GOOGLE SITES TUTORIAL

Google Sites now offers two means for creating a website: New and Classic. New Google Sites is attractive, simple, and very easy to use but Classic Google Sites has far more customization options. All Google applications are collaborative, so you and your team members can work together to create your site, new or classic. This tutorial will outline how to use both. The procedures will be very similar. For more flexibility and customization, I recommend Classic Google Sites; however, if you just need a standard site on which you can collaborate, I recommend the much more user-friendly, visually-attractive New Google Sites.

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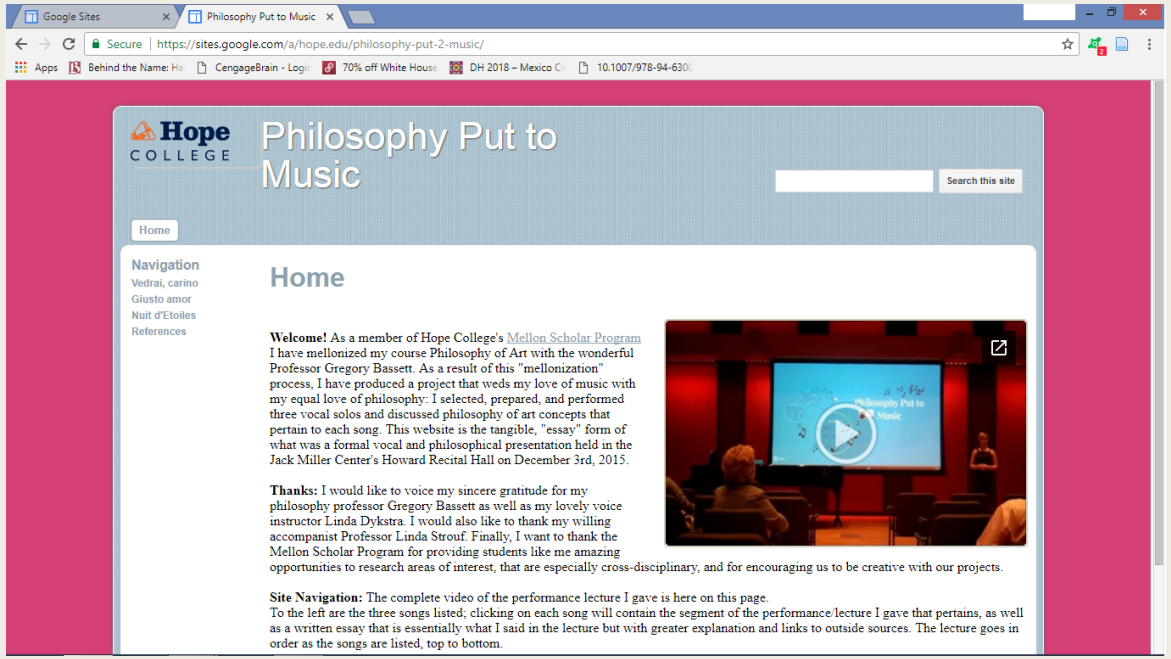
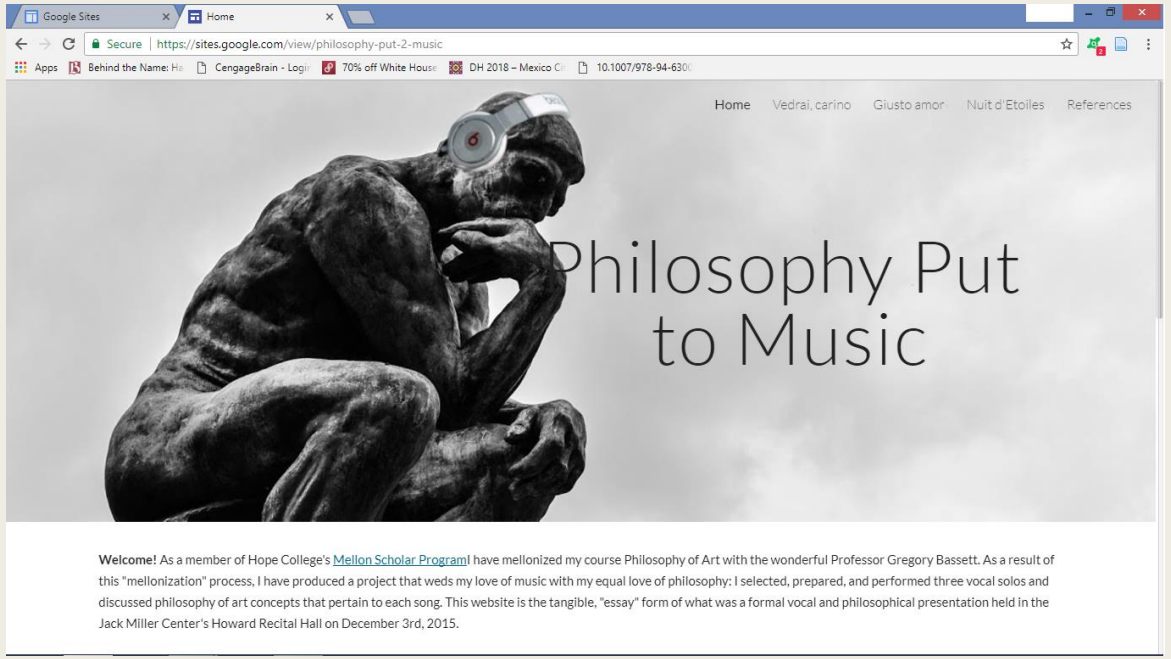
See the difference between a Classic vs. New Google Sites Homepage

