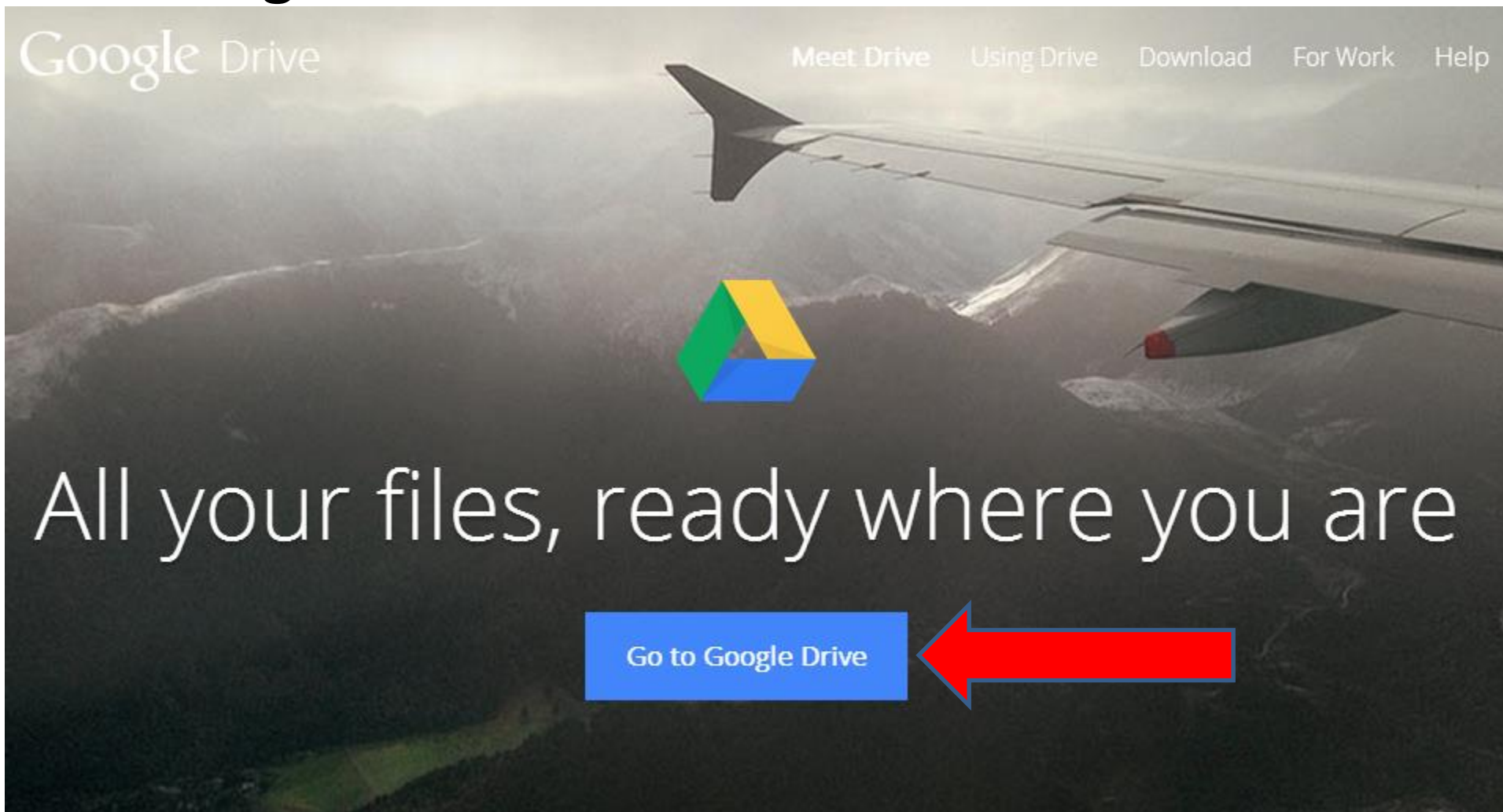


## **Step 3 – How to add a table with background color – Part 2 – Using Google Drive.**

- **As I mentioned in Part 1 - Weebly does not have a Table Element.**
- **Google Drive has a spreadsheet, which is similar to a Table.**
- **Next explains about Google account.**

- **If you don't have a Gmail account or a Google account, you need to create a Google account to use Google Drive.**
- **If you have a Gmail account, go to the 7<sup>th</sup> page on this PDF file.**
- **If you don't have Gmail account or a Google account, go to your browser and type in [drive.google.com](https://drive.google.com) and click on the Enter Key.**
- **Next is what happens.**

- This page opens and click on Go to Google Drive. Sometimes the may be different. Next is what happens when you click on Go to Google Drive.





One account. All of Google.

Sign in to continue to Google Drive

The sign-in form consists of a grey rounded rectangle. At the top center is a grey circular icon representing a person. Below it are two white input fields: the top one is labeled 'Email' and the bottom one is labeled 'Password'. Below the password field is a blue button with the text 'Sign in'. At the bottom left of the form is a checkbox labeled 'Stay signed in' which is checked. At the bottom right is a link labeled 'Need help?'.

[Create an account](#)



**New page opens  
and click on  
Create an account  
at the bottom and  
next is what  
happens.**

- **New page opens and you type all information to create an account. Next is what happens when you create an account.**



Sign in

## Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



Make Google yours

Set up your profile and preferences just the way you like.



Name

First

Last

Choose your username

@gmail.com

[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday

Month

Day

Year

- Once complete, Google Drive opens.
- The account below is mine and I already have files. Next is how to get to Google Drive if you have Gmail account.

The screenshot shows the Google Drive web interface. At the top left is the Google logo. A search bar labeled "Search Drive" is in the top center. The user's name "Frederick" and profile picture are in the top right. Below the search bar, the "Drive" logo and "My Drive" dropdown are visible. On the left is a navigation sidebar with options: NEW, My Drive, Shared with me, Google Photos, Recent, Starred, and Trash. The main area displays a table of files and folders. The activity panel on the right shows recent actions, including "reg reg edited an item" and "You shared an item".

Name ↑	Owner	Last modified	File size
Documents	me	Jan 9, 2013	—
Music	me	Mar 9, 2012	—
PDF Files	me	Jan 10, 2015	—
1 Test Spreadsheet Link	me	Jan 10, 2015	—
AutomoviePP.wmv	me	Nov 10, 2011	7 MB
Books Backup	me	Apr 12, 2014	—
Computer Club Weebly Test	me	Jul 17, 2014	—
Copy of Computer Club	me	Mar 27, 2015	—
Copy of Paige Villas Directory	me	Mar 10, 2015	—

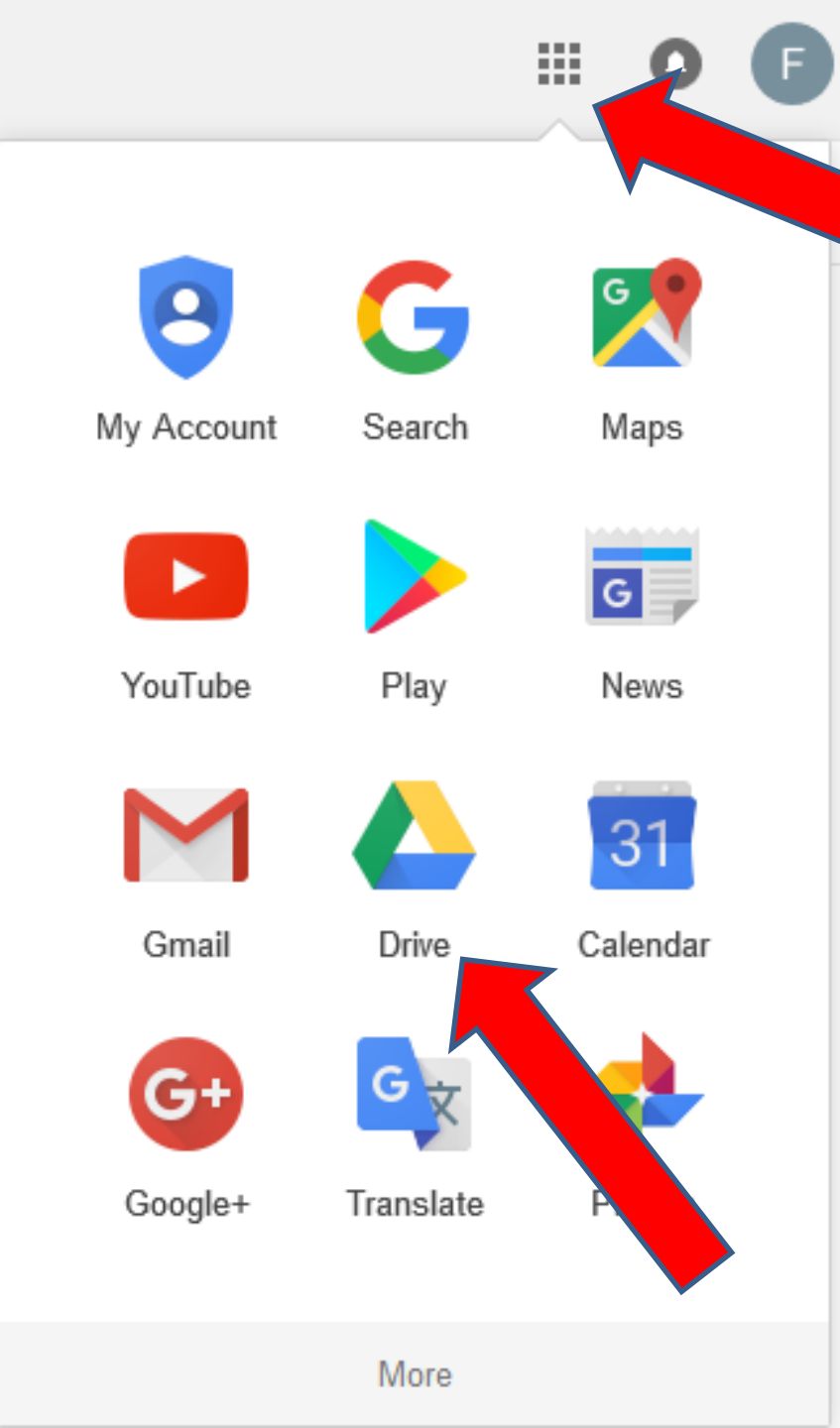
**Activity**

**YESTERDAY**

- reg reg edited an item  
Mon 4:42 PM  
Paige Villas Birthdays

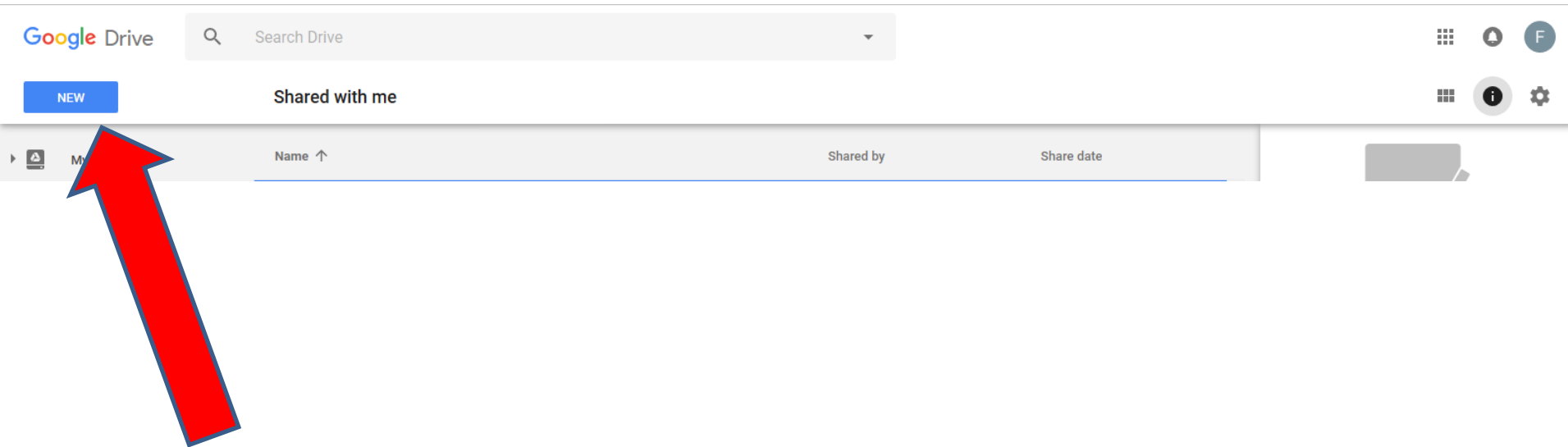
**LAST WEEK**

- You shared an item  
Jul 14  
Paige Villas Birthdays
- reg reg  
Can edit



- If you have Gmail, go to your Gmail account and click on this icon in the upper right.
- Then click on Drive.
- Next is what happens.

