

## Google Sites

### Opening a New Site

To **open** a new **Google Site**, navigate to your Google Drive and **click on New**.

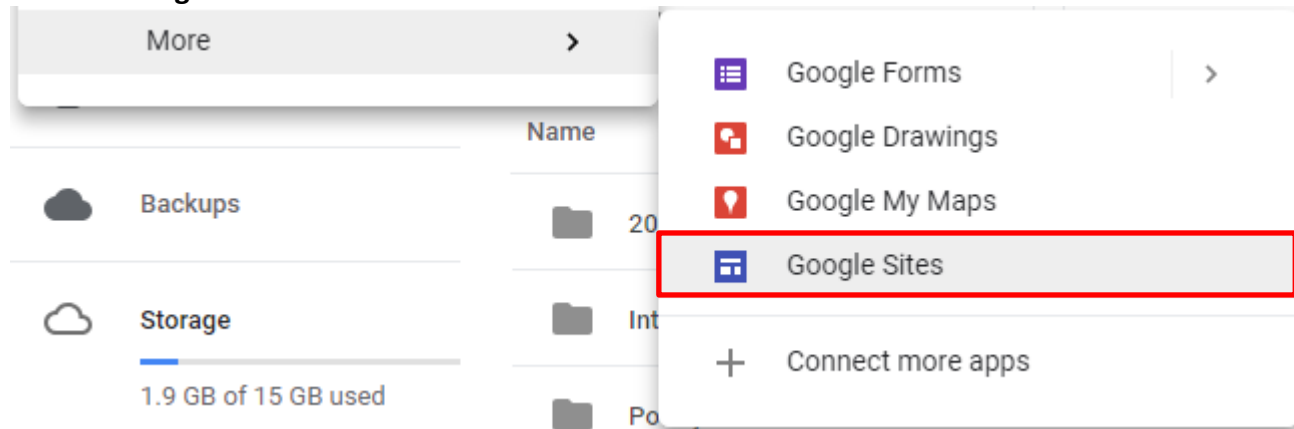


- ▶ My Drive
- ▶ Computers
- Shared with me
- Recent
- Starred
- Trash

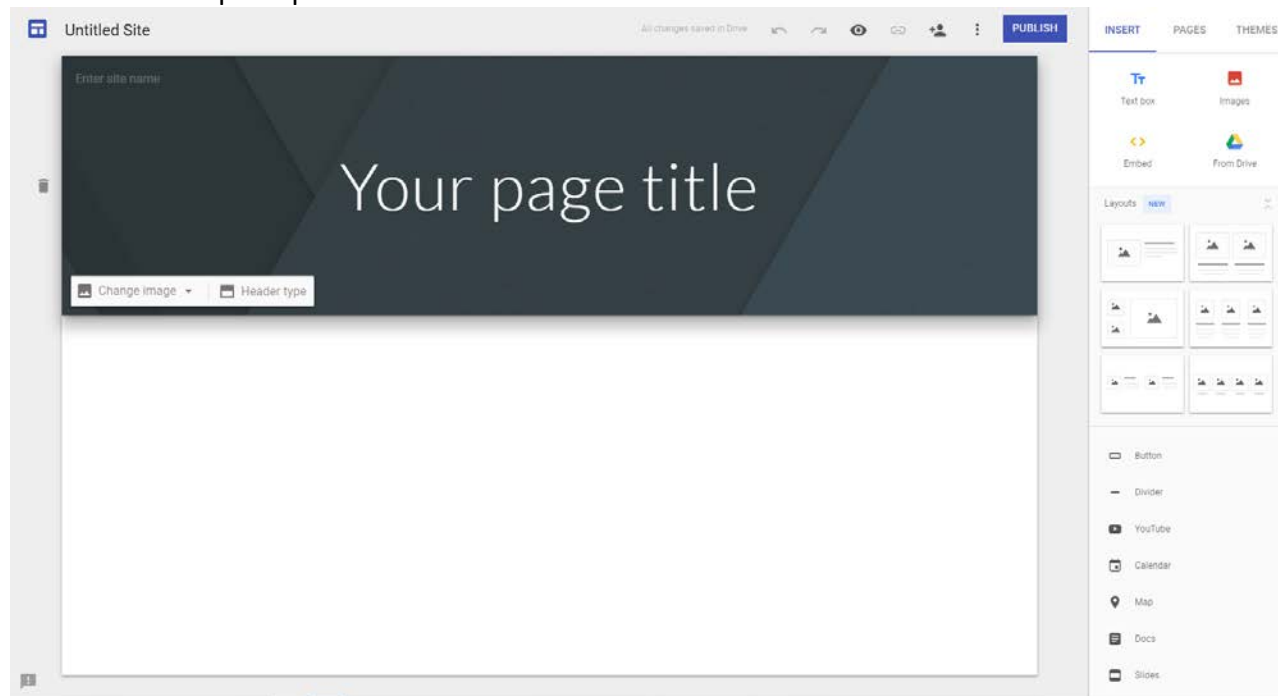
