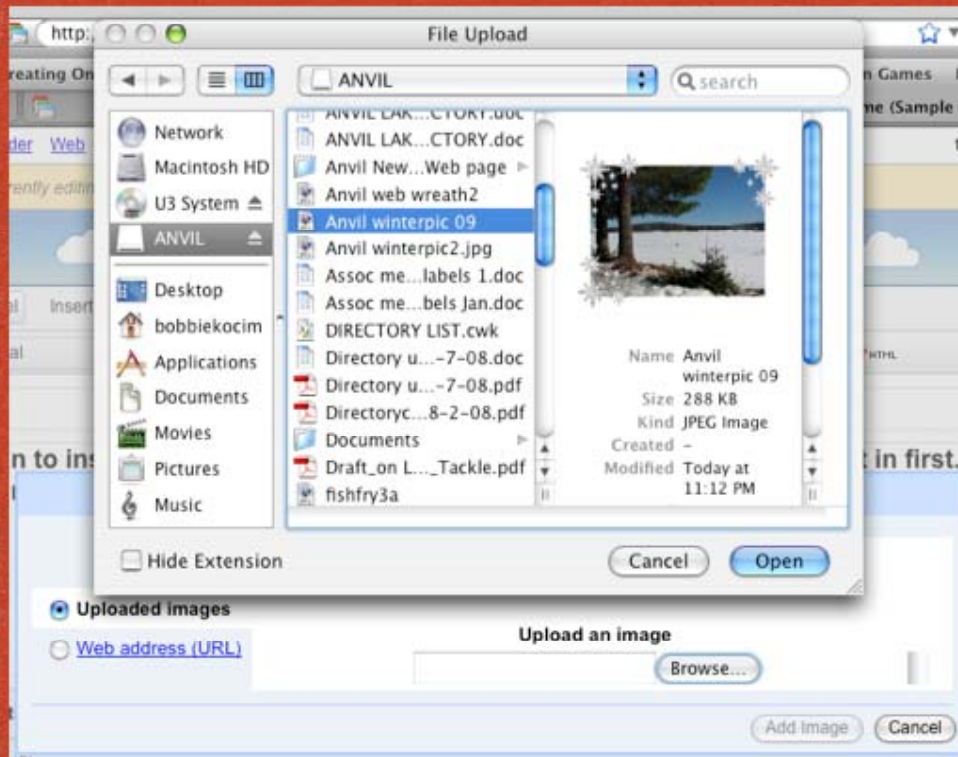
1. Format your image using the image toolbar. If the toolbar is not visible, single click on the image to bring it up.

