Powerpoints

1. click ‘edit’ button
2. click ‘insert’ tab
3. hover over ‘drive’ tab
4. click presentation
5. choose presentation from you drive, select
6. edit title and size if desired
7. click ‘save’

or

1. scroll to the bottom of the page
2. click add files
3. add desired file
4. can also add non-powerpoint file

Calendar

1. click ‘edit’ button (or press ‘e’ on your keyboard)
2. click ‘insert’ tab
3. click calendar
4. choose which calendar you want to display from your account
5. to update, use ‘google calendar’, another application
6. updates to the website automatically
7. click ‘save’

to change calendar

1. click ‘edit’ button
2. click calendar
3. click gear
4. at the top, you can choose which calendars to display
5. can also change other features
6. click ‘save’

Video

1. click ‘edit’ button
2. click ‘insert’ tab
3. click ‘youtube’ button at bottom left
4. paste url of youtube video
5. click ‘save’

Managing Pages

1. click ‘gear’ button
2. click manage site
3. on side bar, click pages
4. drag and drop pages

Making New Pages

1. click ‘new page button’
   1. it is next to the edit button at the top right corner
2. it will direct you to another page where you can put in the details of your pages such as:
   1. page title
   2. where it is
   3. what kind of page it is
3. click ‘ create’ button

To Change Layout of a Page

1. click ‘edit’ button
2. click ‘layout’ tab
3. choose which layout you want
4. this changes where things on your page show up

Sharing Website

1. click blue share button
2. can share site with other google accounts, or make it public
3. on the right side of each account, you can use the drop down menu to choose whether that account is an owner, can edit or can only view

To Delete Items

1. click ‘edit’ button
2. click item (will display as a gray box)
3. click the X in the toolbar that shows up
4. click save

Inserting Gadgets

1. click ‘edit’
2. click ‘insert’ tab
3. click ‘more gadgets’
4. click ‘public’ to find more gadgets
5. search for your gadget
6. click ‘select’
7. click ‘save’