### Click on More

- Folder
- File upload
- Folder upload
- Google Docs >
- Google Sheets >
- Google Slides >
- More >

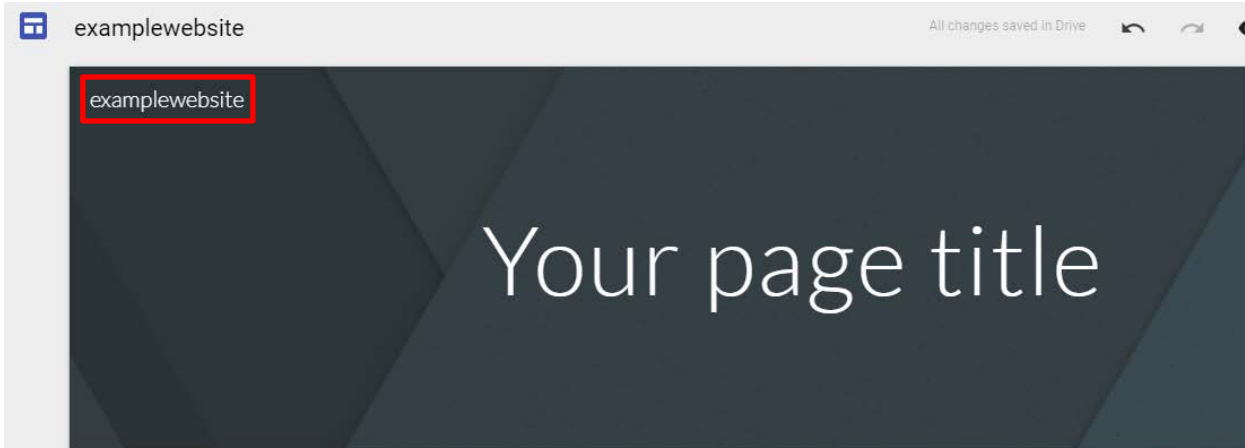
Click on **Google Sites**



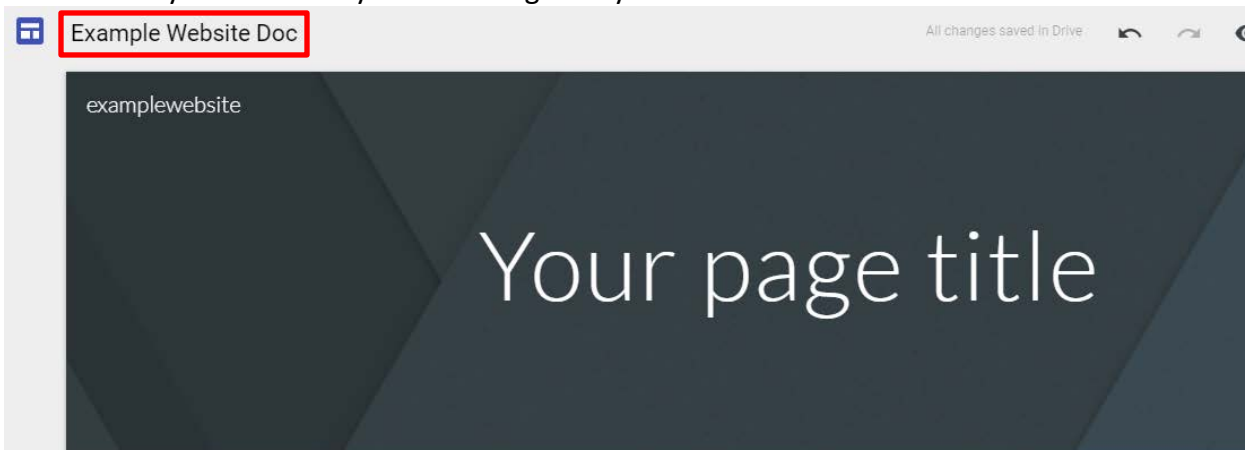
A new tab will open up that looks like this



