Google Sites Quick Sheet

Google Sites is an application that may be used at no charge to create websites. With hundreds of templates, Google Sites allows the easy creation of any type of website. After creating an account with Google, users are able to begin their website.

Creating your Site

The tab to access Google Sites can be found at www.google.com on the top tool bar under **"more"**, and then from the dropdown menu under **"Sites"**. Login with your account information, and select **"Create Site"**. You will have the option of choosing a template for your website, as well as naming your site and choosing a URL where it can be accessed. After filling out the information, select **"Create site"** and you will be directed to the homepage.

Whenever you wish to gain access to your site, simply select **"Sites"** under the **"more"** tab and you will be directed to a page to enter your Google account information. You will then be logged in, and prompted to select your website(s) to edit.

Adding Additional Pages

Adding pages to your site is a simple task. Click the **"Create page"** icon located to the upper right of the screen.
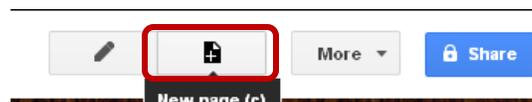
The templates to use for your new page include **Web Page, Announcements, File Cabinet,** and **List.**

- **Web Page:** Create a new fully blank page complete with text boxes.
- **Announcements:** Add new posts, and update/edit them easily.
- **File Cabinet:** Add a series of files from your computer, or the web.
- **List:** Track items in the form of a list.
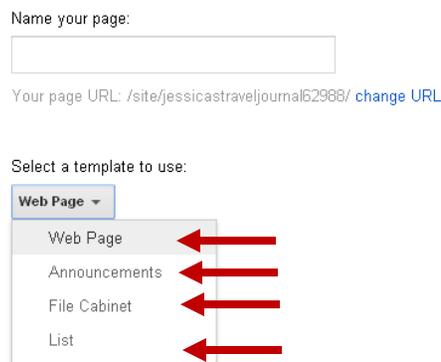
Editing Pages

Editing the content on any of your pages is easy with the **"Edit page"** icon, located to the upper right of the screen. This button will always appear when navigating through your website, giving you the option to edit any page.
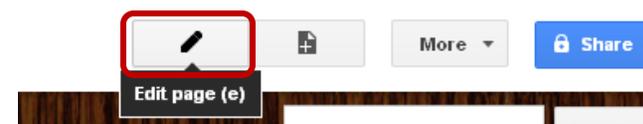
The **"Edit page"** application will allow you to edit/enter text, links, documents, posts, etc. in active text boxes on the page.
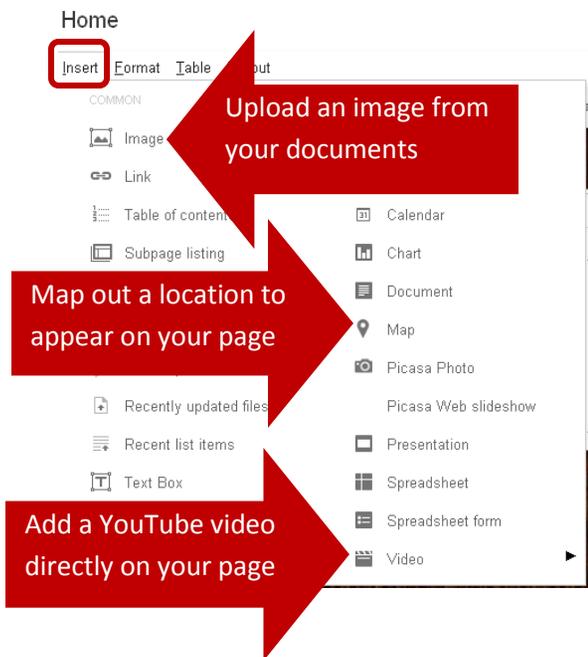
Always Save!

Anytime you edit information on any of your pages or make any additions to your text boxes, you must always remember to select **"Save"** in the upper right of the screen. If you do not save, new changes will not be applied to the page.
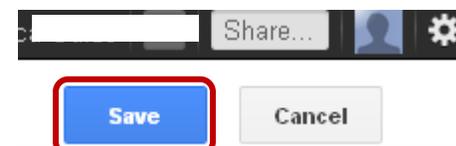
What to do with the Insert Tab

Any time you click **"Edit page"** and select a text box to edit information, a toolbar will appear above your website that looks similar to what you see in Microsoft Word. These selections allow you to edit your text, and the **"Insert"** tab above the toolbar allows you to add a variety of items to your site.

From here, you have the access to not only add documents and links from your computer, but add Google applications that may be directly accessed on your page.


Upload an image from your documents

Map out a location to appear on your page

Add a YouTube video directly on your page

"More" Tab

The **"More"** tab is another option that will be available on every page, located in the upper right corner.


The drop down menu from this tab gives you options to print, move, or delete pages, preview your site as a "viewer," and the **"Manage site"** option allows you to easily access pages, attachments, site settings, and site appearance. Within a click, you have the ability to change the entire theme of your website, or customize the colors of fonts, backgrounds, links, etc.
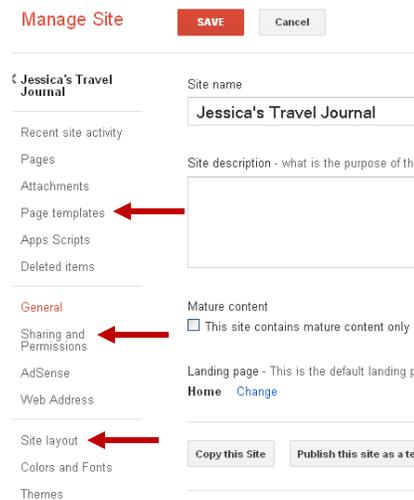
Making your site "Public"

Another option that will appear in the drop down menu after selecting **"More"** is **"Sharing and Permissions"**.
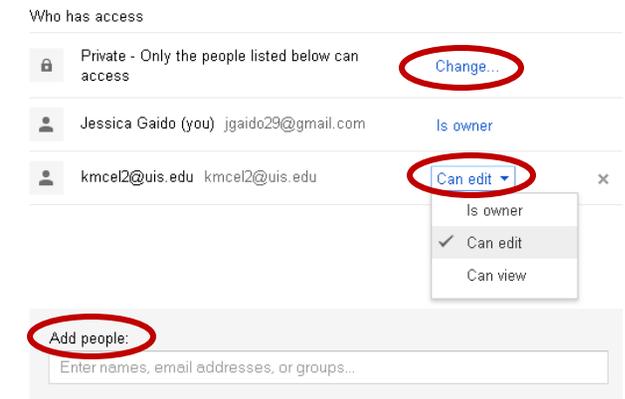
In the "**Sharing**" portion of site settings, you are able to invite people to your site as owners, collaborators, or viewers.

- **Owners:** Invite others, change the site name or theme, delete the site, create and edit pages
- **Collaborator:** Create, edit, and delete pages
- **Viewer:** Can only view the site

You may invite specific people to your site via email, or you may select to make your site public, for anyone to view.