

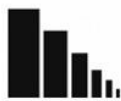
## CREATING A GOOGLE PORTFOLIO SITE

### Step 3 – Portfolio/Contact Page and Publish

1. Open your Google Drive and select your website to continue editing.
  - a. Double click to select
2. Select your Portfolio Page from your menu at the top of your webpage.
  - a. Label and link at least 5 items (not used yet) that you have made in PIT
  - b. Example – MS Publisher – Link to your People Magazine
  - c. Label and link at least one additional item that you have made in another class recently. (6<sup>th</sup> - 8<sup>th</sup> Grade)
3. Select your Contact Page from your menu at the top of your webpage.
  - a. Your address
  - b. Your phone number
  - c. Your school and/or personal email address
  - d. Your social media accounts
4. Preview your webpage and check for errors
  - a. Click on the Eyeball tool and check all of your pages
  - b. Proof read for spelling, capitalization, and grammatical errors
  - c. Check all links and make sure they work
  - d. Review rubric to ensure all requirements have been met
5. Publish your webpage
  - a. Select Publish – Choose a Web Address – Your First NameLast Name
  - b. Who can view my site – Anyone at Tomball ISD
  - c. Copy your complete web address
  - d. Email your Web Address to teacher using Gmail
  - e. Share your Web Page with teacher

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### Scale / Proportion



**SIZE**

Elements of different sizes in relationships with each other



**RATIO**

Elements related to each other in a ratio appear together in visual harmony



**DIVISIONS**

These create focal points that automatically give a sense of the relationships

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