- It goes to Google Drive
- You have two options for a table/spreadsheet.
- First, click on **NEW** in the upper left and next is what happens.







NEW

Shared v



Folder



File upload



Google Docs



Google Sheets



Google Slides



More



- The options are File upload, like Microsoft Excel.
- Or create a file, like Google Sheets, which is a Spreadsheet, like Excel.
- First I am going to show you how to create a Spreadsheet.
- Click on Google Sheets and next is what happens.

- A new tab opens with **Untitled Spreadsheet.**
- Next is to type in **Text.**

The screenshot shows a web browser window with two tabs: 'All items - Google Drive' and 'Untitled spreadsheet - Goo...'. The address bar contains the URL <https://docs.google.com/spreadsheets/d/1P3oPIVxdqoyVI2JBi8imxlt4OJWYKrCngn5xlxe1OYU/edit#gi>. The browser's search bar shows 'Sunset Crest, International'. The page title is 'Untitled spreadsheet' and the user is identified as 'Frederick Benson'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Data', 'Tools', 'Add-ons', and 'Help'. The toolbar contains various icons for undo, redo, print, and text formatting (bold, italic, underline, text color). The spreadsheet grid has columns labeled A through I and rows numbered 1 through 13. The cell at row 1, column A is selected, indicated by a blue border and a small blue square at the bottom-right corner.

- You type in Text, like one I did below for computer club meetings. You then type in Text in other rows, which is next.

The screenshot shows the top portion of a Google Sheets spreadsheet. At the top left is a green tab with a grid icon. The title bar reads "Untitled spreadsheet" with a star icon and a folder icon. Below the title bar is a menu bar with the following items: File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help, and All changes. Below the menu bar is a toolbar containing icons for print, undo, redo, and a text box. To the right of the text box are icons for currency (\$), percentage (%), decimal places (.0, .00), a number (123), font face (Arial), font size (10), bold (B), italic (I), and text color (A). Below the toolbar is a formula bar labeled "fx". The spreadsheet grid has four columns labeled A, B, C, and D. Row 1 contains the headers: "Date", "Location", "SUBJECT MATTER", and "Who is Presenting". Rows 2 and 3 are currently empty.

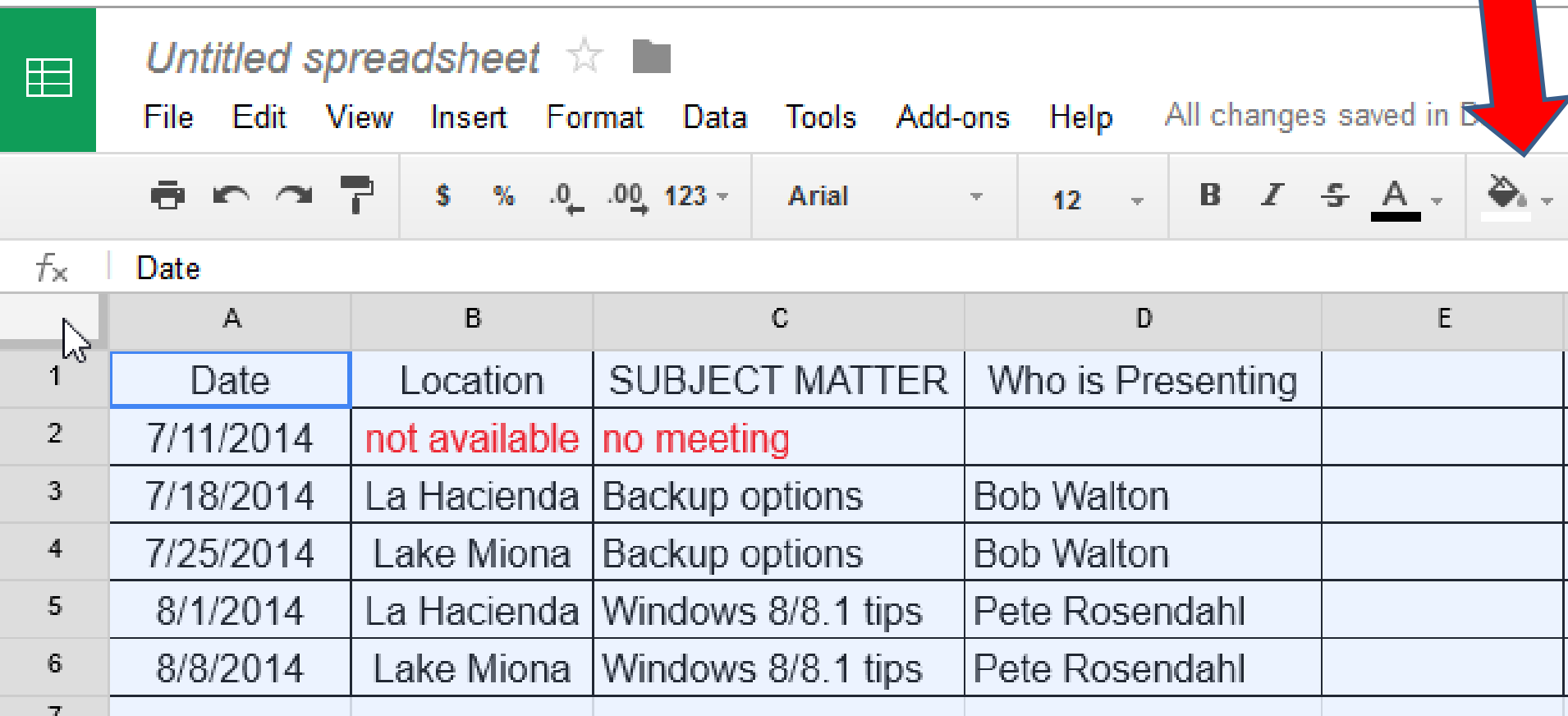
	A	B	C	D
1	Date	Location	SUBJECT MATTER	Who is Presenting
2				
3				

- Once complete, you can change background color, etc. First click on this icon to highlight all cells to change background color, which is next.

The screenshot shows the Google Spreadsheet interface. At the top, there is a green header bar with a spreadsheet icon and the text "Untitled spreadsheet". Below this is a menu bar with options: File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help, and All changes saved. A toolbar below the menu contains icons for undo, redo, and a selection tool, along with formatting options like currency, percentage, decimal places, font size, and bold/italic/underline. The main area shows a table with columns labeled B, C, and D. A red arrow points to the "fx" icon in the top-left corner of the table area.

	B	C	D	
1	Date	Location	SUBJECT MATTER	Who is Presenting
2	7/11/2014	not available	no meeting	
3	7/18/2014	La Hacienda	Backup options	Bob Walton
4	7/25/2014	Lake Miona	Backup options	Bob Walton
5	8/1/2014	La Hacienda	Windows 8/8.1 tips	Pete Rosendahl
6	8/8/2014	Lake Miona	Windows 8/8.1 tips	Pete Rosendahl

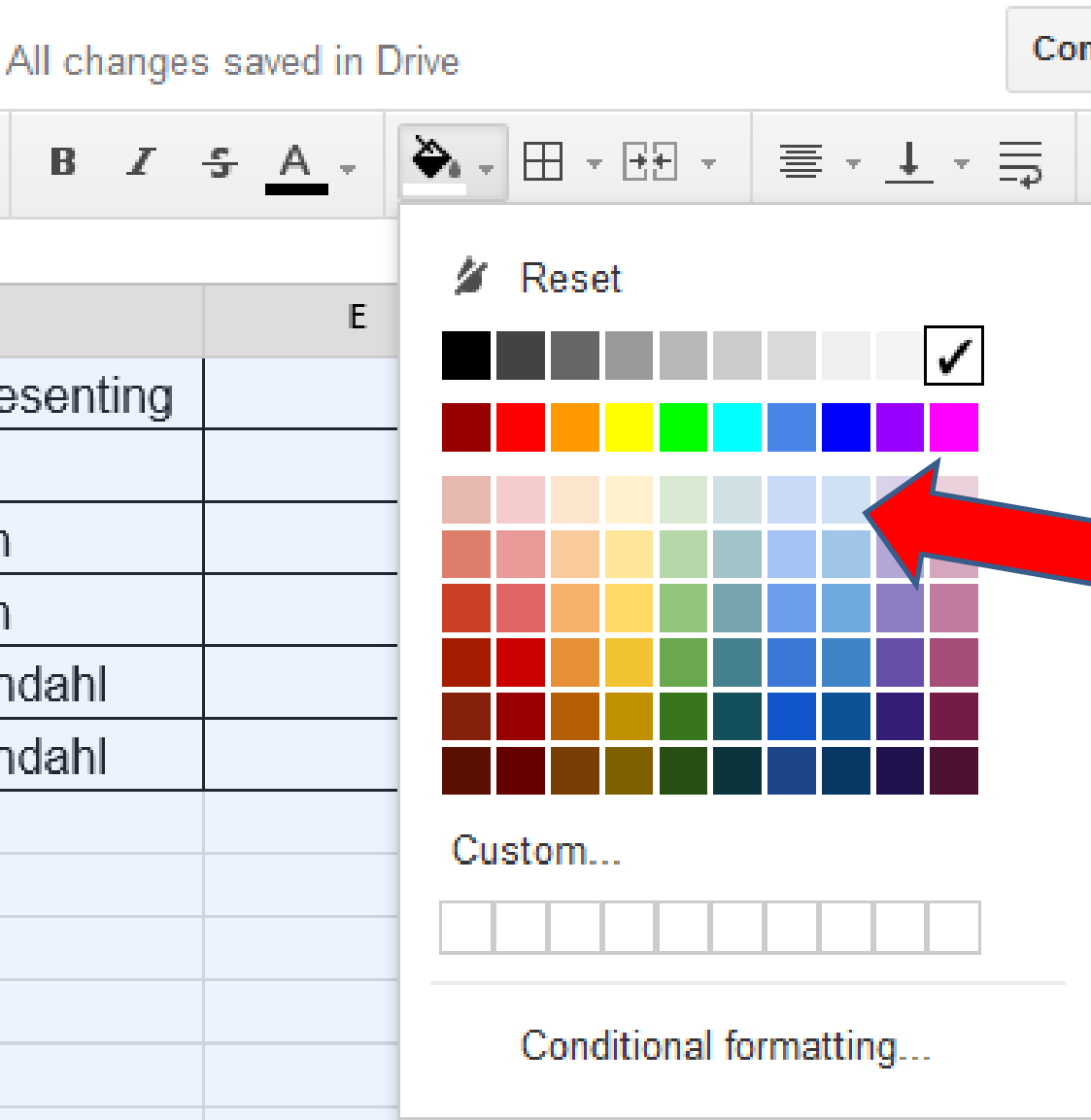
- You see them highlighted.
- Then you click on this icon to change background color and next is what happens when you click on it.



