



# Handoff Materials

We first want to thank Books for Keeps for allowing us to develop The Media Center for our capstone project. We hope this product will continue to serve your needs.

**This document contains instructions  
for updating each feature of The Media Center.**

## About Google Sites:

Google Sites is a product of Google Suite, included with your current plan. There are no additional costs to using this product. All you need is a Google account to access this application. At the end of our NMI journey, we will transfer ownership of this Google Site to Books for Keeps.

## Learn about the settings and updating the favicon:

The settings section of your Google Site can be found on the top left and right sides of your site. The settings allow you to change your navigation bar, brand images, and more.

[Click here](#) for a video going through the Google Site's settings and learning how to update the favicon.

## How to build and add a page:

Your Google Site currently has six different pages filled with relative Books for Keeps information and resources based on the person's position. To build and or add a page to your Google Site, you click on the "Page" tab and find the "+" sign at the bottom. After you click the plus sign, select "New Page" and select a name for the page.

Additionally, to change the name of an existing page, double-click on the selected page on the Page's tab. Once you do this, you will be able to change the name of the pre-existing page.

We have recorded a video on how to create a page on your Google Site, [click here](#).



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## How to update and add your Google Calendar:

The Google Site is connected to your Google Calendar. To create a new Google Calendar and embed it into your Google Site, you should go to Google Calendar online to create a new calendar. Once you have created your new calendar, you should go to the “Insert” tab on your Google Site and scroll down and click on “Calendar”. Once you do this, you can select which of your Google account’s Calendars that you want to embed.

To find a video on creating a new Google Calendar and uploading it onto your Google Site, [click here](#).

## How to link and embed Google Applications:

Adding Google Applications such as Docs, Slides, Sheets, Forms, or Charts to your Google Site all have the same process. To do this, you will go to the “Insert” tab and scroll down and click on your desired application to embed.

We have recorded a video of how to embed Google Docs, Slides, and Sheets onto your Google Site. To find this video, [click here](#).

## How to add content blocks and spacers:

To add content blocks, use the toolbar on the right of the screen and select the “Insert” tab. Click the drop-down menu to view different image and text combinations you can insert. To add spacers to your website, scroll down on the “Insert” tab and select “Spacer” and drag it to your desired location on the website.

To watch the video about how to add content blocks and spacers to your Google Site, [click here](#).





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## How to use Google Analytics:

In the report tabs, here are the reports that are most relevant for this site:

- Reports Snapshot: Gives you a screenshot of the actions taken on the site.
- Examine User Behavior Overview: Information on where people are coming to the site from and what pages they view.
- Examine User Behavior Pages and Screen: More details on the common pages visited.
- User Attribute Overview: Demographic information on who is visiting the site.

For more information on pulling details reports, visit:

- [https://skillshop.exceedlms.com/student/catalog/list?category\\_ids=6431-google-analytics-4&utm\\_campaign=redirect&utm\\_source=analytics-academy&utm\\_medium=banner](https://skillshop.exceedlms.com/student/catalog/list?category_ids=6431-google-analytics-4&utm_campaign=redirect&utm_source=analytics-academy&utm_medium=banner)

Additionally, we have recorded a Google Analytics overview video, [click here](#).

## How to change headers and footers & publish your site:

For Headers: start at the top of the page and select the image button within the header. This button allows you to upload a new image.

- Change header image: select the button “header type”, and choose your size option.

For Footers: scroll to the bottom of the page. Double-click to modify text, images, and links.

For publishing your site: **Each time you make an edit to your website, it must be published** for users to view the new version. To do so, click the publish button in the top right corner. There you can review and confirm your changes

For a video on the instructions above, [click here](#).



## How to make icons:

PNG for transparency, highlight selection, right-click, download selection

Icons are the image and text on each page of The Media Center that link to a resource, for example, the box with the backpack that says “Team” on the homepage.

To make new icons to add to a page, use the Canva document by clicking [here](#). To download an image to use on the icon, click [here](#).

To create the icon, upload the image and drag it into one of the blank boxes on the Canva document. If there are no blank boxes, you can drag your cursor over an existing box and click the “Duplicate” button that appears. Then add a text box and type the title of the icon. Change the title’s font to Montserrat Black.

To download the icon, drag your cursor over the contents of your new icon, then right-click or two-finger click on a Mac. Click “Download Selection”, then download the icon as a PNG.

For a visual tutorial, watch [this video](#).

## How to add an icon to the Google Site:

To add the icon to a page of The Media Center, click the “Image” tool on the editing menu. Upload the downloaded icon, then drag the icon to the desired location on the page. You can click and drag the icon’s sides and corners to adjust its size.

Once the icon is in place, you can link the resource that corresponds to its title by clicking the “Insert Link” button in the menu that appears above the icon. This button allows you to paste the link to the resource. Do not forget to click “Publish” when you are done so your changes are reflected on the website.

For a video tutorial, click [here](#).

Thank you from the UGA NMI Books for Keeps team!