

Using Google Sites for Class Webpages

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Introduction

The purpose of this help guide is to provide instructions on **how to use Google Sites to create a basic class website**. There are many more advanced things than can be added to a class site than this guide will address. Also, with Google Sites there are many different ways to create specific web pages, and this guide will simply be demonstrating one way. Please feel free to try different methods and explore other Sites features beyond the scope of this help guide.

What is Google Sites?

Google Sites is a **web design program** that comes with Google Apps for Education. It is a great option for school to create websites for teachers, clubs, sports, organizations, or even entire buildings. There are many good reasons to use Google Sites, some of which include:

- It is all **web-based**, so you do not need to install anything and can edit your website from any computer with Internet access.
- It is **easy to use**, so you can quickly set up a basic website, but is also **very powerful**, so you can design a very complex site if you wish.
- It integrates with other **Google services**, so it is easy to insert documents, forms, presentations, spreadsheets, images, videos, maps, and more.
- It allows you to create as **many sites** as you wish, so you can create, edit, or manage various sites for your class, clubs, certain projects, and more.
- It allows you to make certain pages **public or private**, and to choose who is allowed to see the private pages. This is great for content that should only be accessed by staff or for just specific students.
- It allows you to **share edit rights** with others, so other people can help edit and add to the site. This can be done on a per-page level, so you can share edit rights with just certain people and for just certain pages.

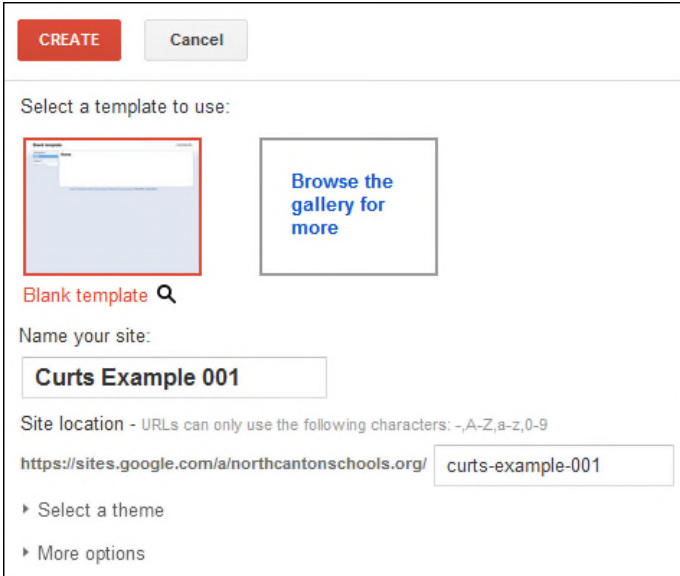


- It is free!

How to create your site

With Google Sites you can create as many sites as you want. Each site just needs to have a unique web address. To create your classroom site, do the following:

1. First, log into your school Google Apps account as normal (by going to your school Gmail for example).
2. Now click the **“Sites”** link in the top black Google menu bar, or alternately you can go to <https://sites.google.com>
3. You will now be on a page where you will see all the sites you own (which may be empty if you have not made any sites yet.)
4. Click the red **“Create”** button to begin making a new site.
5. Under **“Select a template to use”** choose **“Blank Template”** (see picture below for details)
6. Note: Our “Blank template” has been customized a bit for NCCS staff, and has a few settings pre-configured for our district, such as a link to the district homepage.
7. In the box labeled **“Name your site”** type in the name for your website, such as **“Mr. Smith’s Class Website”** or **“Miss Miller’s Homepage”**.
8. In the section titled **“Site location”** a suggested web address will appear for your site based on the name you typed in. Typically this will be quite long. You can delete what is in that box and type in something shorter, such as **“smithj”** or **“smith-john”**. This needs to be unique in the district.
9. Optional - If you wish to pick a color theme for your site, you can do that now by clicking **“Select a theme”** although you can wait and do this at any time later.
10. When done, click the red **“Create”** button at the top of the screen to make your site.



The screenshot shows the Google Sites creation interface. At the top, there are two buttons: a red "CREATE" button and a grey "Cancel" button. Below the buttons, the text "Select a template to use:" is displayed. There are two options: a "Blank template" option with a red border around its thumbnail and a "Browse the gallery for more" button. Below the template selection, there is a "Name your site:" label and a text input field containing "Curts Example 001". Underneath, the "Site location" section shows a URL: "https://sites.google.com/a/northcantonschools.org/curts-example-001". At the bottom, there are two expandable sections: "Select a theme" and "More options".

