

# Google Sites

Google Sites is a tool that helps you create a basic website for free. You can choose from “dozens of pre-built templates” to make your business’s website look the way you want.

To begin you will type the this address in your web browser.

Or click [here](https://sites.google.com/new).

Secure | <https://sites.google.com/new>



## Sign in

with your Google Account

Email or phone

[Forgot email?](#)

[More options](#)

NEXT



## Welcome

 cam@techgoeshome.org 

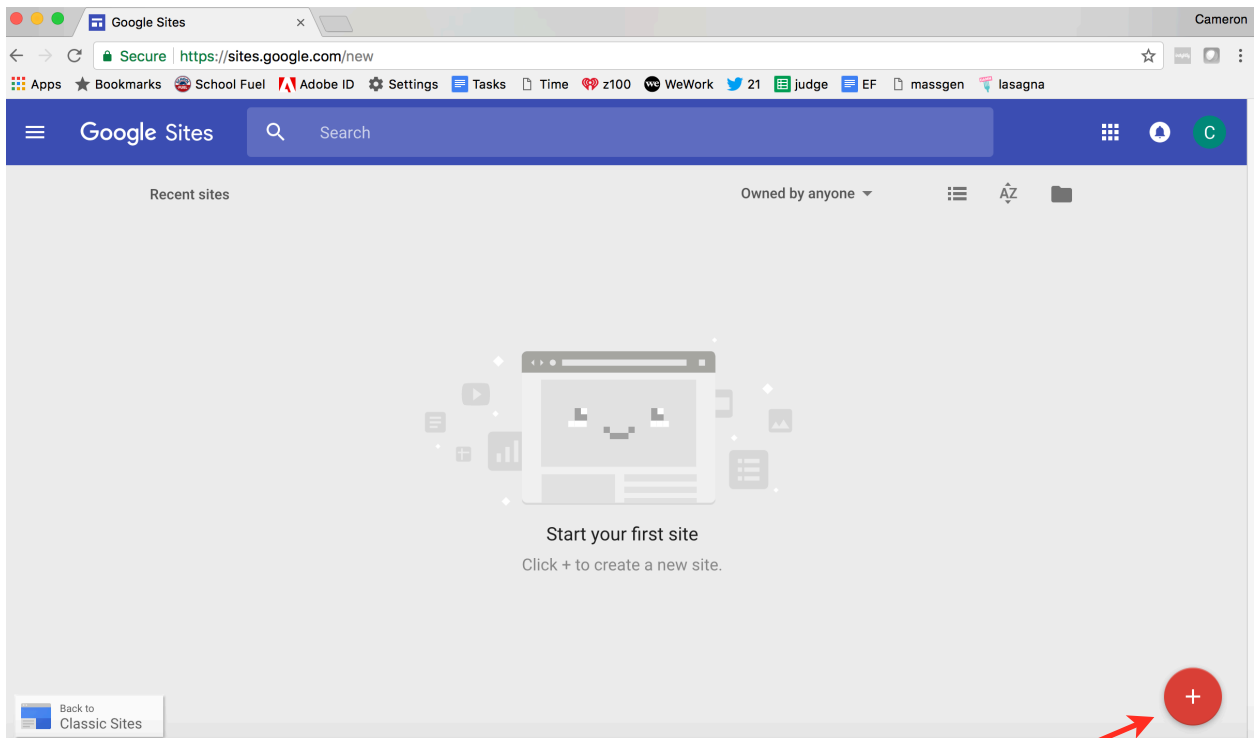
Enter your password

[Forgot password?](#)