The screenshot shows the Google Sheets interface. At the top, there is a green header bar with the Google Sheets logo and the text "Untitled spreadsheet". Below this is a menu bar with options: File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help. To the right of the menu bar, it says "All changes saved in". Below the menu bar is a toolbar with various icons for undo, redo, print, and formatting. The formatting section includes currency symbols (\$, %), decimal places (.0, .00), font size (123), font family (Arial), font weight (B), font style (I), text color (A), and background color (fill icon). A large red arrow points to the background color fill icon. Below the toolbar is a formula bar with "fx" and "Date". The main area is a spreadsheet with columns A through E and rows 1 through 7. The cells are highlighted in light blue. The data in the spreadsheet is as follows:

	A	B	C	D	E
1	Date	Location	SUBJECT MATTER	Who is Presenting	
2	7/11/2014	not available	no meeting		
3	7/18/2014	La Hacienda	Backup options	Bob Walton	
4	7/25/2014	Lake Miona	Backup options	Bob Walton	
5	8/1/2014	La Hacienda	Windows 8/8.1 tips	Pete Rosendahl	
6	8/8/2014	Lake Miona	Windows 8/8.1 tips	Pete Rosendahl	
7					

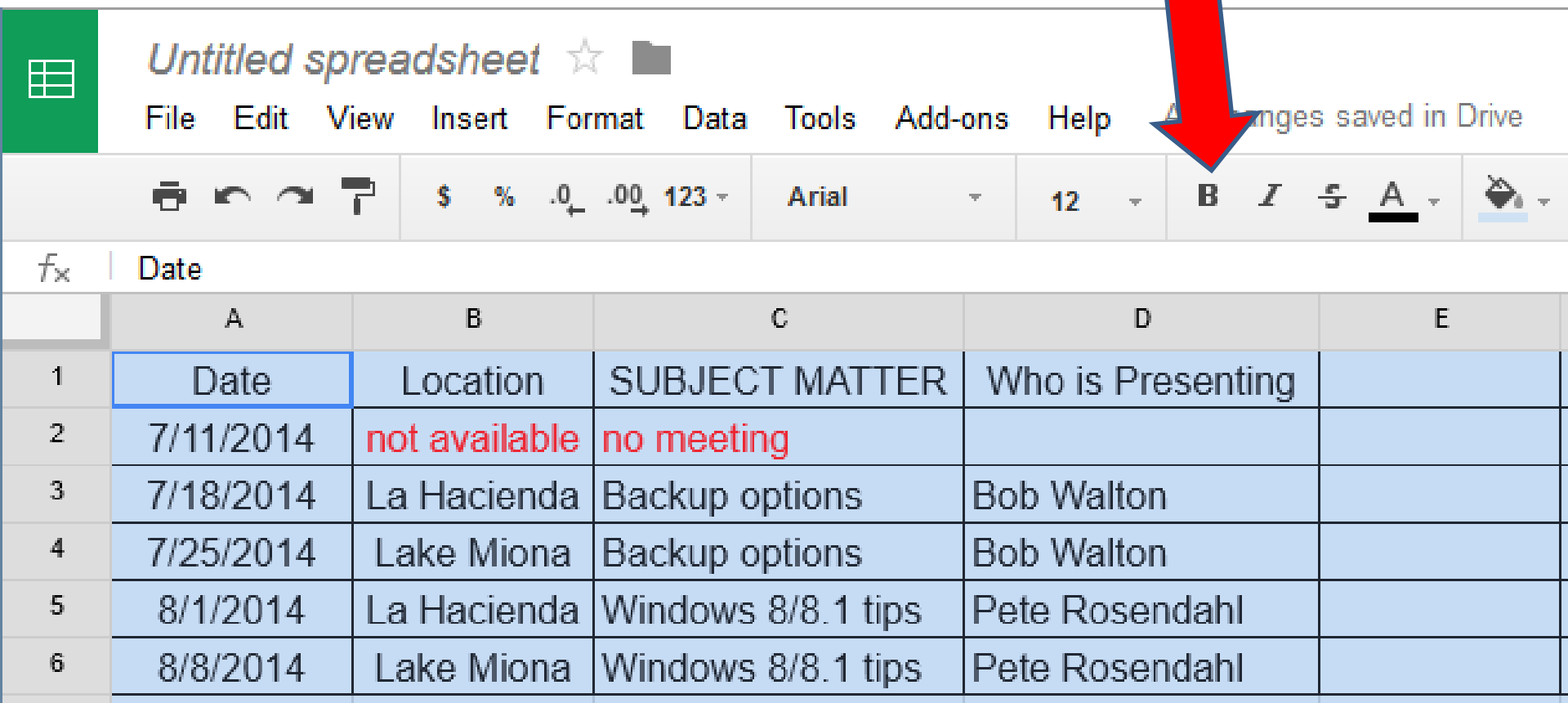
# New window opens with color options.



- Then select on like this one and next is what happens.

# You see the new background color.

- You then can change to Bold. When you click on it, next is what happens.



The screenshot shows the Google Sheets interface. At the top, there is a green header bar with the Google Sheets logo. Below it, the title "Untitled spreadsheet" is displayed with a star icon and a folder icon. The menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Add-ons", and "Help". The toolbar contains various icons for undo, redo, print, and formatting. The "Format" section includes options for text color, background color, bold (B), italic (I), underline (U), and text color (A). A red arrow points to the bold button. Below the toolbar, the spreadsheet grid is visible with columns labeled A through E and rows numbered 1 through 6. The first row contains headers: "Date", "Location", "SUBJECT MATTER", "Who is Presenting", and an empty cell. The second row contains data: "7/11/2014", "not available", "no meeting", and an empty cell. The third row contains data: "7/18/2014", "La Hacienda", "Backup options", "Bob Walton", and an empty cell. The fourth row contains data: "7/25/2014", "Lake Miona", "Backup options", "Bob Walton", and an empty cell. The fifth row contains data: "8/1/2014", "La Hacienda", "Windows 8/8.1 tips", "Pete Rosendahl", and an empty cell. The sixth row contains data: "8/8/2014", "Lake Miona", "Windows 8/8.1 tips", "Pete Rosendahl", and an empty cell.

Untitled spreadsheet ☆

File Edit View Insert Format Data Tools Add-ons Help

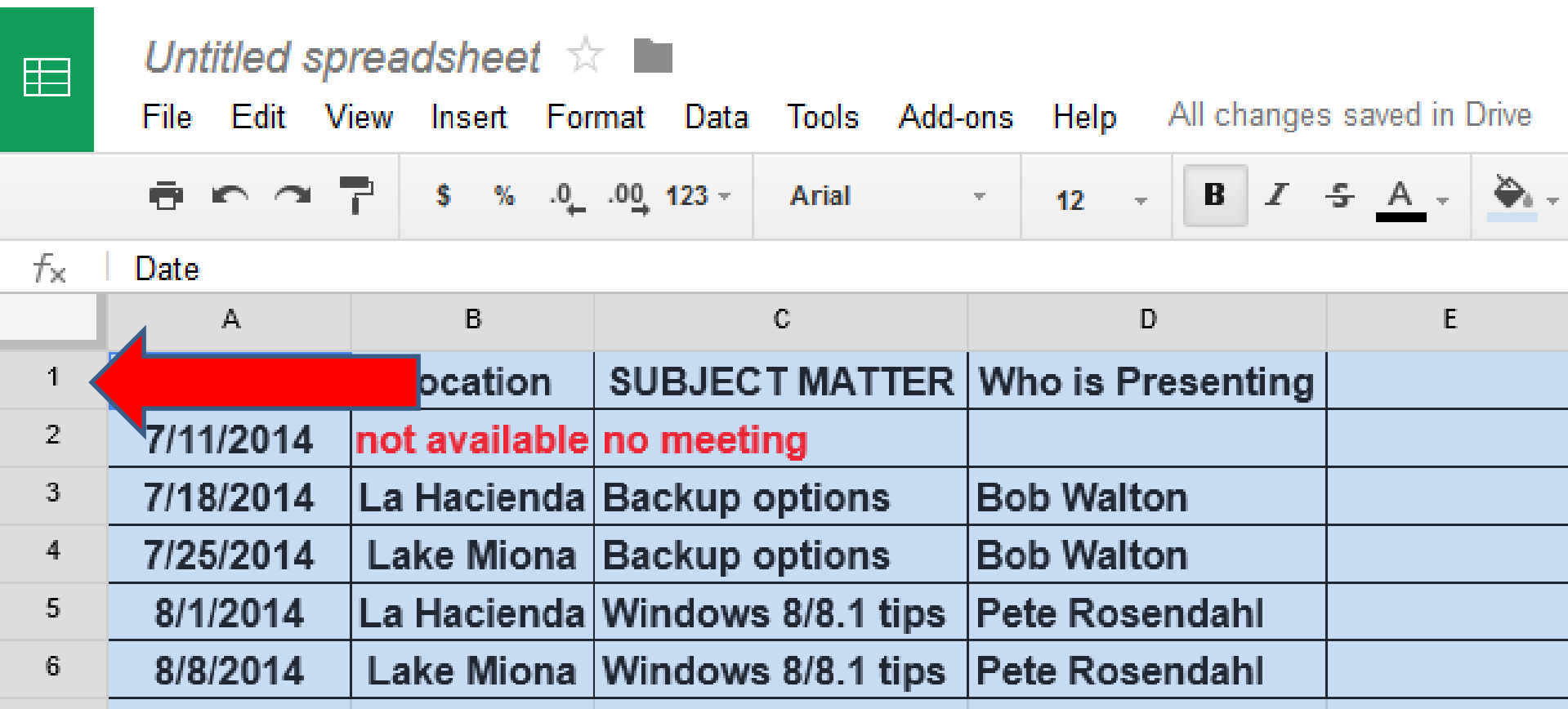
File Edit View Insert Format Data Tools Add-ons Help

Print Undo Redo Paste \$ % .0+ .00+ 123 Arial 12 B I U A

f<sub>x</sub> | Date

	A	B	C	D	E
1	Date	Location	SUBJECT MATTER	Who is Presenting	
2	7/11/2014	not available	no meeting		
3	7/18/2014	La Hacienda	Backup options	Bob Walton	
4	7/25/2014	Lake Miona	Backup options	Bob Walton	
5	8/1/2014	La Hacienda	Windows 8/8.1 tips	Pete Rosendahl	
6	8/8/2014	Lake Miona	Windows 8/8.1 tips	Pete Rosendahl	

- You see it better.
- Click on row 1 to change different background color just on that row.
- Next is the Same process.



The screenshot shows the Google Sheets interface. At the top, there is a green sidebar with a grid icon. The main title is "Untitled spreadsheet" with a star icon and a folder icon. Below the title is a menu bar with options: File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help. To the right of the menu bar, it says "All changes saved in Drive". Below the menu bar is a toolbar with various icons for printing, undo, redo, and text formatting (bold, italic, underline, text color). The spreadsheet itself has a header row with columns labeled A, B, C, D, and E. The data rows are numbered 1 through 6. A red arrow points to row 1, which is highlighted in light blue. The data in row 1 is: A: (empty), B: location, C: SUBJECT MATTER, D: Who is Presenting, E: (empty). The data in row 2 is: A: 7/11/2014, B: not available, C: no meeting, D: (empty), E: (empty). The data in row 3 is: A: 7/18/2014, B: La Hacienda, C: Backup options, D: Bob Walton, E: (empty). The data in row 4 is: A: 7/25/2014, B: Lake Miona, C: Backup options, D: Bob Walton, E: (empty). The data in row 5 is: A: 8/1/2014, B: La Hacienda, C: Windows 8/8.1 tips, D: Pete Rosendahl, E: (empty). The data in row 6 is: A: 8/8/2014, B: Lake Miona, C: Windows 8/8.1 tips, D: Pete Rosendahl, E: (empty).

	A	B	C	D	E
1		location	SUBJECT MATTER	Who is Presenting	
2	7/11/2014	not available	no meeting		
3	7/18/2014	La Hacienda	Backup options	Bob Walton	
4	7/25/2014	Lake Miona	Backup options	Bob Walton	
5	8/1/2014	La Hacienda	Windows 8/8.1 tips	Pete Rosendahl	
6	8/8/2014	Lake Miona	Windows 8/8.1 tips	Pete Rosendahl	



# Same process.

All changes saved in Drive Con



	E
representing	
n	
n	
ndahl	
ndahl	

Reset

A color selection palette is displayed. It features a 'Reset' button at the top left. Below it is a row of grayscale swatches. The main part of the palette is a grid of colored swatches. A red arrow points from the right towards a dark blue swatch in the grid. A mouse cursor is positioned over this swatch. Below the grid is a 'Custom...' section with a row of ten empty color selection boxes. At the bottom of the palette is a 'Conditional formatting...' link.

