Creating a Website with Google Sites

This document provides instructions for creating and publishing a website with Google Sites. At no charge, Google Sites allows you to create a website for various uses, personal or professional, with customizable templates.

Creating a Google Account

In order to create a website using Google Sites, it is necessary that you create an account with Google.

To create a Google Account,

2. At the top of the screen, select “Gmail”.
3. On the Gmail homepage, click on the right of the screen on the button that is labeled “Create an account”.
4. In order to create an account, you will be asked to fill out information, including choosing a Login name which will serve as your email@gmail.com, as well as a password. After completing all the information, click “I accept. Create my account.” at the bottom of the page.
5. After you successfully fill out all required information, your account will be created. Click on the “Show me my account” button which will direct you to your Gmail homepage.

Starting a Google Site

Now that you have an account created with Google, you are able to begin creating your Google Site.

To create a Google site,

1. Go to Google’s homepage, http://www.google.com, and under the “more” dropdown box on the top toolbar, choose the “Sites” option.
2. Click on “Create site”.

3. You will now be directed to a page where you will be able to choose different details about your site. First, you may choose a **template** for your site based on its purpose. To view more templates, choose “**Browse the gallery for more**” which will give you the option to choose the best template for your site. Choose “**Blank template**” to start a site from scratch.
4. After selecting a template, you will name your site and complete the URL at which your site will be located. After choosing a theme, entering a short description and specifying who can see your site, click the “Create site” button.

5. You will now be viewing the homepage of your site.
Adding Pages

To create additional pages for your website,

1. Click on the “New page” icon on the top right hand of the screen.

2. On the next screen, you are able to choose what type of template you would like to use for the new page of your website. Click the drop down menu to select a template, enter the Name of your page, choose the location of the link, and click “Create”.

There are four different types of templates available for use.

Web Page

The Web Page template allows you to create a new fully blank page with a blank text box.
Announcements

The Announcements template allows you to add new posts and update/edit them easily.

File Cabinet

The File Cabinet template allows you to easily add files by either browsing your computer, or pasting another URL from the web. Choose the “Add file” icon to add documents.

List

The List template allows you to create and track various items in the form of a list. Choose from four different options, including an individually customized list.
After adding or editing any information inside of a text box in any of the templates, be sure to click the “Save” button on the top right hand corner in order to post the information you have entered to your website.

Editing Content

To edit content,

1. Click on the “Edit Page” icon on the top right hand corner of the screen of the homepage.

The “Edit Page” icon always appears while navigating through the website. It allows you to edit all pages, links, posts, etc.

Adding Images

Adding images to your website may be done in a variety of ways. You may upload an image as a document (see below in “Uploading Documents”) or you may add an image in a text box on a page of your website.
To add an image directly onto a page of your website,

1. Click on the “Edit page” icon at the top right of the homepage as described above.
2. Click inside the text box in which you want to add an image, and click “Insert” and then “Image” in the dropdown menu.

3. After choosing “Image”, you are able to browse through your files and choose the image you wish to add to your page.
4. After you select your image, it will appear like below.

5. After you select “OK”, your image will appear in your text box. You have different options regarding the alignment and size of your image, and whether you would like the text to wrap around it.

After you have completed editing your image and entering text in the box with it, be sure to click “Save” at the top of the screen.

Embedding YouTube Videos

Embedding YouTube Videos is a great way to share information through your website, and is very similar to adding images.
To embed YouTube videos,

1. Click on the “Edit page” icon at the top right hand of the page to which you wish to add a video.
2. Click the “Insert” tab on the tool bar at the upper left of the screen, then choose “Video”, and then select “YouTube”.
3. You may now enter the URL of the YouTube video you wish to add by copying and pasting it. You also may add a title for your video and elect if you wish to have a border around it. After adding the above information, select “Save”.

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4. You now have the option of aligning your video and wrapping text around it. After you make your desired changes, select “Save” at the top right of the screen.

5. After saving your changes, the video will appear on your page, and may be played directly on your webpage by clicking the “Play” button.

Uploading Documents

There are a few ways to upload documents. One way adds the document in the form of a link on any page, and the other utilizes the File Cabinet template.

To upload documents in the form of a link,
1. Click the “More actions” drop down bar, and choose “Manage site”.

2. Click on “Attachments” to the left of the screen, and select “Upload”.
3. After selecting “Upload”, choose “Select different location”, but do not choose a different location. “Browse” for your image, and click “Upload”.

4. After your document appears with the rest of your documents, right click “Download” and select “Copy Link Location”.

5. Select “Return to site” at the top left of the page, and then select “Edit page”.

6. Highlight the text you would like to be a link to your document, and then select “Link”.

Home
7. Inside the “Create Link” box, choose “Web address” and paste into the box, and click “Ok”.

8. Your selected text will now link to your uploaded document.

Another way you can upload documents is by creating a new page with the File Cabinet template as described under “Adding Pages” above.

After creating your new page,

1. Click on the “Add file” icon.

2. Select where you would like to add the file from; documents on your computer, or a URL on the web.
3. Browse your computer and select the file you wish to add, or enter the URL for the website to which you wish to link.

![Image of file selection dialog]

4. Below is what will display after entering a website. By clicking on View, the viewer is led to the website. If a document were uploaded, clicking on Download would open the document in the viewer.

![Image of website view]

Making the Site Public

After you have completed your site and are ready to launch it, you can make your site public.

To make your site public,

1. At the top right of the screen, click Share.

![Image of share button]

2. You are now able to select who can view your site, as well as collaborate and share it with you. You are able to make your site available to the public by Change next to the
access, and selecting if you want the site to be public.

### Who has access

<table>
<thead>
<tr>
<th>Access Level</th>
<th>User Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private - Only the people listed below can access</td>
<td>Change...</td>
</tr>
<tr>
<td></td>
<td>Jessica Saido (you) <a href="mailto:jgaido29@gmail.com">jgaido29@gmail.com</a> Is owner</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:krncel2@uis.edu">krncel2@uis.edu</a> <a href="mailto:krncel2@uis.edu">krncel2@uis.edu</a> Can edit</td>
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</tbody>
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