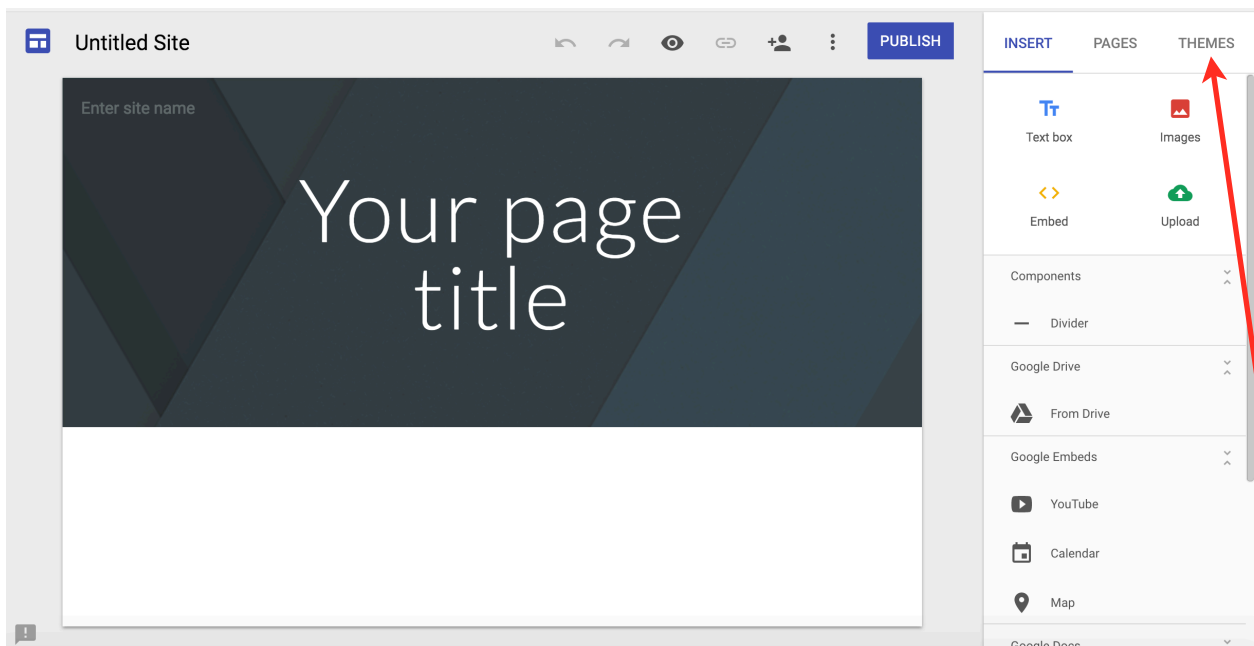
NEXT

You will be asked to sign into your Google account. Providing your Email and then your Password.

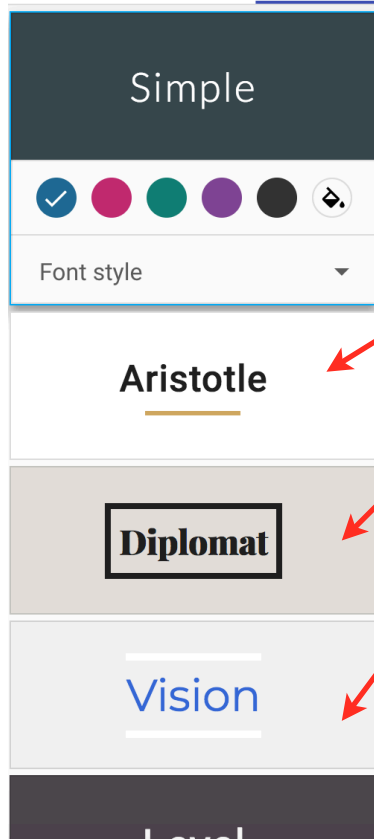
# Getting Started: Theme and Cover Image



This is Google Sites! To create a new site you're going to click here.