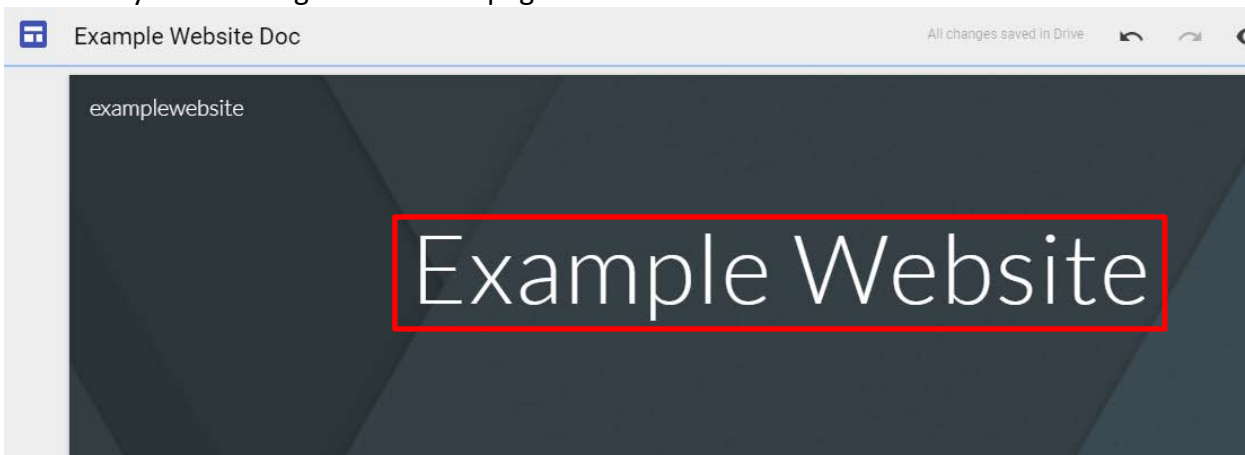
First, you need to give the site a name. This is what will appear in the URL when people visit your site



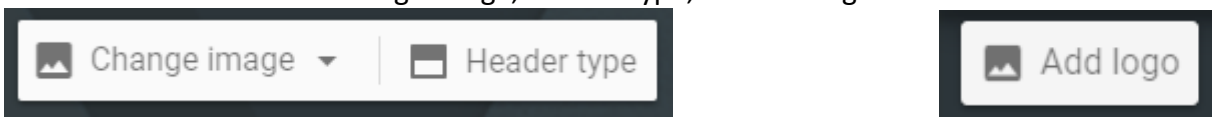
You then need to give the document that will appear in your Google Drive a name. The URL name will be automatically inserted but you can change it if you wish.



And then you need to give the home page a title



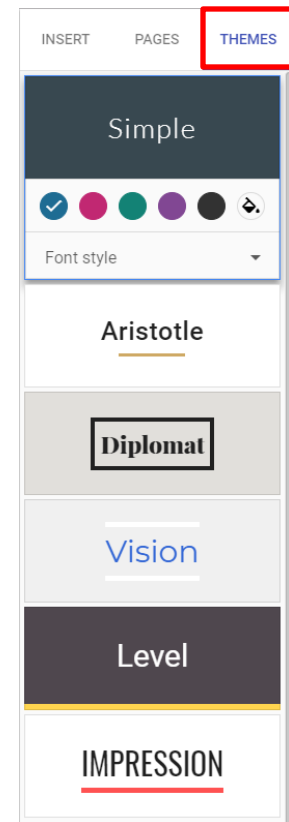
You can also click on the Change image, Header type, and Add logo buttons to further customise the site




