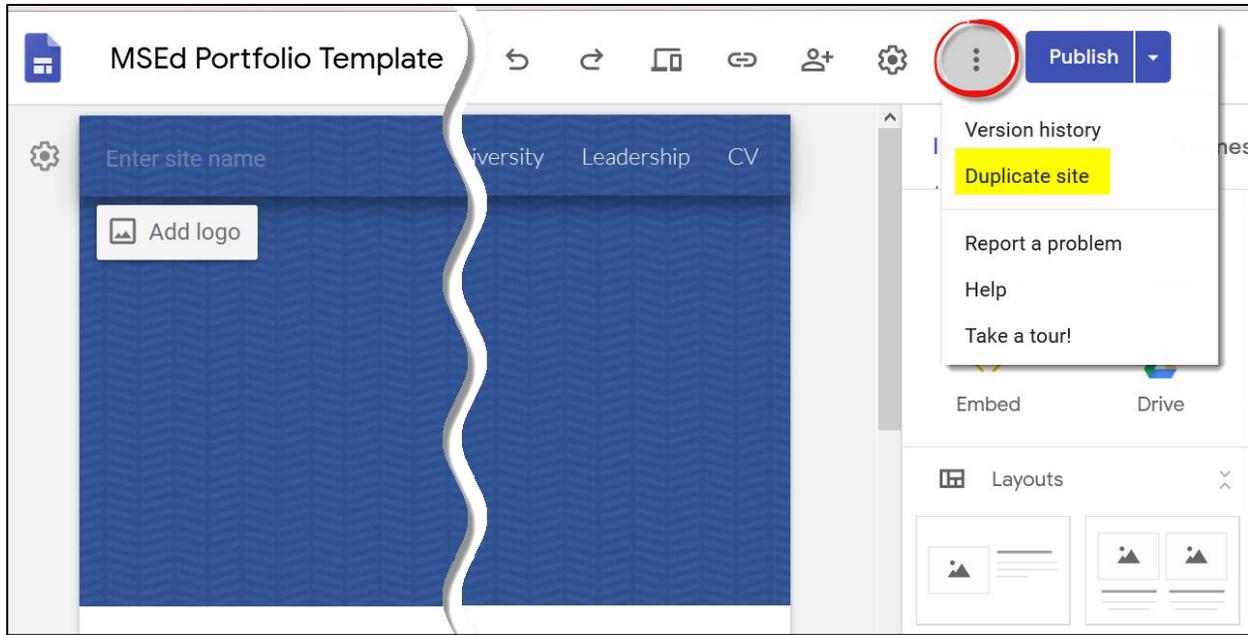


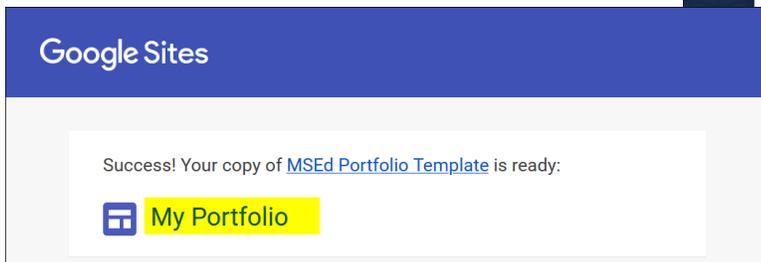
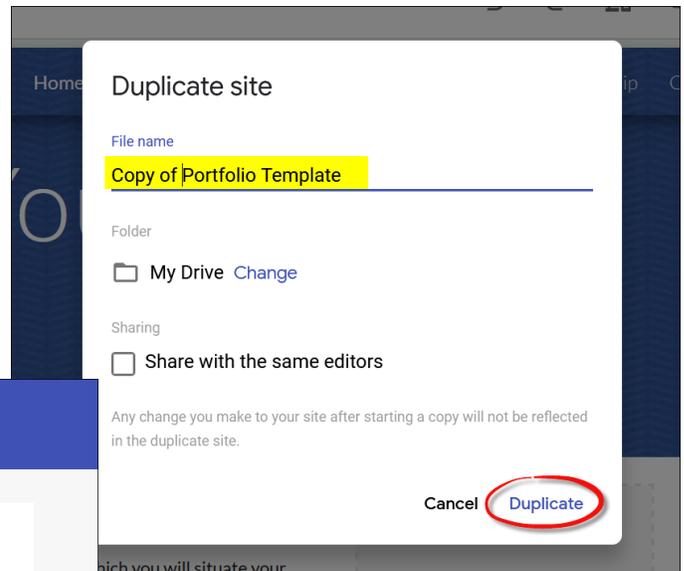
Your instructor may provide a template for you to use as the foundation of an eportfolio. These steps describe how to create a Google site from a template and begin adding your own content.