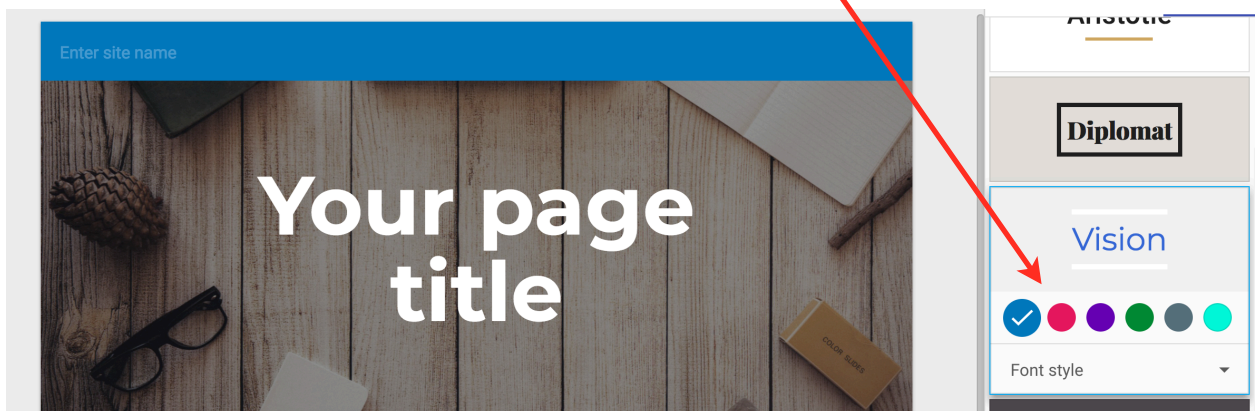


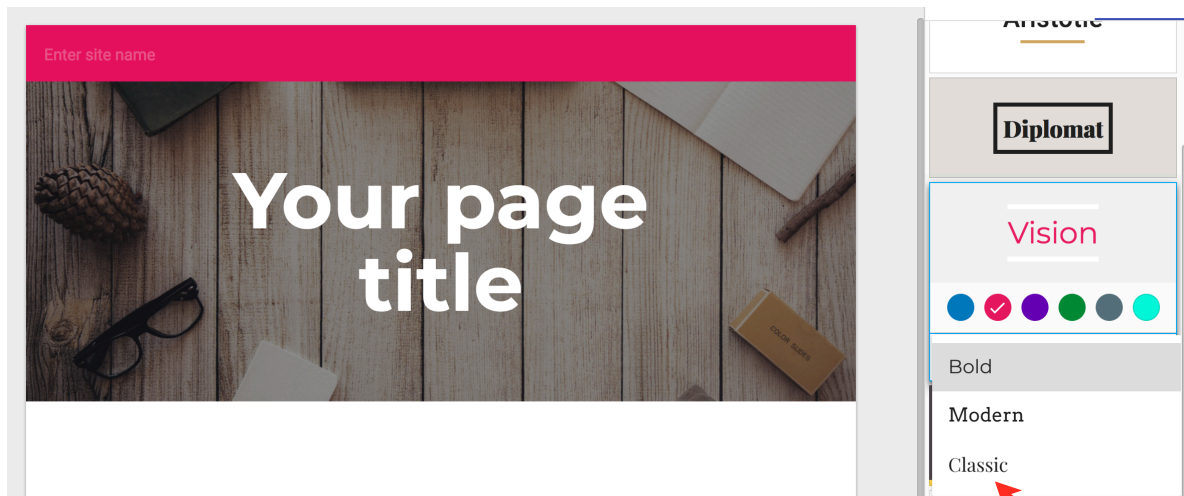
This is your beginning template. We want to start personalizing your site by clicking THEMES.



Here you can scroll through the different themes and decide which one you like best!

I chose "Vision". But I don't want the blue color so, I am going to click on the pink circle here.