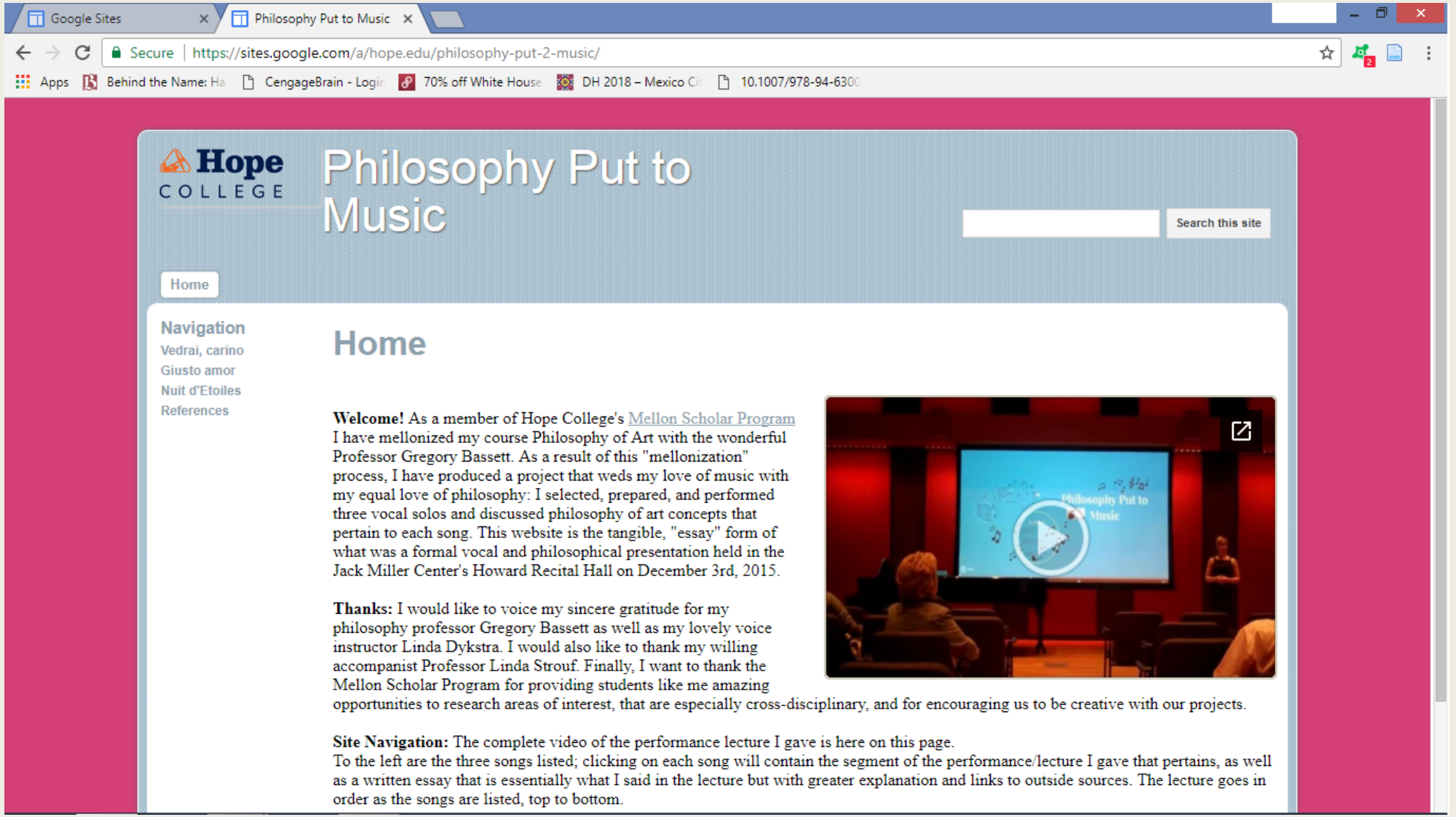


Classic Google Site

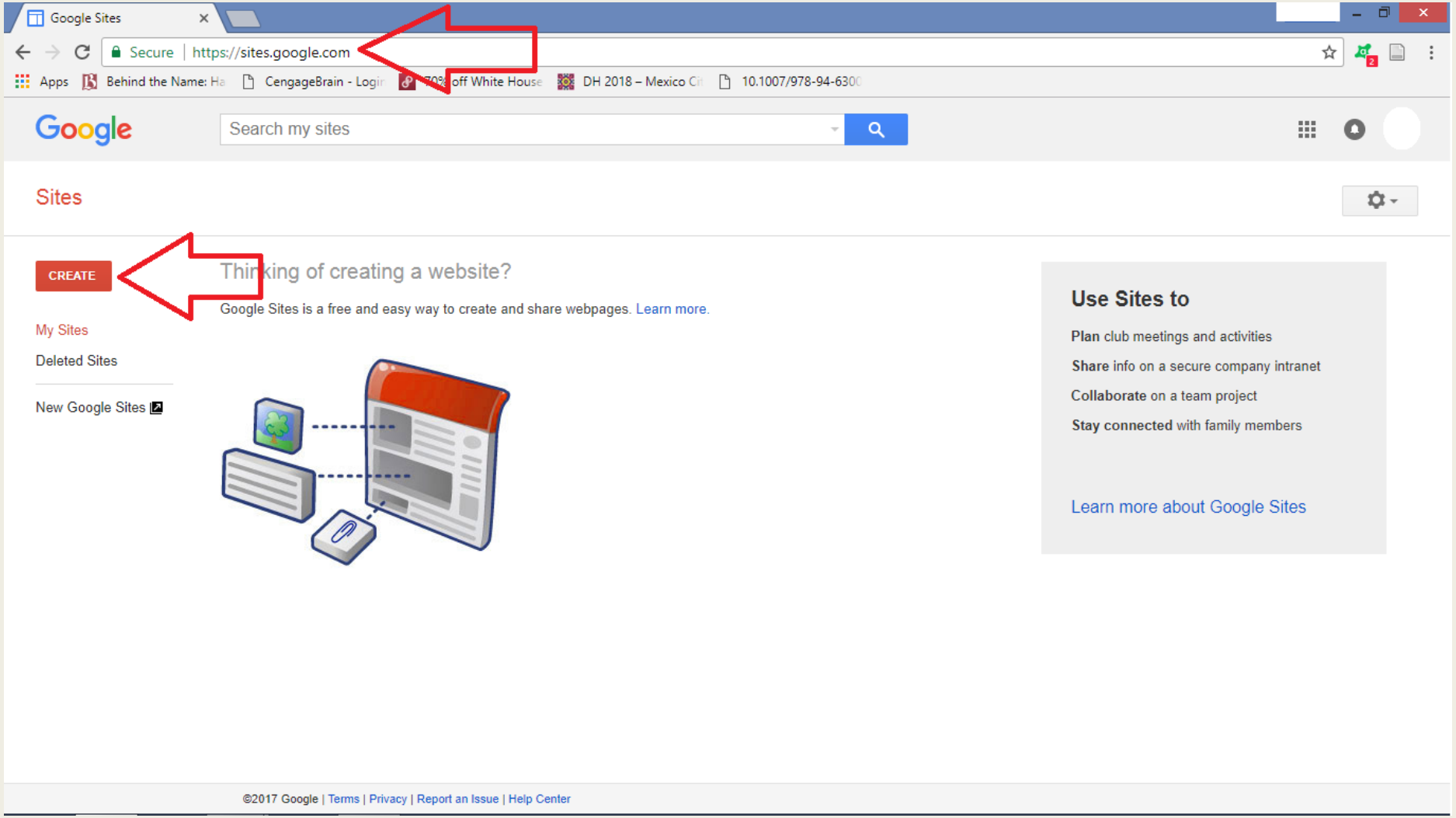


New Google Site

CLASSIC GOOGLE SITES

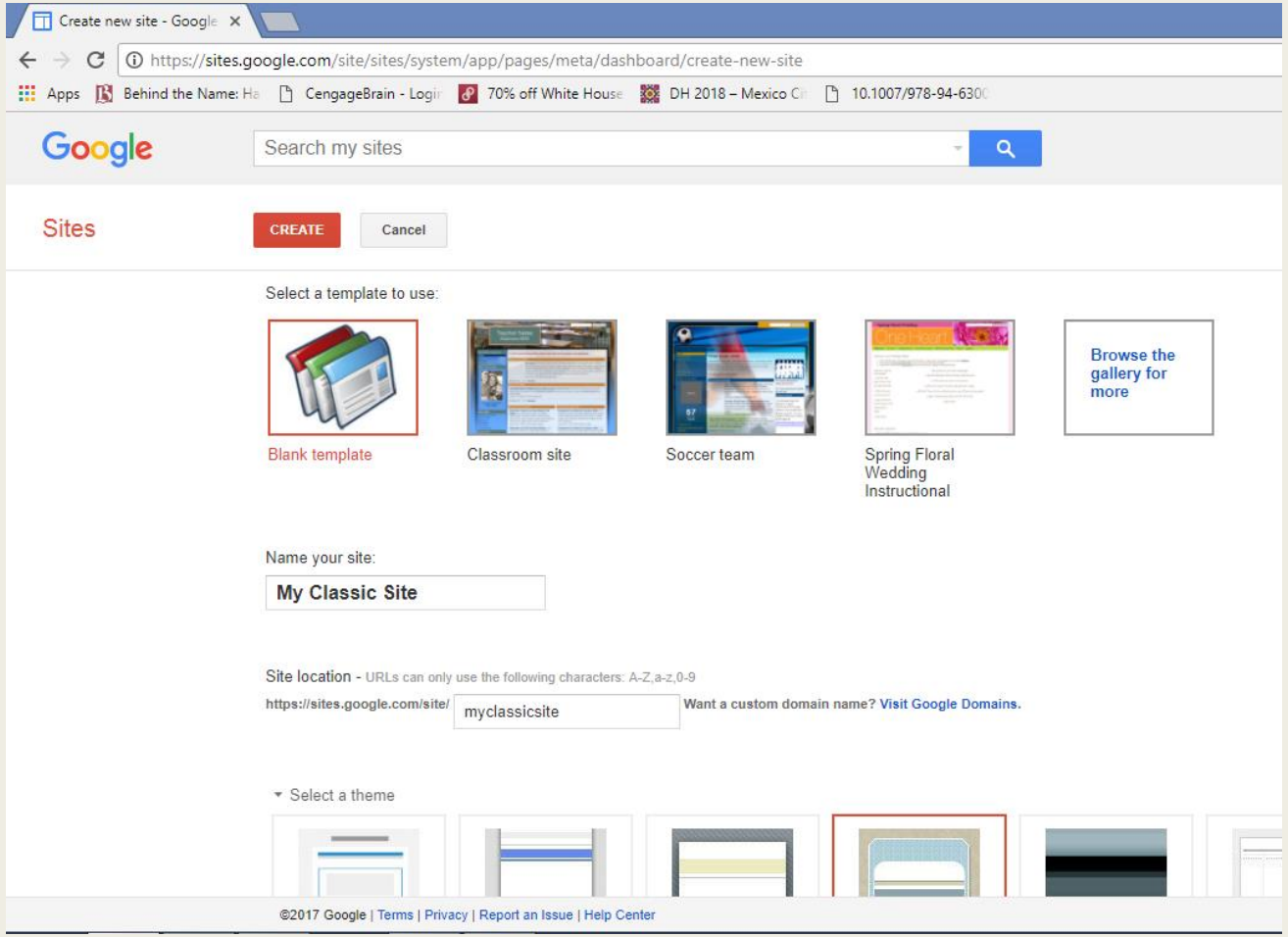


1. Go to sites.google.com. You may need to log into your Google account first. Click the **Create** button on the left-hand side and then select “in classic Sites”



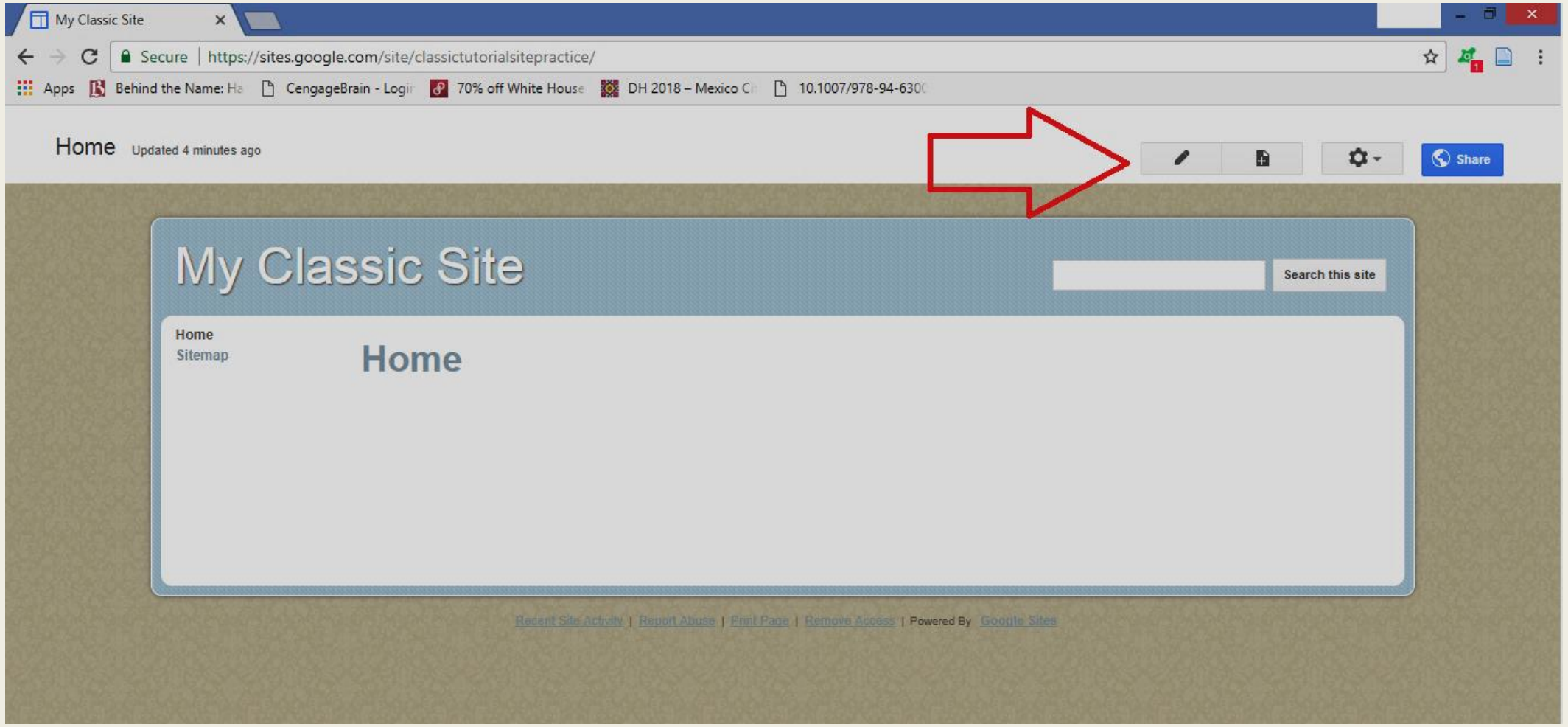
2. First select your template. I recommend using the blank template for more customization.

- You will need to create a name for your site and a “location.” The name and “location” can be the same as long as that “location” name does not already exist. The “location” is the words that appear as the web address after “sites.google.com/site”. Google will alert you to make a new location name if it already exists. Your site name and location name do not have to be the same but should be similar for user ease.
- You can also select a theme. For this tutorial I selected “Rounders” which is the theme for the Classic Site shown on the previous slide.
- Under “More Options” you can type a description of your site that will appear when listed on Google. You do not have to make a site description though.
- Select the “I’m not a robot” box and click **Create**



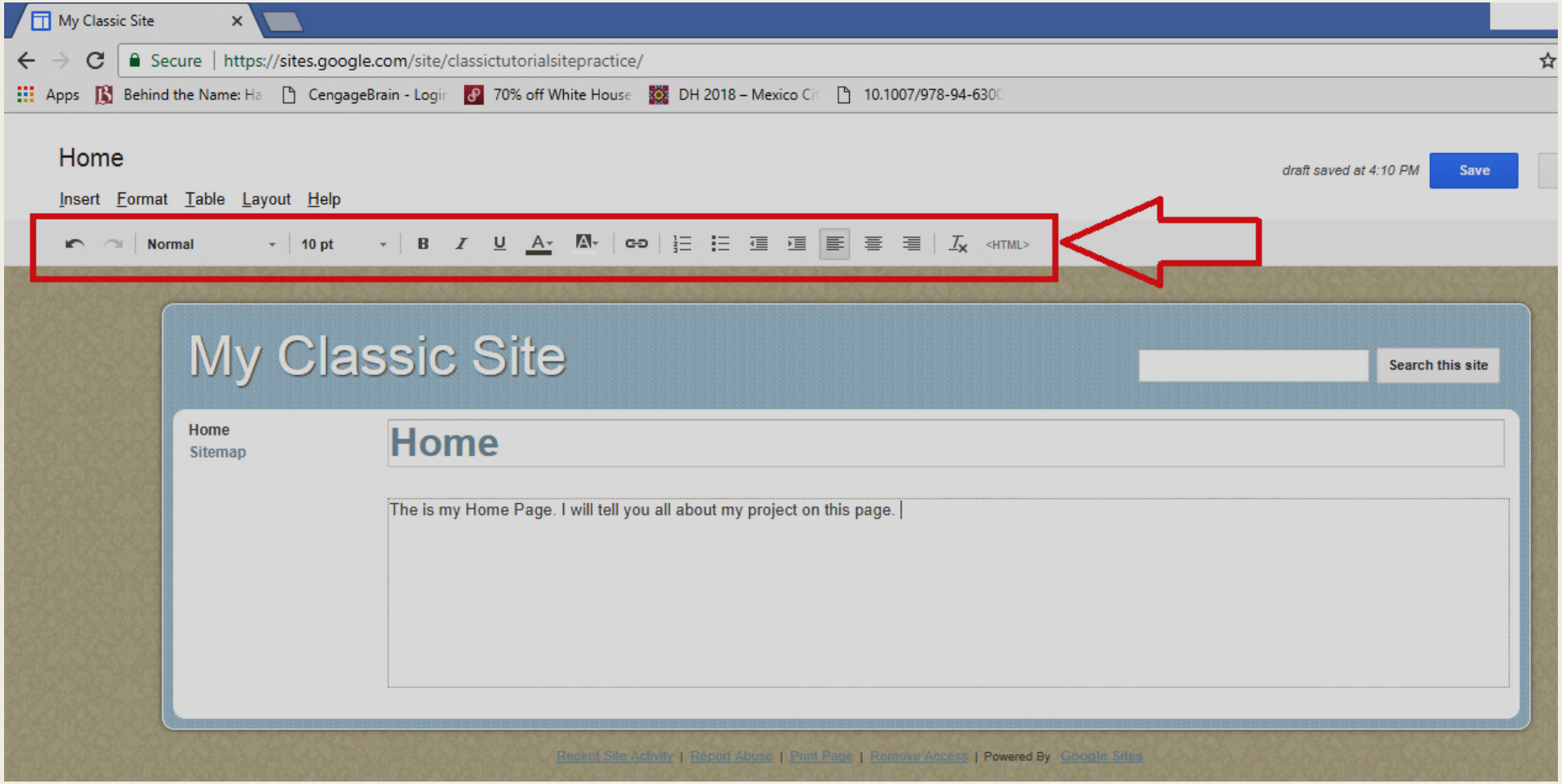
3. PAGE EDITING

Your new site is now open on your Home page. To add to and edit your Home page, click the box with a writing utensil icon in the upper right corner.