## Step 1: Copy the template and save it with a new name.

1. Copy and paste the URL of the template site into the address field in your browser. The template will open in edit view as shown below.
2. Click on the “snowman buttons” (More) icon in the toolbar, then click on **Duplicate site**.



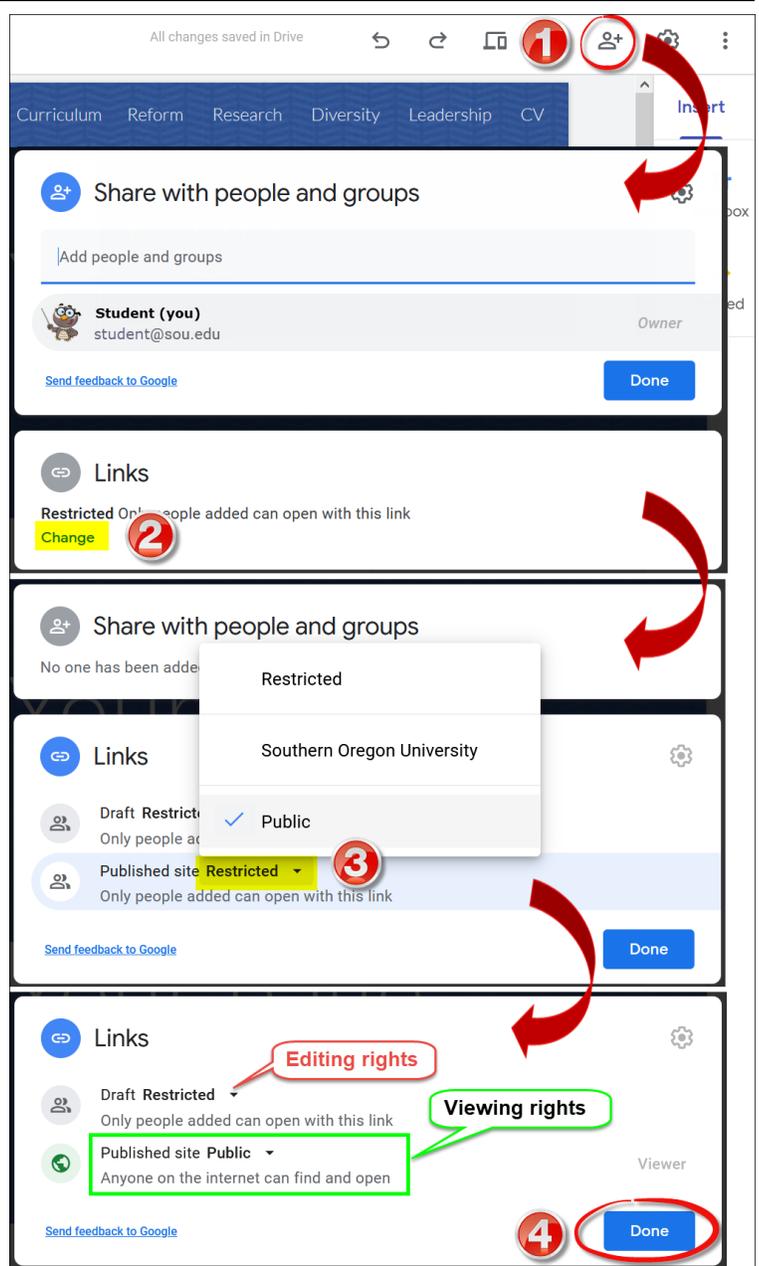
3. In the dialogue box, enter **a name** for your site.
4. Click on **Duplicate** to save a copy of the template in your own Google drive. The copy process may take a few minutes.
5. Look for an email from Google Sites telling you that the site copy has been created. Click on the name of your site in the message to open your site.



