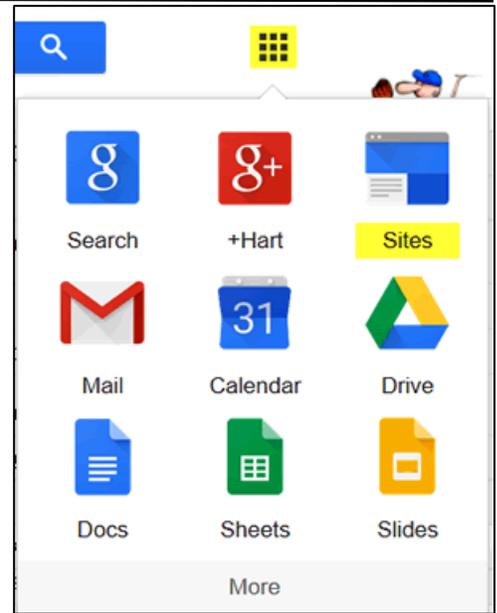


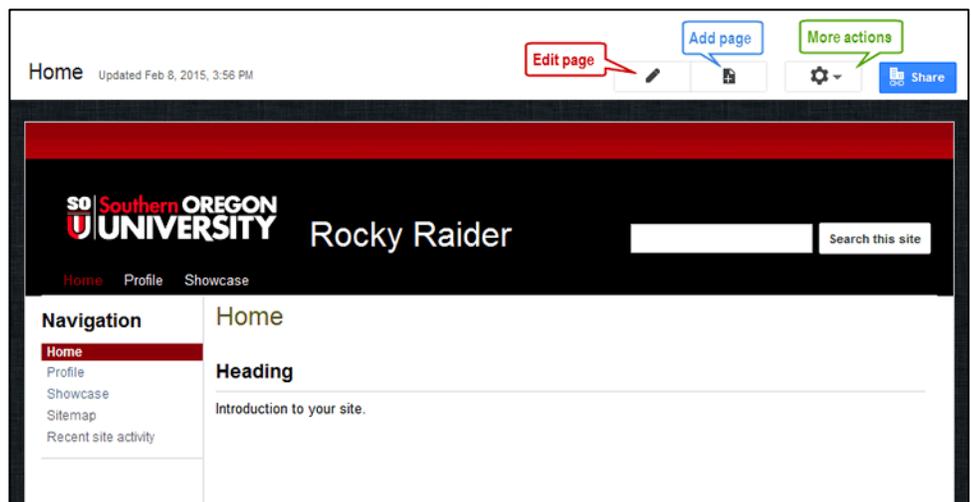
This guide will describe how to edit a page in a Google site including:

- Formatting text
- Inserting images
- Inserting YouTube videos
- Inserting links to web sites or Google docs
- Attaching files to a web page

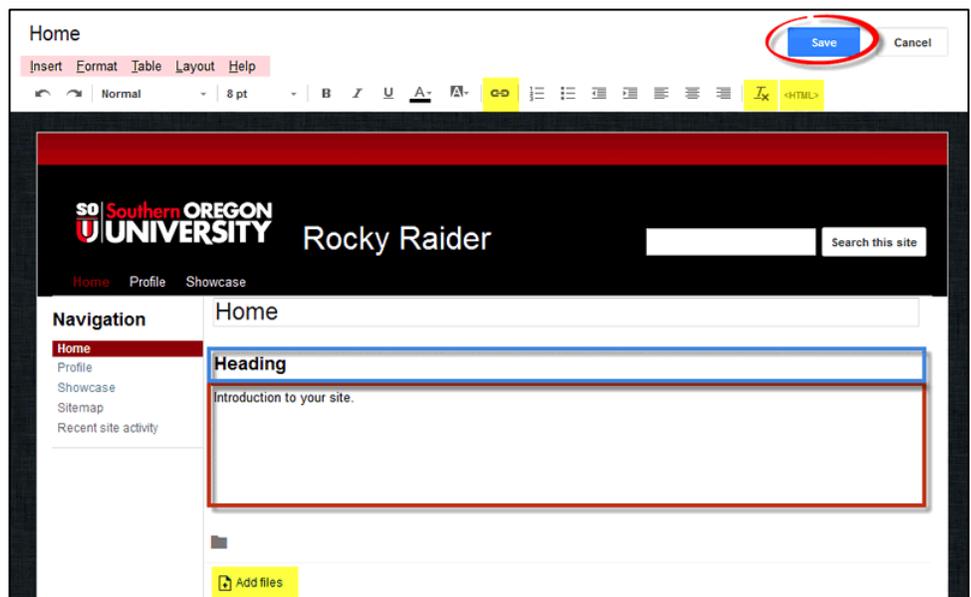
1. To edit a page in your Google site, open your Gmail account and click on the **Apps** icon in the upper right corner.
2. Click on **Sites**, then click on the name of your ePortfolio and navigate to the page that you wish to edit.