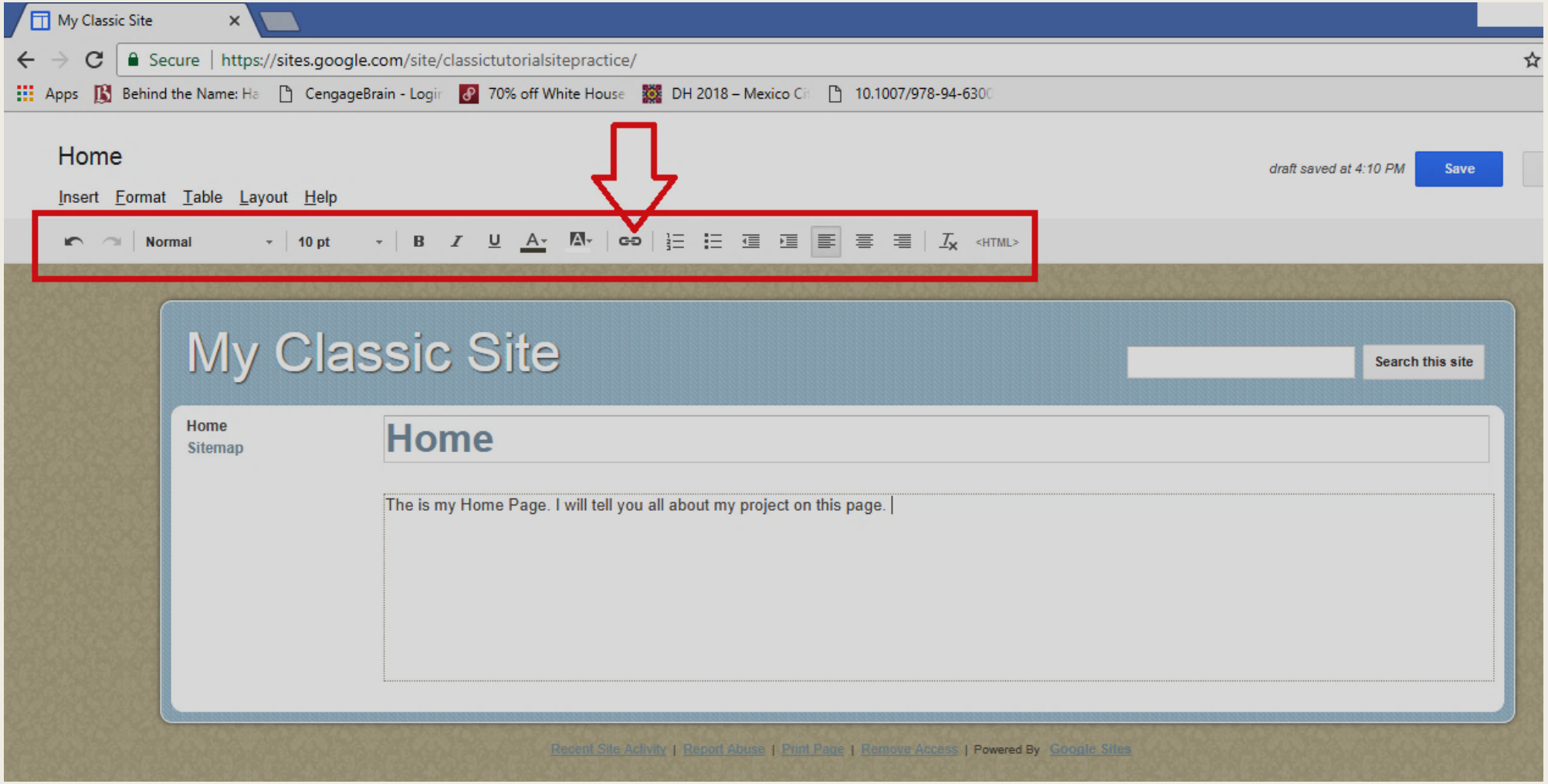
3. PAGE EDITING

Now at the top of the screen is a toolbar with typical editing options to change fonts and spacing. The last button on this bar says “<HTML>” Clicking this button will show you what your page looks like in HTML. If you are familiar with HTML language, you can modify your page in that manner. There are some limitations to what you can manipulate however.



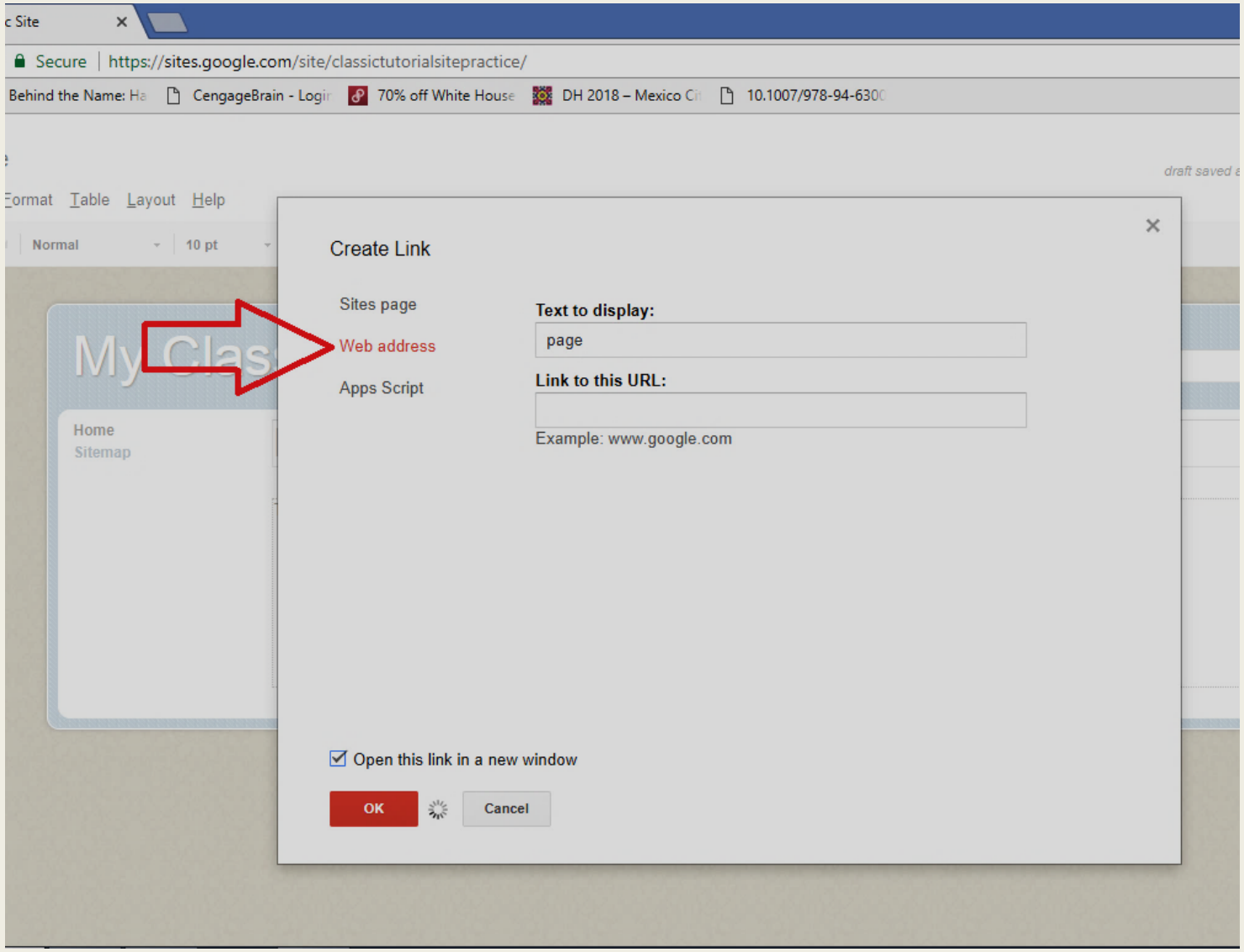
4. HYPERLINKS

To create a hyperlink, highlight the word or words you want to become the hyperlink, then click the chain-links icon button on the toolbar.



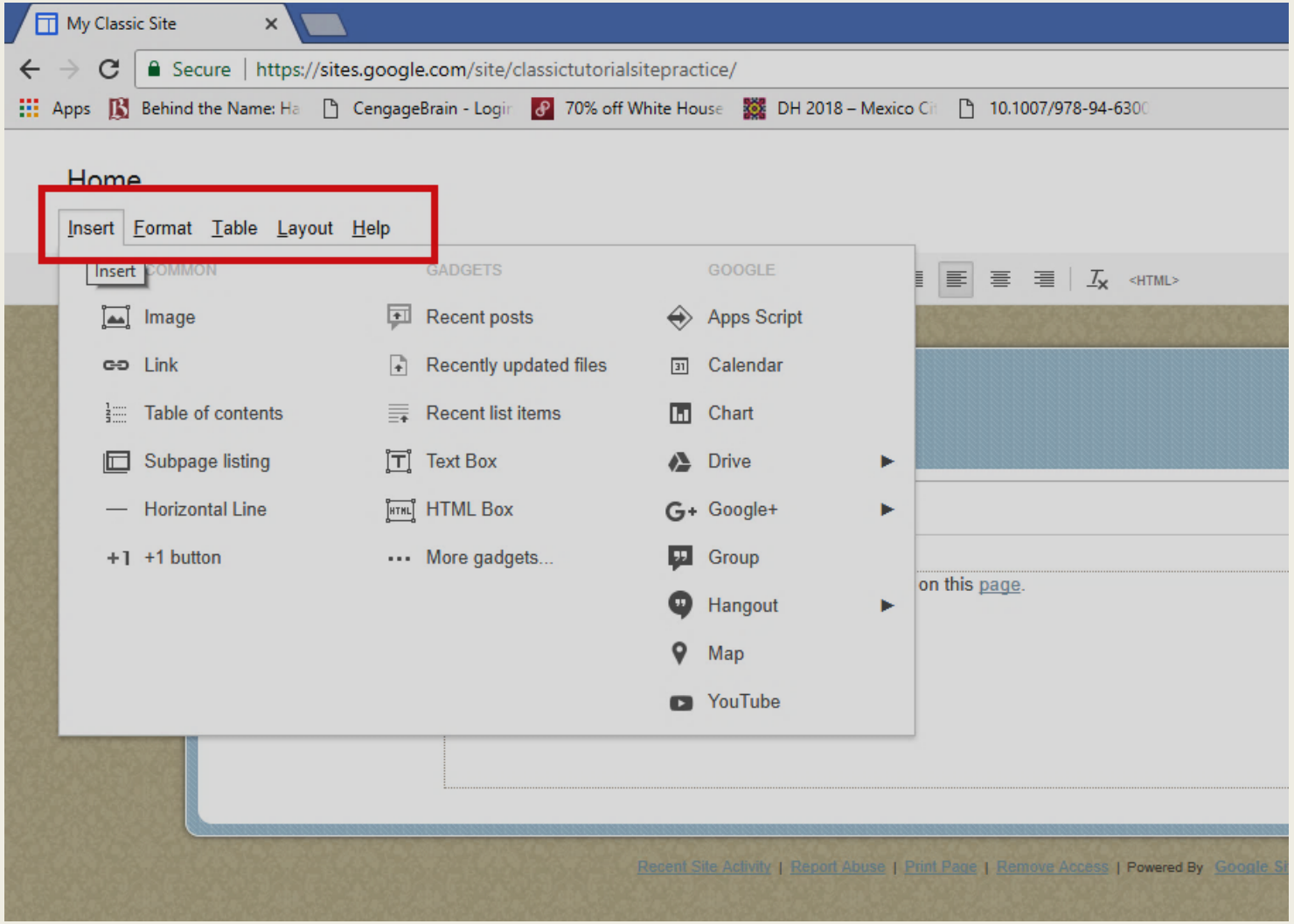
4. HYPERLINKS

- You can link to another Google Sites page or you can select the “Web Address” option on the left to type the URL of the site to which you want to link.