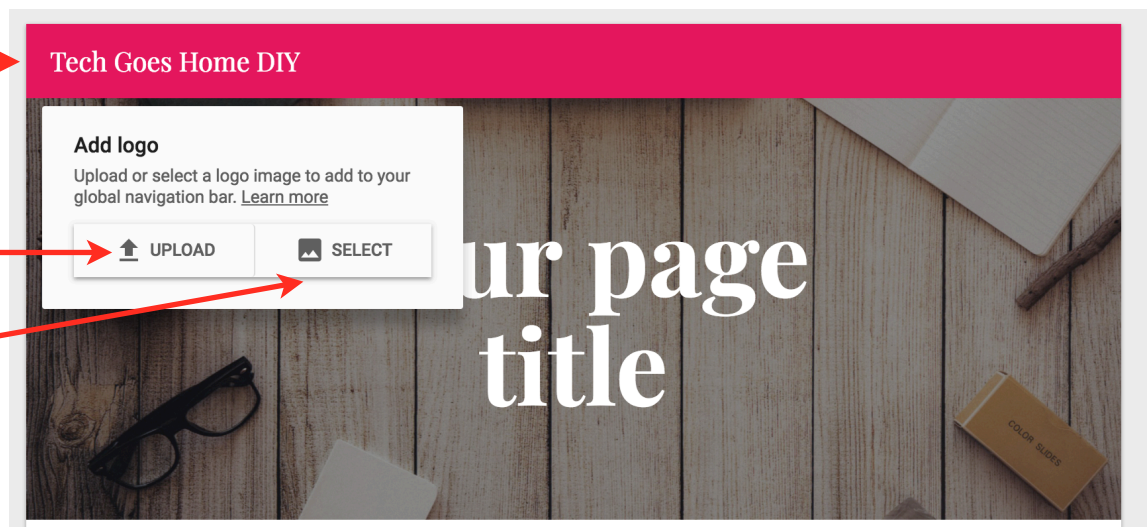


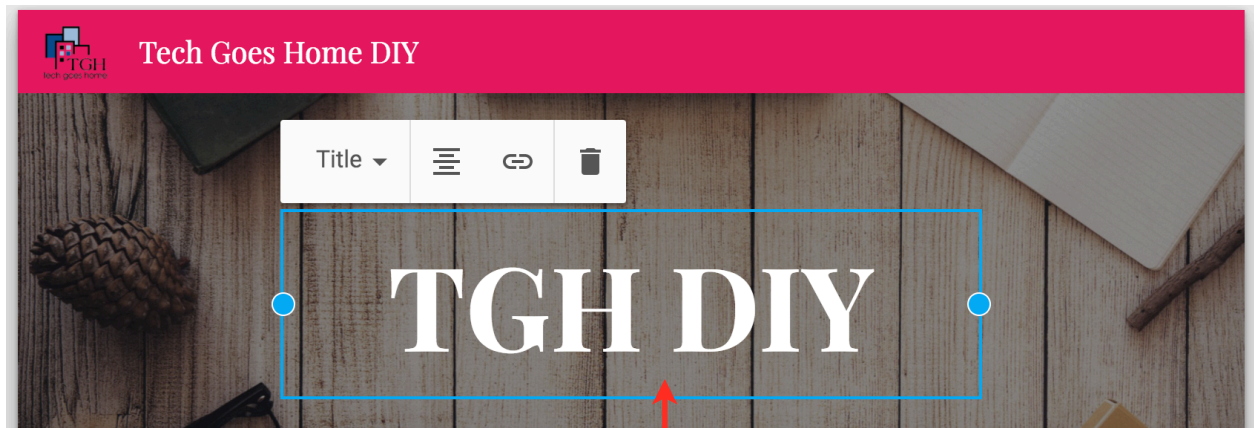
I also want to change the font. So I am going to click on Classic.



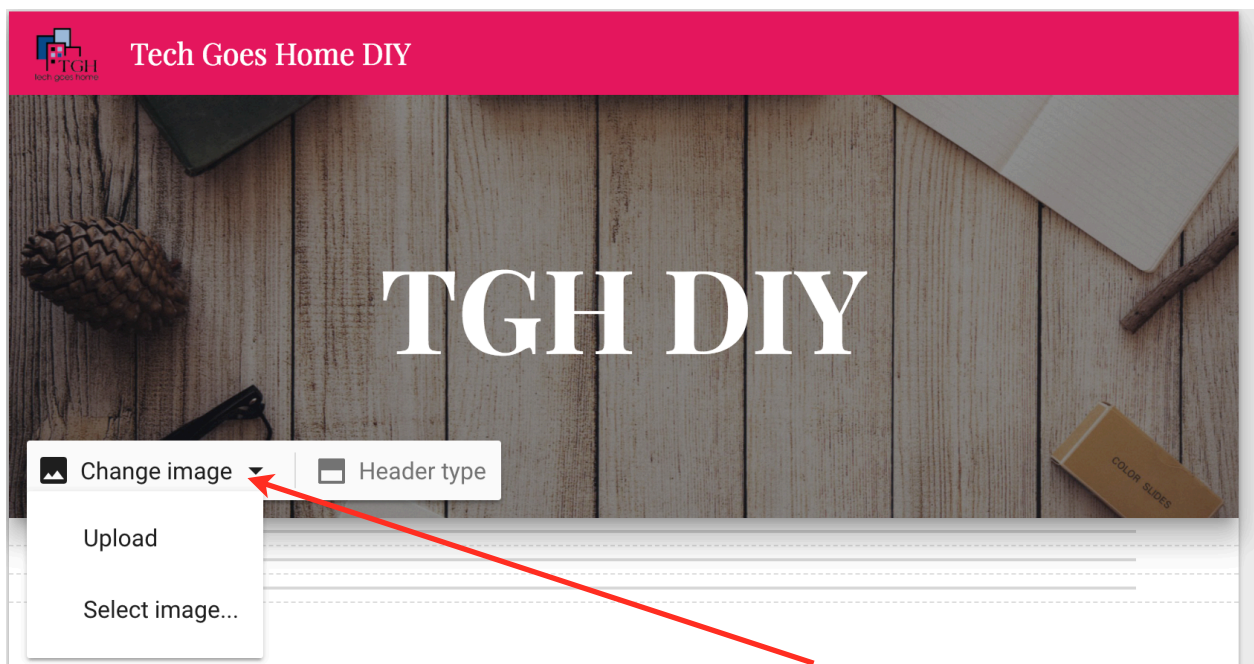
I've picked the theme, color, and font of my site! Next I want to enter my site name here.