3. Because you are logged into Google, you'll see the controls highlighted here at the top of the page: **Edit page**, **Add page**, **More actions** and **Share**. Click on the **Edit page** icon to begin.



4. In edit view, you'll find a set of **drop-down menus**, a formatting tool bar, and **text boxes** where you can add text, images and links to web sites and Google docs. Your page may also feature an **Add files** link for uploading file attachments to your page. The **Save** button is especially important, as you'll need to save your work as you go. The icons in the formatting tool bar are probably familiar to you already, but three less known icons are highlighted here for future reference: **insert link**, **clear formatting**, and **<HTML>**.

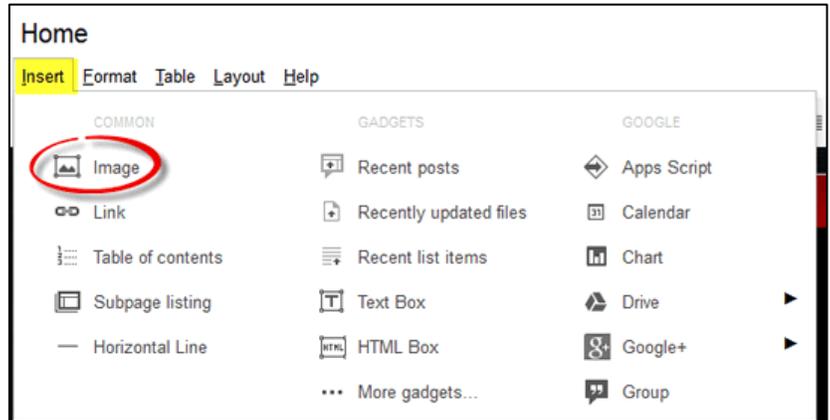


5. **Editing Text.** Begin editing the page by entering text or pasting in text that you have copied from a Word doc or other application. Most formatting will copy over into the text box, but it's important to be aware that tabs do not generally work the same way online as they do in word processing applications. If you need to remove the formatting of pasted text, select the text that you wish to strip down to basics and click on the **Clear text** icon highlighted in the image above. Once you've removed the imported formatting, you can reformat the text to look the way you would like.

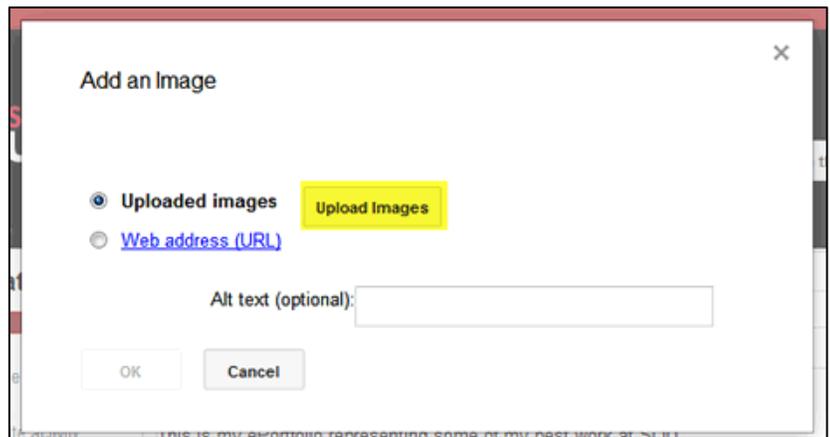
6. **Inserting Images.** Images greatly increase the visual appeal of your web site. To learn about working with images, see the related articles in the [Moodle How-To's](#) page.

