Sites Cheat Sheet

Build internal project hubs, team sites, and public-facing websites.

1. From Drive, click NEW > More > Google Sites.

2. Customize your site and home page.

   - Add a site name for the public
   - Name your sites file in Drive (not public)
   - Add a home page title
   - Choose a theme

   - Choose a background image
   - Return to original background image
   - Choose a header type
   - Choose a font style
   - Choose a background color

3. Add pages and navigation.

   - Choose your site navigation location and add page links
   - Drag pages up and down to re-order, or on top of another page to nest
   - Add a page

4. Add content to pages.

   - Add text, images, URLs, or uploads
   - Add Drive files or folders
   - Add YouTube videos, maps, or calendars
   - Add documents, spreadsheets, presentations, forms, or charts

5. Share, preview, or publish your site.

   - Share your site with your team to collaborate.
   - Preview: See how your site will look on any device once it’s live.
   - Publish: Set your site’s complete URL and who can see the site, then make it live.

Site address: .//google.com/

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Google Sites

Forget how to access Google Sites? Need more help? Tips here: http://libguides.merrimack.edu/FYW1050H/Vatalaro/googlesites

Sandbox Time!

![Sandbox](image)

Add a header.

Name your website.

Insert text.

Add an image.

Add a link.

Embed a YouTube clip.

Create a new page.

Preview what your site looks like (on phone, tablet, large screen).

Review your publishing settings and publish your site!