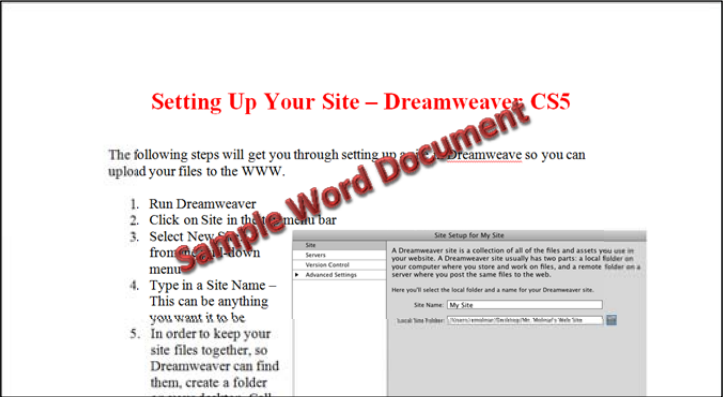
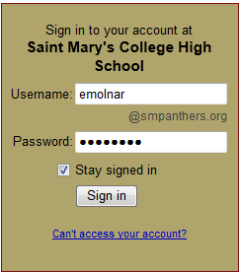
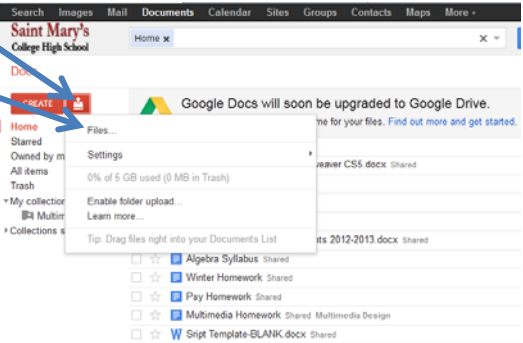
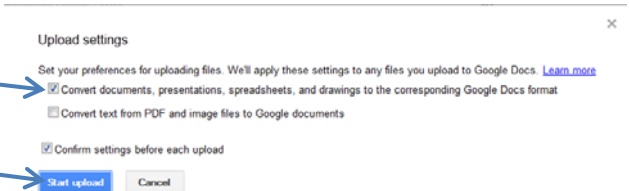


Adding A Google Document to Your Web Site

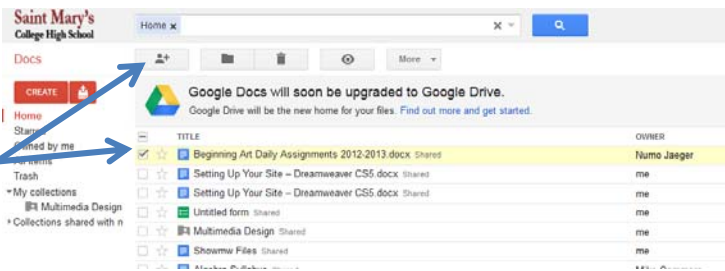
It's easy to create a document and make it one of the pages on your web site. Follow this step-by-step guide to accomplish this.