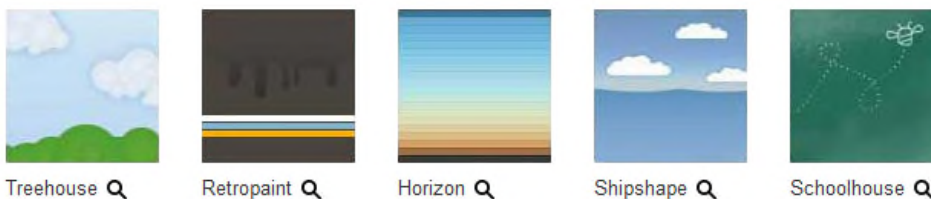
How to modify the look of your site

You can change the look of your site by modifying the background, colors, fonts, and more. This can be done by choosing a new theme, or by modifying specific elements in an existing theme. To change these options:

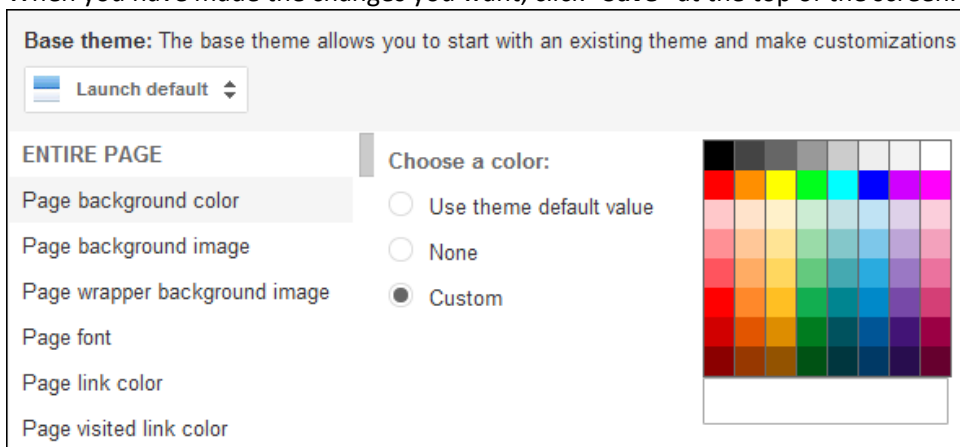
1. Click "**More**" in the top right of your site, then click "**Manage Site**" from the drop down menu.



2. If you want to pick a new overall theme, click "**Themes**" on the bottom left.
 - a. Here you will see a grid of theme thumbnails.
 - b. If you click the magnifying glass next to a theme thumbnail, you will see a preview of what your site would look like in that theme.
 - c. When you find a theme you want, click on the theme and click "**Save**" at the top of the screen.



3. Or if you wish to make adjustments to specific elements (background, colors, fonts, etc.) click "**Colors and Fonts**" in the bottom left.
 - a. This will open a screen where you can scroll through dozens of page elements which you can change individually.
 - b. When you have made the changes you want, click "**Save**" at the top of the screen.



4. Finally, click on your **site name** in the top left corner to return to the main page of your site.

How to edit your welcome page

You can edit the main page of your web site to **include information about yourself**, your classes, how to contact you (email, phone, etc.), pictures of you, and such. Below we will look at some basic editing options. Keep in mind there are many more things you can add, edit, and change about any page in Sites, but these steps will give you the basics to get started.

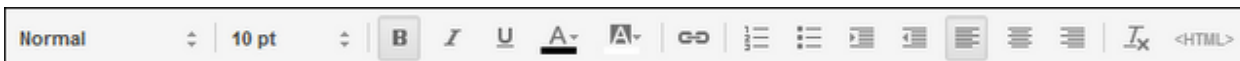
How to edit text on a page

Below are some basic editing options for the text on a web page.

- To go into **edit mode** for a page, click the edit button (looks like a pencil icon) in the top right corner.



- To **add** new text simply type in your content.
- To **delete** existing text, simply use your “Delete” or “Backspace” key on your keyboard.
- To **format text**, highlight the text and then use the formatting toolbar at the top of the screen. This includes features such as font size, bold, italic, underline, font color, bullets, numbering, indents, and aligning left, right, and center.



- Even more formatting options are available by clicking “**Format**” in the top menu bar.
- When done, click the “**Save**” button in the top right corner of the page.

How to add web links to a page

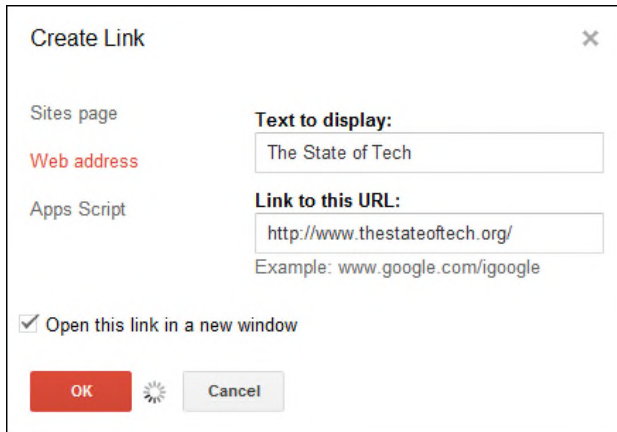
You can make links on your web pages that link to external websites or to other pages on your own site. To add a link on a page:

1. Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
2. **Highlight the text** you want to make into a link.



3. Next click the “**Link**” button in the top toolbar (looks like a chain link).
4. If the text you highlighted was already a web address (such as www.google.com) then the text will automatically get linked to that site.
5. If the text is just regular words, then the “**Create Link**” window will open.
 - a. You can click “**Sites page**” to pick another page on your own site that you want to link to.
 - b. Or you can click “**Web address**” to type in (or copy and paste in) the web address you wish to link to.
 - c. If you want the linked page to open in a new window or tab, check the box labeled “**Open this link in a new window**”.