Image Toolbar

Align: **L** C R - Size: S M **L** **Original** - Wrap: on **off** - Remove ⊠
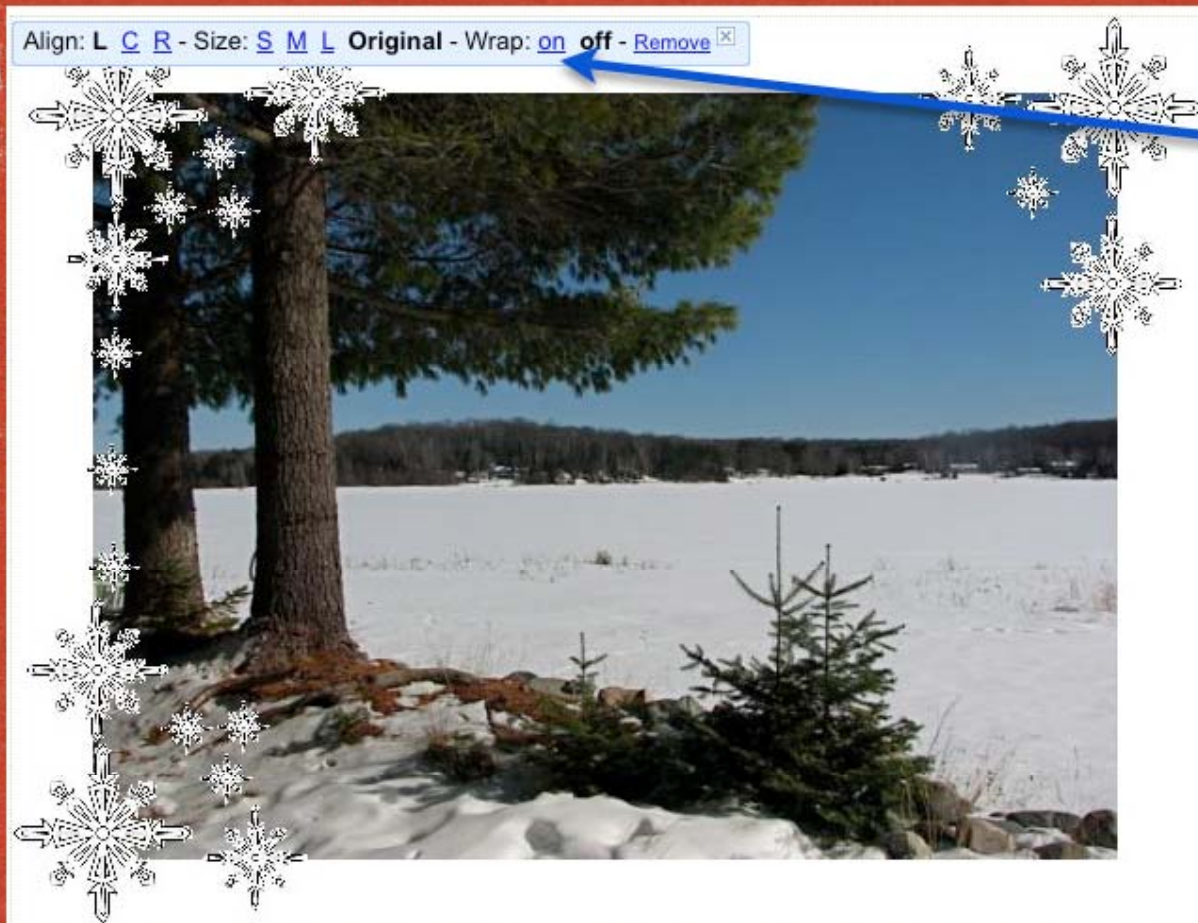
2. Next, turn on the Text Wrap feature to blend text and the image.

You can always remove the image and reformat it.

Step Nine: Adding Attachments

Home

Your message to your members can appear here.

You can continue to add additional text, images, or links to web sites of interest to your Lake Association on your Home Page just by moving your cursor below the image.

You can also attach a file, i.e. a pdf of a quarterly newsletter, by clicking on the "Attachments" command below. Click on the "Browse" button to select your document. Your pdf will appear in the Attachment window. You always have the opportunity to "remove" an attachment at any time.
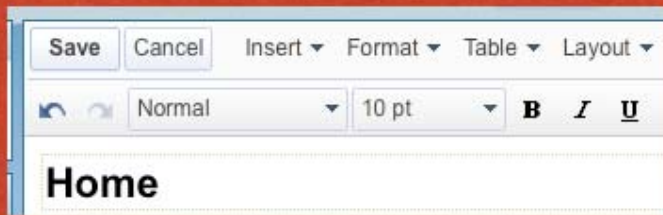
Attachments (1)

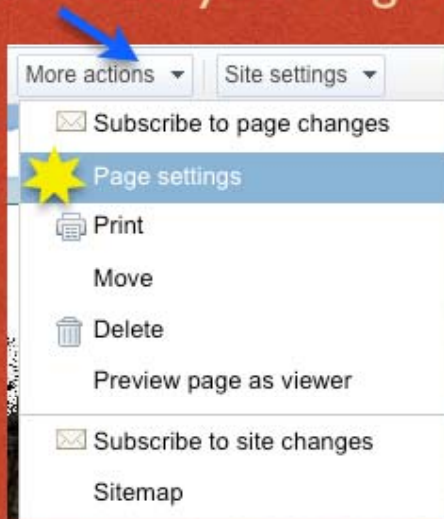Chime, August2008 .pdf 269k - on Feb 25, 2009 4:28 PM by tkocim@sbcglobal.net (version 1) - Remove

Attach a file: [   ]   (Browse...)