To insert an image, click on the **Insert** drop-down menu and click on **Image**.

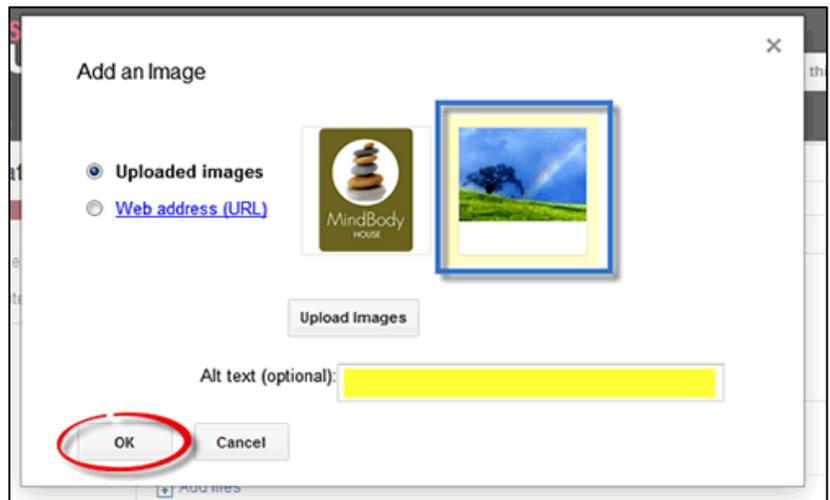
Note: The image must be saved to your computer before you can insert it.



7. In the **Add an Image** dialogue box, click on **Upload Images**. Browse your computer to locate an image file (in .gif, .jpg or .png format). Select it and click on **Open** to upload it to your page.



8. Once you've uploaded your image, click on it to select it (if it is not already selected with a yellow box around it). Provide a brief description of the image in the **Alt text** box provided, then click on **OK**.