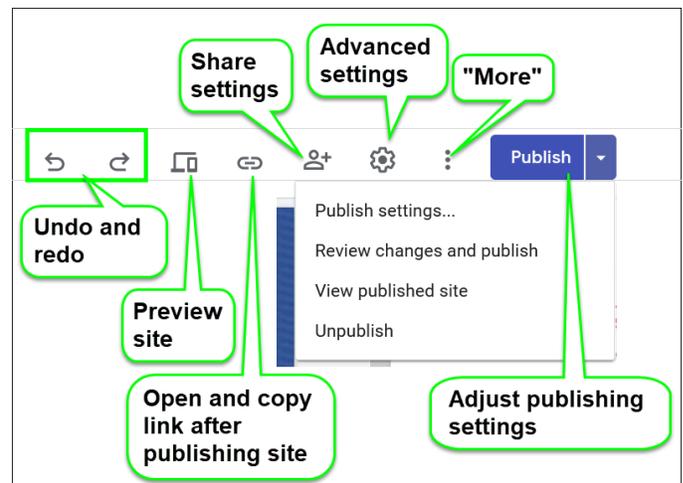
## Create a Google Site from a Template

### Step 2: Set the share settings to allow anyone with the link to view your site.

1. Click on the share icon in the toolbar.
2. In the lower part of the **Share with people and groups** dialogue box, click on **Change**.
3. Leave the **Draft** option set to **Restricted** (this controls who can edit your site), and open the **Published site** menu. Select **Public**.
4. Verify that the published site can be viewed by anyone, then click on **Done** to return to edit your site.



Let's take a quick tour of the other options available in the toolbar at the top of the page. You'll find icons for **undo** and **redo**; a super helpful icon that lets you **preview** your site in desktop, tablet, or mobile view; a link icon that **copies** your published website URL so you can share it; **share** settings; **advanced** settings (that's where you'd go to change the page navigation from top to side); **more** options (notably version history, copy site and help); and **publish** settings (expanded here for your reference—more on publishing below in Step 6).