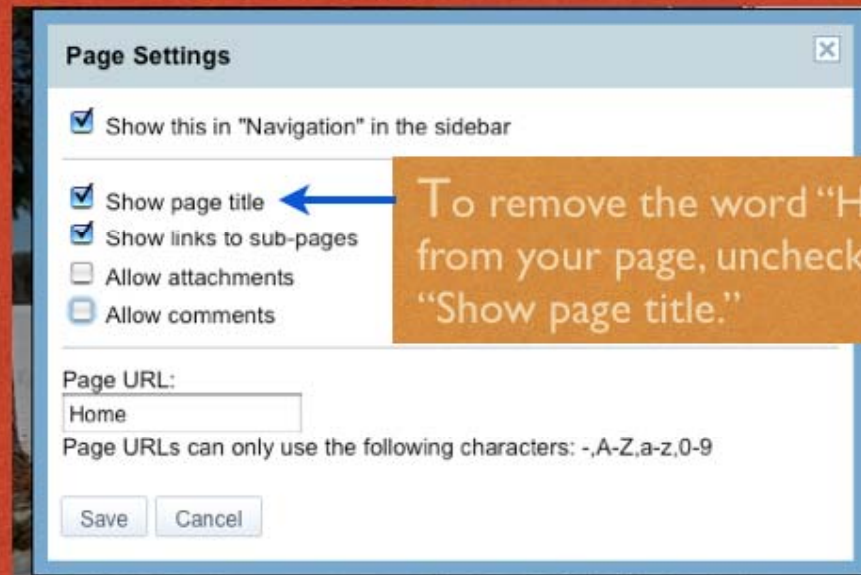# Step Ten: Saving Your Page
and Controlling Page Settings

1. Click on the Save button to protect your work!

2. Click on "More actions" button to access your Page Settings.

3. You can remove access to attachments and comments here. If this page will be located in the Navigation Bar, make sure you check it. Save!

To remove the word "Home" from your page, uncheck "Show page title."

Step Eleven: Creating a Page for the Navigation Bar

1. Locate the "Create New Page" button in the Google Sites's menu bar. Click.

Google Sites ➕ **Create new page** | 🖉 **Edit page** | More actions ▾ | Site settings ▾

2. Select Web Page. Name your page. Place it under your Home Page. Click the "Create Page" button.

Create new page (in Site: Sample Lake)

Select a template to use

| 🔘 Web Page | ⚪ Dashboard | ⚪ Announcements | ⚪ File Cabinet | ⚪ List |

Name: Clean Boats/Clean Water Campaign

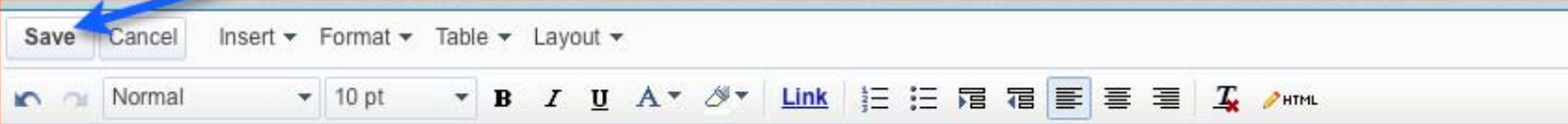Your page will be located at: /site/samplelake/Home/clean-boats-clean-water-campaign   Change

⚪ Put page at the **top level**

🔘 Put page under **Home**

Home > Clean Boats/Clean Water Campaign

Choose a different location

Create Page   Cancel

Add your formatted text and desired images to your page. Remember to "Save" your new page.

Save Cancel   Insert ▾   Format ▾   Table ▾   Layout ▾

Normal   ▾   10 pt   ▾   **B** *I* U A▾ ✎▾   **Link**   ☰ ☰ ☰ ☰ ☰ ☰ ☰   T̶   ✎HTML
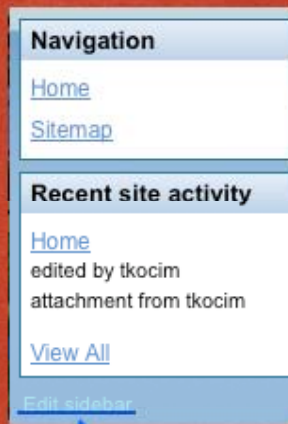
Clean Boats/Clean Water Campaign

We are looking for someone or persons to step up and take over this important program. It is mostly time spent putting a schedule together of volunteers to staff the boat landing, handing out instructive literature, and checking boats for **AIS**.

