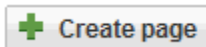


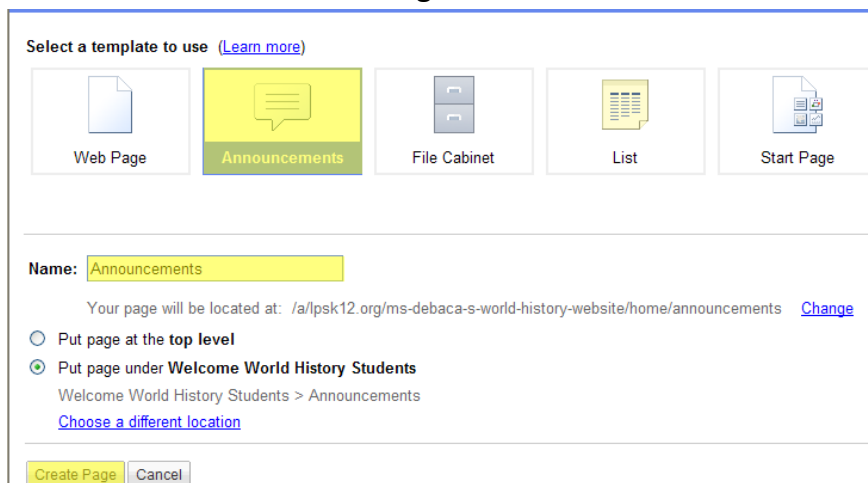
How to Insert an Announcement Section to your Google Site

An announcement page is a good place to inform the viewers of your website on updates, changes, or important dates that your audience needs to be informed about. You can also upload pictures or websites to your posts that you feel your viewers need to see and experience.

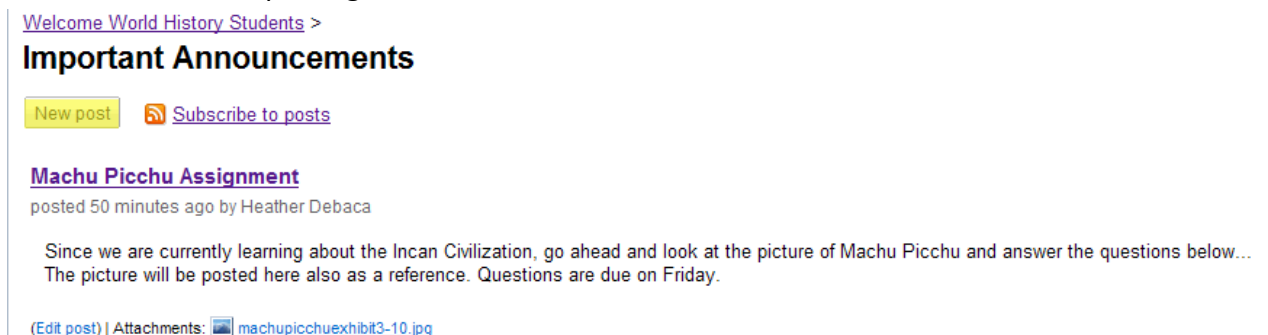
- 1.) Click on the **Create Page** link, which is on the start page of your Google site, and remember that you need to be logged into Google sites in order to make any changes.



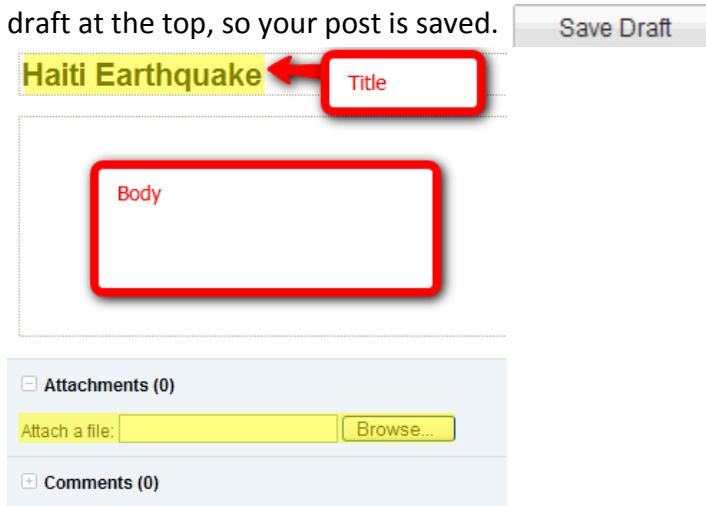
- 2.) Then click on the **Announcements Speech Bubble** link. Then go ahead and name it something that is appropriate to the link, and something your viewers can identify with. Finally choose where you would like the link to appear, either on top or on the side bar of the site. Then click **Create Page**

A screenshot of the Google Sites "Create Page" dialog. At the top, it says "Select a template to use (Learn more)". Below this are five template options: "Web Page", "Announcements" (highlighted in yellow), "File Cabinet", "List", and "Start Page". Below the templates is a "Name:" field containing the text "Announcements". Underneath, it shows the page location: "Your page will be located at: /a/lpsk12.org/ms-debaca-s-world-history-website/home/announcements" with a "Change" link. There are two radio button options: "Put page at the top level" and "Put page under Welcome World History Students" (which is selected). Below the second option, it shows the breadcrumb "Welcome World History Students > Announcements" and a "Choose a different location" link. At the bottom, there are "Create Page" and "Cancel" buttons.

- 3.) Now your announcements section will be created, you can go ahead and add posts, as well as attachments to the posts. To add a post click on **New Post**, the editor will go ahead and load the posting form.

A screenshot of a Google Site announcement post. At the top, it says "Welcome World History Students >". Below this is the heading "Important Announcements". There are two buttons: "New post" and "Subscribe to posts". The main content is a post titled "Machu Picchu Assignment" posted 50 minutes ago by Heather Debaca. The text of the post reads: "Since we are currently learning about the Incan Civilization, go ahead and look at the picture of Machu Picchu and answer the questions below... The picture will be posted here also as a reference. Questions are due on Friday." At the bottom, there is an "(Edit post)" link and an "Attachments:" section showing a thumbnail of a photo and the filename "machupicchuexhibit3-10.jpg".

- 4.) Now make sure you fill out what the post is about, including a title and a body, and if you want to attach a file that is relevant you can do that also. Remember to click save draft at the top, so your post is saved.



The screenshot shows a form for creating a post. At the top right is a "Save Draft" button. Below it, the title "Haiti Earthquake" is highlighted in yellow, with a red box around it and a red arrow pointing to the word "Title". Below the title is a large red-bordered box labeled "Body". At the bottom, there is a section for "Attachments (0)" with a text input field and a "Browse..." button, and a section for "Comments (0)".

- 5.) This will post the announcement to your website, now anyone who goes to your site can view this, plus they can make comments about the post also. Think of it as a mini-blog post.