## Giving the Site a Theme

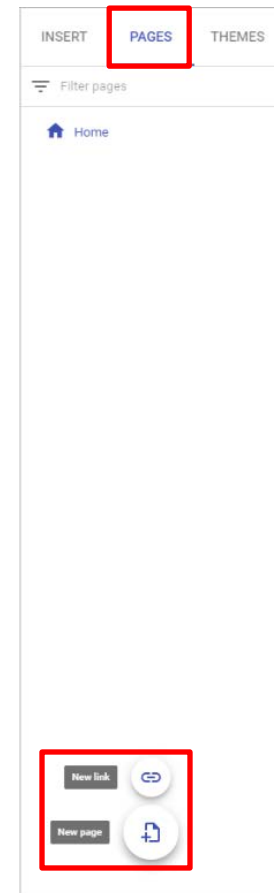
On the right-hand side, switch to the **Themes** tab.

Pick a theme of your choosing to change the look of your site.

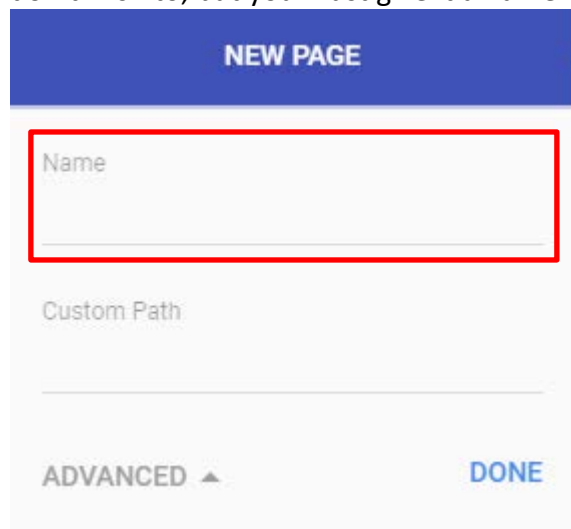


## Adding Pages and Links

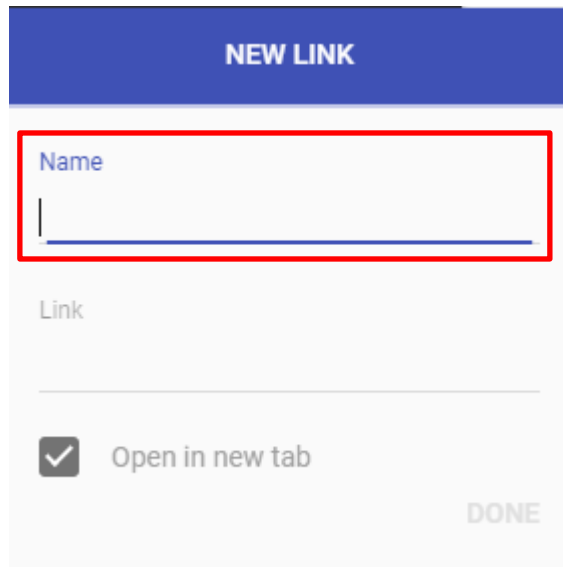
Next, go to the **Pages** tab << Click on the  icon << You can then choose between adding a **New link**, or a **New page**



If you click on **New page**, this dialogue box will appear. You do not need to add a custom path if you don't wish to, but you must give it a name.

A screenshot of the 'NEW PAGE' dialog box. The title bar is blue with the text 'NEW PAGE'. Below the title bar, there is a text input field labeled 'Name' which is highlighted with a red box. Below the 'Name' field is a text input field labeled 'Custom Path'. At the bottom left, there is a button labeled 'ADVANCED' with a small upward-pointing triangle. At the bottom right, there is a button labeled 'DONE'.

If you click on **New link**, this dialogue box will appear. This will add an external link to the top menu. Give the link a shortened name that identifies where it is leading to.