Once you've named your site you may want to add a Logo. To do so you can click **UPLOAD** to upload from your computer or click **SELECT** to grab a logo from your Google account.





Next you can change big lettering/title of your page by clicking and typing what you'd like it to say.



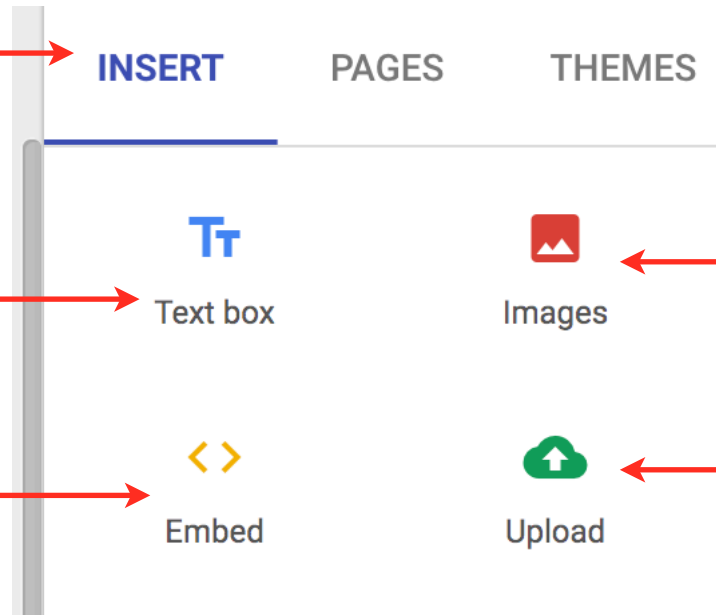
If you want to change background image, just click on Change Image choose whether you want to Upload from your computer or Select from your Google Account.

# Adding Text, Pictures, Sites, and More To Your Site.

To begin let's work with the first section on the tool bar. Be sure **INSERT** is highlighted.

This will add a text box for you to type into.

This will let you embed another

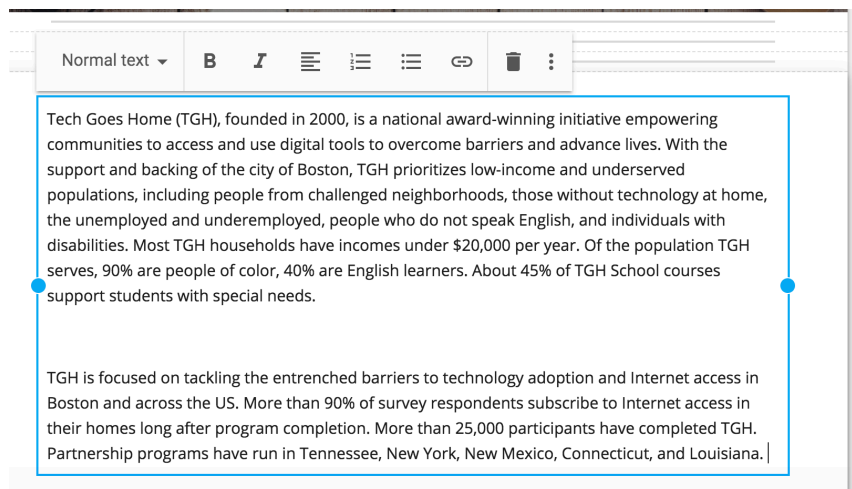


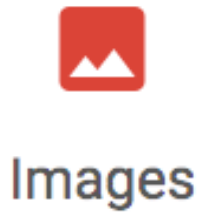
This will let you search and add an image

This will let you upload other small files (like pictures) from your computer.