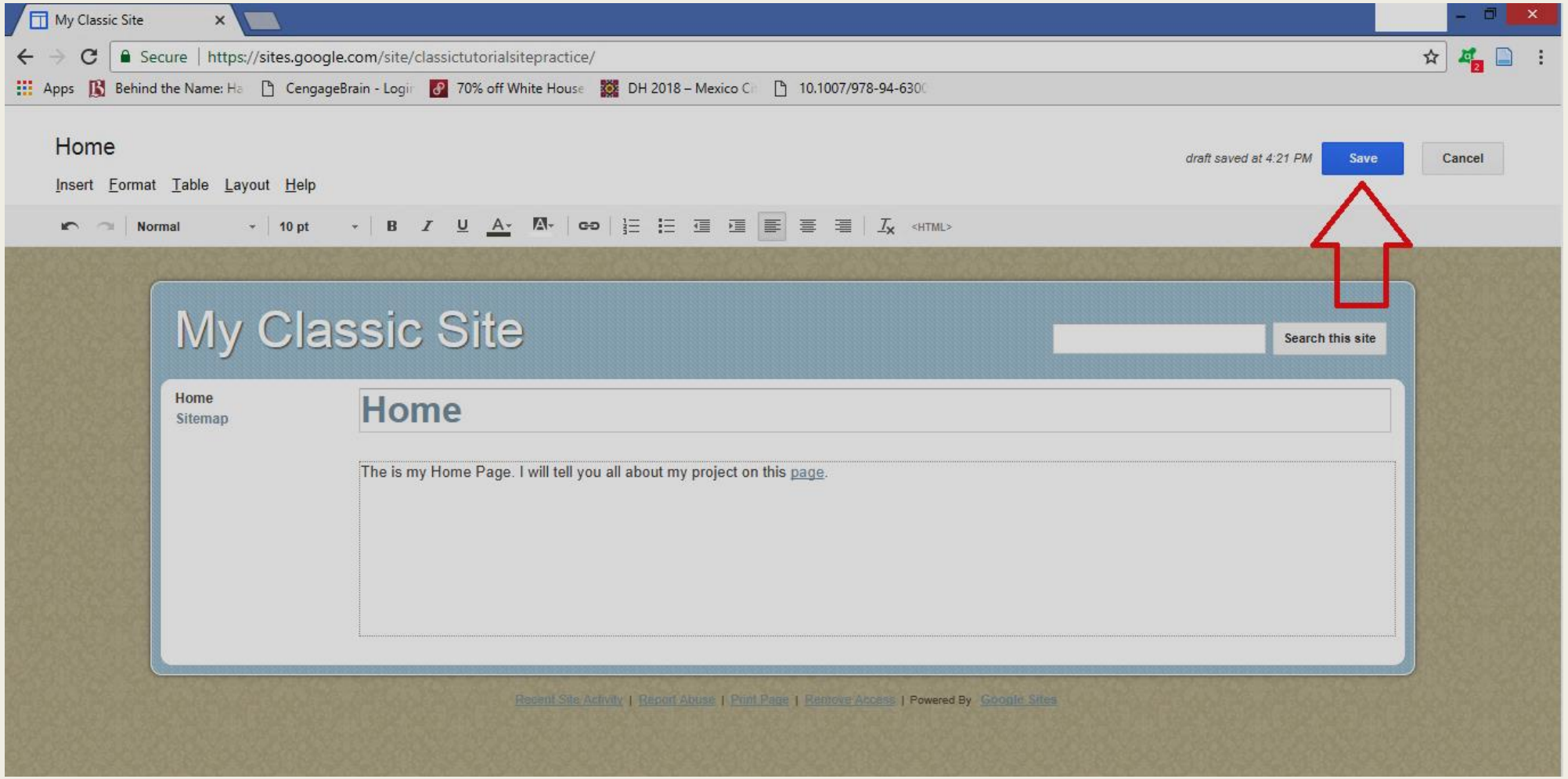


5. MEDIA

- To insert any type of media simply click **Insert**, and then select the type of media you want.
- If you want to insert/create a table, simply select **Table**.
- You can also alter the layout of your page, by clicking on **Layout** and selecting from a list of options.

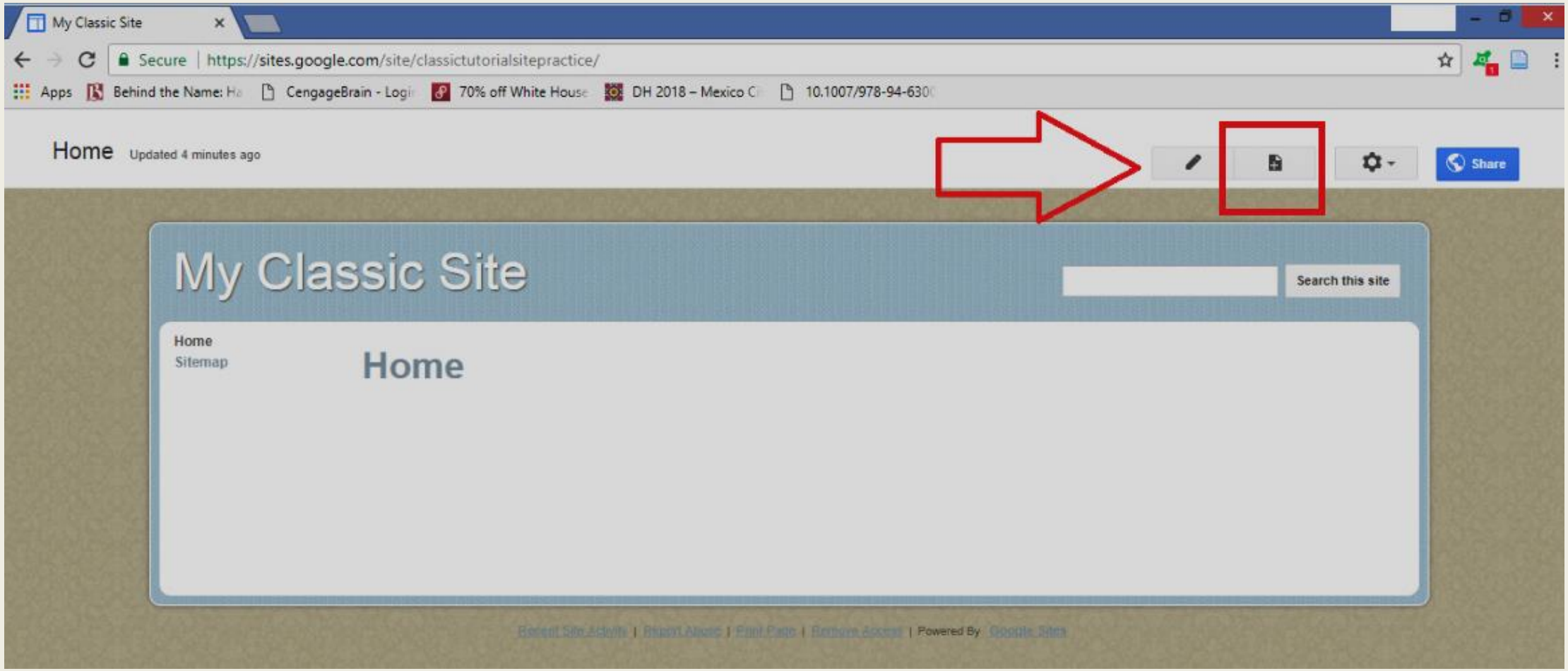


6. After editing any page you must click **Save** before you can edit other pages or add pages.



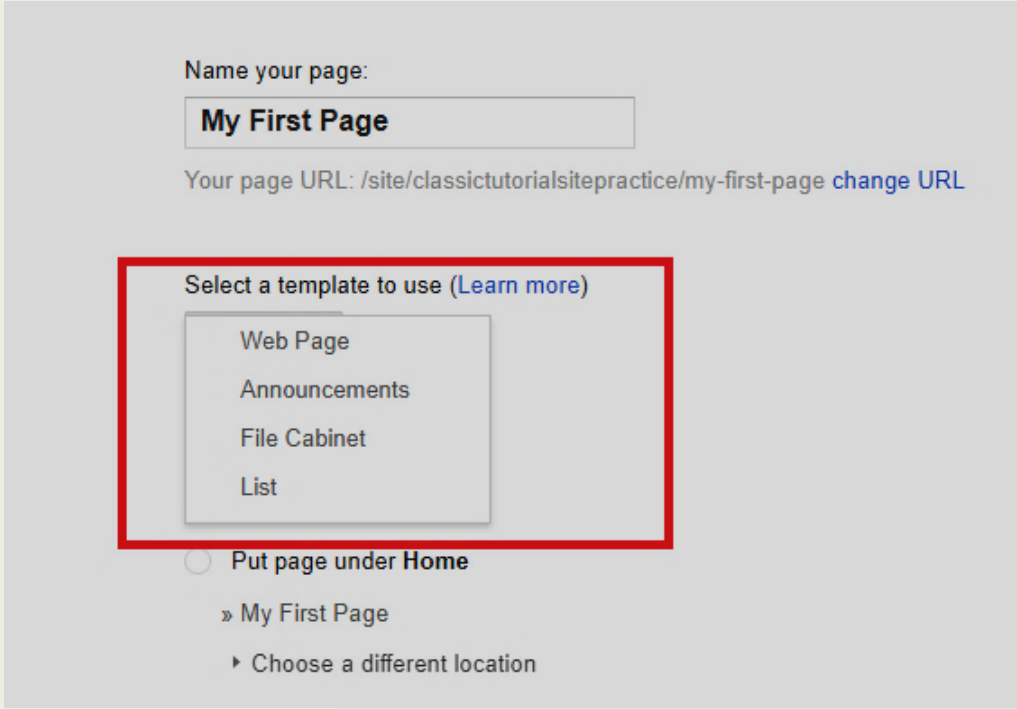
7. NEW PAGES

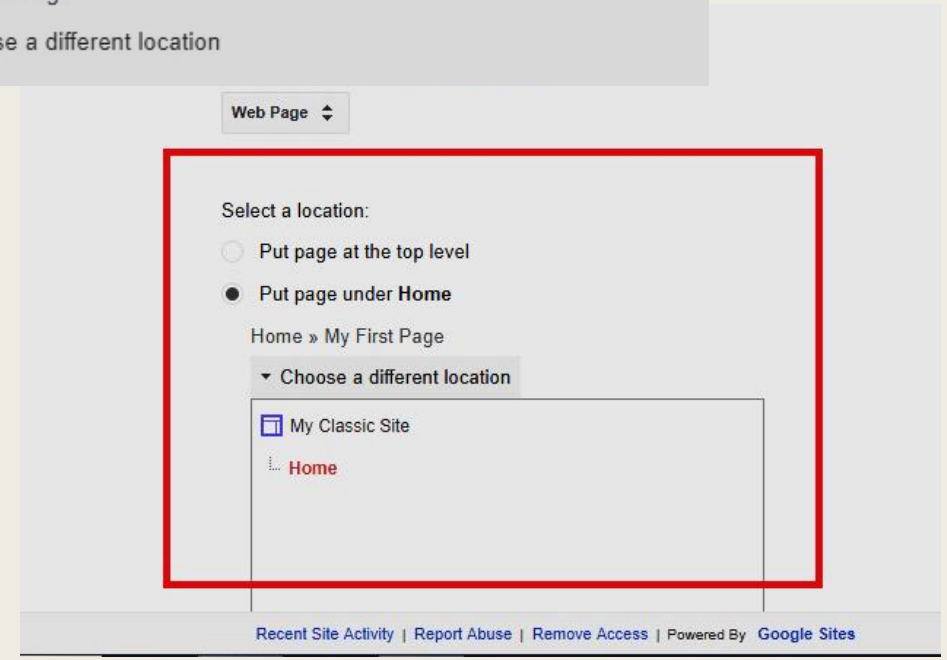
To create a new page on your site, click the button with the paper and plus sign icon in the upper right corner.