NEW LINK

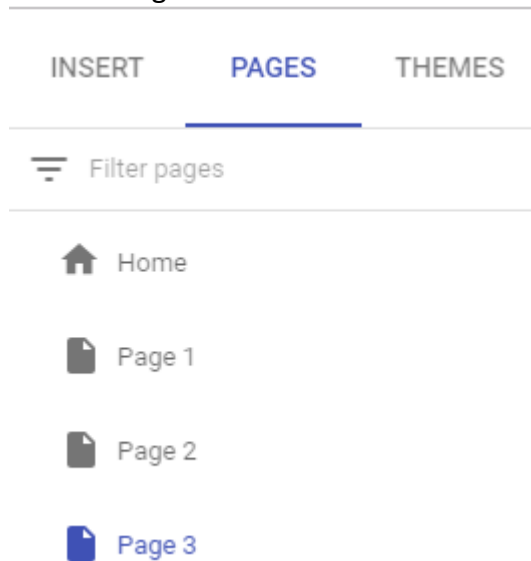
Name

Link

Open in new tab

DONE

You will then see a list of the pages you have added. You can drag and drop the pages up and down the list to change the order

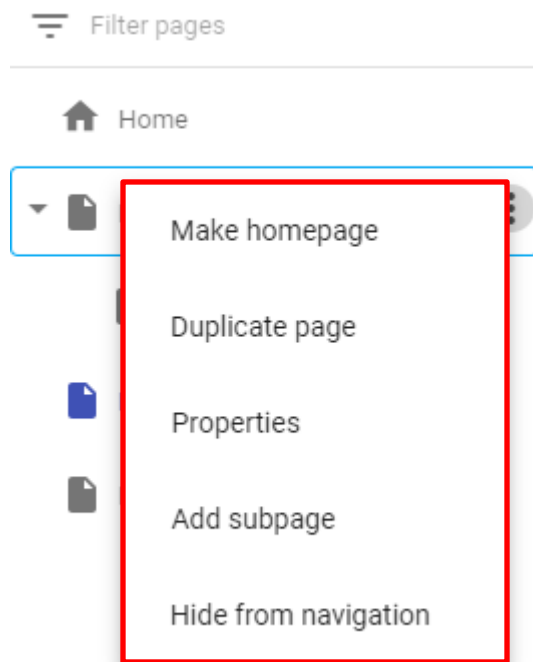


INSERT PAGES THEMES

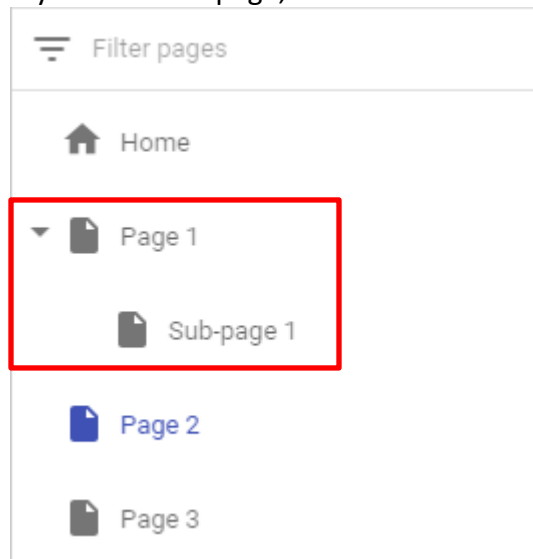
Filter pages

- Home
- Page 1
- Page 2
- Page 3

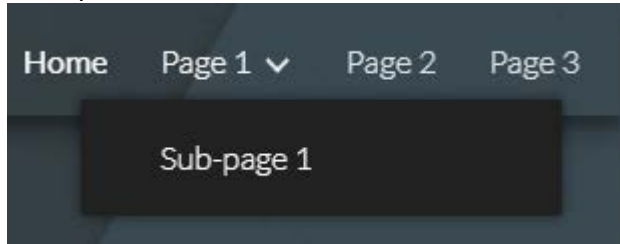
If you click the **three dot** icon next to a page you can change the settings for the page by **making it the homepage, duplicating it, adding a subpage** or **hiding it from the navigation**.



If you add a subpage, the menu will look like this.

