

Google Sites

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About Google Sites

Google Sites allows you to easily build a website. Simply drag content where you need it. Add content including videos, images, presentations, documents, folders, and text. Quickly and securely share it with an entire organization or the world.

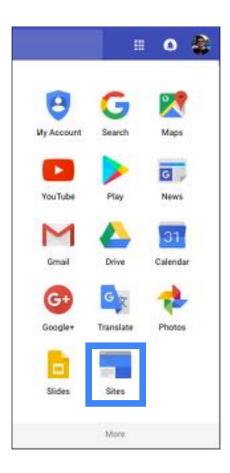
Note: You can view the new Sites on most browsers on computers and mobile devices. However, at this time, you can only edit new Sites content on a computer using Chrome or the Mozilla ® Firefox® browser.

Access Google Sites

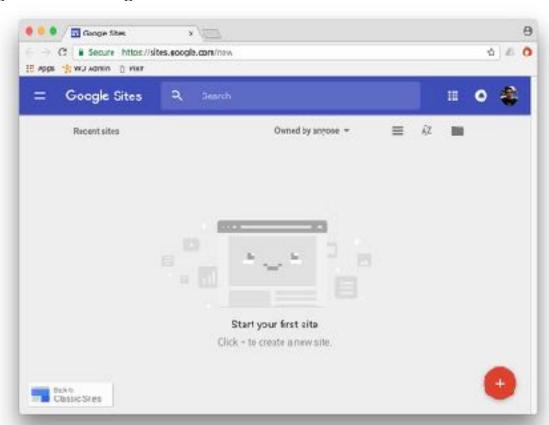
To get to Sites from any Google page, click the app launcher at the top right and click the **Sites** icon.

NOTE: The app launcher can be customized in terms of icon location, so the location of your Docs icon may be in a different spot in the list.

If you are using Sites for the first time, you may need to click the **More** link at the bottom of the app launcher window.



Google Site Home Page



Create a Site

 From the Sites homepage, click the Create new site icon on the lower right



Note: All Sites files are stored in Drive.

Name your Site

When you create a new site, a file is added to Drive, just like other Drive files. Sites automatically saves every change you make, but your site isn't public until you publish it.

There are multiple parts of your site that will need to be named:

- 1. **Site document name** Enter a unique name to keep track of your site. The site document name is only visible to you
- 2. **Site name** The site name appears in the header and in the web or mobile window title bar after you publish the site. You need to have 2 or more pages in your website for your site name to appear
- 3. **Page title** Each page in your site has a title, which appears at the top of the page. The page title also appears in the navigation menu

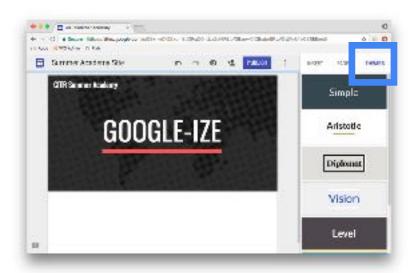


Customize your Site

Choose a custom look for your site. Each theme includes a preset background, color scheme, and font selection, all of which can be customized. If you decide you do not like the theme you are using, you can always change the theme after the site is created.

Choose a Theme

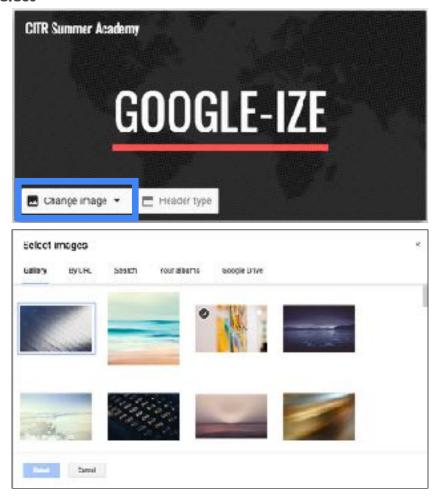
- After your site is created, click the Theme tab on the right
- Click a theme to apply it, and select a color and Font style