## Create a Google Site from a Template

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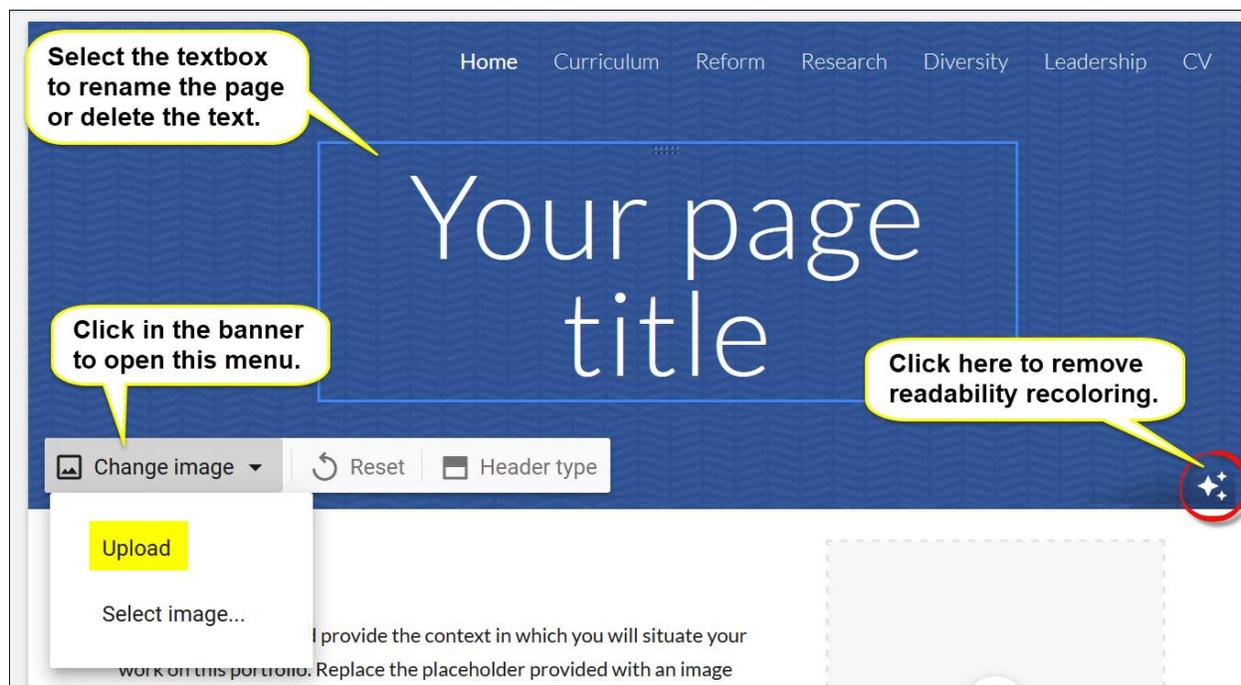
Now that your site has been shared with others, you're ready to begin customizing it and adding content to showcase your work!

### Step 3: Customize your site by adding page titles and banners.

Each page in your site has a banner and a text box for a page title. You can personalize your site by changing the banner images and adding your own title on the home page.

- Click on the title text box to enter a name for the title page. You can also delete the title text box if you wish by selecting the box and pressing your delete key (see next step).
- To replace the banner at the top of each page, click in the banner section to bring up the menu shown below. You can upload an image saved on your computer or select an image from the Sites library or your own image library. Be sure that you use images that you have created or those that are freely shared and not copyrighted ([pixabay.com](https://pixabay.com) and [unsplash.com](https://unsplash.com) are excellent resources for free images).

**Note:** When you upload an image, its contrast level may be adjusted to make the text in the page title more readable. If you are not happy with the result, click on the **Remove readability adjustment** icon in the lower corner of the banner area. If the title is hard to read, feel free to delete the text box entirely from the banner and insert a text box just below the banner. In the new text box, select **Title** from the style menu and enter a title for the page.



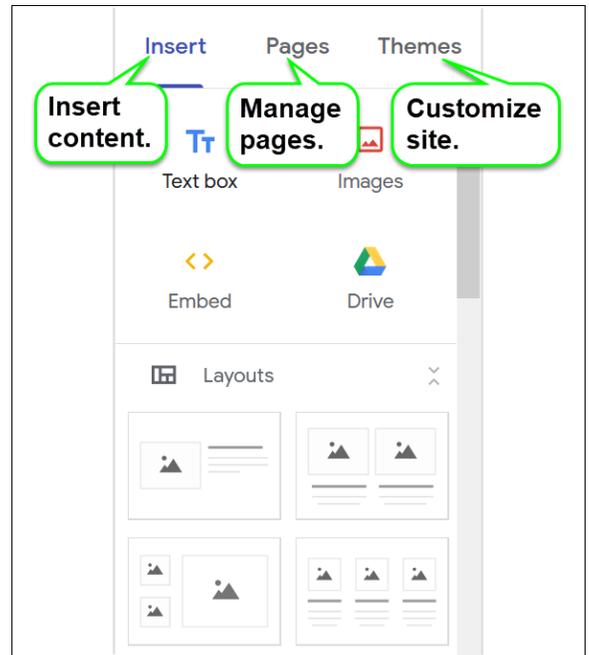
You're already well on your way to seeing how things work in Google Sites! Let's dig in further so you can add content to your pages.