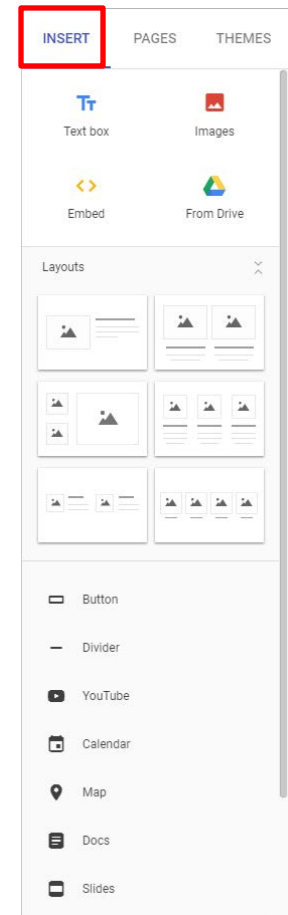


A drop-down menu will be added to the site menu.

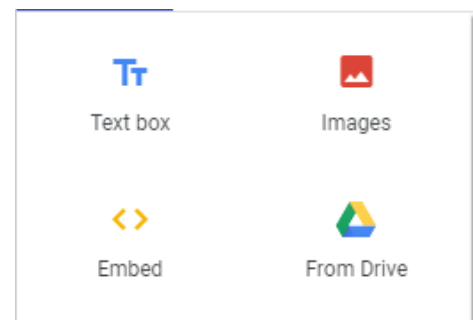


## Adding Content to the Site

To add content, go to the **Insert** tab

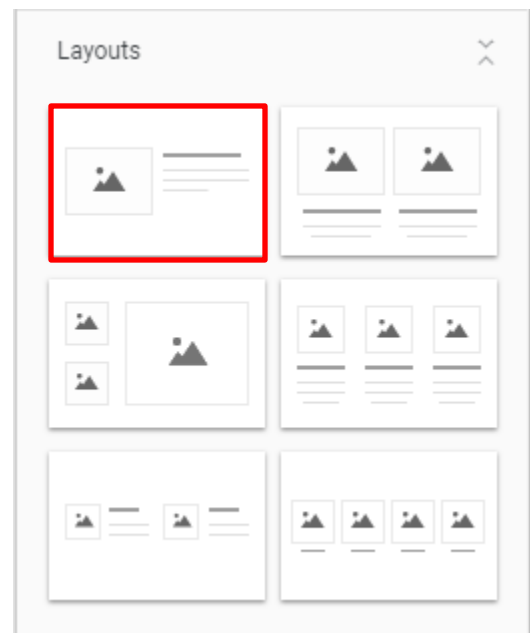


In the first section, you can choose what type of object to insert, such as a **text box** or an **embedded link**