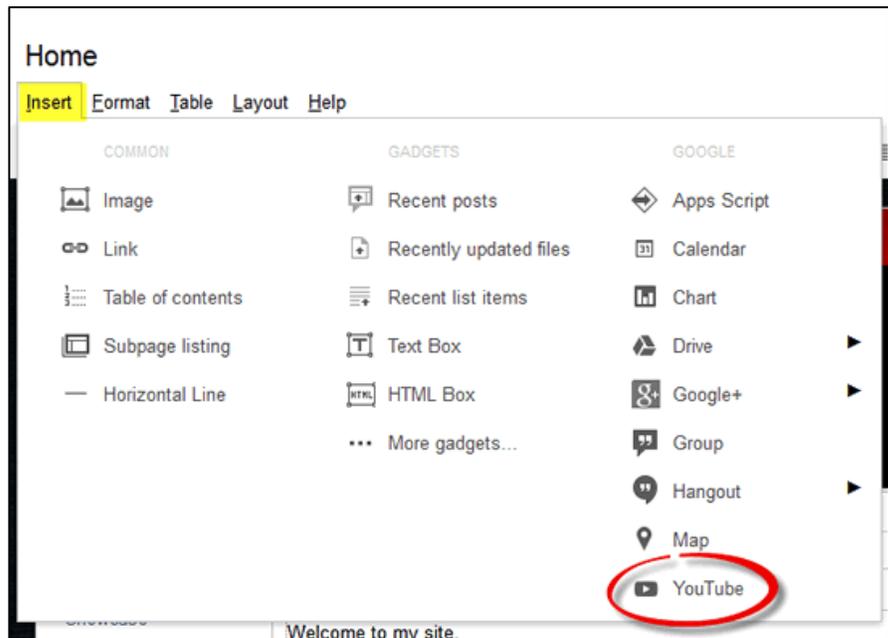


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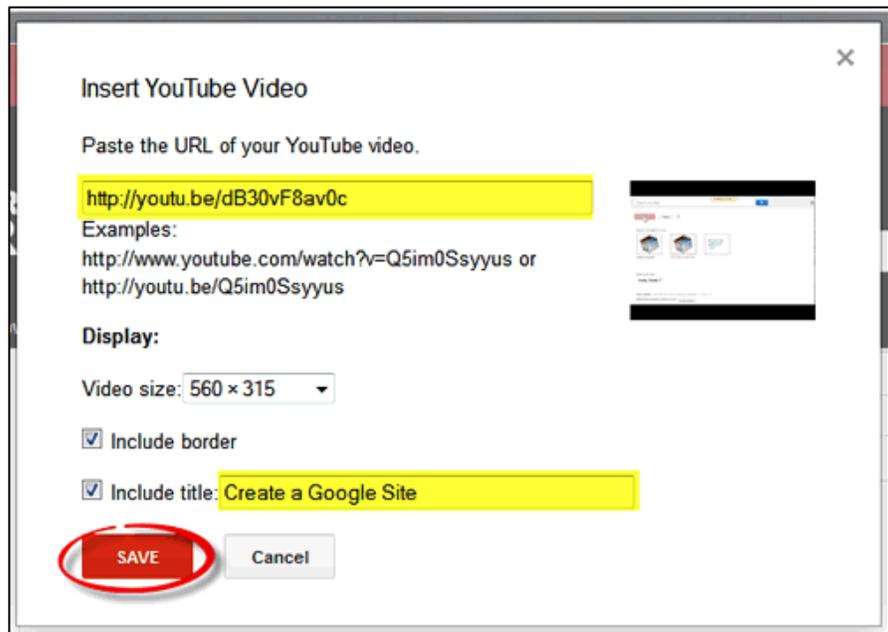
9. The image will now be displayed on your page, along with a set of formatting icons. Choose a **Justification** setting (left, center or right), a **size** (small, medium, large, 100% or original), then indicate if you want the text to **wrap** around the image or to run at the top and bottom of the image. Click on the **X** to remove the image from the page (the image will remain in your site gallery in case you choose to use it on another page).
- Note that the image is accompanied by a **link** that will open the image in a new window. If you would like to link the image to a web site or Google doc, click on **Change** and paste the desired URL in the field provided. Click on **Remove** to delete the link if you're not interested in linking to the image.



10. **Inserting a YouTube Video.** To insert a video from YouTube, open the **Insert** drop-down menu and click on **YouTube**.