# Create a Google Site from a Template

## Step 4: Get acquainted with your tools.

In addition to the toolbar at the top of the page, you'll find three tabs to the right of your home page: Insert, Pages, and Themes. You'll spend the most time by far on the **Insert** tab.

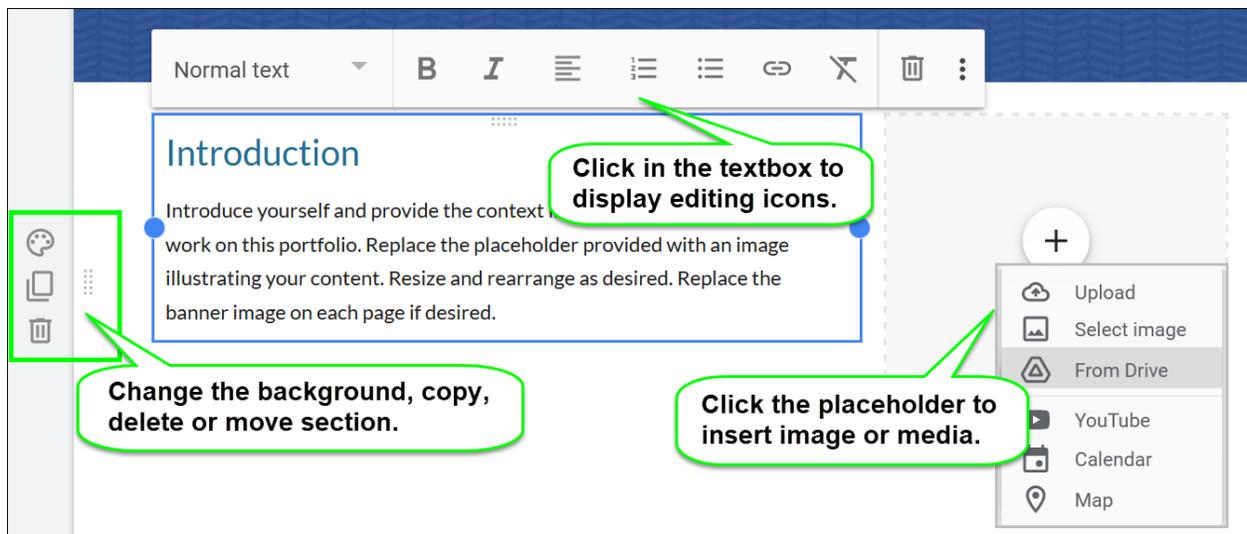
- The **Insert** tab offers a range of options for adding different types of content to your site. For the most part, you'll insert text boxes, images and files from your Google drive. As you drop items into your page, you can drag and drop them into new positions and resize them to meet your design needs.
- The **Pages** tab lets you add more pages to your site and reorder existing pages.
- On the **Themes** tab, you can select a different theme for your site, choose from a limited selection of font styles, and set an emphasis color for your site. You can change themes and colors repeatedly without affecting your site content and layout, so feel free to experiment until you find a theme and settings that suit you.