- d. Click **“OK”** when done.



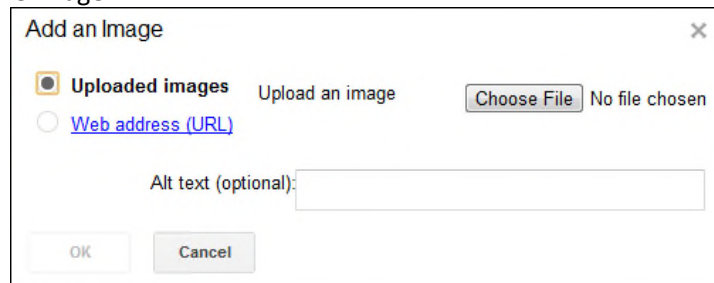
6. You can change the link in the future by clicking the linked text (in edit mode) and clicking **“Change”**
7. When done, click the **“Save”** button in the top right corner of the page.

How to add pictures to a page

You can insert images into a page by uploading them, or by choosing a picture you already have saved in Picasa Web Albums.

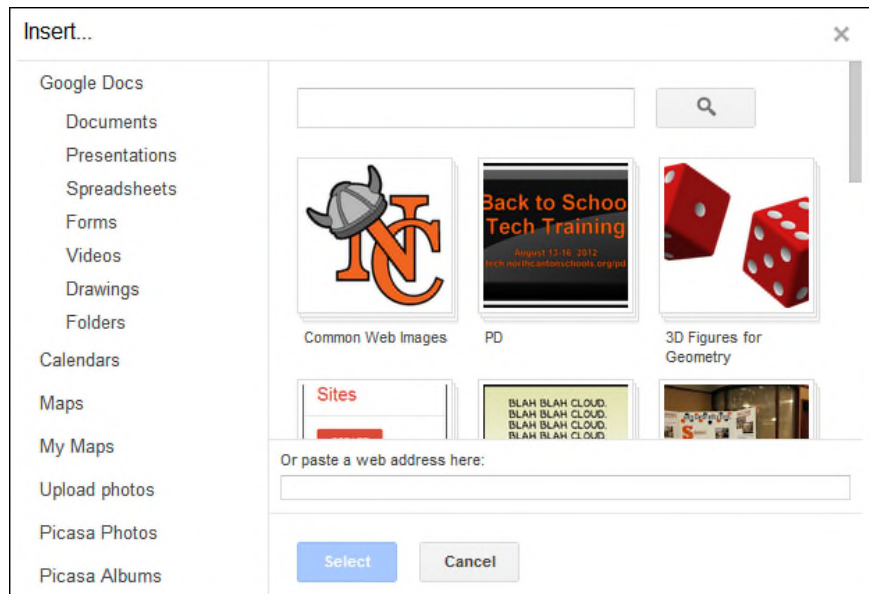
To **upload and insert** an image:

1. Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
2. Click **“Insert”** in the top menu bar, and choose **“Image”** from the drop-down menu.
3. The **“Add an Image”** window will open.
4. Click **“Choose File”** and then browse to locate and select the image you wish to upload.
5. Click **“OK”** to insert the image.



To add an image from **Picasa Web Albums**:

1. Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
2. The image must already have been uploaded to your Picasa Web Albums at <https://picasaweb.google.com>
3. Click **“Insert”** in the top menu bar, and choose **“Picasa Photo”** from the drop-down menu.
4. This will open a window showing you all your photo albums.
5. Choose an album to open, and then choose an image from that album to insert.
6. Click **“Select”** at the bottom of the window to insert the image.



Once the image has been inserted you can edit it as follows:

- Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
- You can **click and drag** the image around the page as needed.
- You can also click on the image to access the **image toolbar** where you can choose the following:



Image Alignment - left, center, right



Image Size - small, medium, large, original



Image Wrapping - wrap on, wrap off (in line with text)



Delete Image

How to add new pages to your site

Of course instead of just editing your welcome page, you can add new pages to your site. Google provides several templates for new pages including:

- **Web Page** - This is a basic blank web page. You can add all sorts of things to it later such as text, pictures, maps, docs, gadgets, calendars, and more.
- **Announcements** - This is a page that allows you to add chronological posts for news and announcements. This can be used as a blog page, for class news, to highlight recent student work, and more.
- **File Cabinet** - This is a page that lets you upload files or link to files that are already online. This can be used for common forms, class notes, study guides, example student work, newsletters, and more.
- **List** - This is a page that lets you create and edit a list of data in a table format. This can be used for a list of educational links, a club roster, a list of upcoming events, or more.

To **add a new page**, do the following:

1. Click the **new page button** in the top menu bar (looks like a page with a “+” sign on it).



2. Type in a name for your page in the box labeled **“Name your page”**. Examples might be “Calendar”, “Files”, “Links”, “Pictures”, “Announcements”, and such.

3. Sites will create a web address (URL) based on the page name you type in. If it is a long and ugly address, you can click **“change URL”** and type in a shorter and cleaner address for your new page.
4. Choose the page template you want in the drop down menu under **“Select a template to use”**.
5. For **“Select a location”** choose **“Put at the top level”** if this is a main page such as a Files Page or Pictures Page or such. Top level pages get added to the navigation links on the page.
6. If the page is not a main page, but instead is something like a category page under your Files Page or Links Page, then click **“Choose a different location”** and put this child-page under the appropriate parent-page.
7. When done, click the red **“Create”** button at the top of the screen.