Please, if you are able to donate a couple of hours of your time, contact our Association's Secretary.
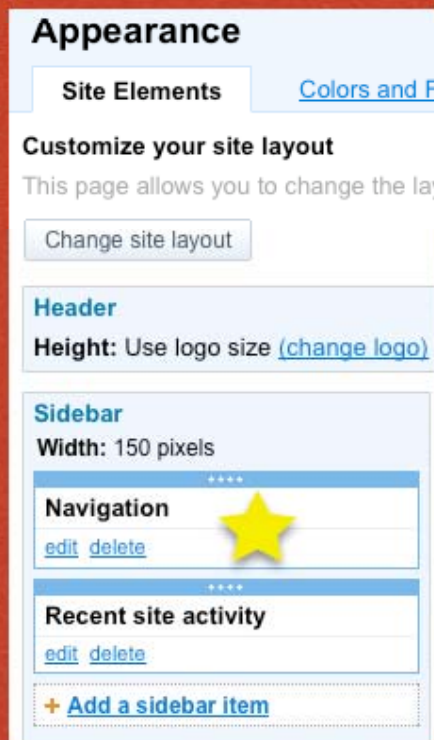
Our **Clean Boats/Clean Water Campaign** is <u>critical</u> to keeping our beautiful lake clean and free of <u>Aquatic Invasive Species</u>.

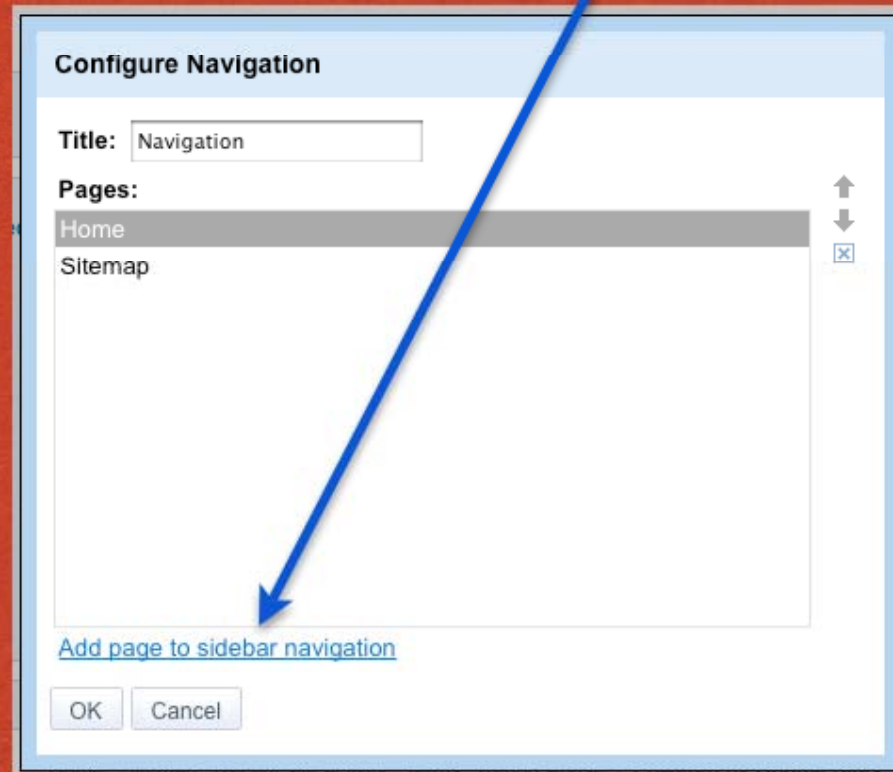# Step Twelve: Adding Your New Page to the Navigation Bar