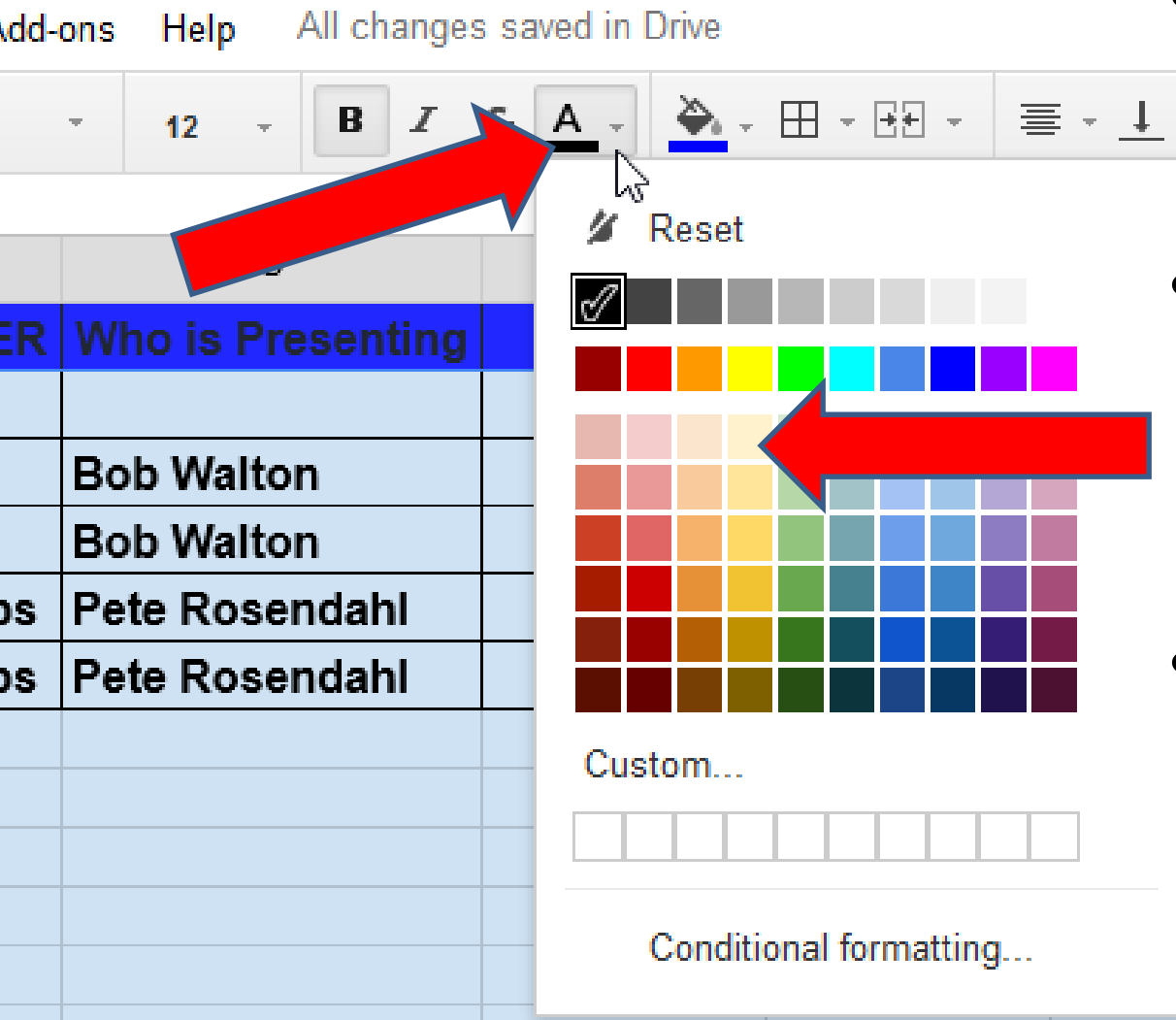
Custom...

Conditional formatting...

- And select a color, like darker Blue.

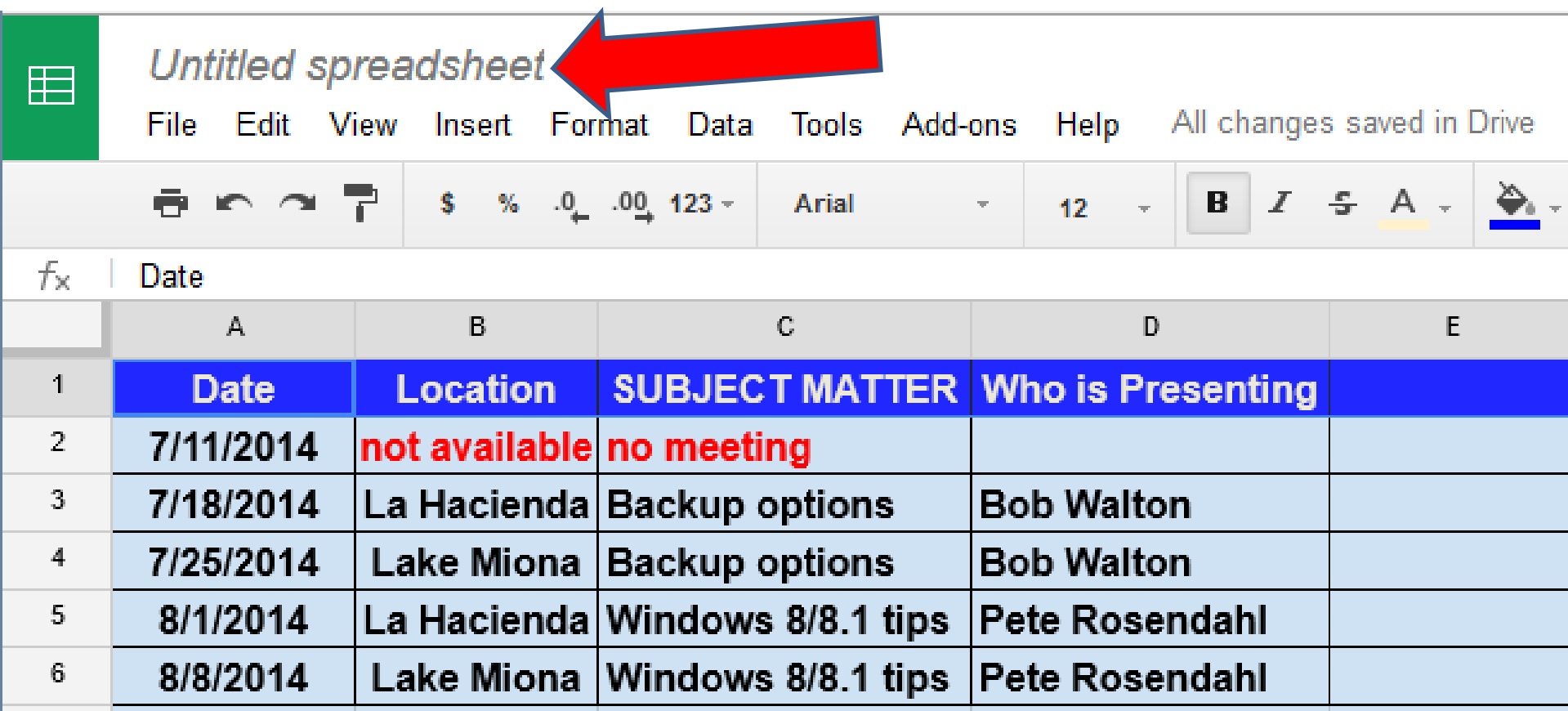
- Next is what happens.

# You then see it darker.



- You can change Text color.
- So, you click on A to change the text color, like this one.
- Next is what happens.

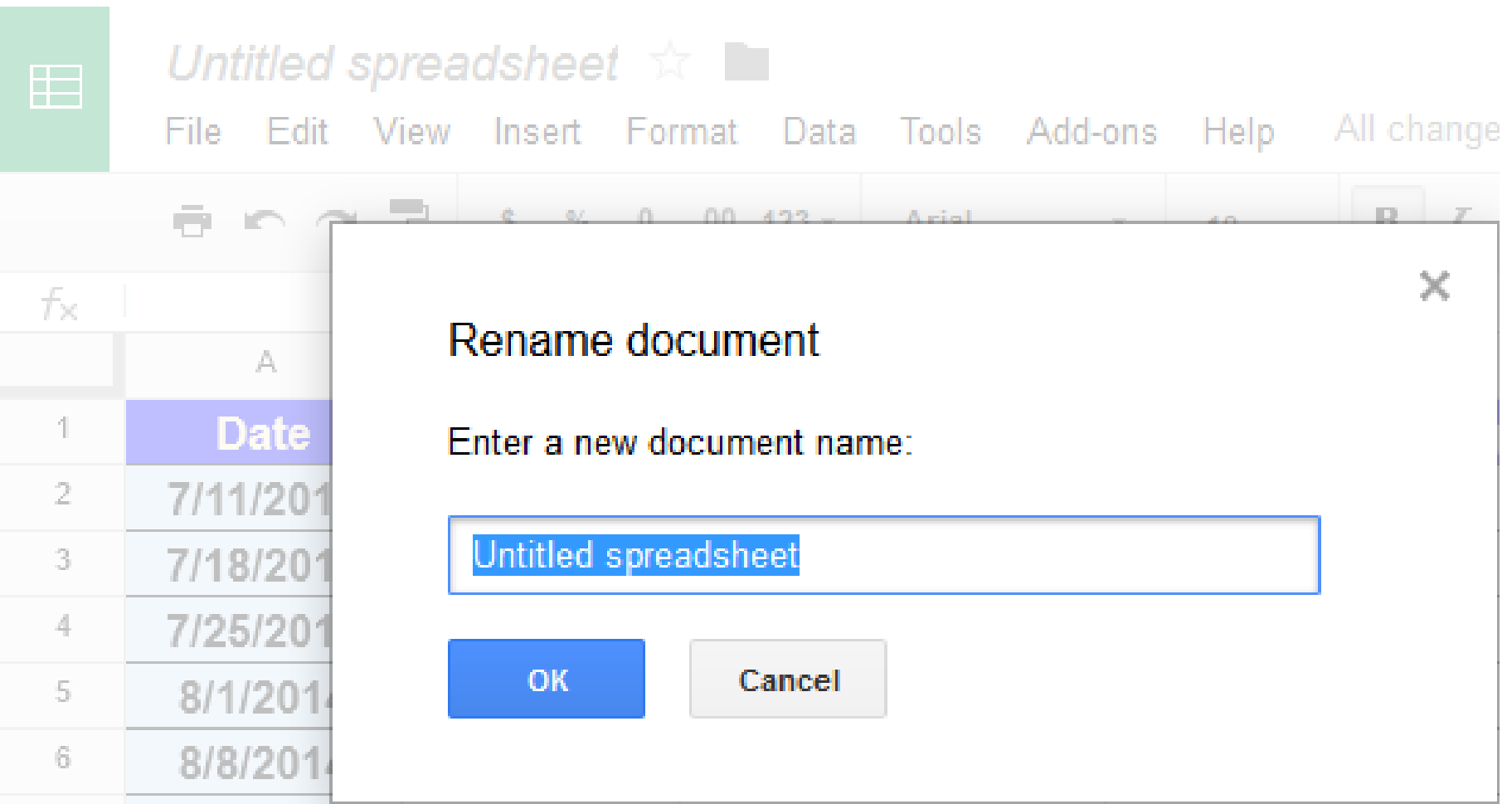
- You see the change of the Text is the first row.
- Once complete with background, you click on Untitled spreadsheet to change the name.
- Next is what happens.



The screenshot shows the Google Sheets interface. The title bar displays "Untitled spreadsheet" with a red arrow pointing to it. Below the title bar is a menu bar with options: File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help. To the right of the menu bar, it says "All changes saved in Drive". Below the menu bar is a toolbar with various icons for printing, undo, redo, and text formatting (bold, italic, underline, text color, background color). Below the toolbar is a formula bar with "fx" and "Date". The main area is a spreadsheet table with columns A through E and rows 1 through 6.

	A	B	C	D	E
1	<b>Date</b>	<b>Location</b>	<b>SUBJECT MATTER</b>	<b>Who is Presenting</b>	
2	7/11/2014	not available	no meeting		
3	7/18/2014	La Hacienda	Backup options	Bob Walton	
4	7/25/2014	Lake Miona	Backup options	Bob Walton	
5	8/1/2014	La Hacienda	Windows 8/8.1 tips	Pete Rosendahl	
6	8/8/2014	Lake Miona	Windows 8/8.1 tips	Pete Rosendahl	

- A new window opens.
- Then type in new name like **Computer Club**.
- Next is a sample.



The image shows a Google Sheets interface with a 'Rename document' dialog box open. The dialog box has a title bar with a close button (X) and the text 'Rename document'. Below the title bar, it says 'Enter a new document name:'. There is a text input field containing 'Untitled spreadsheet' with a blue selection highlight. At the bottom of the dialog, there are two buttons: 'OK' (blue) and 'Cancel' (grey). In the background, the Google Sheets interface is visible, including the menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help, All change) and a spreadsheet grid. The spreadsheet has a header row with 'Date' in column A, and rows 2 through 6 containing dates: 7/11/2014, 7/18/2014, 7/25/2014, 8/1/2014, and 8/8/2014.