When a new page gets created, a link to that page will get added in the top left corner of your website in the navigation section.

Sample Page: How to add a Calendar Page

A common page you may want to have on your site is a calendar page where students and parents can see your upcoming assignment, quizzes, and tests.

The template you will use is called the **“Web Page” template**. The Web Page template is basically just a blank page that you can add whatever you want to, including such things as text, pictures, maps, docs, gadgets, calendars, and more.

Note: Google Sites does not allow you to create a calendar, but instead simply allows you to embed an existing Google calendar. You need to already have created the Google calendar before you can embed it in your site’s Calendar Page.

First, **create the new page:**

1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled **"Name your page"**, such as **"Calendar"**.
3. Choose the **“Web Page” template** in the drop down menu under **"Select a template to use"**.
4. For **"Select a location"** choose **"Put at the top level"**. When done, click the red **"Create"** button at the top of the screen.

Next, **insert a Google Calendar in the page:**

1. Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
2. Click **"Insert"** in the top menu bar, and choose **"Calendar"** from the drop-down menu.
3. You will now get a list of all of your Google calendars.
4. Choose the calendar you want to insert and click **"Select"**
5. If you want more calendars added, click **"Display another calendar"** to pick another.
6. If you want, you can set the default **“View”** to be **“Week”** or **“Month”** or **“Agenda”**.
7. When done, edit the **calendar title** at the bottom of the window and click **"Save"**.
8. The calendar will now get inserted into the page.
9. When done, click the **“Save”** button in the top right corner of the page.

Insert Google Calendar

elc1nc@northcantonschools.org

[Display another Calendar](#)

Height: 600 pixels

Width: pixels (leave empty for 100% width)

View: Month

Timezone: Choose a timezone...

Display Options

- Show week, month, and agenda tabs
- Show calendar name
- Show navigation buttons
- Show current date range
- Include border around Google calendar
- Include title: Mr. Curts' Calendar

SAVE Cancel

Sample Page: How to add an Announcements Page

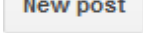
Another useful page for a school site is an announcements page where you can put chronological posts for news, announcements, blog entries, and such. This is a great way to share the latest happenings for your class, highlight recent student work, or share news of upcoming events.

The template you will use is called the **“Announcements” template**. The Announcements template allows you to add new posts, and then orders them for you chronologically.

First you need to **create the new page** for your website:

1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled **"Name your page"**, such as **"Announcements"** or **"News"**.
3. Choose the **“Announcements” template** in the drop down menu under **"Select a template to use"**.
4. For **"Select a location"** choose **"Put at the top level"**.
5. When done, click the red **"Create"** button at the top of the screen.

Now that your Announcements Page is created, you can **add a new post** at any time by doing the following:

1. Click the **“New post”** button. This will open a new edit screen for the new post. 
2. Replace **“Untitled Post”** at the top with the name for your post.
3. In the area below that, **type in your content**. Feel free to add images, change formatting, insert links, and such as desired.
4. When done, click **“Save”** in the top right corner.
5. You can **edit an existing post** in the future by opening the post and then clicking the edit button (looks like a pencil icon) in the top right corner.
6. As you add new posts, the new posts will appear at the top of the Announcements Page.

Sample Page: How to add a one-page Links Page

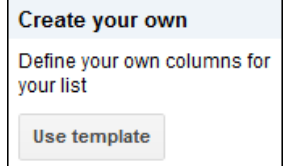
You can use your web page to help your students access valuable educational sites on the web by creating a links page. If you do not have a very large amount of links, you can put them all on one page as described below. If you think you have lots of links, and would rather break them out onto different category pages, then see the next section.

The template you will use is called the **“List” template**. The List template allows you to create a custom grid of rows and columns where you can add, edit, and sort your information. The List template is good for rosters, a list of events, a links page, and more.

First you need to **create the new page** as follows:

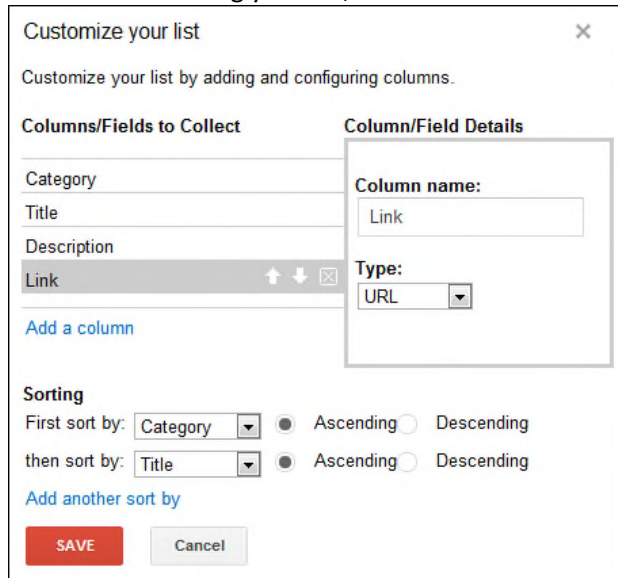
1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled **"Name your page"**, such as **"Links Page"**.
3. Choose the **“List” template** in the drop down menu under **"Select a template to use"**.
4. For **"Select a location"** choose **"Put at the top level"**.
5. When done, click the red **"Create"** button at the top of the screen.