Navigation

Home
Sitemap

Recent site activity

Home
edited by tkocim
attachment from tkocim

View All

Edit sidebar

1. Click on the "Edit Sidebar" command located at the bottom of the Navigation Bar.

2. Go to the Navigation bar and select "edit."

Appearance
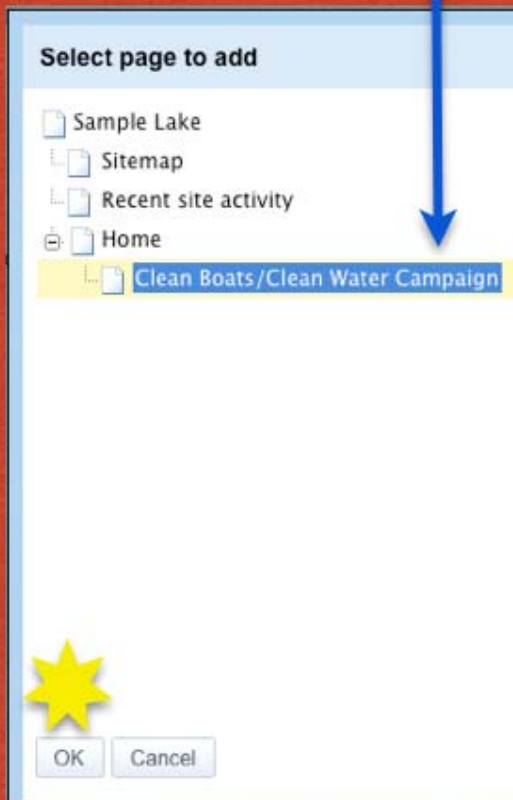
Site Elements   Colors and F

Customize your site layout

This page allows you to change the la

Change site layout

Header
Height: Use logo size (change logo)

Sidebar
Width: 150 pixels

Navigation
edit delete

Recent site activity
edit delete

+ Add a sidebar item

3. Click on the "Add page to sidebar" link and click "OK."

Configure Navigation

Title: Navigation

Pages:

Home
Sitemap

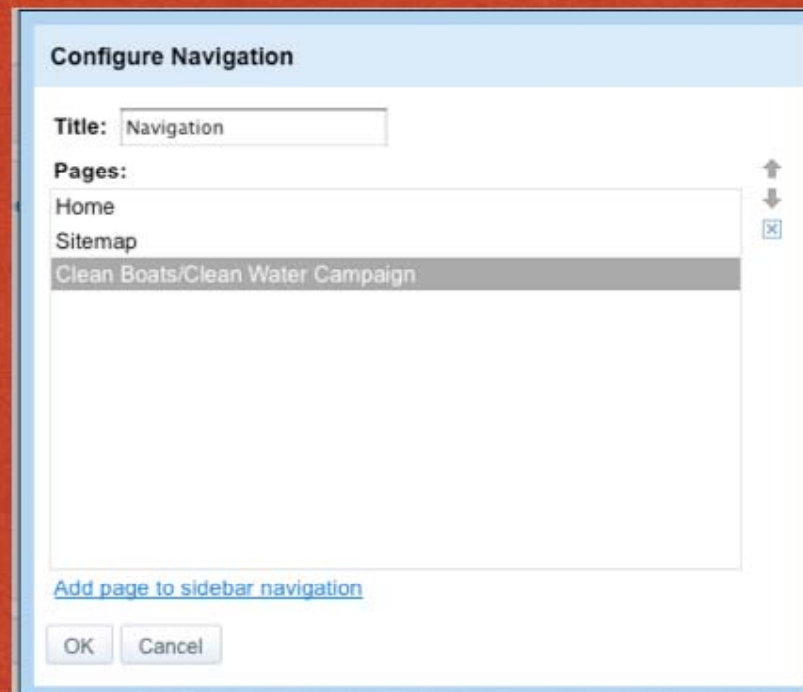Add page to sidebar navigation

OK   Cancel
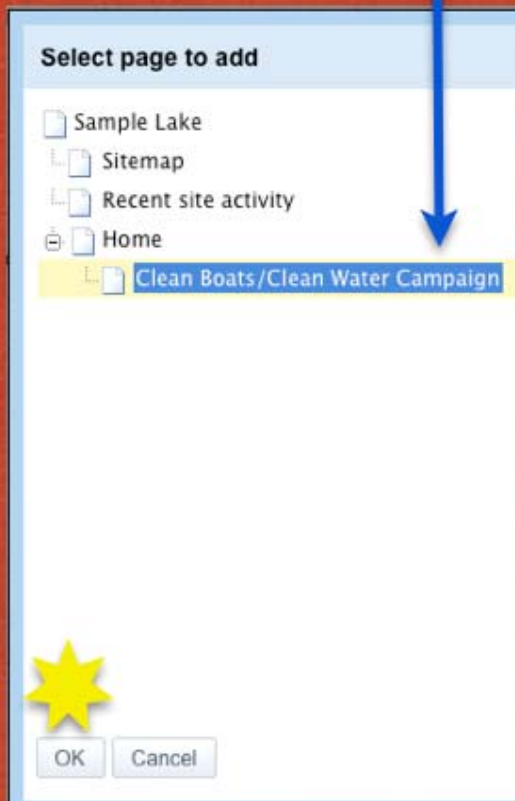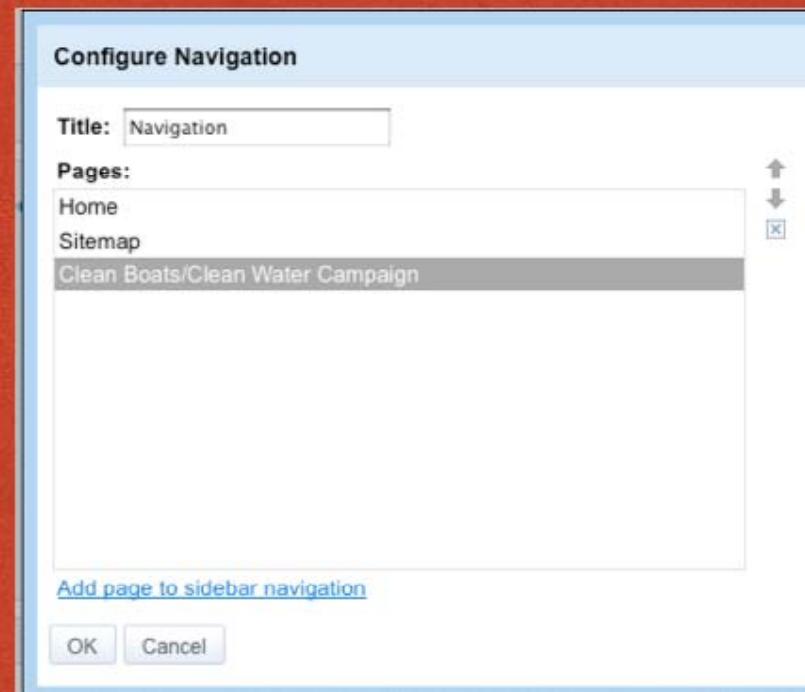
1. Highlight the page title you wish to add. Click "OK."

2. You should now see your page in the Configure Navigation Box. You can use the arrow keys on the right to move pages at any time to meet your needs.

Select page to add

- Sample Lake
  - Sitemap
  - Recent site activity
- Home
  - Clean Boats/Clean Water Campaign

OK   Cancel

Configure Navigation

Title: Navigation

Pages:
Home
Sitemap
Clean Boats/Clean Water Campaign

Add page to sidebar navigation

OK   Cancel

1. Highlight the page title you wish to add. Click "OK."

Select page to add

- Sample Lake
  - Sitemap
  - Recent site activity
- Home
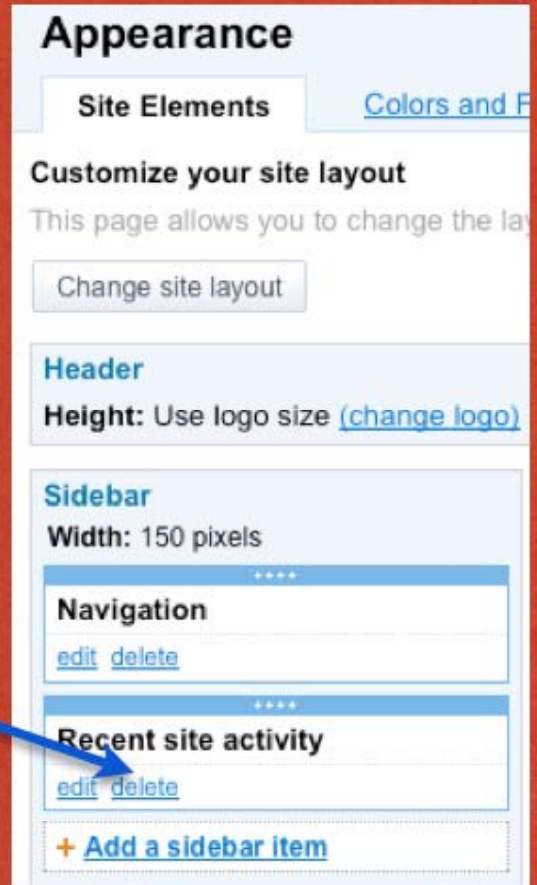 - Clean Boats/Clean Water Campaign

OK   Cancel

2. You should now see your page in the Configure Navigation Box. You can use the arrow keys on the right to move pages at any time to meet your needs.