7. NEW PAGES

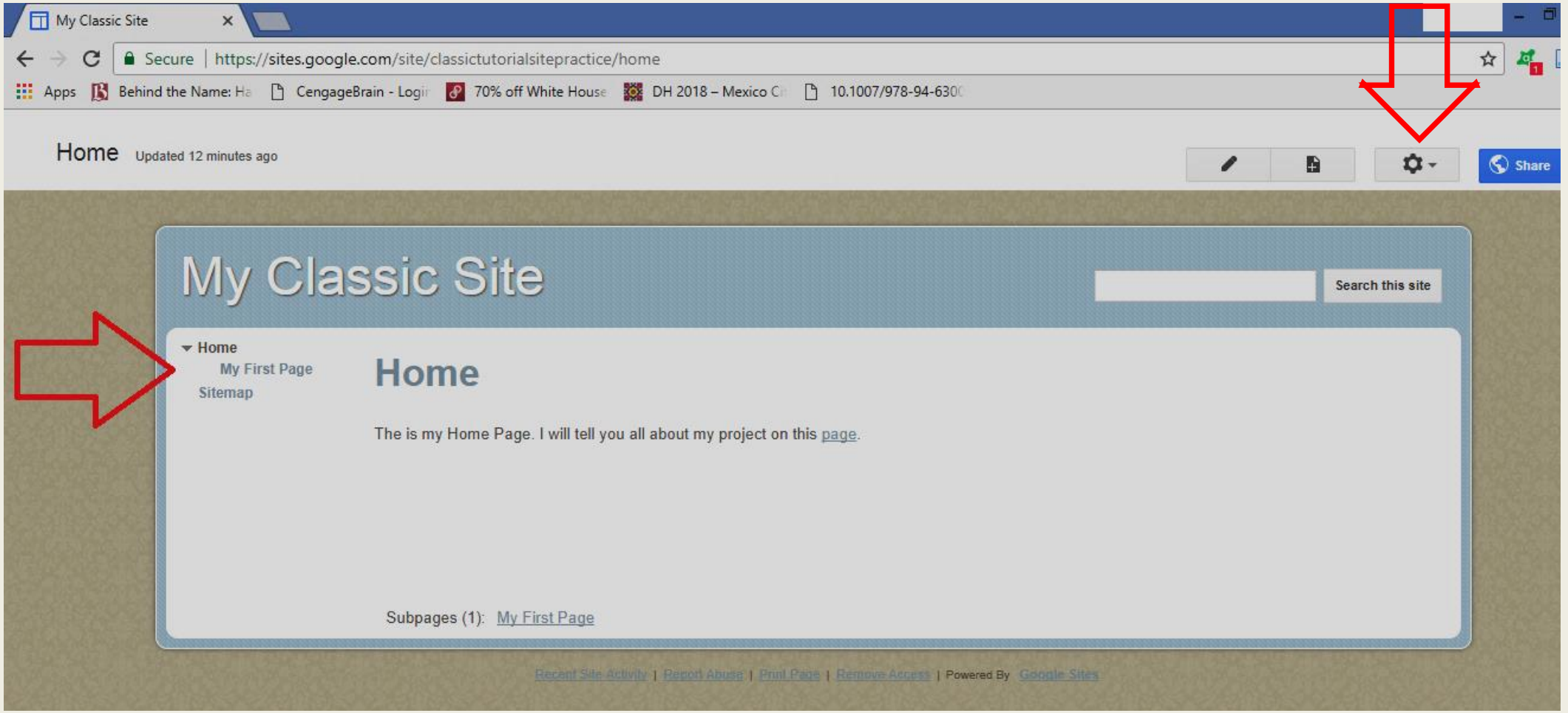
- First you will need to name your page.
- Next you will have the option to select what type of page it will be.
  - *A "Web Page" will look and be able to do what you just saw with your Home Page. This is standard and recommended for most projects.*
  - *An "Announcements" page will host posts or blogs that can keep being added to the site. The style of the page is the same as the Web Page when constructing.*
  - *A "File Cabinet" will hold a repository or list of documents you upload to your site and can be useful for a classroom setting where students could access files, per say.*
  - *A "List" is just that, a customizable list you can make for yourself.*
- Lastly you will need to select a location for the page as a main page or "subpage". For example, if you are creating a site about Dogs and Cats, you might make a main "Dog" page, then several "subpages" of types of dog: "German Shepherd", "Poodle", etc.





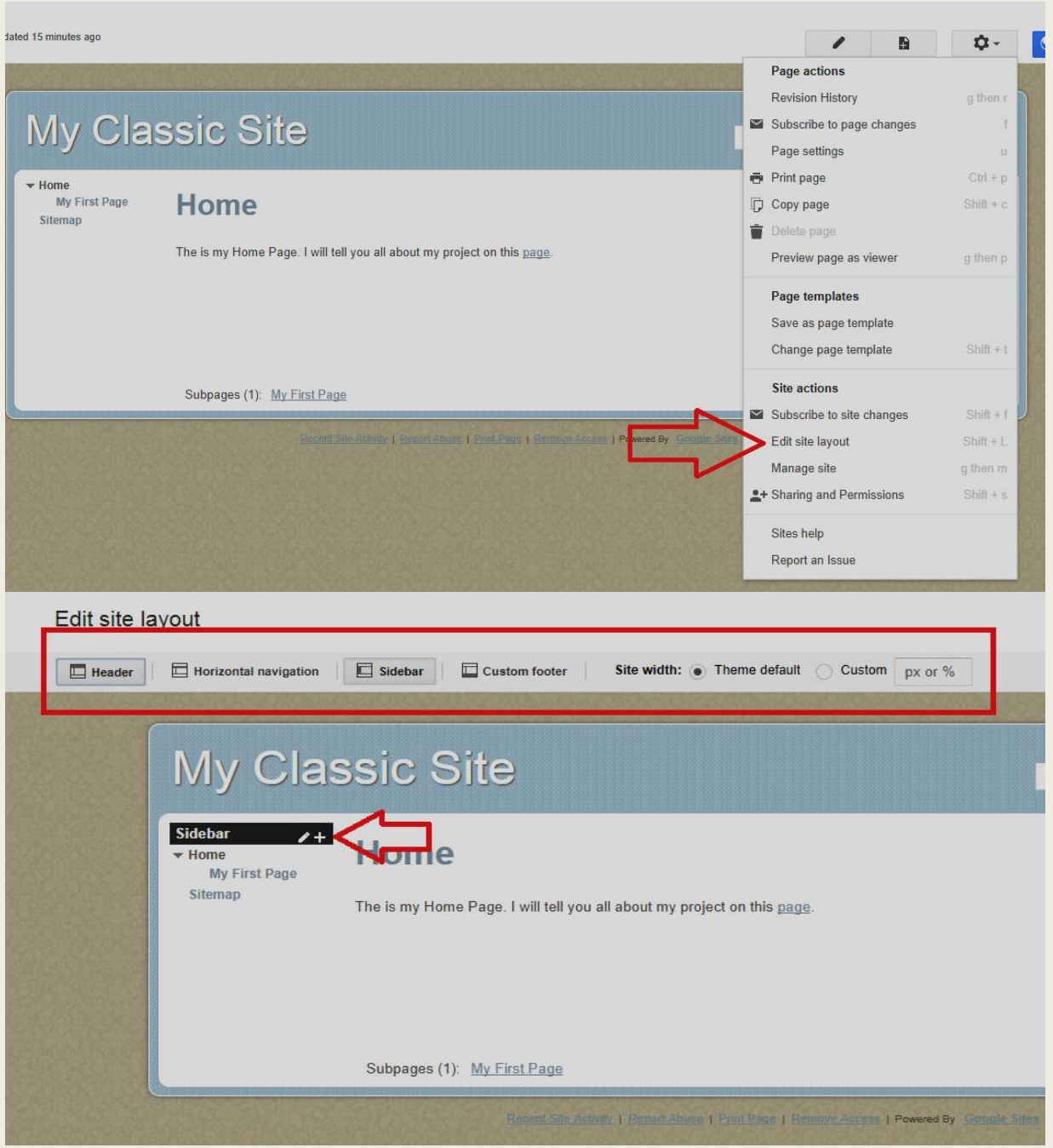
8. SITE NAVIGATION

How you structure your pages will affect how they appear on the side bar on the left, and will affect how users experience and navigate your site. The default settings are on the left-hand side, a “Sitemap” link that leads to a page listing all your pages and posts, and at the bottom of each page are links to each subpage. To change your navigation bar settings, click the settings button with the gear icon in the upper right corner.



8. SITE NAVIGATION

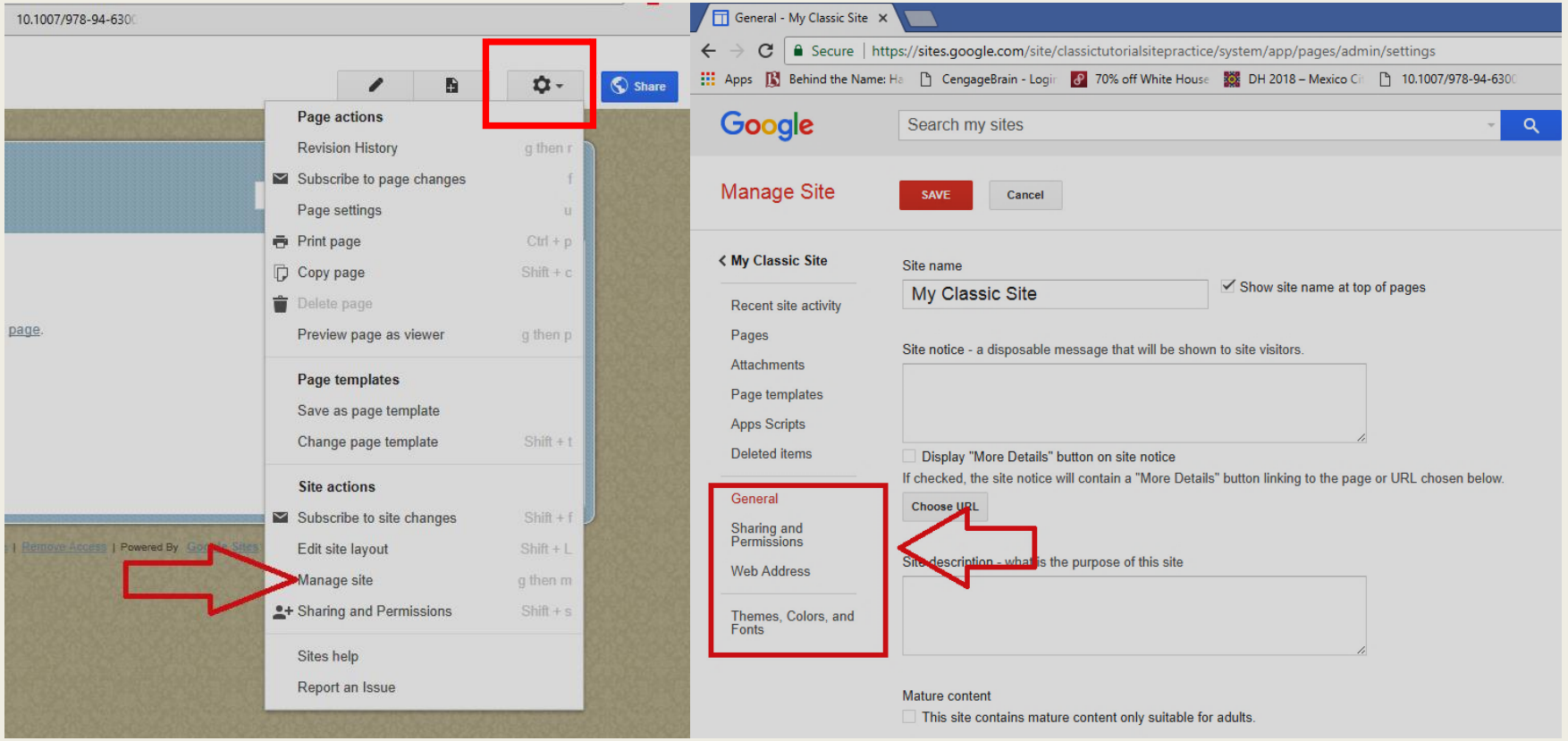
- Select **Edit Site Layout**
- At the top of the page is a list of icon options for your navigation. You can now remove or keep your site Header (which is what states the name of your site and the Search bar at the top of each page)
- You can also remove, edit, and move your left side bar, by clicking on the plus sign icon or writing utensil icon in the upper right corner of the side bar.
- You can add or remove “Horizontal Navigation” which shows a list of tabs of your pages horizontally across the top of each page.
- You can also add or remove a custom footer.