Now that you have created the List page, you need to create your list format. Since we are making a Links Page for this example, we probably want columns for **“Category”**, **“Title”**, **“Description”**, and **“Link”**. To create the list format, click **“Use template”** under the **“Create your own”** option.



The **“Customize your list”** window will now open. To create your list format:

1. Type in the names for your columns in the **“Column name”** box
2. Choose the type of data for that column with the **“Type”** button, such as **“Text”** or **“URL”**
3. Click **“Add a column”** to add more columns.
4. You can also set the default order of the items you add in the **“Sorting”** section.
5. When done creating your list, click the **“Save”** button.



Now that you have made your Links Category page, you can start **adding links** to it as follows:

- Click the **“Add item”** button at the top of the list.

- This will open the “Add item” window.

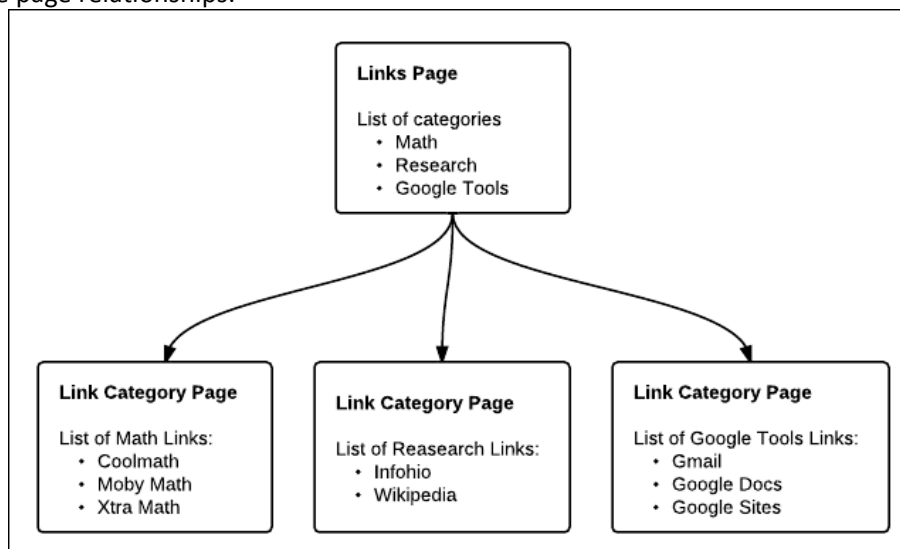
- For "**Category**" type in the category for the link. If you have used the category before, be sure to use the same spelling so they will be grouped together.
- For "**Title**" type in the name of the website you are linking to.
- For "**Description**" you can type in some information explaining the site.
- For "**Link**" type in (or copy and paste in) the full web address for the site. The full address must include the "**http://**" part to work, such as "**http://www.google.com**"
- For "**Display text**" you can just type in the word "Link"
- Click "**Save**" when done.
- The new link will now be added to the list.
- You can **edit a link** later by clicking on its title to open the "**Edit item**" window.
- You can **delete a link** by clicking on its title to open the "**Edit item**" window, and then clicking "**Delete this item**".
- Repeat as needed to add more links.

Sample Page: How to add a multi-page Links Page

If you have lots and lots of links, or if you just really like organization, you can put your links on multiple pages with each page listing links for just one category. The basic setup will look like this:

- **Main Links Page** - This is the page that will list all of the categories for your links. This page will be the parent page, and all the Category pages will be child pages underneath this page. You will create this page by using the “**Web Page**” template and by inserting the “**Subpage listing**” gadget.
- **Category Pages** - These pages will list all the links in a specific category. Each page will be a child page underneath the main Links Page which lists all the categories. You will make these pages by using the “**List**” template just like in the section above for a one-page Links Page.

Typically you will have **one Links Page** and then **many Links Category pages** under that one page. See the diagram below for an example of the page relationships:



Step #1 - Create the Main Links Page

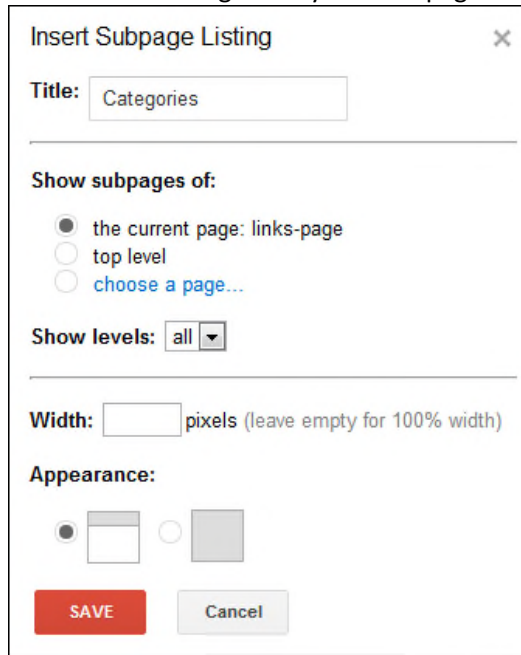
Begin by first **creating your main Links Page** as follows:

1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled "**Name your page**", such as "**Links Page**".
3. Choose the “**Web Page**” template in the drop down menu under "**Select a template to use**".
4. For "**Select a location**" choose "**Put at the top level**".
5. When done, click the red "**Create**" button at the top of the screen.