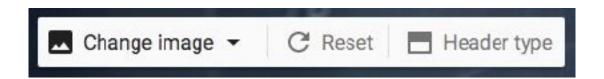
Background Image

Each them has a header background image. Do the following to change it:

- · Hover over the header background image and click Change image
- In the Select images window, you can choose a new image in one of the following ways:
 - Gallery
 - By URL
 - Search
 - Your albums
 - Google Drive
- Click Select

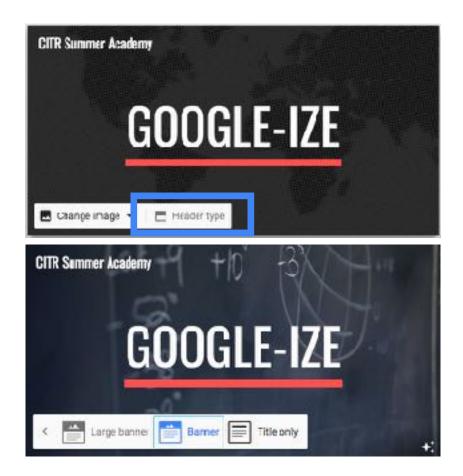


• (Optional) To go back to the original background image, click Reset



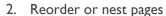
Change Header Type

- Hover over the background image and click Header type
- Choose an option:
 - Large banner
 - Banner
 - Title only



Working with Pages

- I. Add Pages
 - In the top-right corner, click **Pages** and click the **Add page** icon
 - Name the page and click **Done**



- Drag a page up or down in the list to reorder it (the navigation will be in the same order as the list)
- Drop a page on top of another page to nest it (nesting a page creates a drop down menu item in the navigation)
- To un-nest a page, drag it to the bottom of the list

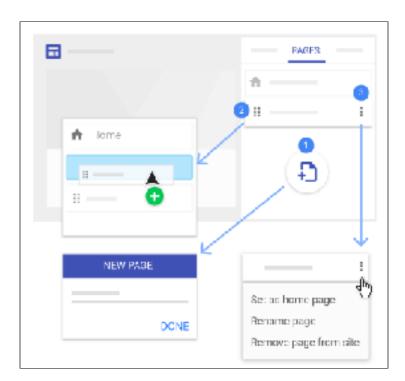
Note: You can only nest a page one level, and you can't nest the page that's set as the homepage



3. Page Options

- In the **Pages** tab, hover over a page, click the icon on the right for more options including:
 - Set as home page
 - Rename page
 - Create sub page
 - Remove page from site (You can't remove the page that's set as your homepage)
 - Hide from navigation



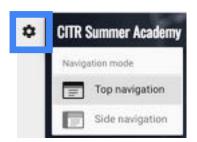


Site Navigation

By default, the navigation menu is at the top of your site. You can move the navigation menu to the left side, but you need to have one or more pages on your site to change where it appears.

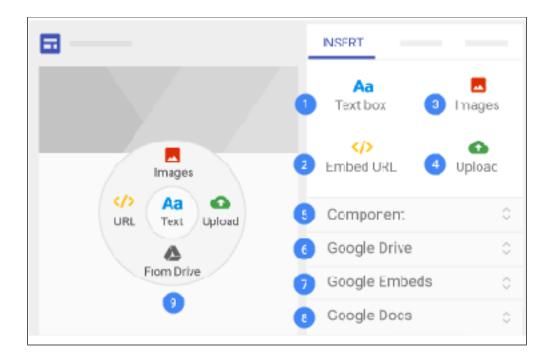
- Hover over the site name and click Navigation Settings icon
- Choose Top navigation or Side navigation
- To see the Side navigation, click the Menu icon on the left