<p>1. Create your document in a word processor like Microsoft Word. Include any formatting, such as color, text size, bullet points, and the such, then save your document. Later we'll convert it to a Google Document so we can include it on your site.</p>	 <p>Setting Up Your Site – Dreamweaver CS5</p> <p>The following steps will get you through setting up a new Dreamweaver site so you can upload your files to the WWW.</p> <ol style="list-style-type: none"> 1. Run Dreamweaver 2. Click on Site in the menu bar 3. Select New Site from the dropdown menu 4. Type in a Site Name – This can be anything you want it to be 5. In order to keep your site files together, so Dreamweaver can find them, create a folder <p>Site Setup for My Site</p> <p>Site: A Dreamweaver site is a collection of all of the files and assets you use in your website. A Dreamweaver site usually has two parts: a local folder on your computer where you store and work on files, and a remote folder on a server where you post the same files to the web.</p> <p>Here you'll select the local folder and a name for your Dreamweaver site.</p> <p>Site Name: <input type="text" value="My Site"/></p> <p>Local Site Folder: <input type="text" value="C:\Users\andrew\Desktop\My_Molnar's Web Site"/></p>
<p>2. Log into your Goggle Docs</p>	 <p>Sign in to your account at Saint Mary's College High School</p> <p>Username: <input type="text" value="emolnar@smpanthers.org"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Stay signed in</p> <p><input type="button" value="Sign in"/></p> <p>Can't access your account?</p>
<p>3. In Google Docs, click on the 'Upload' button and select 'Files...'</p> <p>4. Select your file and click 'Open'</p>	 <p>Search Images Mail Documents Calendar Sites Groups Contacts Maps More</p> <p>Saint Mary's College High School Home</p> <p>CREATE <input checked="" type="button" value="Upload"/></p> <p>Google Docs will soon be upgraded to Google Drive. Find out more and get started.</p> <p>Files...</p> <p>Settings</p> <p>0% of 5 GB used (0 MB in Trash)</p> <p>Enable folder upload...</p> <p>Learn more...</p> <p>Tip: Drag files right into your Documents List</p> <ul style="list-style-type: none"> <input type="checkbox"/> Algebra Syllabus Shared <input type="checkbox"/> Winter Homework Shared <input type="checkbox"/> Pay Homework Shared <input type="checkbox"/> Multimedia Homework Shared Multimedia Design <input type="checkbox"/> Sript Template-BLANK.docx Shared
<p>5. In the 'Upload Settings' dialog box make sure the 'Convert document,...' checkbox is checked. Click the blue 'Start Upload' button</p>	 <p>Upload settings</p> <p>Set your preferences for uploading files. We'll apply these settings to any files you upload to Google Docs. Learn more</p> <p><input checked="" type="checkbox"/> Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format</p> <p><input type="checkbox"/> Convert text from PDF and image files to Google documents</p> <p><input checked="" type="checkbox"/> Confirm settings before each upload</p> <p><input type="button" value="Start upload"/> <input type="button" value="Cancel"/></p>

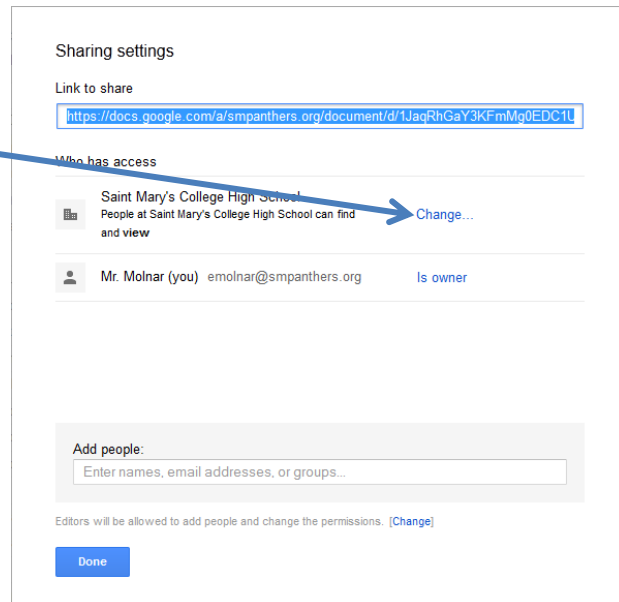
6. After the document is uploaded, we need to change the permissions on the document you uploaded.

Click on the checkbox next to your document

Click on the 'Share' button.



7. On the 'Sharing Settings' dialog box, click on the blue 'Change...' button.

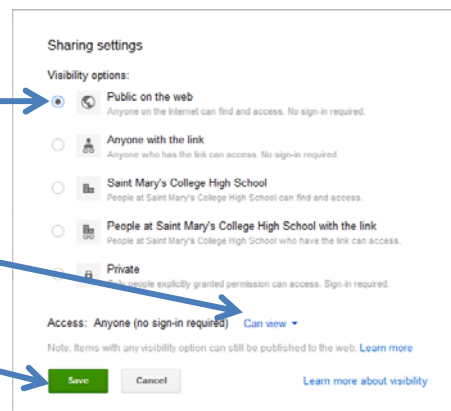


8. On this popup, change the permission settings to 'Public on the web'

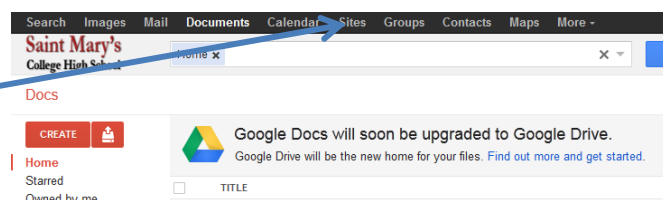
9. As a check, make sure the 'Access' is set to 'Anyone can view'

