Creating your portfolio in Google Sites:

1. Go to sites.google.com
2. Logon using your Shawnee email address
3. Click on *New Google Sites*
4. Click the + button in the bottom right-hand corner
   a. Your site is now being built.
5. Enter the site name in the upper left-hand corner of the screen.
   a. Full name's Design Portfolio
   b. ie: Megan Hahn's Design Portfolio
6. Type the same thing for #5 in the text box for *Your page title*
7. On right-hand side of your screen, click *Themes*
8. Choose a theme and a color that you like.
9. Once you have selection a theme, click the *Change image* option in the header and then click *Select an image*.
10. You have two options:
    a. Use an image from the Gallery
    b. Click on *Search* and search for an image that you would like to add to the header. You can always keep the default background or change the header image at a later point in time.
11. Adjust the color of your theme if necessary

Adding pages to your Google Site

1. Click on the *Pages* option in the top right-hand side of your screen
2. Click the + button in the bottom right-hand corner
3. Add the required page.
   a. For this assignment, add About Me Page, Adobe Illustrator Shapes Page, and a Adobe Illustrator Lines, Gradients, and Text Page

Adding content to Adobe Illustrator Shapes Projects page

1. Make sure you are on the Adobe Illustrator Shapes Projects page.
2. Click on the *Insert* option in the top right-hand side of your screen
3. Under the *Layouts* section, choose the layout with two columns (1st row, 2nd option)
4. Open the project in Illustrator. *Click on File=>Export=>Save for Web (Legacy)*
5. Choose JPEG and save the file to the chapter folder on your H: drive.
6. Upload the JPEG files to the page. Add text below each image with the file name.
7. You should be uploading,
   a. Robots
   b. My Robot

8. Go to your About Me and Lines pages, and add appropriate projects - choosing appropriate layouts for each page.
   a. About Me- Digital Tattoos
   b. Lines- Line Logo, Ghost, Web Logo