To add text. Just click on the text box icon. Then you can type, or copy and paste the text you'd like on your page.





## Select images

By URL

**Search**

Your albums

Google Drive



DIY



Results shown are labeled for commercial reuse with modification. [Learn more](#)

Type your search in the box above to find images using Google Search.



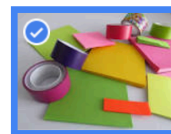
## Select images

By URL

**Search**

Your albums

Google Drive



The image you highlighted was found by Google Image Search on this page:  
<https://pixabay.com/en/diy-tape-crafts-father-colorful-1243575/>

Select

Cancel

Only select images that you have confirmed that you have the license to use.

To add an image. Just click on the images icon. You have a few ways to find images, but the easier is to click search and browse all of Google's Images here.

When you find the image you want to use, select it and a blue box and a check mark will appear. Then click select.



## Embed

To embed an existing website click on the Embed icon.  
Then type or paste the website here.  
Click the desired page and then click insert.

### Embed from the web

BY URL EMBED CODE

Paste the URL (link) of the site you'd like to embed.

techgoeshome.org

Whole page

Show dynamically updating site page.

Preview

Show link with static description from site.

CANCEL INSERT

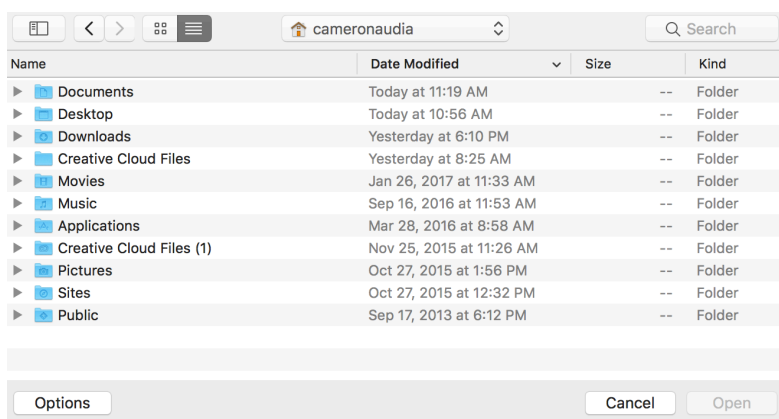


## Upload

To upload a file from your computer you will just click on the Upload icon.

Then a window will pop up with all of your computer files for you to choose from.

Note: these files are limited to mostly .jpeg and .png files.



---

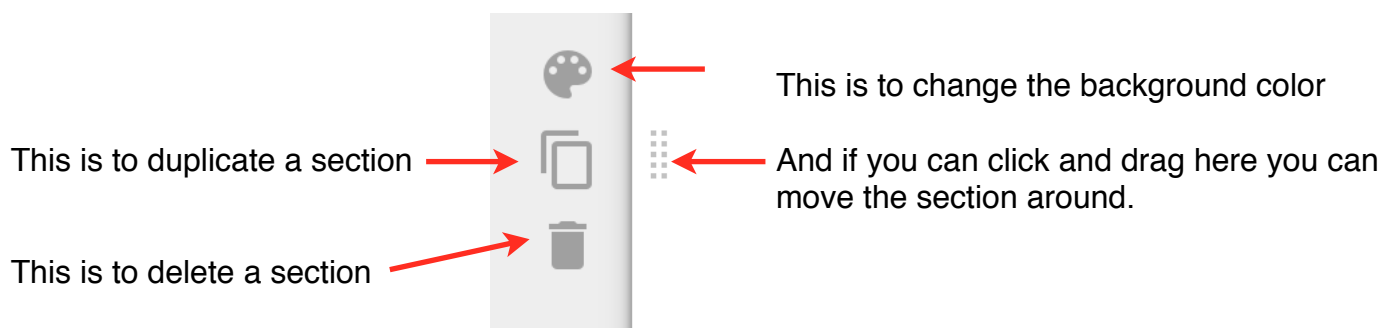
Now that you've added some elements to your page. You can move them around. To move this image just click and drag it to where you want it.