	A
1	Date
2	7/11/2014
3	7/18/2014
4	7/25/2014
5	8/1/2014
6	8/8/2014

# After you type it in, click on OK

- Next is what happens.

Untitled spreadsheet ☆

File Edit View Insert Format Data Tools Add-ons Help All change

Rename document

Enter a new document name:

Computer Club

OK Cancel

	A
1	Date
2	7/11/2014
3	7/18/2014
4	7/25/2014
5	8/1/2014
6	8/8/2014

- You then see the change.
- Next is how to change the Sheet name.

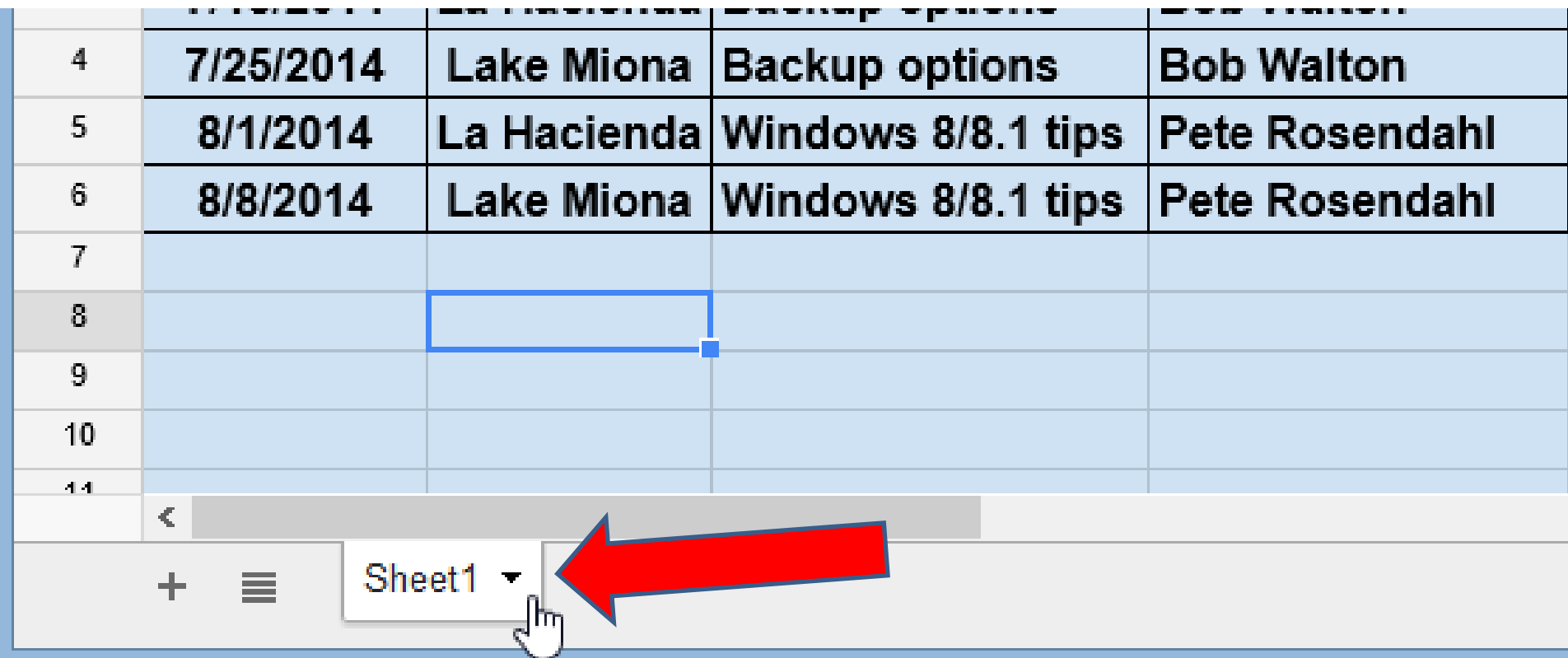
The screenshot shows the top portion of a spreadsheet application. The title bar displays the sheet name 'Computer Club' with a red arrow pointing to it. Below the title bar is a menu bar with options: File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help, and All changes. A toolbar contains various icons for printing, undo, redo, and text formatting (bold, italic). The formula bar is empty. The main area contains a table with columns labeled A, B, C, and D. The first row of the table is a header with blue background and white text. The subsequent rows contain data, with the first row of data having red text for the B and C columns.

	A	B	C	D
1	Date	Location	SUBJECT MATTER	Who is Presenting
2	7/11/2014	not available	no meeting	
3	7/18/2014	La Hacienda	Backup options	Bob Walton
4	7/25/2014	Lake Miona	Backup options	Bob Walton
5	8/1/2014	La Hacienda	Windows 8/8.1 tips	Pete Rosendahl
6	8/8/2014	Lake Miona	Windows 8/8.1 tips	Pete Rosendahl

# Next, you go to the bottom.

- You click on Sheet1 to change the name, which is next.

4	7/25/2014	Lake Miona	Backup options	Bob Walton
5	8/1/2014	La Hacienda	Windows 8/8.1 tips	Pete Rosendahl
6	8/8/2014	Lake Miona	Windows 8/8.1 tips	Pete Rosendahl
7				
8				
9				
10				
11				

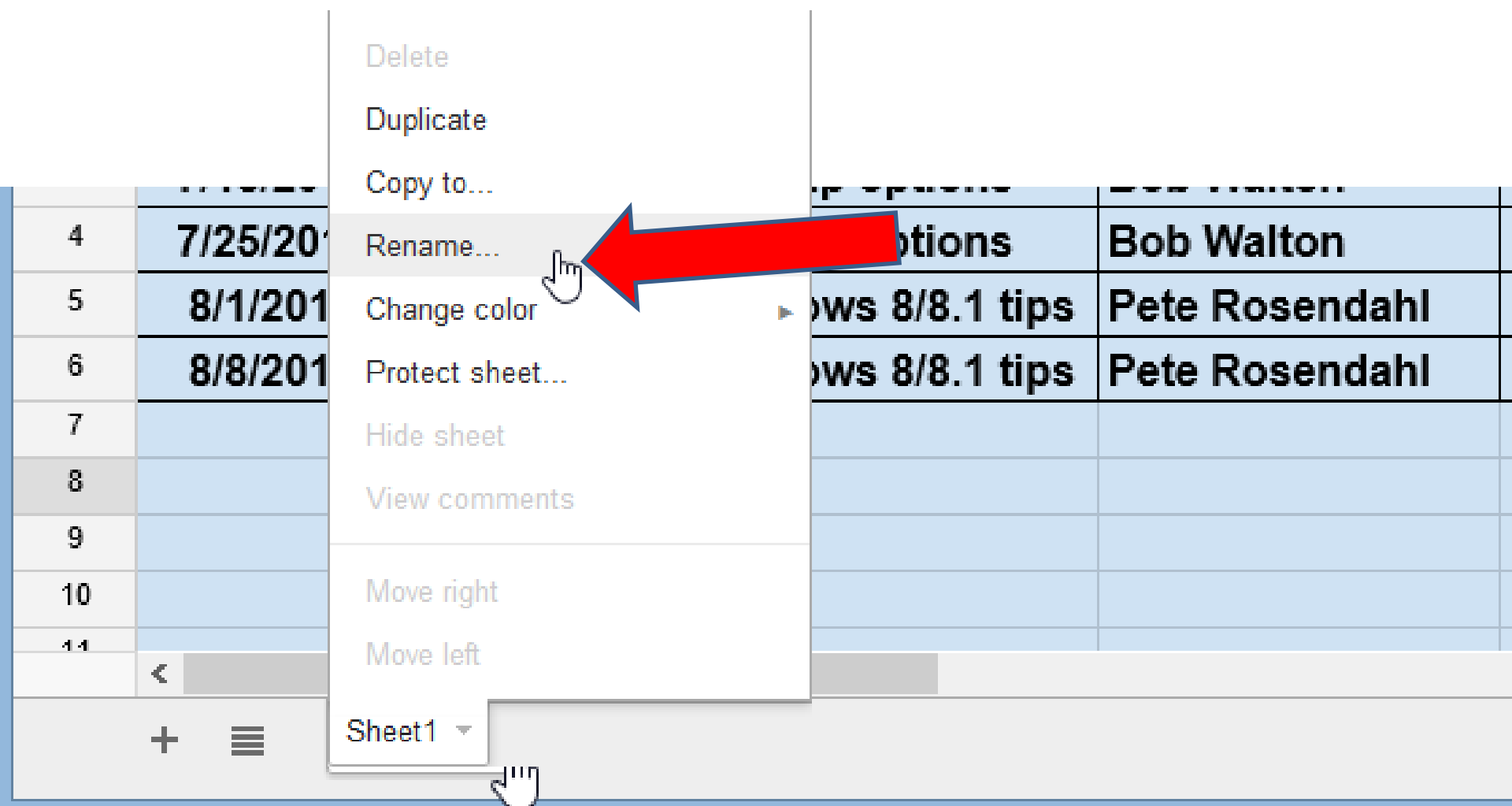


The screenshot shows a spreadsheet with a table of data. The table has five columns and several rows. The data in the table is as follows:

	Date	Location	Topic	Name
4	7/25/2014	Lake Miona	Backup options	Bob Walton
5	8/1/2014	La Hacienda	Windows 8/8.1 tips	Pete Rosendahl
6	8/8/2014	Lake Miona	Windows 8/8.1 tips	Pete Rosendahl
7				
8				
9				
10				
11				

At the bottom of the spreadsheet, there is a sheet tab labeled "Sheet1". A red arrow points to this tab, and a hand cursor is positioned over it, indicating that the user is about to click on it to change its name.