9. SITE MANAGEMENT

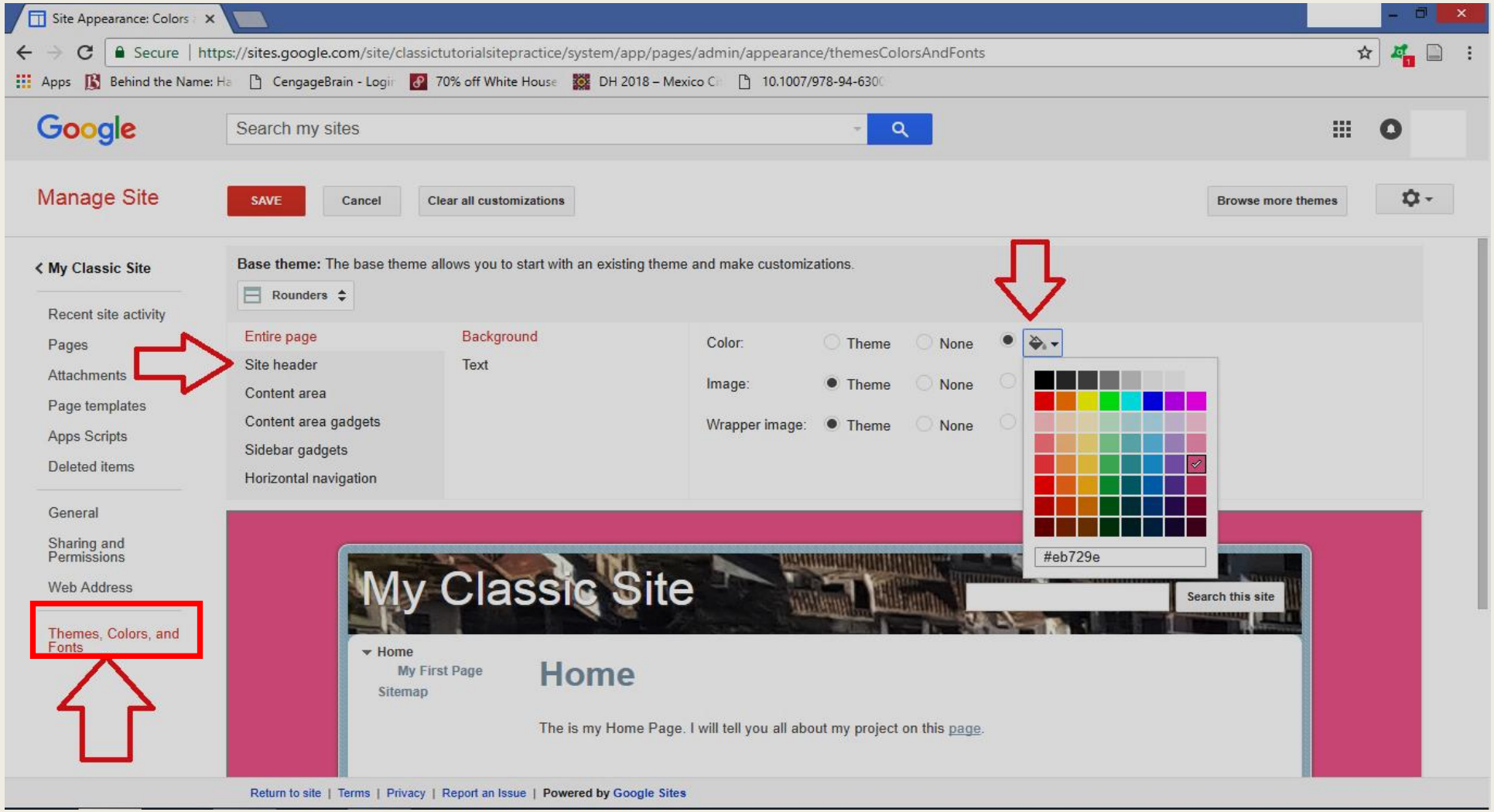
To manage your site, alter sharing and permissions, and customize your colors and themes for your site, click the Settings button with the gear icon in the upper right corner.

- The first page that opens is the general settings which you can alter to suit your needs.
- On the left-hand side, click **Sharing and Permissions** to change who can edit and view your site.



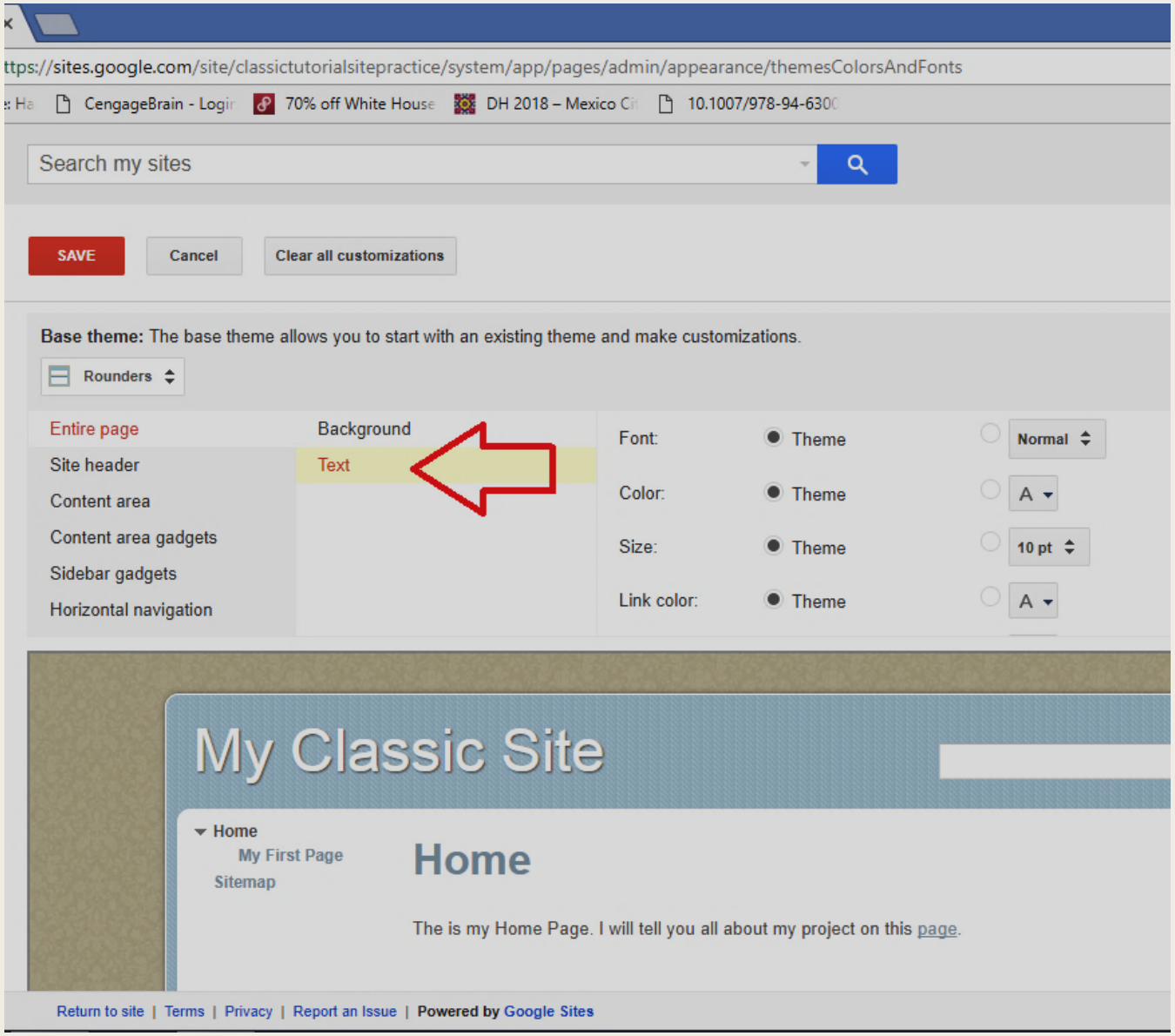
10. THEMES & COLORS CUSTOMIZATION

To change the colors and components of your theme, click **Themes, Colors, and Fonts** on the left-hand side while still in Site Management.



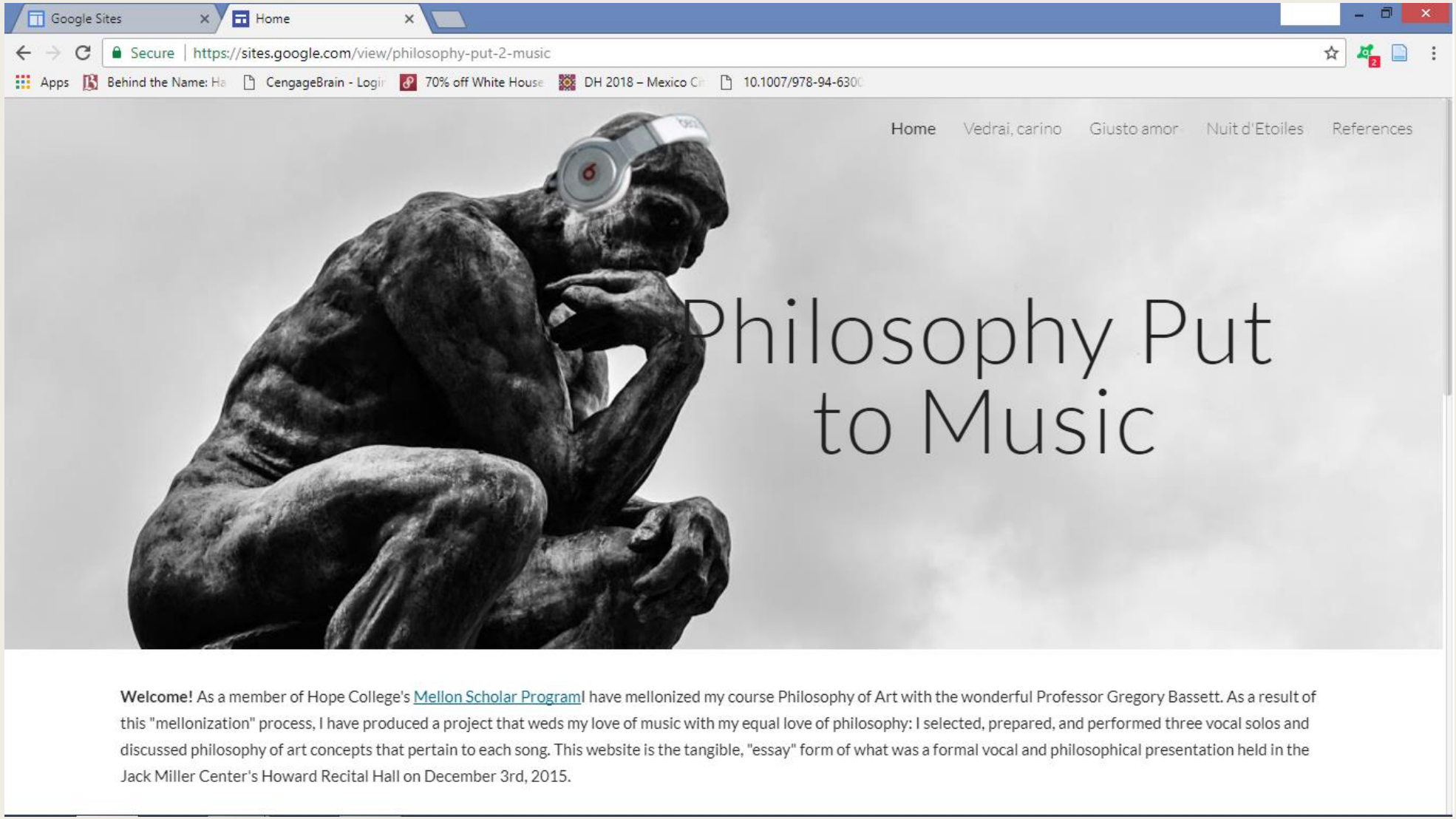
10. THEMES & COLOR CUSTOMIZATION

- At the top of the screen is a vertical list of all the different elements you can change the color of or turn into a picture.
- For example, if you select **Entire Page** then **Background**, you can change the color of the background by clicking the paint bucket icon. You can also turn the whole background or just the outside background into a photo by clicking the picture icon and uploading a photo.
- You can also select **Entire Page** then **Text** to change the font size, style, and color.
- Be sure to click **Save** after any and all changes.

