ePortfolio Basics – Google Sites

Getting Started
- Login to your Gmail account and click on **Sites** in the top toolbar.
    - If it is not on your toolbar click on the apps icon in the upper right (it should look like a 3x3 grid) and click MORE → EVEN MORE → Then SITES under HOME & OFFICE.
- Once you click on **Create**, you will be offered the options of choosing a blank template or a preexisting one (We recommend starting with a blank template and choosing your own color theme).
- When naming your ePortfolio, keep in mind this will become the heading of your ePortfolio as well as the URL. It is possible to edit the heading once you have created your ePortfolio by clicking on **More** button in the top-right corner followed by **Manage Site** in the drop-down menu. You can change the heading of your ePortfolio here under the section **Site Name**. However, you **may not** change your URL once you have created it.

Editing Your Page
- In order to add/edit anything in the main content area, click on the **Edit Page** pencil icon located at the top-right of the page.
    - From here, you can add text, change the layout, insert photos, gadgets, etc.
- You can change how many columns your page has by going to **Layout** in the top-left of the page.
- When you are done editing the page, hit **Save** at the top of the page. You can return to edit the page and save it as many times as you want.
- In order to add another page that you can navigate to through your sidebar, click on the **New Page** button at the top-right of the page.
    - You can name the page (ex: About Me). This will be the link that shows up in the sidebar.
    - Under Select a Location, you have two options: Put page at the top or put page under _____ (you choose the page).
    - Once you have created the page, it will show up in your sidebar. You can navigate to different pages by clicking on them. (If you do not see the page please see our Google Sites Navigation Bar Basics handout).
- To edit the page settings (such as adding/deleting a comment box or attachments section), click on the **More** button located at the top-right and click **Page Settings**.
- To edit the colors, fonts, or themes, click on the **More** button in the top-right of the page and click **Manage Site** in the dropdown menu. On the **Manage Site** page, look on the left-hand side and choose **Themes**, **Colors**, **and Fonts**. In this section you may edit your theme, colors, and fonts.
- To edit the site layout, click on the **More** button in the top-right and click **Edit Site Layout** in the dropdown menu. With this function you can edit/enable/disable the header, custom footer, and horizontal or sidebar navigation.

For more help visit http://support.google.com/sites/?hl=en