- **New window opens and click on Rename and next is what happens.**

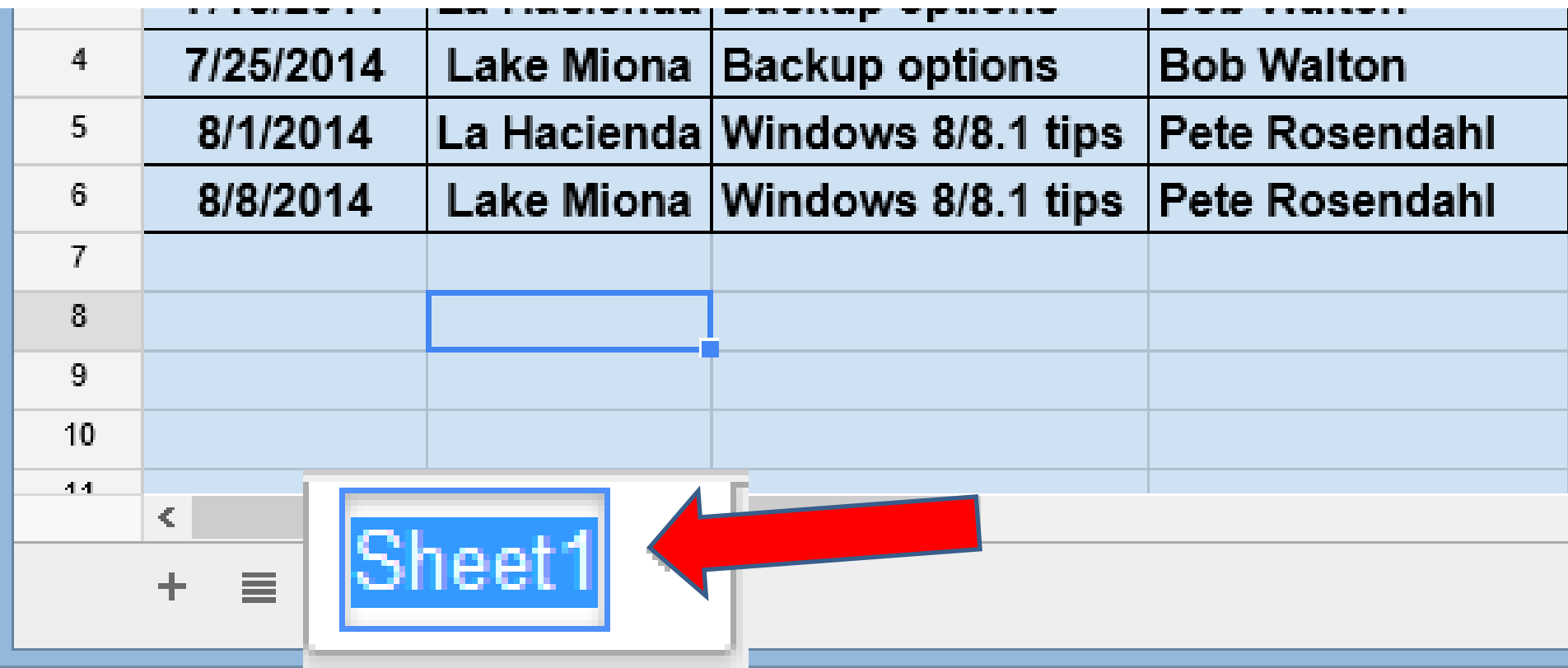




# You see it highlighted.

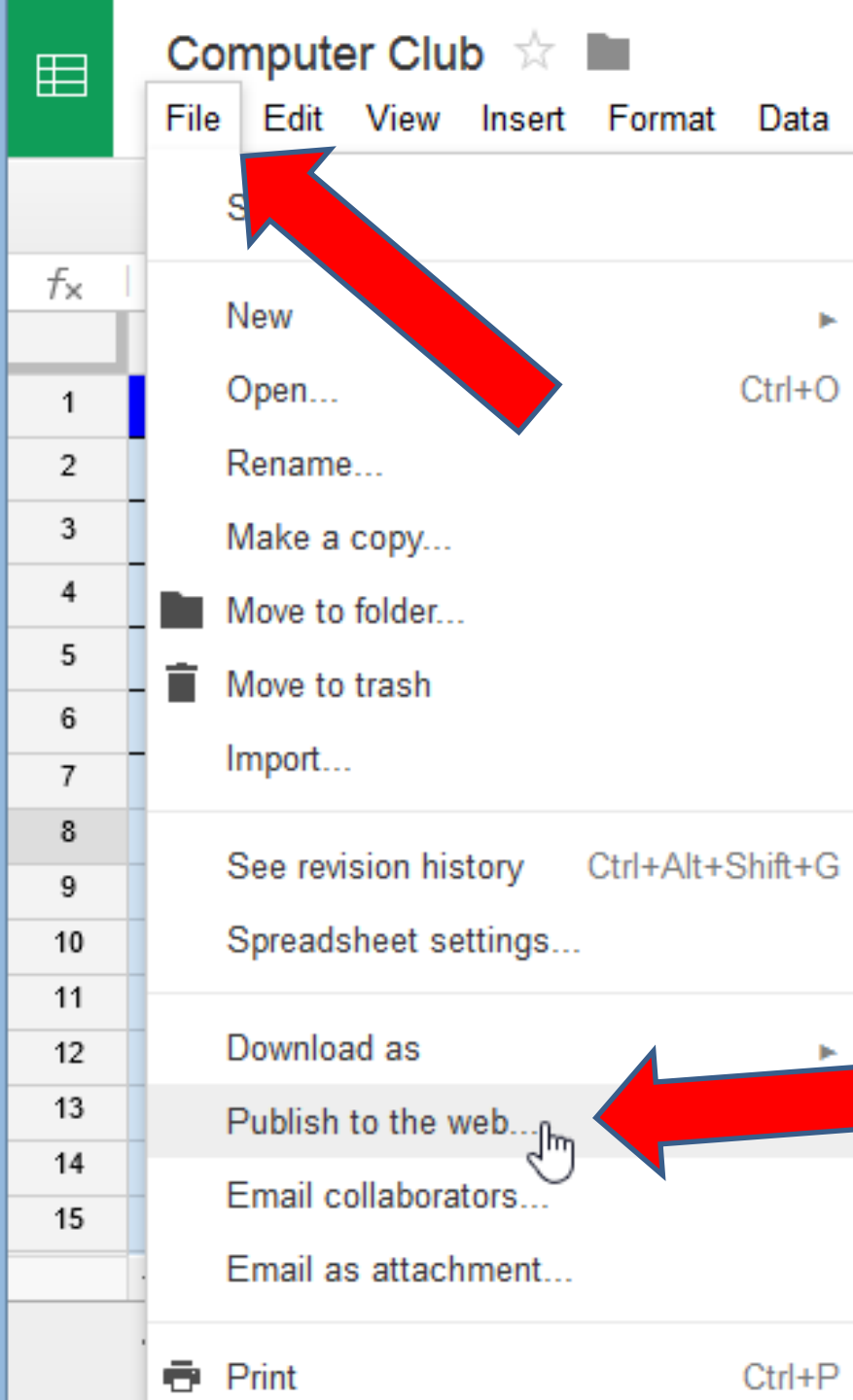
- Then type new text, like Meetings. Next is how to embed it to your Weebly account.

4	7/25/2014	Lake Miona	Backup options	Bob Walton
5	8/1/2014	La Hacienda	Windows 8/8.1 tips	Pete Rosendahl
6	8/8/2014	Lake Miona	Windows 8/8.1 tips	Pete Rosendahl
7				
8				
9				
10				
11				



The image shows a spreadsheet application interface. At the bottom, there is a tab labeled "Sheet1" which is highlighted with a blue border. A large red arrow points from the right side of the image towards the "Sheet1" tab. The spreadsheet itself contains a table with five columns and several rows of data.

4	7/25/2014	Lake Miona	Backup options	Bob Walton
5	8/1/2014	La Hacienda	Windows 8/8.1 tips	Pete Rosendahl
6	8/8/2014	Lake Miona	Windows 8/8.1 tips	Pete Rosendahl
7				
8				
9				
10				
11				



- **Click on File in the upper left and you see a list. Then click on Publish to the web and next is what happens.**

- **New window opens and click on Embed.**
- **Next is what happens.**

**Publish to the web**

This document is not published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

**Link** **Embed**

Entire Document ▾ Web page ▾

**Publish**

▶ Published content & settings

- You see it highlighted and then click on Publish.
- Next is what happens.

**Publish to the web**

This document is not published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

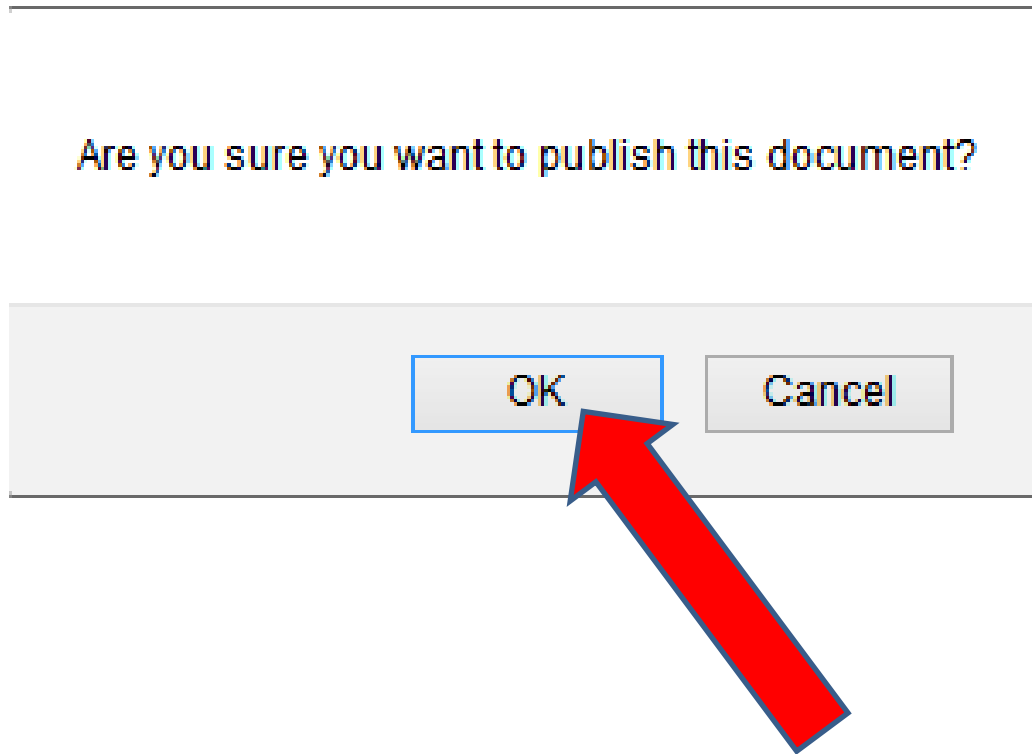
**Link**   **Embed**

Entire Document ▾

**Publish**

▶ Published content & settings

- **New window opens and click on OK and next is what happens.**



- **Window closes and a new window opens and the code is highlighted. You then click on Entire Document and next is what happens.**

×

### Publish to the web

This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

Link **Embed**

Entire Document ▾

Press Ctrl+C to copy.

```
<iframe src="https://docs.google.com/spreadsheets/d/14eKp97Bs7udXpjsKdLe8Ppw-j7rlGQaTsj73-qERKtk/pubhtml?widget=true&amp;headers=false"></iframe>
```

**Note:** Viewers may be able to access the underlying data for published charts. [Learn more](#)

Published

▶ Published content & settings

- **When you click on Entire Document, you see a list and then click on Meetings and next is what happens.**



### Publish to the web

This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

Link Embed

Entire Document

---

Meetings



html?widget=true&

---

charts. [Learn more](#)

Published

▶ Published content & settings

## Publish to the web

This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

Link **Embed**

Meetings ↕

```
<iframe src="https://docs.google.com/spreadsheets/d/14eKp97Bs7udXpjsKdLe8Ppw-j7rIGQaTsj73-qERKtk/pubhtml?gid=0&amp;single=true&amp;widget=true&headers=false"></iframe>
```

**Note:** Viewers may be able to access the underlying data for published charts. [Learn more](#)

Published

Published content & settings

Entire Document ▾

Stop publishing

Automatically republish when changes are made



- You see Meetings and code changed.
- You see at the bottom, Automatically republish when changes are made.
- Next is how to copy.



## Publish to the web

This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

Link **Embed**

Meetings ▾

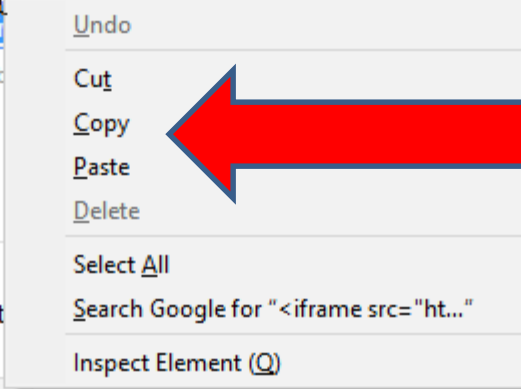
```
<iframe src="https://docs.google.com/spreadsheets/d/e/2PACX-1vSoJp938ypQCpECuVyS7lu4Wn9HNZ5ofodX0jsZs5l0mgS8r1u5tmLggAIM2P1vUqpxviK7IE4W9E34/pubhtml?oid=0&amp;single=true&amp;widget=true&headers=false"></if
```

Note: Viewers may be able to view your content.