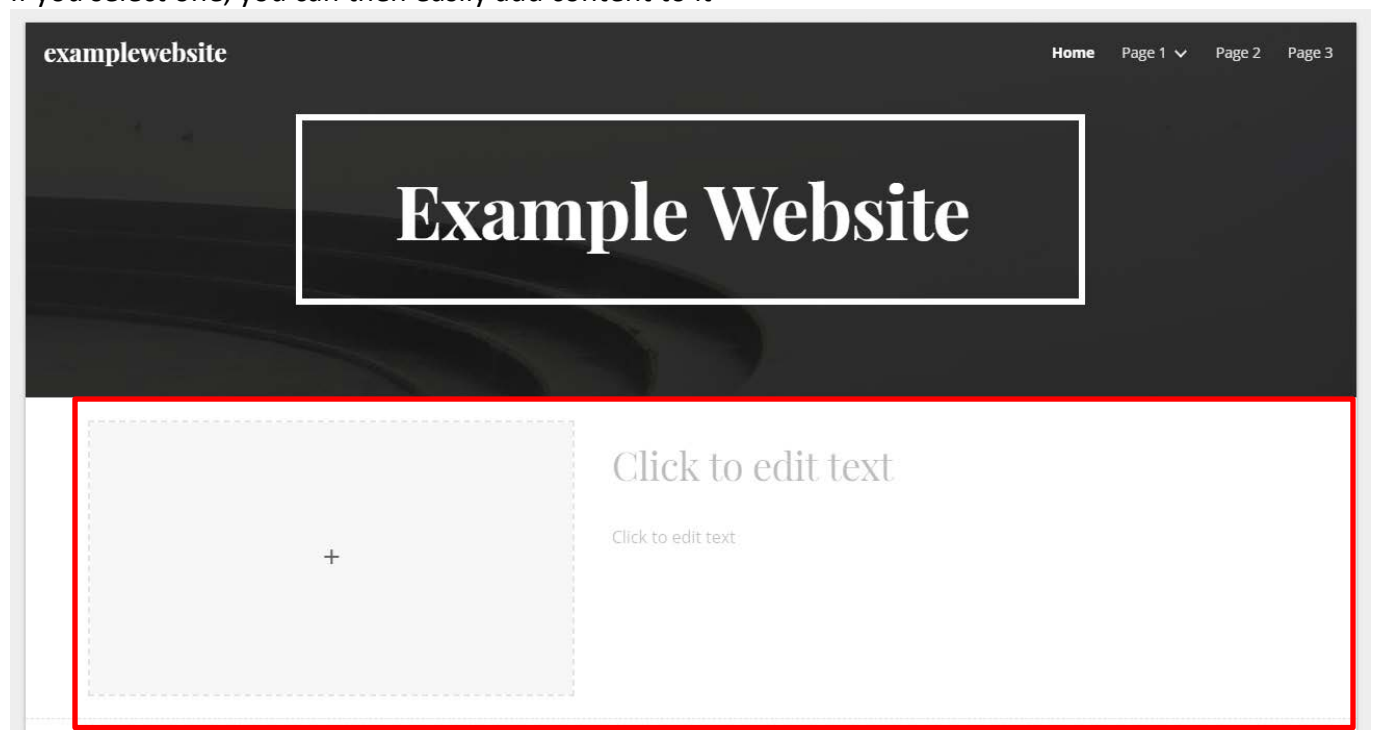




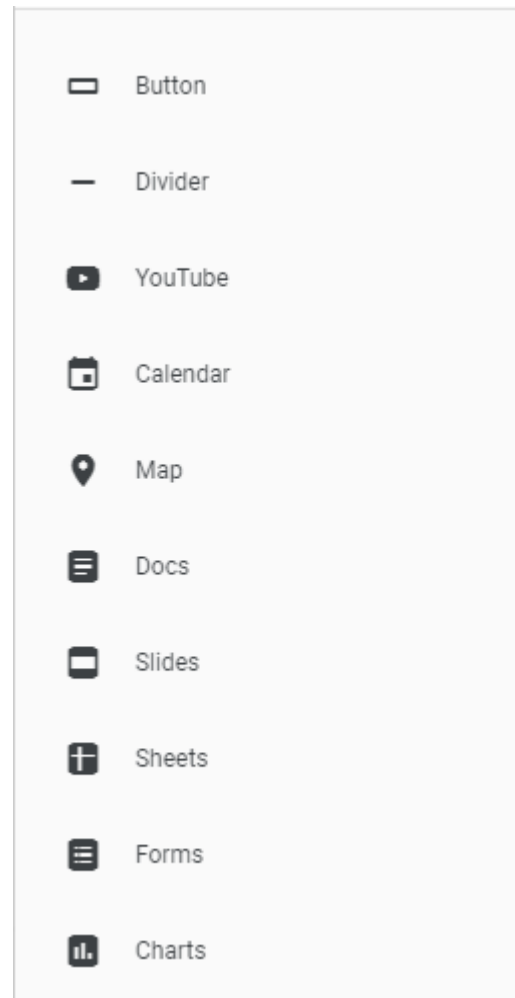
In the next section, you can choose a pre-set layout option made up of image and text boxes



If you select one, you can then easily add content to it




In the third section, you can choose from a wide list of other objects to insert, including documents from Docs, Slides, Sheets and Forms



Once you have finished creating your site, **click on Publish** in the top menu bar.



You can also use the  in the top menu bar to preview the site in desktop, tablet, and mobile versions before publishing.