Next, you will insert a gadget call the “**Subpage listing**” which will list all of the Category Pages that branch off of the main page (once you create them later).

1. Click “**Insert**” in the top menu bar, and choose “**Subpage listing**” from the drop-down menu.
2. This will open the “**Insert Subpage Listing**” window.
3. For “**Title**” type in something such as “**Categories**”
4. For “**Width**” make the box blank so the listing will be 100% wide on your page.
5. For “**Appearance**” choose the first option to get a cleaner look to the subpage listing.

6. Click **“Save”** when done, and then click **“Save”** again on your web page to save the changes.



Insert Subpage Listing

Title:



Show subpages of:

the current page: links-page
 top level
 choose a page...

Show levels:

Width: pixels (leave empty for 100% width)

Appearance:

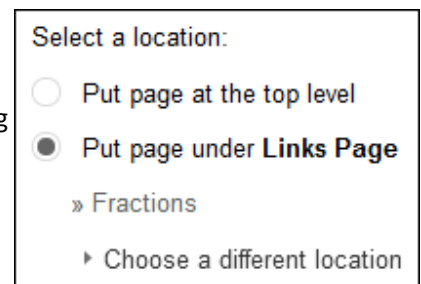
Note: Until you add subpages for the categories, nothing will show up in the Subpage Listing. However, as soon as you add the subpage for the link categories, the category names will automatically show up in the Subpage Listing.

Step #2 - Create the Category Links Pages

Now all you need to do is create the category pages as subpages below the main Links Page. The category pages are where you will add the actual links that you want to share with your students. You will do this just like described in the earlier section about creating a one-page Links Page, with one small difference listed below:

First you need to **create a category page** as follows:

1. While on the main Links Page (but not in Edit mode) click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled **"Name your page"**, using the category for that page, such as **"Fractions"** or **"Reference"** or **"Educational Games"**.
3. Choose the **"List" template** in the drop down menu under **"Select a template to use"**.
4. **IMPORTANT DIFFERENCE:** For **"Select a location"** choose **"Put page under Links Page"** (or whatever you named your main Links Page). This will make the category page be a subpage of the main Links Page so it will show up in the Subpage Listing.
5. When done, click the red **"Create"** button at the top of the screen.



Select a location:

Put page at the top level
 Put page under **Links Page**
» Fractions
▶ Choose a different location

From here on out follow the directions from the earlier section for creating a one-page Links Page to customize your list and add your links. Repeat the process as needed to add other categories.

Sample Page: How to add a one-page Files Page

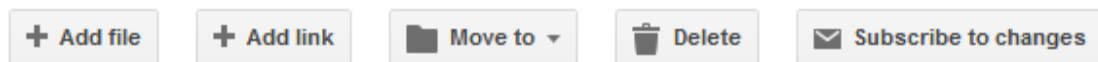
Your class website can also be a great way to make files available to your students and their parents, such as common forms, class notes, study guides, example student work, newsletters, and more. If you do not have a very large amount of files, you can put them all on one page as described below. If you think you have lots of files, and would rather break them out onto different category pages, then see the next section.

The template you will use is called the **“File Cabinet” template**. The File Cabinet template lets you upload files or link to files that are already online. This can be used for common forms, class notes, study guides, example student work, newsletters, and more.

First you need to **create the new page** as follows:

1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled **"Name your page"**, such as **“Files Page”** or **“Forms and Docs”**.
3. Choose the **“File cabinet” template** in the drop down menu under **"Select a template to use"**.
4. For **"Select a location"** choose **"Put at the top level"**.
5. When done, click the red **"Create"** button at the top of the screen.

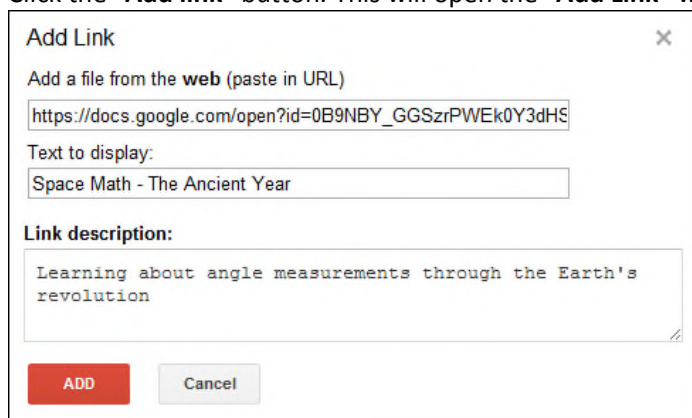
Now that you have made your Files Page, you can start **adding files** to it in two ways:



- **Option 1 - “Add File” button** - Use this to select and upload a file to your site. This stores a copy of the file on the site. However, there is a limited amount of storage space for Google Sites, so use this carefully and with smaller files.
- **Option 2 - “Add Link” button** - Use this to link to a file already stored online somewhere. A great suggestion is to use Google Docs to save the file (in whatever format), make the file public, and then put the link to the file here. Google Docs has much more storage space (5GB per user) and can properly open and display many file types including MS Office files, PDF’s, and more.