[Learn more](#)

Published

Published content



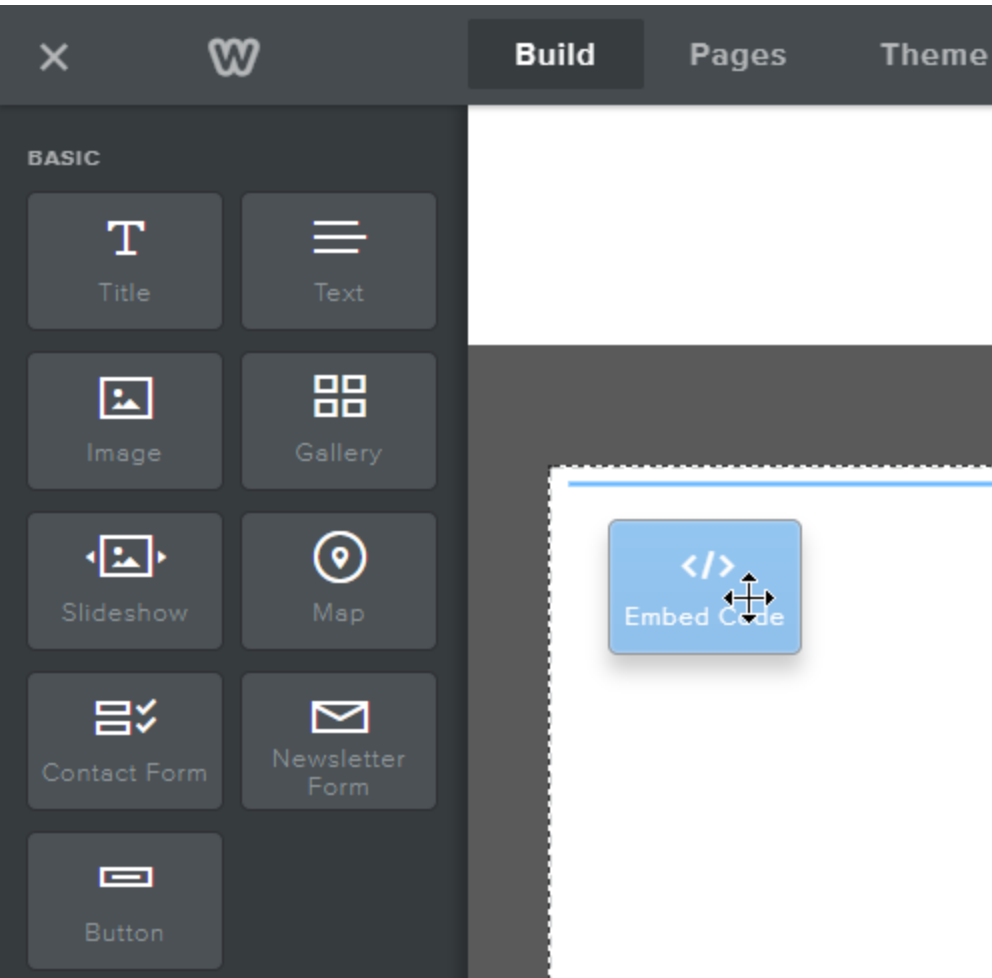
×

- Make sure code is highlighted and then right click on it and you see a list and then click on Copy.
- Next is about your Weebly account.

# **Then go back to your Weebly account.**

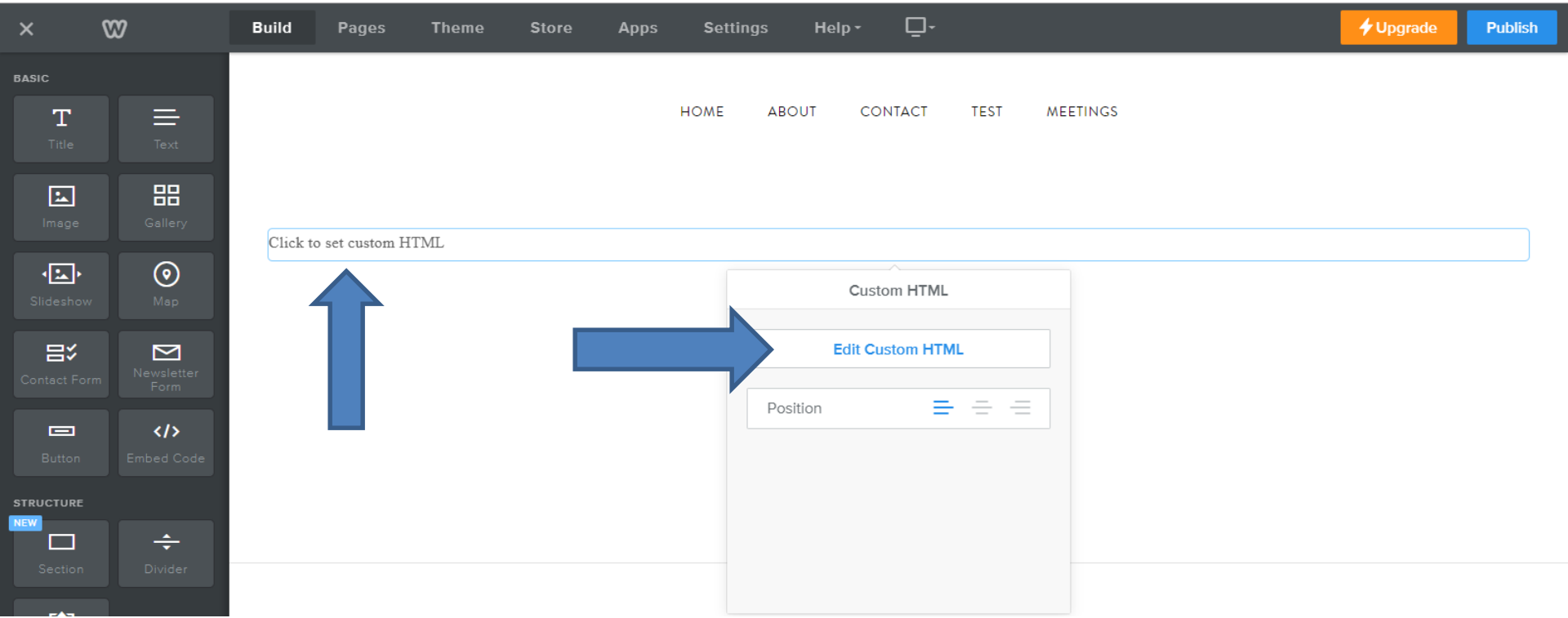
- **Go to your Test page, or create a new page – like Meetings.**
- **Next is how to embed the spreadsheet.**

# Make sure you are on Build and then drag and drop Embed Code.

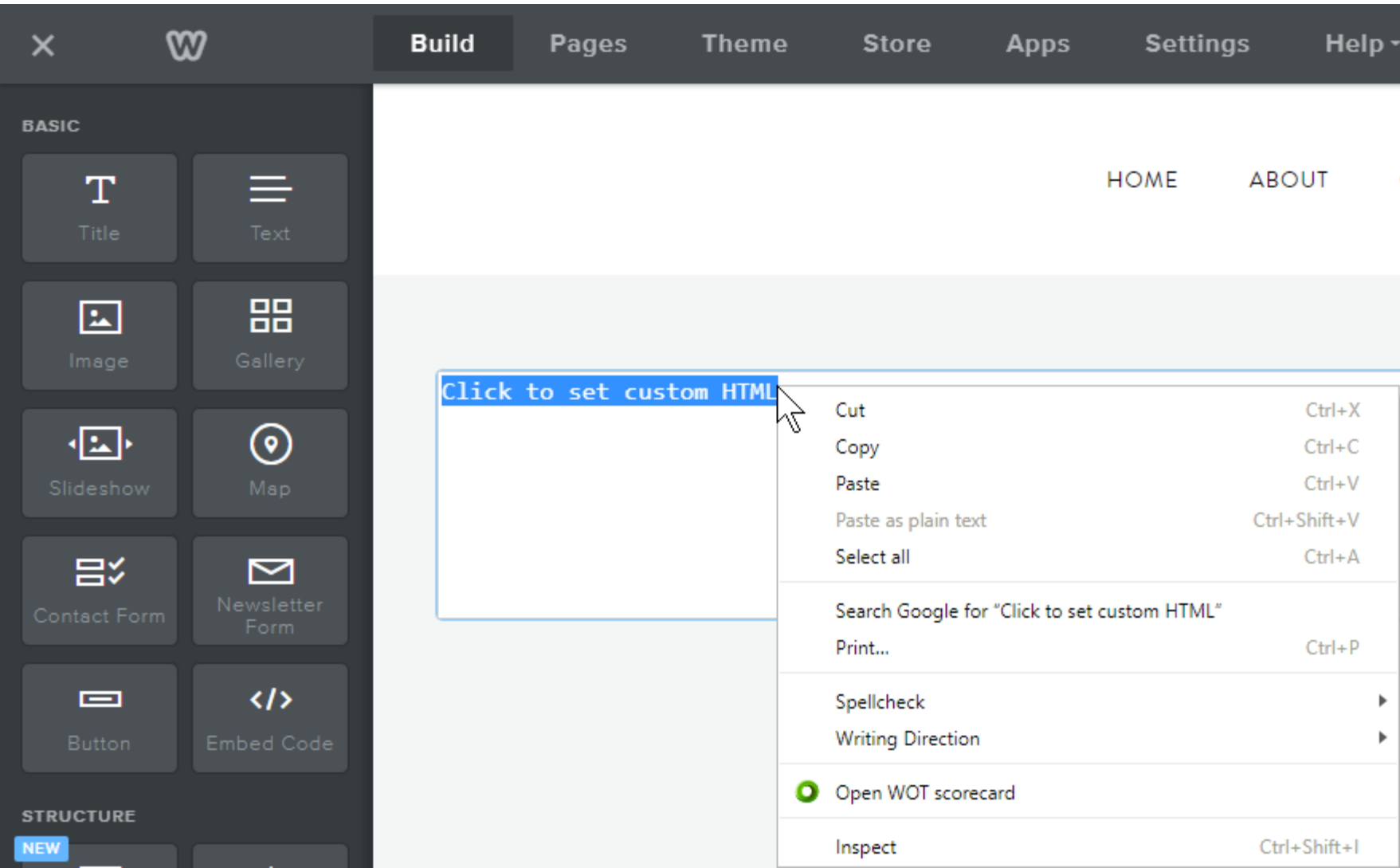


- Next is what happens when drop it.

- You then see it. Like I showed you in first class, when you click on it a new window opens. Click on Edit Custom HTML and next is what happens.

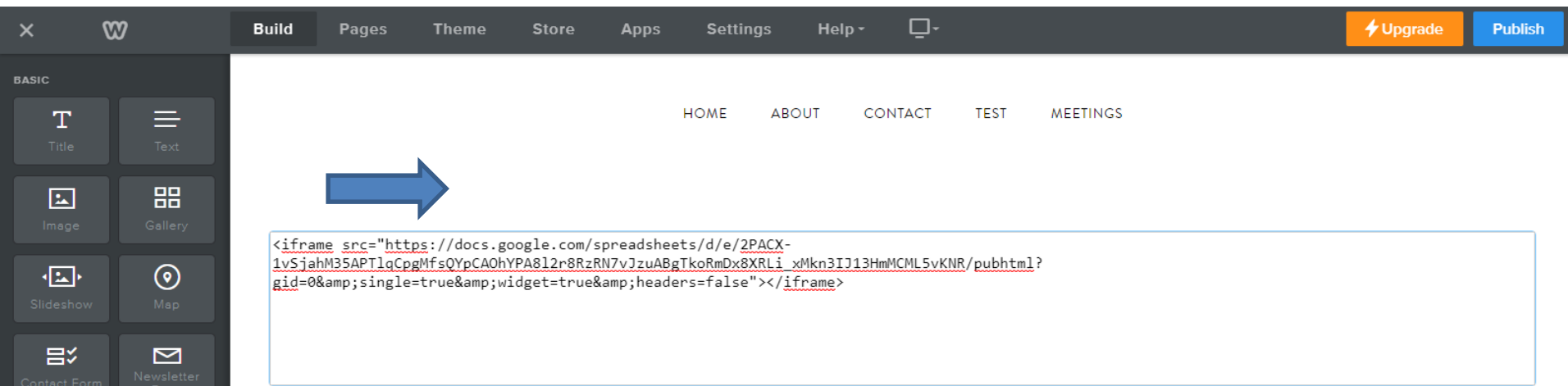


- You see it highlighted. Then right click on it and you see a list and click on Paste. Next is what happens.



# You then see the code.

- Then click outside the element and next is what happens.