## Step 5: Add content to your site.

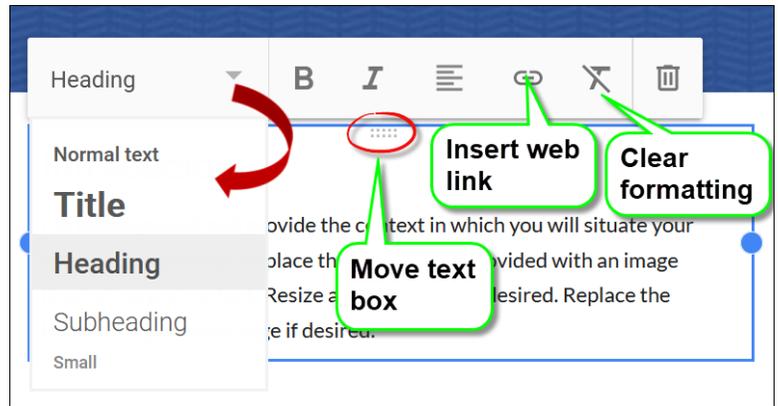
Clicking in an existing text box or placeholder displays its editing options.

- Click a text box to display the editing toolbar (see description next page). Enter text as suggested.
- If the page has a placeholder image as shown here, click on the image then select the type of resource you want to add in its place.
- Hovering over the left margin of a section reveals four icons. The **palette** icon allows you to add emphasis to the section with a contrasting color or insert an image as a background to the section (make sure that any image you add does not make it difficult to read any text in the section—just because you *can* add an image doesn't mean you should!). The other icons allow you to **copy** the section, **delete** it and **move** it by dragging and dropping it elsewhere on the page.



## Create a Google Site from a Template

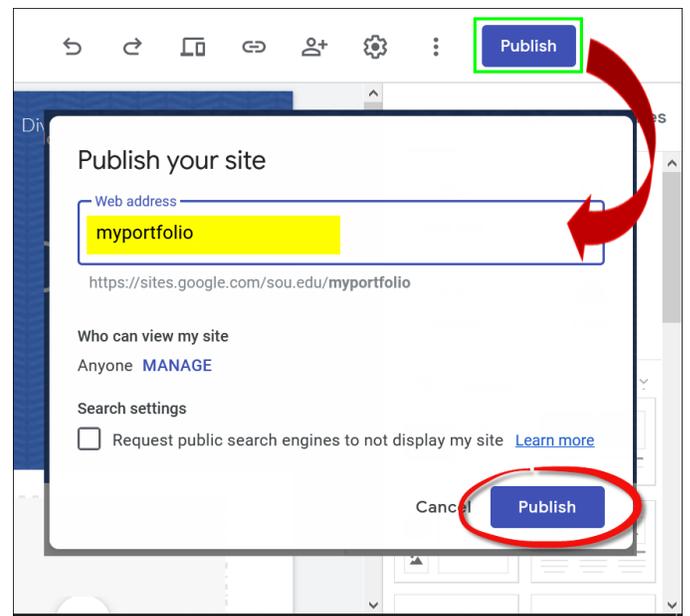
- You'll find standard editing icons in the text box toolbar. You can select a text style, make text bold or italic, reset the paragraph alignment, and insert a bulleted or numbered list. To create a link to a website, select the text that you want to link to, then click on the link icon and type/paste in the destination URL. The large T with the slash through it will clear the formatting of any selected text. Click on the trash can to delete the text box.



### Step 6: Publish your site and share its URL.

Your site is being saved all the time that you work in it, but any **changes you make are not reflected publicly until you publish it.**

- The first time you publish your site, you'll be asked to name it. The URL of your published site will be displayed below the field where you enter its name. By default, your site will be viewable by anyone. If you need to restrict access to your site, click on MANAGE to limit access to your site to specific individuals or to SOU accounts only.
- Click on **Publish** to make your site live online. Be sure to publish your site every time you work on it so that the most current version is the one that is reflected to visitors.
- Once your site has been published, click on the **Copy published site link** icon in the toolbar at the top of the page, then share it with the world!
- Click on the preview icon to see how your site will look on a desktop, tablet and phone.



### How to find your site.

To return to your site, click on the **Google apps icon** in your Gmail or Google drive. Locate the **Sites** icon and click on it to access your site. Click on the image representing your site and you'll be in edit mode, ready to get to work.