Configure Navigation

Title: Navigation

Pages:

Home
Sitemap
Clean Boats/Clean Water Campaign

Add page to sidebar navigation

OK   Cancel

Additional Privacy Guarantee

Prior to saving your page addition, you may wish to "delete" the "Recent site activity" window from view for additional privacy. Viewers will be unable to see your management activity on the Home Page

1. Click on "Save changes" in the upper right-hand corner.

Save changes   Preview   Cancel
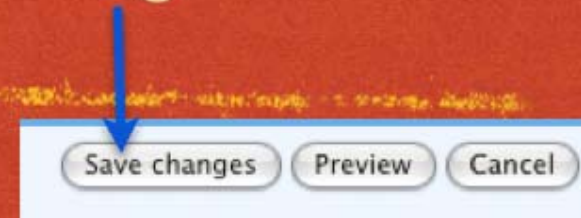
2. Click on the "Return to site" link in the upper left-hand corner to return to your Home Page.

« Return to site

Sharing   Appearance
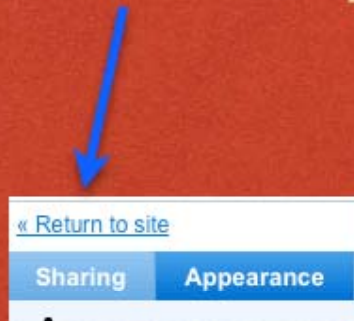
3. Check your Navigation Bar to make sure your new page is listed.

Navigation

Home

Sitemap

Clean Boats/Clean Water Campaign

Sample Lake

Search Site

Home

Your Association Web Site now has a Home Page and its first Navigation Bar Page!

Congratulations!

You will need to provide members with the URL for access to your site. Google does not yet provide access via a "Google search."

In the upper right-hand corner you will find the Google site "Help" link. Here you will find additional information that will guide you as your web page continues to grow.

| My sites | Help | Sign out
es ago See earlier versions

Search Site

Google

Google Sites Help

Google Help › Google Sites Help

Google Sites Home

Help Center

Google Sites Overview

For work or school

Search Google Sites Help articles, user discussions, and more.

Search Google Sites Help   Search the Web

💡 To see Sites Program Policies, please visit: http://www.google.com/sites/help/intl/en/program_policy.html

Getting Started

- Basics
- General Information

Working with Sites

- Changing How Your Site Looks
- Changing Your Site URL
- Controlling Access to a Site

**Working with Pages**

- Creating Pages
- Page Actions
- Formatting Pages

Learn More

- Using Analytics with Google Sites
- Troubleshooting
- Using Google Webmaster Tools with Google Sites
- Additional Features
- Using Google Sites with Google Apps

Your Site is Almost Ready!: Signing Out

In the upper right-hand corner, click on the "Sign out" link to leave your web site.

Type in your URL to view your finished web page. You will receive verification at your Google Email account verifying every change you make to your web site.
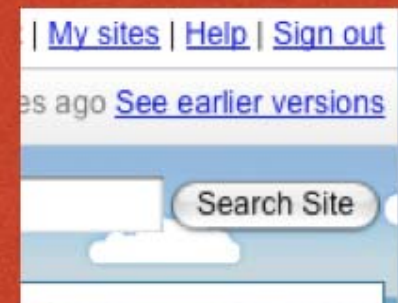
Helpful Hints!

1. Keep copies of all of your Web Site documents and images on a Flash Drive as an Archive Resource you can refer back to if needed.

2. Take a variety of digital photographs of your lake: landings, docks, points of interest, unique flora and fauna. You can use those photos on your web site without any worry of copyright issues!

Google - Free Host Server for your Lake Association's Web Site!

Power Point Presentation
Created by
Bobbie Kocim
bkocim@gmail.com