10. Then click on 'Save'

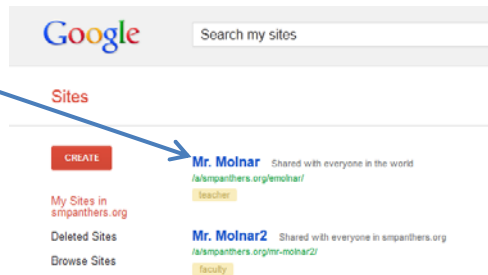
11. Click the blue 'Done' button on the next screen.



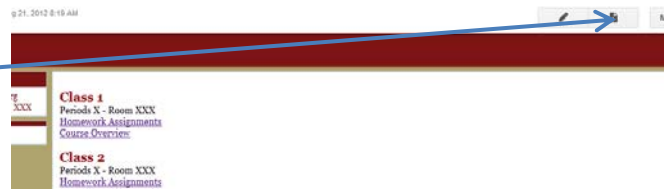
12. Now you need to go over to your site. Click on the 'Sites' link at the top of the screen to access your web page.



13. Select the site you wish to edit.

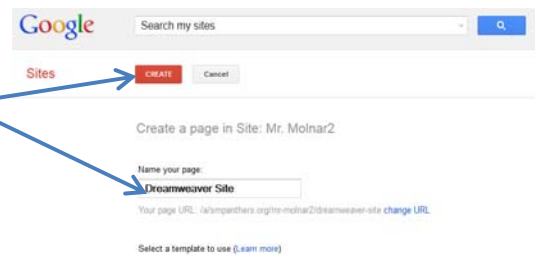


14. Once on your site, create a new page by clicking on the 'New Page' button to the right of the 'Edit Page' button.

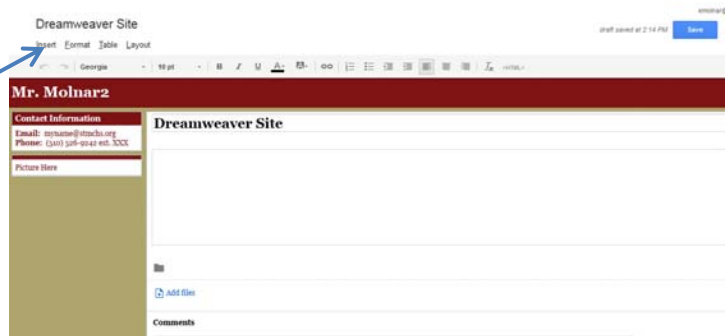


15. Give your page a new name.

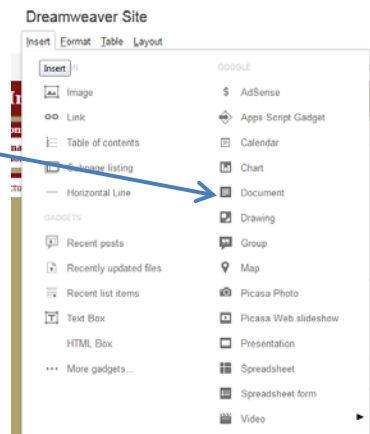
16. Click the 'Create' button



17. Your new page will be created and you will be in 'edit' mode. To insert your document, click on the 'Insert' menu.

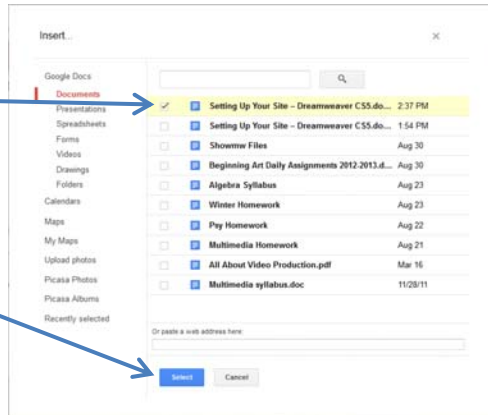


18. From the Insert Menu, choose 'Document'

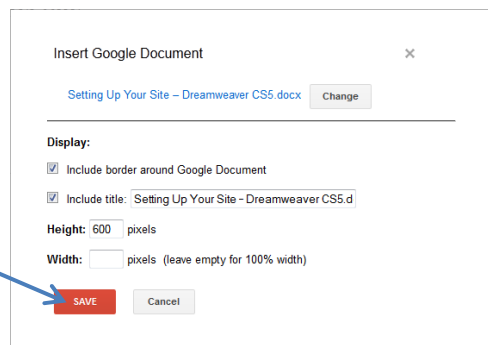


19. From the 'Insert...' dialog box, choose the document you want to appear on your website.

20. Then click on the blue 'Select' button

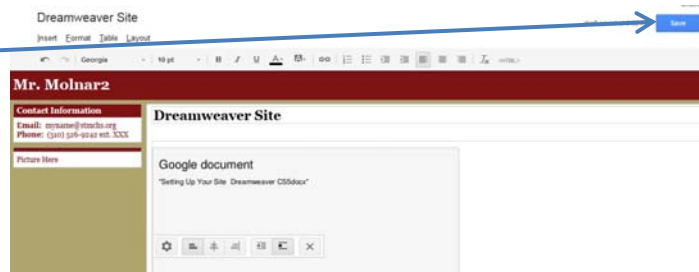