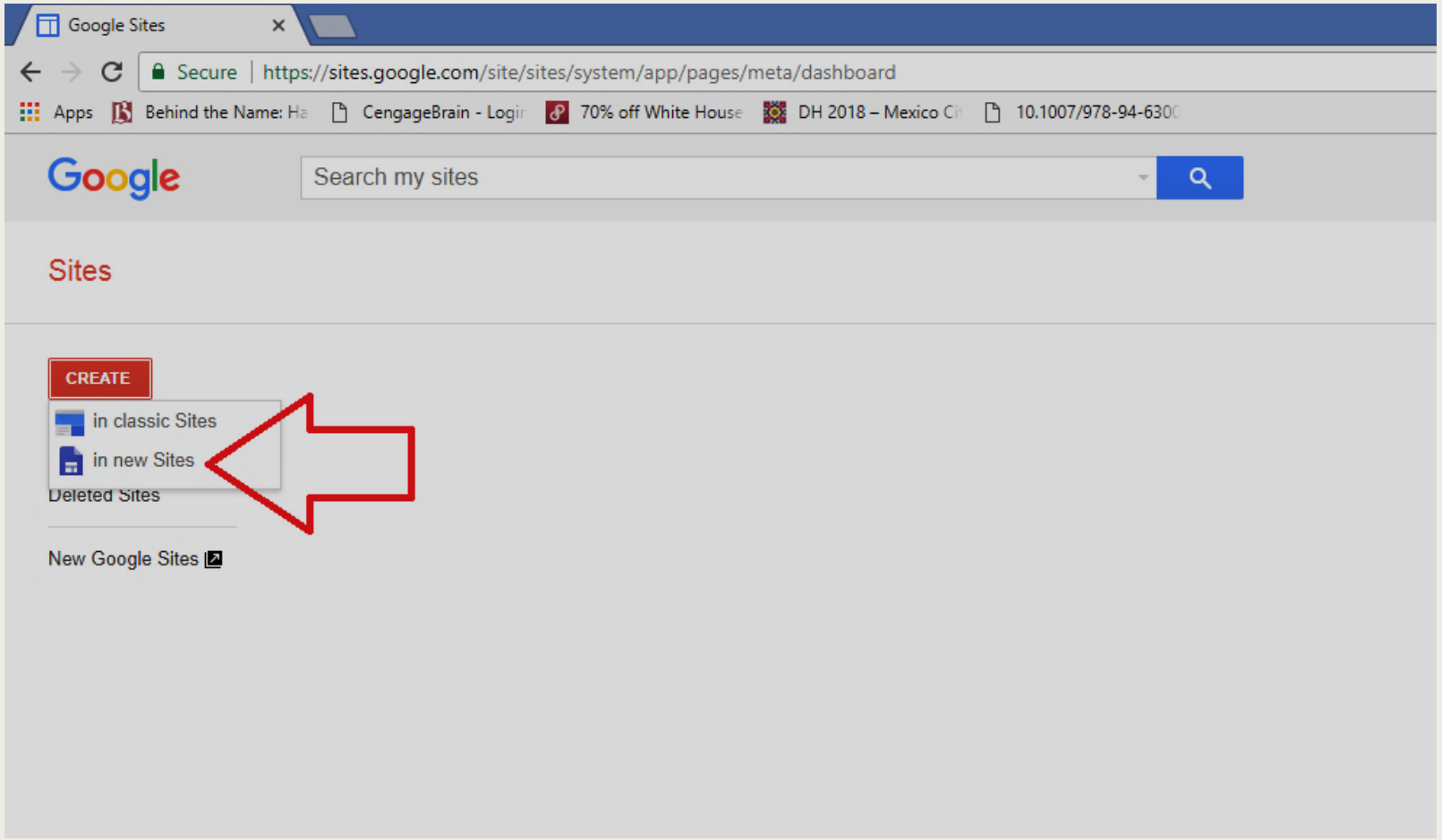


That is the gist of Classic Google Sites. As always, Googling any problems will likely yield the perfect answers.

NEW GOOGLE SITES

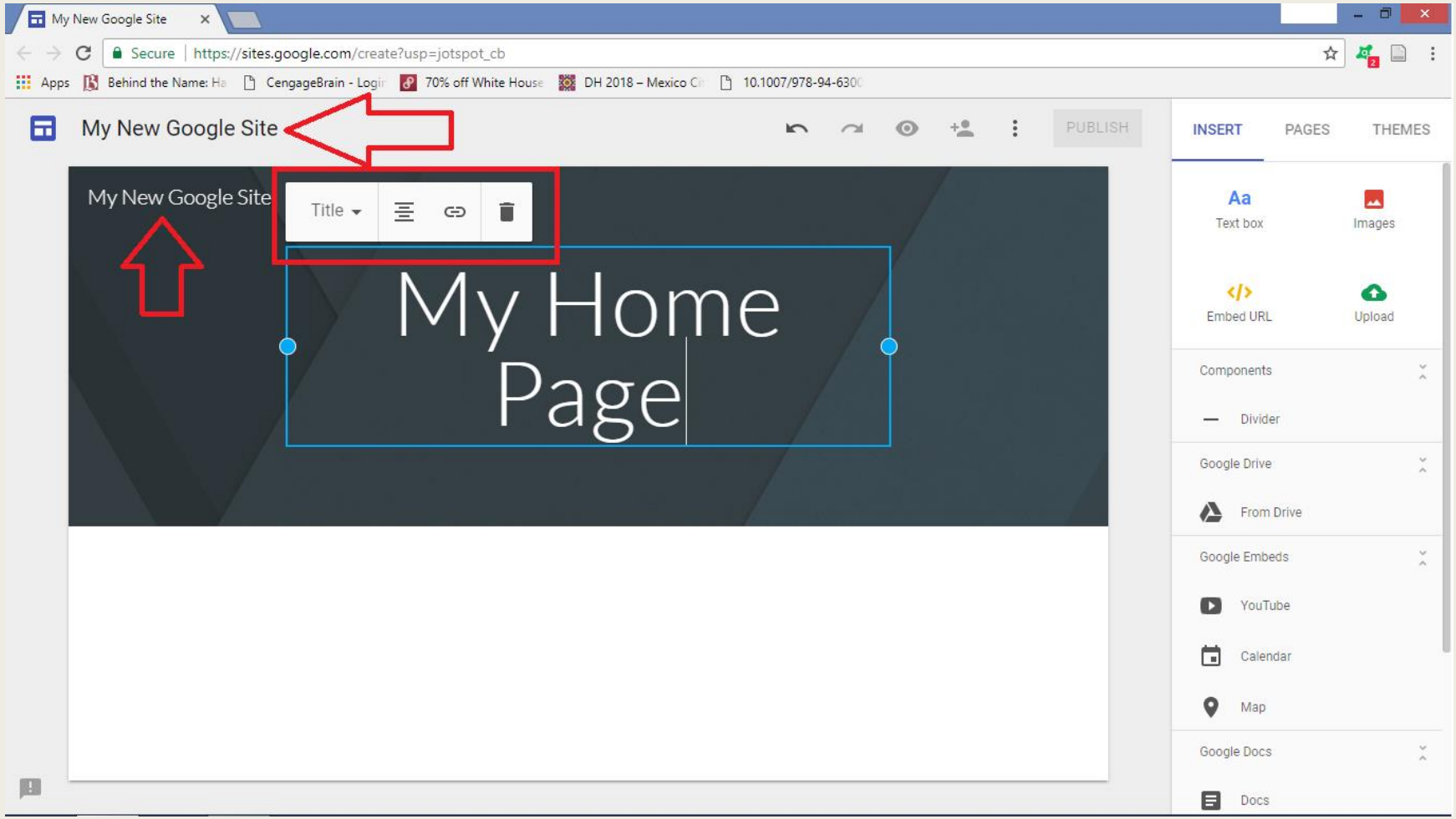


1. Go to sites.google.com. You may need to log into your Google account first. Click the **Create** button on the left-hand side and then select “in new Sites.”



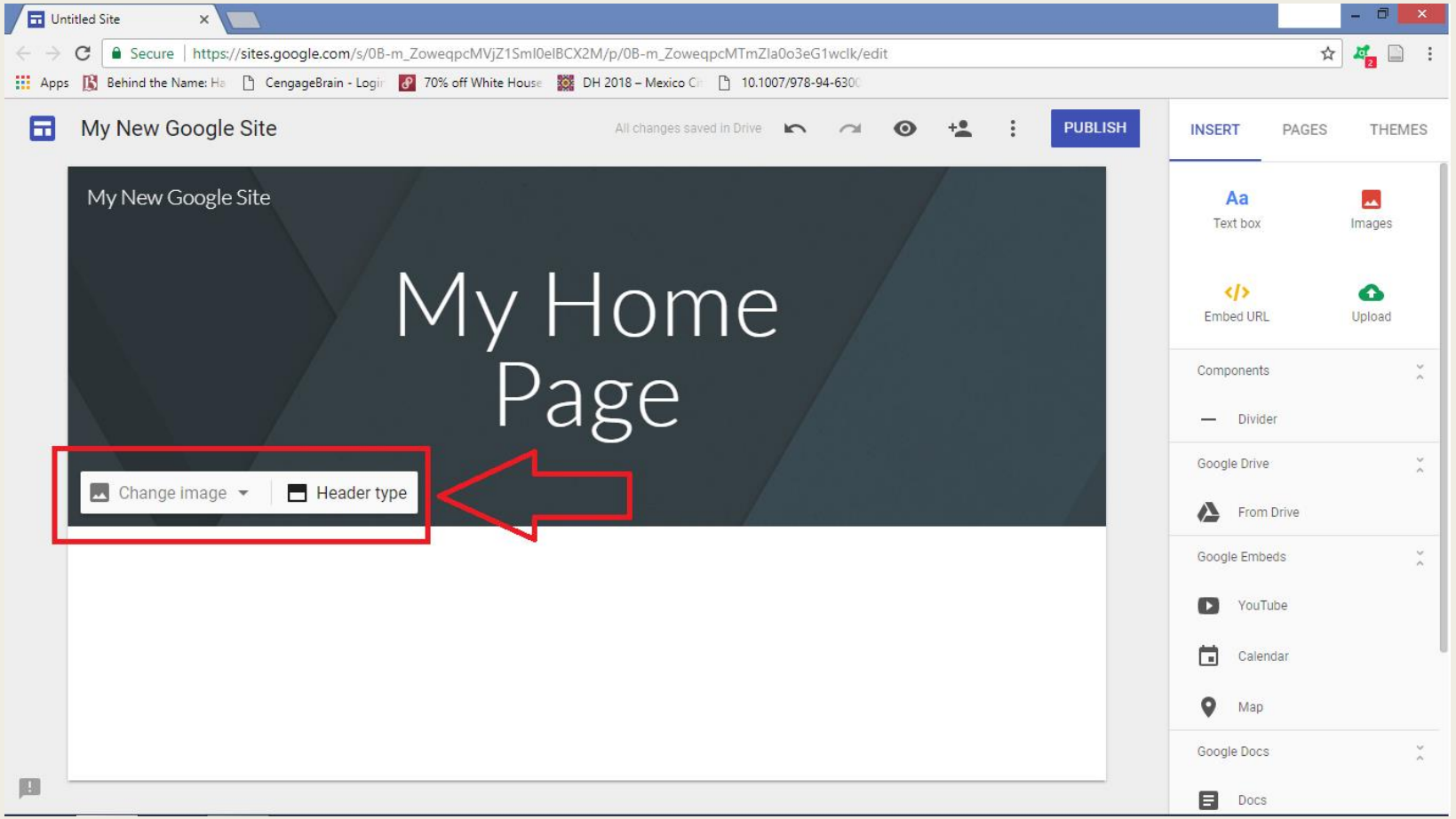
2. In the upper left corner you can type the name of your site. Just below this you can type the name of your site to appear at the top of each page. You do not have to have your site name on each page if you do not want to do so.