Adding Content

- In the **Pages** tab on the right, select the page that you want to add content to
- Click the Insert tab
- Choose the content you want to add:
 - I. **Text box** Add titles and text
 - 2. **Embed URL** Add photos, designs, and other images
 - 3. Images Add content directly from the web, such as music and videos
 - 4. **Upload** Upload photos, videos, PDFs, or other documents from your device
 - 5. **Component** Add a (horizontal) divider line to your page
 - 6. **Google Drive** Embed any file or the contents of a folder stored in Drive. If you make changes to your files in Drive, the same changes automatically show in Sites
 - 7. **Google Embeds** Add YouTube videos (such as product trailers or company ads), calendars (such as team or event calendars), and maps (such as office locations, event directions, or custom maps)
 - 8. **Google Docs** Add anything from Docs, Slides, Sheets, Forms, or Charts to your site. Any content you change in the source file will automatically update on your site
 - 9. Double-click on the main area of the page to get a menu for adding content



Edit Text

To edit text or page titles, just click the box and type. Or, from the toolbar above the text box, select another option.

Titles and headi	ngs
Title +	Select a preset heading. Select Normal text for additional formatting options.
€	Change the text a ignment.
6	Insert a link for selected text.
Normal text	
B I	Select text and add bold or italics.
≡ ∈	Add numbered or bulleted lists.
i	Go to more options.
\leftrightarrow	Use the Gode text style.
S	Select text and strikethrough it.
X	Select text and remove all formatting.

Edit Content/Sections

Each time you add content using the Insert option on the right, it's added to a new or existing section. Hover over a section to edit it.

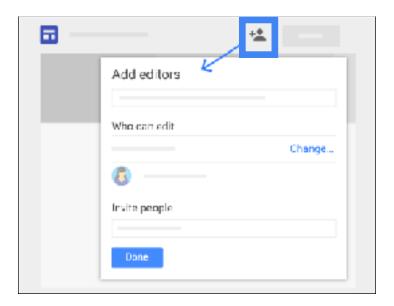
- Background Click the Style icon and select a style. You can also select Image to add a background image
- Delete Click the Trash can icon
- Move a section Simply click and drag a section to move it where you want it
- Click the content inside of a section and use the blue circles to resize it





Collaborate

To share a site from **Sites**, click the Add editors icon.



Real Time Edits

When a site is shared, anyone with **Can edit** permissions can edit the site. Multiple people can edit a site and the edits can be seen by everyone in real time.

Preview and Publish

Preview

If you're viewing a site on a mobile device, the content automatically adjusts to fit the screen. You can preview how your site appears on different devices.

To preview your site, do the following:

- Click the **Preview** icon
- To see how your site will look on different devices, choose an option on the lower right:
 - Phone
 - Tablet
 - Large screen
- Click the X to exit the preview screen

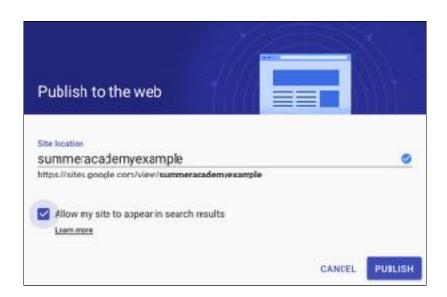


Publish

When you publish your site for the first time, add a site name to complete the site URL. You can only use letters, numbers, and dashes in the site name. The beginning of the URL includes your organization's domain and can't be changed.

Publish your site for the first time:

- Click the **Publish** button at the top
- Add a name to the end of the URL (Certain terms, such as support and admin, can't be used)
- (Optional) To include your site in search results, check the **Allow my site to appear in search results** box. If you don't use this option, some search engines might still find your site
- Click **Publish**. Visit your site's URL to confirm that your site published correctly



Change URL

You can change your site's URL anytime. However, if you do, bookmarks to the old URL will no longer work.

- Click the Publish drop down arrow and choose Publish settings
- Enter a new URL
- Click Save

Unpublish

If you no longer want your site to be available online, you can unpublish it. You'll still be able to access and update your site content. You can also republish the site using the same URL or a different URL at any time. If people try to visit your unpublished site, they'll see an error message.

Click the Publish drop down arrow and choose Unpublish