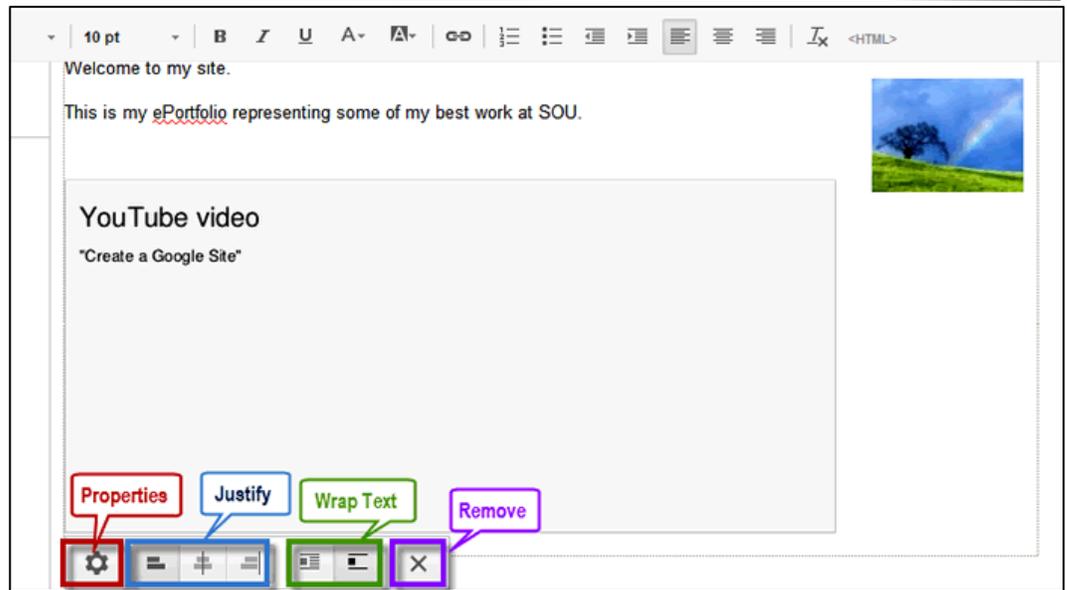


11. Open a new tab, go to YouTube, and locate the video that you want to post. Copy the URL.
12. Return to your page and paste the **URL** in the field provided. Set the **Display** options as desired (adjust the video size, give it a border, and/or **title** the video).
13. Click on **Save**.

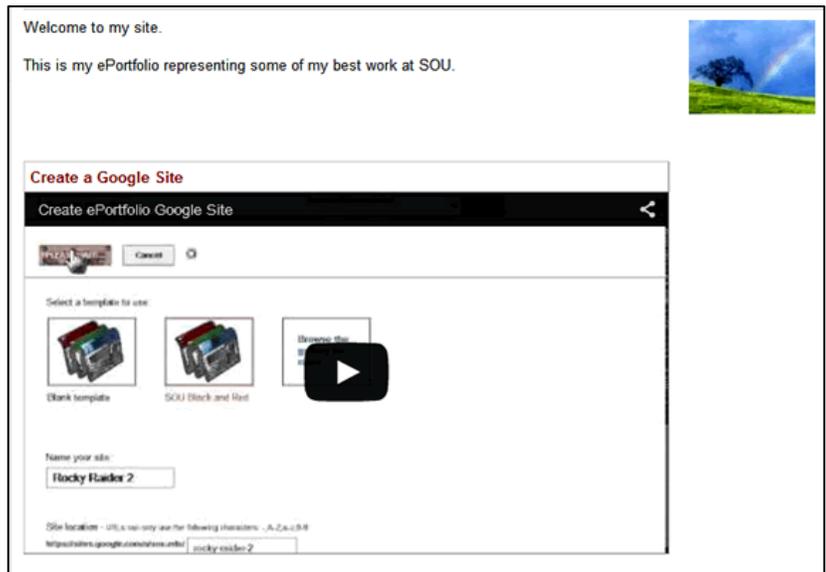


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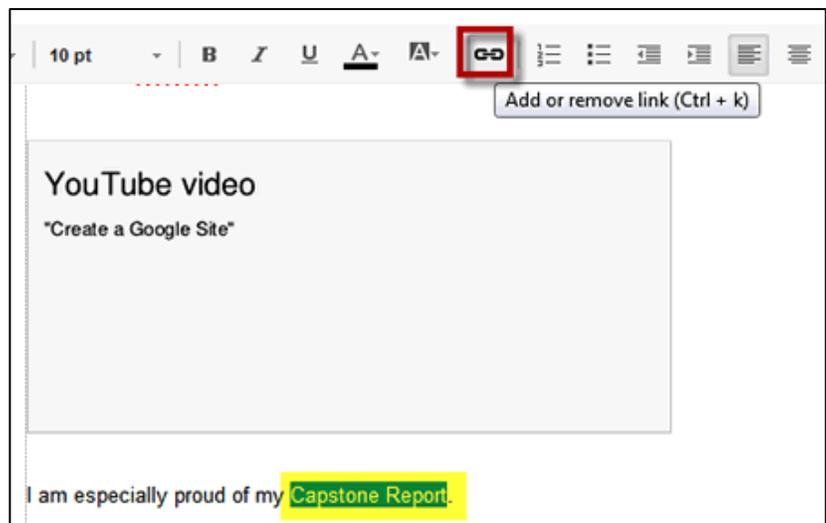
14. The link for your video will be displayed as a "gadget" as shown here. Note that you have options similar to images for where the video will appear on the page and how the text will wrap around it. To adjust the size of the video player or change its title, click on **Properties**.