If you use the **“Add Link” option**, do the following:

1. Click the **“Add link”** button. This will open the **“Add Link”** window.



2. For the **“URL”** box, paste in the web link to the file (as copied from Google Docs for example).
3. For **“Text to display”** type in the name of the file (as you want it to appear).

4. Optional - For **“Link description”** you can type in information about the file.
5. Click **“Add”** when done and the link to the file will now be added to your files page.
6. To **delete a file** later, just check the box in front of the file and then click the **“Delete”** button.

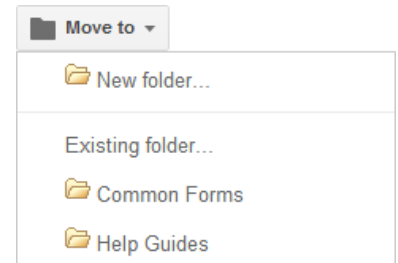
If you use the **“Add File”** option, do the following:

1. Click the **“Add file”** button.
2. This will open up a window where you can browse for the file you want to upload.
3. Select the file you want and click **“Open”**.
4. The file will now be uploaded and added to your files page.
5. To add a **description** for the file, click the space to the right of the file name.
6. To **replace a file**, simply upload a new version of the file (with the same file name) by using the normal **“Add file”** link.



You can organize your files on the page by grouping them under folder headings. To **move a file to a category:**

- Click the **“Move to”** button
- Choose the category under **“Existing folder”**
- Or click **“New folder”** to make a new category



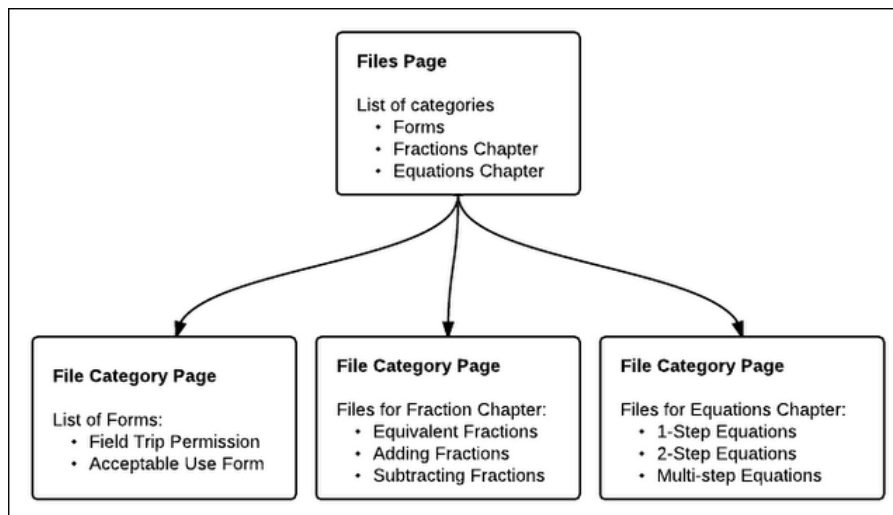
To **delete a file** later, just check the box in front of the file and then click the **“Delete”** button.

Sample Page: How to add a multi-page Files Page

If you have lots and lots of files, or if you just really like organization, you can put your files on multiple pages with each page listing files for just one category. The basic setup will look like this:

- **Main Files Page** - This is the page that will list all of the categories for your files. This page will be the parent page, and all the Category pages will be child pages underneath this page. You will create this page by using the “**Web Page**” template and by inserting the “**Subpage listing**” gadget.
- **Category Pages** - These pages will list all the files in a specific category. Each category page will be a child page underneath the main Files Page which lists all the categories. You will make these pages by using the “**File Cabinet**” template just like in the section above for a one-page Files Page.

Typically you will have **one Files Page** and then **many Category pages** under that one page. See the diagram below for an example of the page relationships:



Step #1 - Create the Main Files Page

Begin by first **creating your main Files Page** as follows:

1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled "**Name your page**", such as "**Files Page**" or "**Forms and Docs**".
3. Choose the “**Web Page**” template in the drop down menu under "**Select a template to use**".
4. For "**Select a location**" choose "**Put at the top level**".
5. When done, click the red "**Create**" button at the top of the screen.

Next, you will insert a gadget call the “**Subpage listing**” which will list all of the Category Pages that branch off of the main page (once you create them later).

1. Click “**Insert**” in the top menu bar, and choose “**Subpage listing**” from the drop-down menu.
2. This will open the “**Insert Subpage Listing**” window.
3. For “**Title**” type in something such as “**Categories**”
4. For “**Width**” make the box blank so the listing will be 100% wide on your page.
5. For “**Appearance**” choose the first option to get a cleaner look to the subpage listing.

6. Click "Save" when done, and then click "Save" again on your web page to save the changes.

Insert Subpage Listing

Title:

Show subpages of:

the current page: links-page
 top level
 choose a page...