21. The 'Insert Google Document' dialog box offers some options for your page. Select any options you want, then click the red 'Save' button.



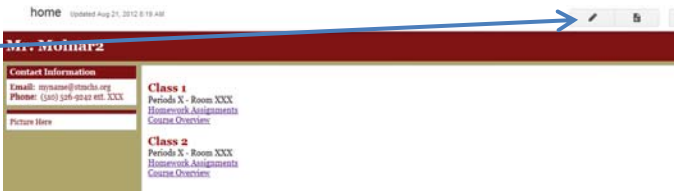
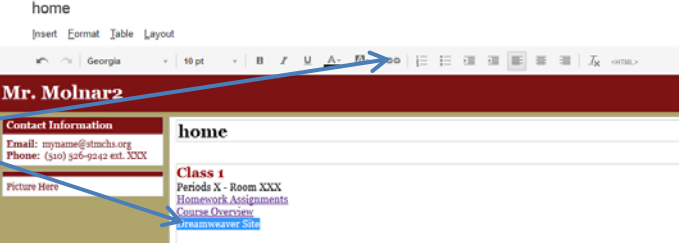
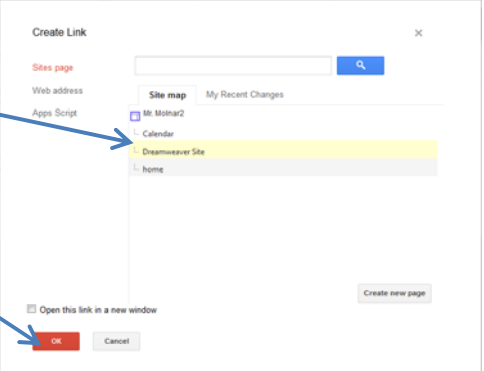

22. To finish the process, click on the blue 'Save' button.

Your document will appear in the window.



23. Just a few more steps. Now we need to create a link on your home page to the new page. To get back to your home page, click on your name in the upper left hand corner.



<p>24. On your home page, click on the edit button to go into edit mode.</p>	
<p>25. Create a new entry on your page to create a link.</p> <p>26. Highlight your text and click on the link tool.</p>	
<p>27. In the 'Create Link' dialog box, select the page you created in step 10.</p> <p>28. Click on the red 'OK' button.</p>	
<p>29. Back on your home page, click the blue 'Save' button in the upper right hand corner of the screen.</p>	
<p>30. Click on your newly created link to test it.</p>	<p>The End</p>