15. When you save the page, you'll be able to see how the video link will be displayed when people visit your ePortfolio.

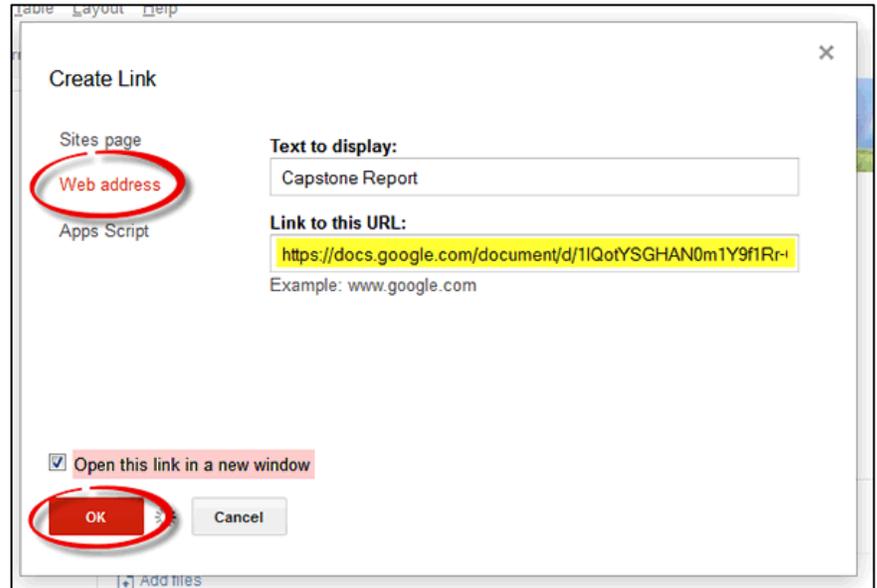


16. **Linking to a Web Page.** You can create a link to a web page very easily. To begin, enter some text to provide context for the link you intend to add. [In this example (a capstone report), the link will go to a Google doc set to be shared with anyone who has the link.] After typing in your text, select the **relevant words**, then click on the **Add or remove link** icon in the formatting tool bar.

