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

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.

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'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.
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.
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.

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.

Tech Goes Home (TGH), founded in 2000, is a national award-winning initiative empowering

You’ve moved your image!

You can also use this mini tool bar

This is to change the background color

This is to duplicate a section

This is to delete a section

And if you can click and drag here you can move the section around.
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:

- Here you can search your **Google Drive** for items to add to your site.
- Here you can embed **YouTube** videos.
- Here you can add important dates from your **Google Calendar**.
- Here you can mark specific locations on **Google Maps**.
- Here you can upload any of your **Google Docs**.
- Here you can upload any of your **Google Slides**.
- Here you can upload any of your **Google Sheets**.
- Here you can upload any of your **Google Forms**.
- Here you can upload any of your **Google 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.

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!!