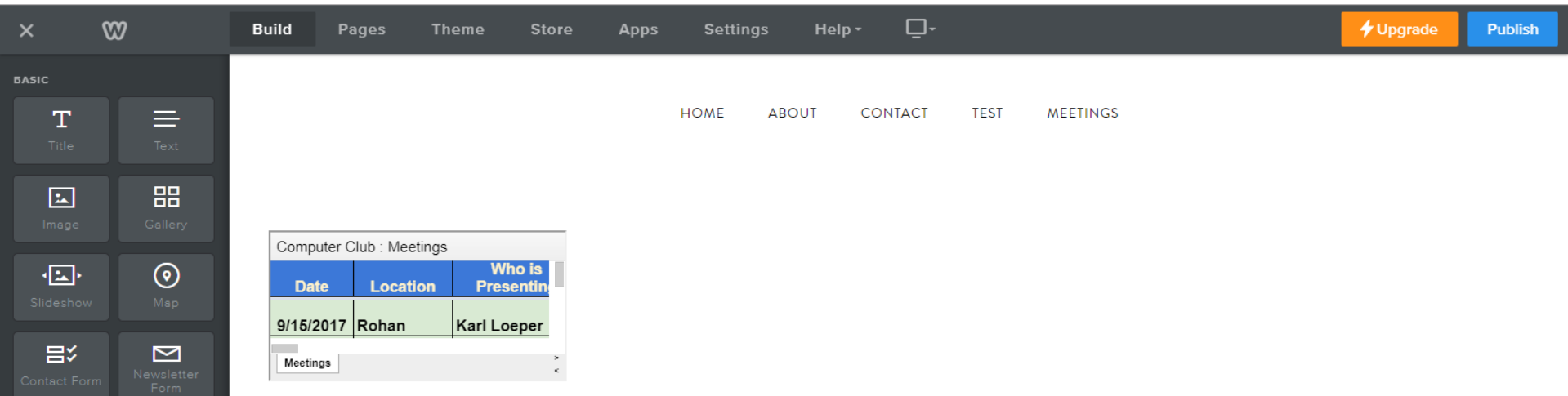


The screenshot shows a website builder interface. At the top, there is a navigation bar with tabs for 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right side of the navigation bar, there are two buttons: 'Upgrade' (orange) and 'Publish' (blue). Below the navigation bar, there is a header area with navigation links: 'HOME', 'ABOUT', 'CONTACT', 'TEST', and 'MEETINGS'. On the left side, there is a sidebar with various widget options: 'Title', 'Text', 'Image', 'Gallery', 'Slideshow', 'Map', 'Contact Form', and 'Newsletter'. The main content area shows a blue arrow pointing to a code block containing the following HTML code:

```
<iframe src="https://docs.google.com/spreadsheets/d/e/2PACX-1vSjahM35APT1qCpgMfsQypCA0hYPA812r8RzRN7vJzuABgTkoRmDx8XRLi_xMkn3IJ13HmMCML5vKNR/pubhtml?gid=0&single=true&widget=true&headers=false"></iframe>
```

# And you see it, but the height and width is too small.

- Next is how to change the width and height.



The screenshot shows a website builder interface. At the top, there is a navigation bar with options: Build, Pages, Theme, Store, Apps, Settings, Help, and a mobile device icon. On the right side of the navigation bar, there are two buttons: 'Upgrade' (orange) and 'Publish' (blue). Below the navigation bar, there is a menu with links: HOME, ABOUT, CONTACT, TEST, and MEETINGS. On the left side, there is a sidebar with various widgets: Title, Text, Image, Gallery, Slideshow, Map, Contact Form, and Newsletter Form. The main content area displays a table widget titled 'Computer Club : Meetings'. The table has three columns: Date, Location, and Who is Presentin. The data row shows a meeting on 9/15/2017 at Rohan, presented by Karl Loeper. Below the table, there is a 'Meetings' label and a scroll bar.

Date	Location	Who is Presentin
9/15/2017	Rohan	Karl Loeper

- Click outside and then click Edit Custom HTML again and next is what happens again.

The screenshot displays the Weebly website builder interface. At the top, there is a navigation bar with options: Build, Pages, Theme, Store, Apps, Settings, Help, Upgrade, and Publish. Below this is a navigation menu with links: HOME, ABOUT, CONTACT, TEST, and MEETINGS. The main content area features a table titled "Computer Club : Meetings" with the following data:

Date	Location	Who is Presentin
9/15/2017	Rohan	Karl Loeper

Below the table, a "Custom HTML" widget is visible, containing an "Edit Custom HTML" button. A blue arrow points to this button. The left sidebar contains various widgets categorized under BASIC, STRUCTURE, and MEDIA. At the bottom of the page, there is a footer with the text "CREATE A FREE SITE WITH WEEBLY" and a "Change" button.



- You see the code again and type in width='900' and height='500' after iframe, like below.
- Then click outside it. Note – you may have to do a refresh in the browser. Next is what happens

```
<iframe width='900' height='500' |src="https://docs.goo  
1vSjahM35APTlqCpgMfsQYpCA0hYPA8l2r8RzRN7vJzuABgTkoRmDx  
gid=0&single=true&widget=true&headers=fals
```

# You then see the change

- Next is Other Options.

The screenshot shows a website builder interface with a dark sidebar on the left containing various widgets like Title, Text, Image, Gallery, Slideshow, Map, Contact Form, Newsletter Form, Button, and Embed Code. The main workspace displays a table titled "Computer Club : Meetings" with a navigation menu (HOME, ABOUT, CONTACT, TEST, MEETINGS) above it. The table has columns for Date, Location, Who is Presenting, SUBJECT MATTER, and SUBJECT DETAILS. The table content is as follows:

Date	Location	Who is Presenting	SUBJECT MATTER	SUBJECT DETAILS
9/15/2017	Rohan	Karl Loeper	Florida Weather: What you Should Know	
9/22/2017	Lake Miona	Karl Loeper	Florida Weather: What you Should Know	
9/29/2017	La Hacienda		Workshop	
10/6/2017	La Hacienda	Jack Casto	Photography	
10/13/2017	Lake Miona	Jack Casto	Photography	
10/20/2017	Rohan	Bob Walton	Using Ninite.com	Bob Walton will review the latest Nin products for home and business users. You'll learn how to use Ninite install and update application programs.
10/27/2017	Lake Miona	Bob Walton	Using Ninite.com	Bob Walton will review the latest Nin products for home and business users. You'll learn how to use Ninite install and update application programs.

At the bottom of the table, there is a "Meetings" tab and a scroll bar.

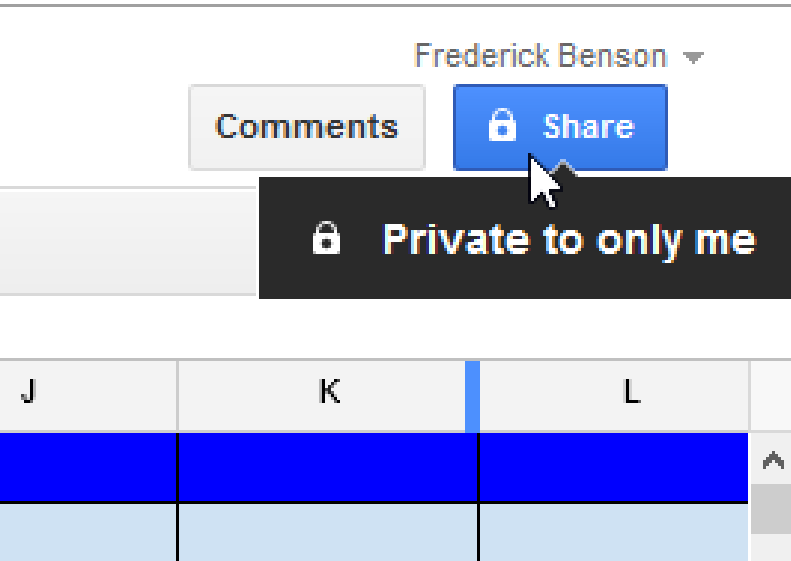
# **Other Options.**

- **You can also embed a Google Word document with a table or a Google Presentation with a table.**
- **Next, I will show you how to Share.**

# Share

- **If you have a Website for Club, Business, Family, etc., you may want to Share your Spreadsheet/Document, so they can edit it.**
- **Once they edit, it automatically changes on the Website.**
- **You have two options to Share.**
  - **Only people who have a Google account.**
  - **Share link and they can edit without a Google account.**
    - **Note – it is not as safe and they have to put it on their favorites or keep the e-mail with the link.**
- **Next, I will show you how to share.**


# Go to the upper right



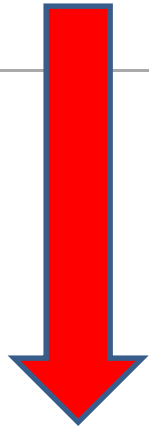
- When you hover over Share, it shows Private to only me.
- Then, click on Share and next is what happens.

- A new window opens and you can type in e-mail address or addresses, which is next.


Share with others

Get shareable link 

People



Enter names or email addresses...

 Can edit ▾

Done

Advanced

- Once you type in an e-mail, you can add more people. You also can click on Can Edit and change it. You also can Add a note that will be on the e-mail. Once complete, click on Send and it automatically e-mails and the window closes. Next explains it.

People

The screenshot shows an email composition window. At the top, there is a recipient field containing 'wiga [redacted] il.com x' and a link 'Add more people...'. To the right of this field is a 'Can edit' button with a pencil icon. A red arrow points to this button. Below the recipient field is a 'Add a note' text area. A red arrow points to this area from the left, and another red arrow points up to it from below. To the right of the 'Add a note' area is a dropdown menu for permissions. The dropdown is open, showing three options: 'Can edit' (with a checkmark), 'Can comment', and 'Can view'. A mouse cursor is hovering over the 'Can edit' option. A red arrow points to the top of this dropdown menu.

At the bottom left of the interface are two buttons: a blue 'Send' button and a grey 'Cancel' button. A red arrow points to the 'Send' button from the top right.

Advanced


**They get the e-mail with a name of the spreadsheet that is a link.**

- **They click on the name of the spreadsheet.**
- **If they already have signed in to their Google account and they go to Google Drive, they will see it as shared.**
- **If they have not signed it, it goes to sign-in.**
- **If they do not have a Google account, they will have to Register.**
- **Next is other option.**




- Other option is click on **Advanced** and next is what happens.

Share with others

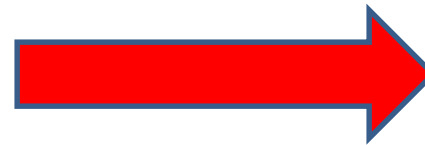
Get shareable link 

People

Enter names or email addresses...

 Can edit ▾

Done



Advanced

## Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/spreadsheets/d/1QyBlahiJDNWxSq5mcfjW1u2iPT7-S-f1bHd>

Share link via:



Who has access

User	Access	Action
Specific people can access		<a href="#">Change...</a>
Frederick Benson (you) pacfab103@gmail.com		✎ ▾ ✕
Villages ComputerClub villagescomputerclub@gmail.com	Is owner	
John Campbell iamnhell5269@gmail.com		✎ ▾ ✕

Invite people:

Enter names or email addresses...



Done

**A new window opens.**

**To provide a link, so they don't need a Google account to edit, first click on change.**




**Next is what happens.**

# New window opens.

- Click on **Anyone with the link** and then click on **Save** and next is what happens.

## Sharing settings

### Visibility options:

-  **Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
-  **Anyone with the link**  
Anyone who has the link can access. No sign-in required.
-  **Specific people**  
Shared with specific people.

Note: Items with any visibility option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about visibility](#)

# Then click on Can view and change it to Can edit.

- Then click on Save and next is what happens.

Sharing settings

Visibility options:

- Public on the web  
Anyone on the Internet can find and access. No sign-in required.
- Anyone with the link  
Anyone who has the link can access.
- Specific people  
Shared with specific people.

Access: Anyone (no sign-in required) Can view

Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Learn more about visibility](#)

The image shows a 'Sharing settings' dialog box. A red arrow points from the 'Can edit' option in the dropdown menu to the 'Can view' option in the dropdown menu. Another red arrow points from the 'Can view' option in the dropdown menu to the 'Can view' button in the 'Access' section. A third red arrow points from the left side of the image to the 'Save' button.

## Sharing settings


Link to share (allows editing)


<https://docs.google.com/spreadsheets/d/1QyBlahI-IDNWxSq5mcfW1u2iPT7-S-f1bHd>

Share link via:



Who has access

 Anyone who has the link can edit

 Frederick Benson (you)  
pacfab103@gmail.com

 Villages ComputerClub  
villagescomputerclub@gmail.com

 John Campbell  
iamnhell5269@gmail.com

Is owner

Invite people:

Enter names or email addresses...

Done

- Undo
- Cut
- Copy
- Paste
- Delete
- Select All
- Search Google for "https://docs.go..."
- This Frame >
- Inspect Element (Q)

- You then see Anyone who has the link can edit.
- Then right click on the link and you see a list and click on Copy. Then click on Done.
- Next is how to email the link.

- **Then go to your e-mail and paste the link. You can right click again and click on paste or click Ctrl Key and click on V Key to paste. Once complete, send it to who you want.**
- **They will get an e-mail with the link.**
- **When they click on the link, it goes to the Spreadsheet and they can edit it.**
- **This the End of Step 3 - Part 2.**