Show levels:

Width: pixels (leave empty for 100% width)

Appearance:

Note: Until you add subpages for the categories, nothing will show up in the Subpage Listing. However, as soon as you add the subpage for the file categories, the category names will automatically show up in the Subpage Listing.

Step #2 - Create the Category Pages

Now all you need to do is create the category pages as subpages below the main Files Page. The category pages are where you will add the actual files that you want the students and parents to access. You will do this just like described in the earlier section about creating a one-page Files Page, with one small difference listed below:

First you need to **create a category page** as follows:

1. While on the main Files Page (but not in Edit mode) click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled "Name your page", using the category for that page, such as "Study Guides" or "Permission Forms" or "Chapter 7 Files".
3. Choose the "File Cabinet" template in the drop down menu under "Select a template to use".
4. **IMPORTANT DIFFERENCE:** For "Select a location" choose "Put page under Files Page" (or whatever you named your main Files Page). This will make the category page be a subpage of the main Files Page so it will show up in the Subpage Listing.
5. When done, click the red "Create" button at the top of the screen.

Select a location:

Put page at the top level
 Put page under Files Page
 » Study Guides
 ▶ Choose a different location

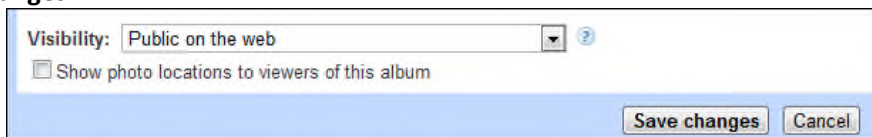
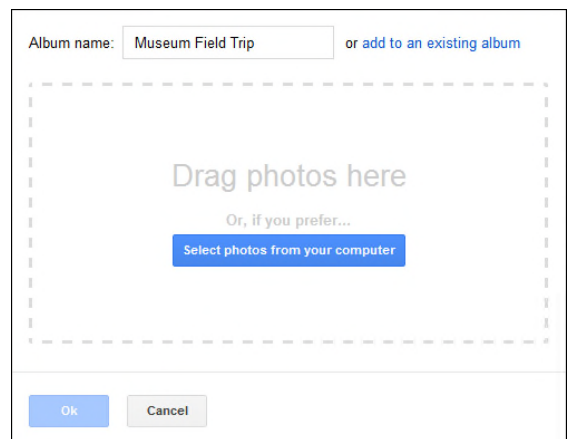
From here on out follow the directions from the earlier section for creating a one-page Files Page to upload or link your files. Repeat the process as needed to add other categories.

Sample Page: How to Add a Pictures Page

Another good use for a class page is to share photo albums, where you can display pictures from class activities, field trips, presentations, student artwork, and more. One way to do this is to insert slideshows from your Picasa Web Albums. If someone clicks on a slideshow, they will be taken to that specific Picasa Web Album where they can view each of the images from that album, download the images, and even order prints if they wish.

Note: For this method, your images must already be **uploaded to Picasa Web Albums** at: <https://picasaweb.google.com>
Here is a brief overview of how to do that:

1. Go to **Picasa Web Albums** at <https://picasaweb.google.com>
2. Click the **"Upload"** button.
3. For **"Album name"** type in a name for the album such as "Geometry Project Pictures 2012" or "Field Trip Spring 2011"
4. Or if you are just adding more images to a folder you already have, click **"add to an existing album"** and choose the appropriate album.
5. To add images, click **"Select photos from your computer"** or **drag and drop** the images into Picasa.
6. When the photos are done uploading, click **"OK"**
7. The album will start off being private, so you will need to **make it public** to show the images on your website. Click **"edit"** in the top right corner next you **"Only you"**.
8. This will open the **"Edit album information"** window.
9. In the **"Visibility"** menu, choose either **"Public on the web"** or **"Limited, anyone with the link"**.
10. Click **"Save changes"**.



Now that you have some images in Picasa Web Albums, you can **create a Pictures Page** for your website:

1. Click the new page button in the top menu bar (looks like a page with a "+" sign on it).
2. Type in a name for your page in the box labeled **"Name your page"**, such as **"Pictures"** or **"Photo Gallery"**.
3. Choose the **"Web Page" template** in the drop down menu under **"Select a template to use"**.
4. For **"Select a location"** choose **"Put at the top level"**.
5. When done, click the red **"Create"** button at the top of the screen.

Now that you have the page created, you can **add slideshows** to it:

1. Go into **edit mode** for the page by clicking the edit button (looks like a pencil icon) in the top right corner.
2. Next click **"Insert"** and **"Picasa Web slideshow"**
3. You will now see a list of your Picasa Web Albums. Choose the album you wish to display and click **"Select"**
4. For the size, a good choice is **"Large 400px"**
5. For **"Include Title"** feel free to edit the title if needed.
6. Next click **"Save"** to insert the album slideshow.
7. Click the **"Save"** button in the top right to save your changes to the page.

8. Repeat as needed for other picture albums.

Insert PicasaWeb Slideshow ✕

Paste the URL of your PicasaWeb album.

Example: <http://picasaweb.google.com/jkraus/ArielAtomArrival0108>

Slideshow options

Select slideshow size ▼

Show captions

Autoplay

Display:

Include border around Google Picasa Web slideshow

Include title:

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