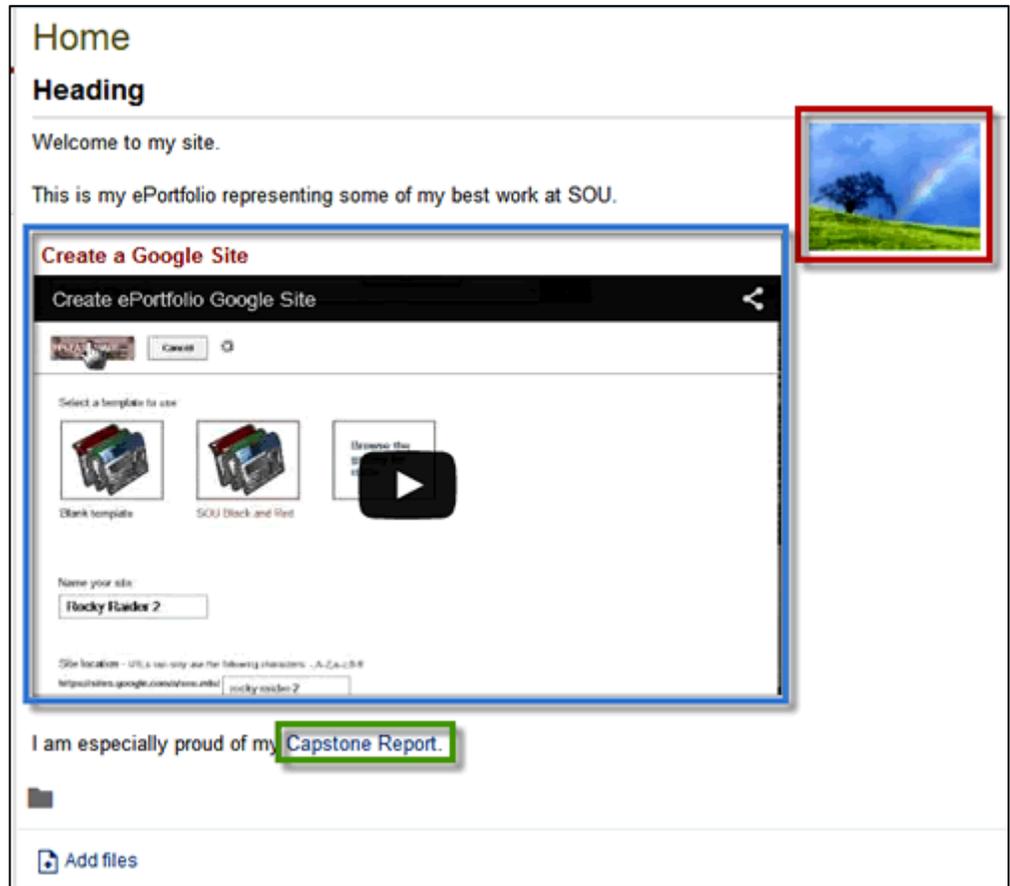


(continued...)

17. In the **Create Link** dialogue page, click on **Web address** to link to a web location outside of your ePortfolio site. (The default "Sites page" option is to create a link to a page within your Google site.) Verify that the text that will be displayed is correct, then paste the URL of the web site (in this case, the shareable link of a Google doc) into the **Link to this URL** field. Select **Open this link in a new window** if you wish. Click on **OK** to finish creating the link. The link will appear as shown below. Click on **Change** or **Remove** to edit or delete the link.



18. **Save** your changes to see how your page looks. This image illustrates how this example page looks after inserting an **image**, a **YouTube video**, and a **link to a Google doc**.



(continued...)

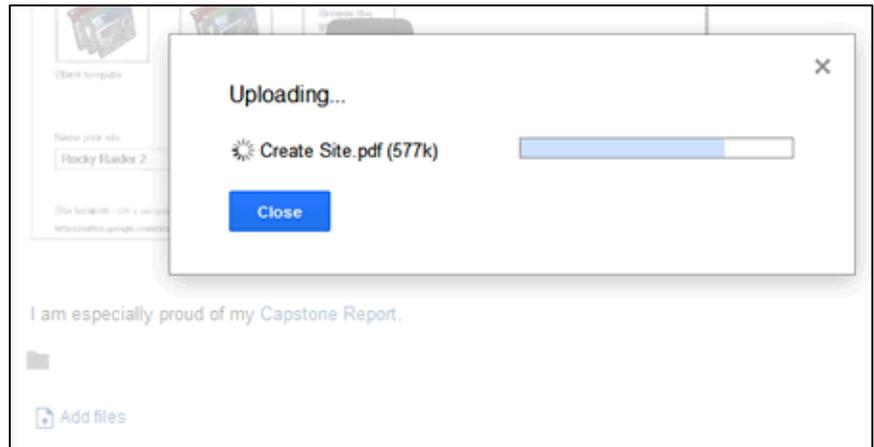
Editing Your ePortfolio: Google Sites

19. **Attaching Files.** Some pages in your ePortfolio may allow you to upload files as attachments. This makes it easy to attach a file of any type to a web page without having to share it from Google sites and then linking it within the text on your page. You can attach one file at a time.

To attach a file, click on the **Add files** link.



20. Browse your computer to locate and select the desired file. As your file uploads, a progress bar will be displayed to indicate how quickly the file is loading.



21. Once the file is loaded, it will appear below the text on your page along with a time and date stamp indicating when it was uploaded and a download link. There will also be a delete (X) icon, but this will

only be available to you as the site's owner. Visitors to your site will only be able to access and download any files you post.

