Making changes to your portfolio

ISS 350: Introduction to Portfolio in Social Sciences
To insert content in your pages is easy. Everything you need is under the “Insert” tab in the menu on your right-hand side.
To add text, click on the "text box" icon. What will appear is pretty much like a Word editor, where you can enter text, decide if you want normal text or a header, make ordered and unordered lists, etc.
And, most importantly, insert links. To embed a link in a word (or more), select the text that has to be linked, then click in the “insert link” icon of the text editor.
A link can be created by copying and pasting a URL, or by connecting to an existing page your Portfolio.
You can edit or delete the link, too: just click on the words that are now linked.
To divide different sections of the same page, you can use the “divider” element.
To add an image, you have two options:

1) You can upload the image directly from your desktop (icon “upload”)
2) Click on the “images” icon of the right-hand side menu, and you will be able to add images via URL, Google Search, from your albums or from your Google Drive (in this case, you have to have previously uploaded the image on your google drive).
In this case, I will show you how to add an image from a URL. First of all, you have to have the direct URL to the image on the web. Paste it into the apposite section of the pop-up window. Google Sites will show you the preview of the image. If this is the image that you want, click on “select”.
Your image will be inserted in your page. Note that, if the image is selected, different options appear: you can crop, uncrop the image, link it to a URL or another page of your portfolio, delete it.
And, if you click on the three vertical dots icon, you can see that you can replace the image with another one and, most importantly you can add Add **alt text**: Alt text is the text that screen readers can access to help visually impaired understand what the image is about, by reading it. **It is a very important feature for the accessibility of your website!!**
My Alt Text example
You can move your image by dragging and dropping it
The icon on the left-hand side permit you, instead, to modify the whole section where the image is. You can choose to delete the whole section, and to change its background color (by clicking on the color palette icon).
This will help you indicating that this section is separated from the previous one.
Here, I decided to get rid of the divider line, as I am going to indicate the change of section with a different background color.
Here is how I decided to leave it
You can also move sections by dragging and dropping them
Note: when you are happy with the changes that you made, you have to click on the button “Publish”. If you do not click on it, your changes will not be visible to others, only to yourself in your draft. If you want to be sure how your site looks like and if your changes have been recorded, you can have a look at your “Preview”.
Another important feature that you may need in your ISS classes is the one related to “embedding” elements in your site. You can embed different elements from different sources.

**Google Drive** is one of the most important for you. You can embed documents you have there in different formats, including docs, slides, spreadsheets, pdfs. When you embed a document, this is automatically linked to the original document in Google Drive (when clicking on the “open in a new tab” icon that appears when selecting it).
Here is the “open in a new tab” icon that appears when selecting it.
You can align different documents horizontally in the same section if you want.
You can embed also other elements, like video, calendars and maps.
You can embed **videos from youtube**. If the video is yours, you should upload it on youtube first. Make sure you set your video on youtube accessible only for who has the link!
You can embed maps as well (from Google Maps)
Remember that you can always modify the size of the elements that you embed by clicking on the active dots that appear when selecting the element.
For more infos on Google Sites, take a tour or click on Help!
Remember: you will have to click on the button “Publish” any time that you make changes to your website for the changes to be visible to others!
Good luck with your Portfolio!