You've moved your image!



You can also use this mini tool bar



# Adding Google Elements


If you are an avid Google/Google Drive user this rest of the toolbar under Insert to add more to your site:

INSERT

PAGES

THEMES

Here you can search your **Google Drive** for items to add to your site.

 From Drive

Here you can embed **YouTube** videos.

 YouTube

Here you can add important dates from your **Google Calendar**.

 Calendar


Here you can mark specific locations on **Google Maps**.

 Map

Here you can upload any of your **Google Docs**.

 Docs

Here you can upload any of your **Google Slides**.

 Slides


Here you can upload any of your **Google Sheets**.

 Sheets

Here you can upload any of your **Google Forms**.

 Forms

Here you can upload any of your **Google Charts**.

 Charts

# Adding Pages

You will most likely want to have more than just a homepage for your website. To add pages you'll click on PAGES. To add a page you will click here.



**NEW PAGE**

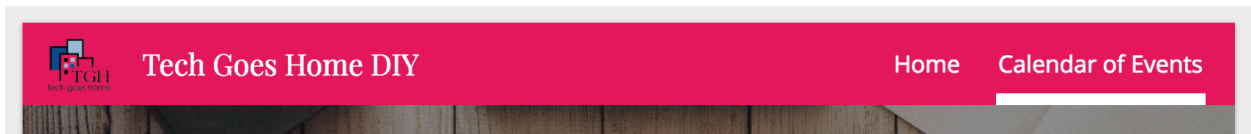
**Name**  
**Calendar of Events**

**ADVANCED** ▼

**DONE**

You'll then be asked to Name your NEW PAGE.

Type in the name of your new page and click DONE.



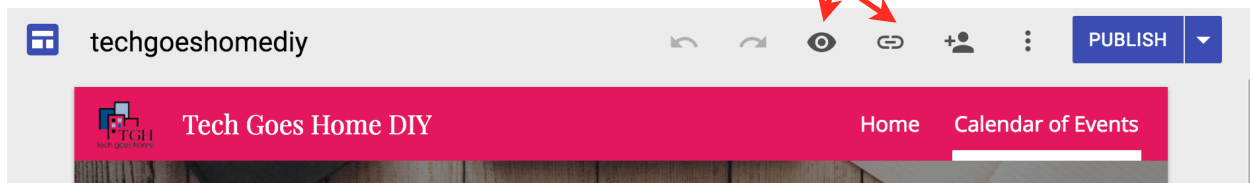
You can see that now you have successfully created another page! You can use all the tips from the previous pages to help build any new pages.

## Helpful Buttons

Last, there are a few buttons that will make your site making process a lot easier.

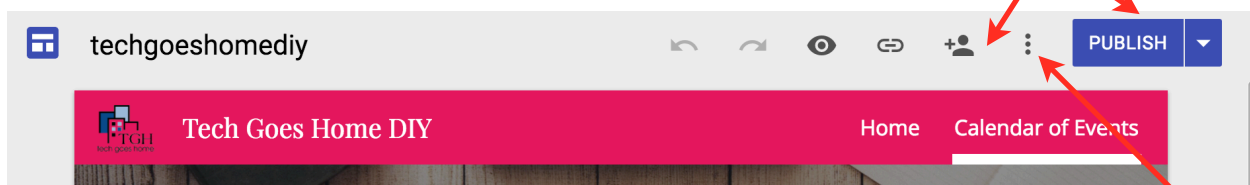
To preview your websites you can click on this eye here.

To grab/copy the link of your live site click here.



To share with others editing rights so they can help build the site click here.

When your site is all finished you can publish it live by clicking here.



If you should have any other questions or want a helpful tour from Google click here.

**Congratulations!! You have successfully created a website using Google Sites!!**