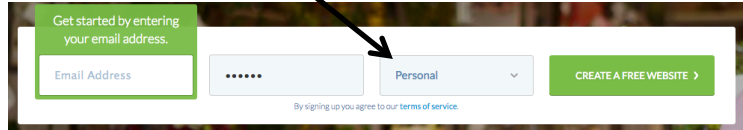


2. You will need to **CREATE** a new site. Use your **KCS Google e-mail**. Under site type elect **Personal**.



3. Click on **CREATE FREE WEBSITE**.
4. Now you will setup your site.
 - 1) Enter a title for your site – **American History Digital Portf**
 - 2) Choose from the gallery of themes. Under package select **F**
 - 3) Click on the box **I Agree to The Terms of Service**. Enter the code and click on **CREATE MY WEBSITE**.



5. You will select the **FREE** domain and create your domain. You will then type in your domain name. PLEASE YOU THE FOLLO

www.**ahyourlastname**.webs.com



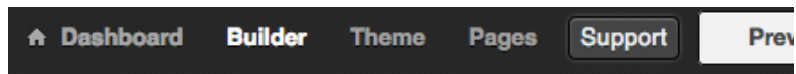
6. Click on **SELECT PACKAGE**. Select the **FREE** package. You webpag

USING THE TOOLS TO CREATE YOUR WEBPAGE

Your new webpage will load. A short video on how to use Webs will appear. Watch it.

There are two sets of menus that contain TOOLS.

1. The main menu is located on the top.



- **Dashboard** will bring you back to the main page.
- **Builder** gives you access to the editing page and tools (below)
- **Themes** allow you to change the background. Note that change t

- a. Use your mouse and drag the tool onto the web page.
- b. If you don't like the object created you can click on the RED x to delete it or the BLUE X to move it.

There are additional tools to use. Click on the categories under to
(Use at your own risk!)

Popular

Compos

Structure

Media

3. To add pages go back to the menu at the top and click on **PAGES**.
4. Click on Add Page in the upper right corner. Select the STANDARD
 - a. Name the page **The American Colonies**
 - b. Repeat the process and name the next page **Revolutionary**
5. Adding pictures and graphics.
 - a. You will need to find your graphics and download them or s them to your Google Drive. You may want to create a file ar it **WE THE PEOPLE...** so you can store things as you find the future use.
 - b.
6. Use the criteria sheet to make sure you hit all the requirements for

LOGGING OUT – Click on the arrows next to the **webs** title in the upper left corner. A call box will appear. Click on **Logout**.

YOUR NOTES –