- Simply click where the site says “click to add a title” to add the title your page. You can alter the text size and location by using the small pop-up tool box and by clicking and dragging the text around.



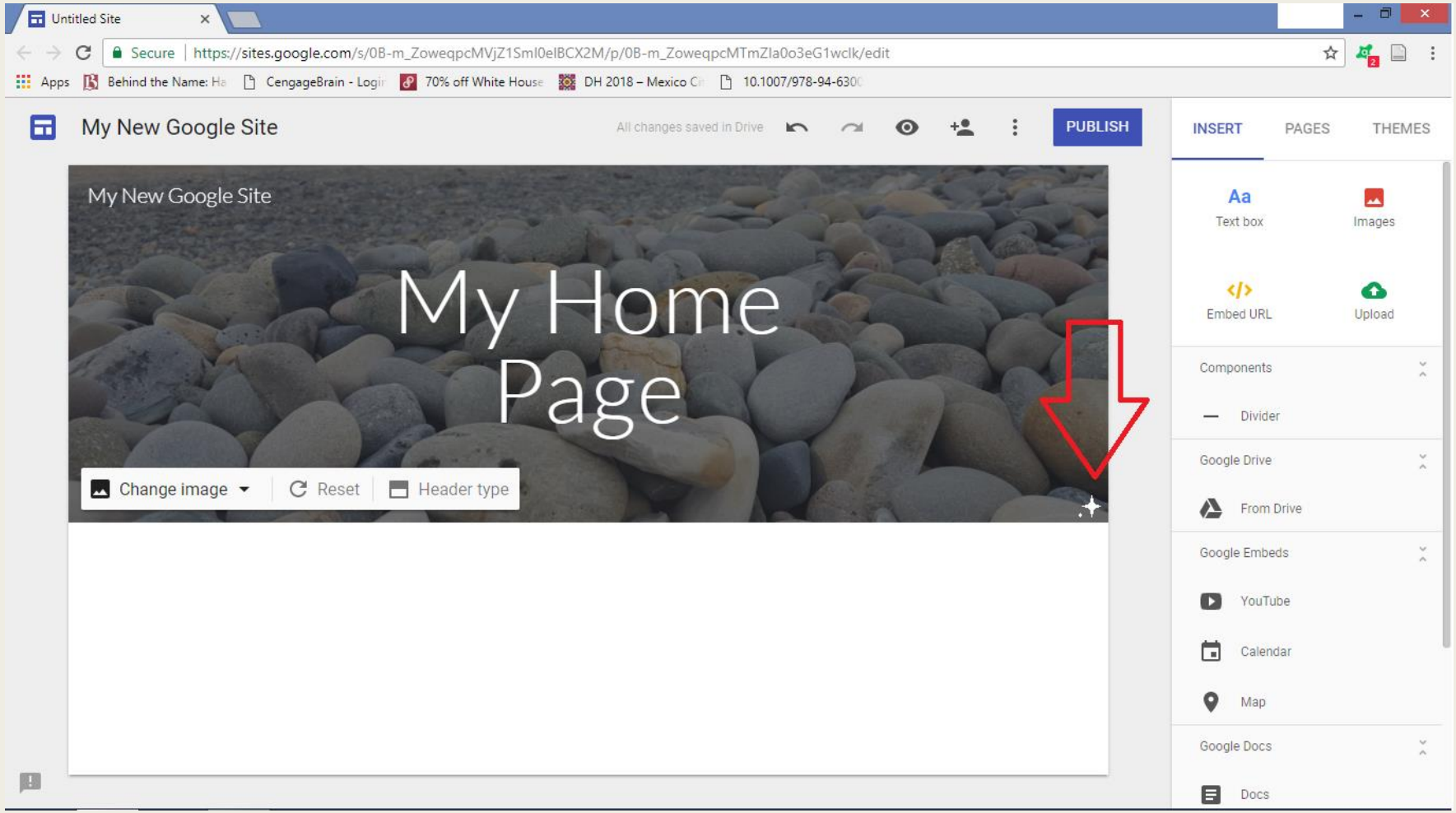
3. PAGE EDITING

You can change the Header where your page title appears by clicking the **Header Type** button underneath the title itself. You can also make the Header a photo by clicking **Upload Photo** right next to the **Header Type** button.



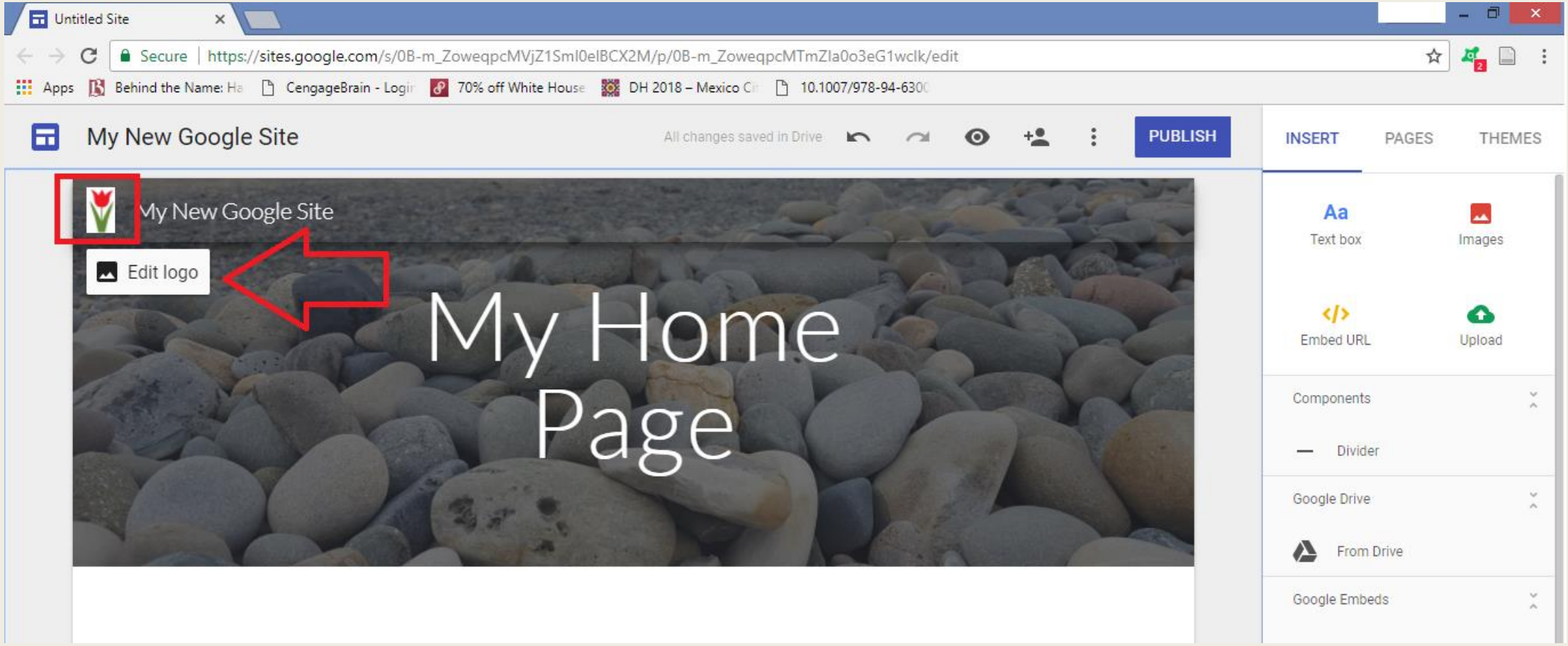
3. PAGE EDITING

If you upload a Header photo, in the bottom right corner of the photo is a stars icon. Clicking this with affect the visibility of your title on top of your photo.



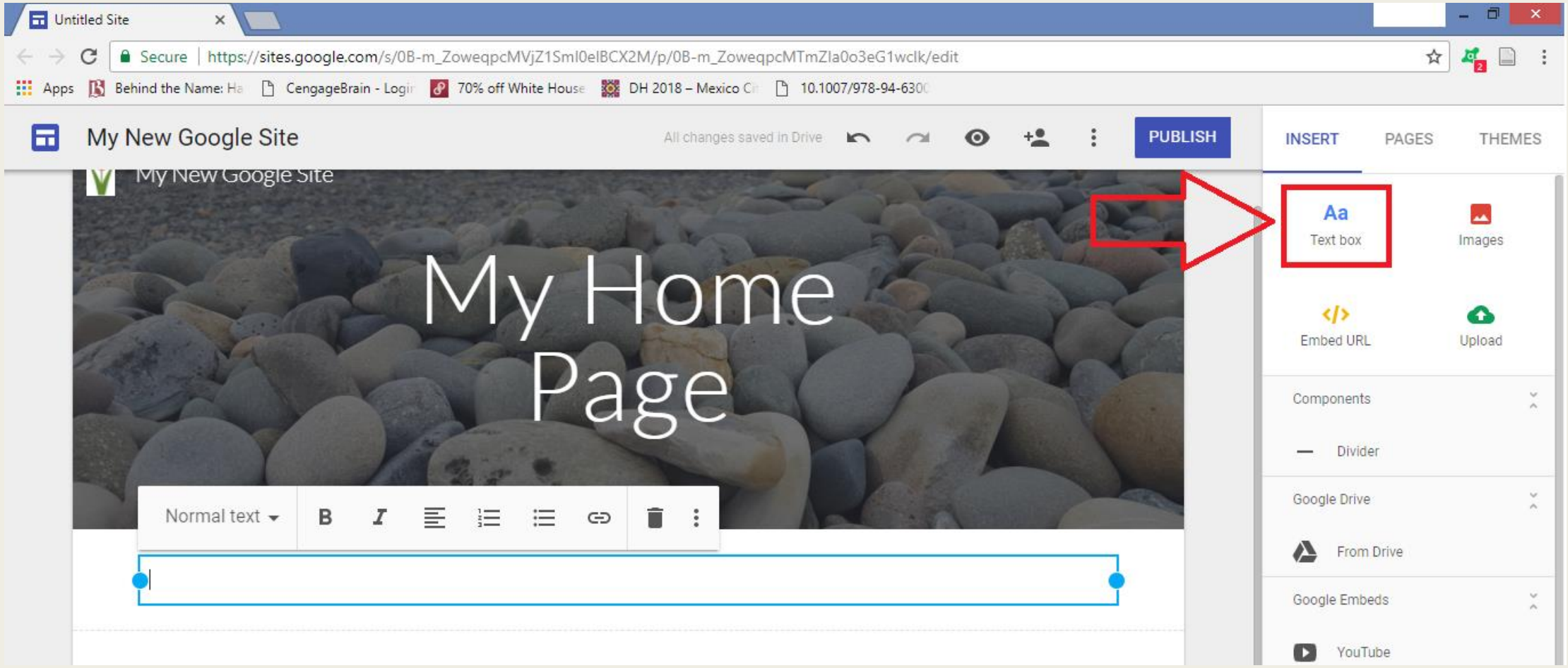
3. PAGE EDITING

You can also add a logo to your site by clicking the **Add Logo** button in the upper left corner of the Header. You can edit the logo to appear with certain colors and on top of a black, white, or transparent bar across the top of your Header.



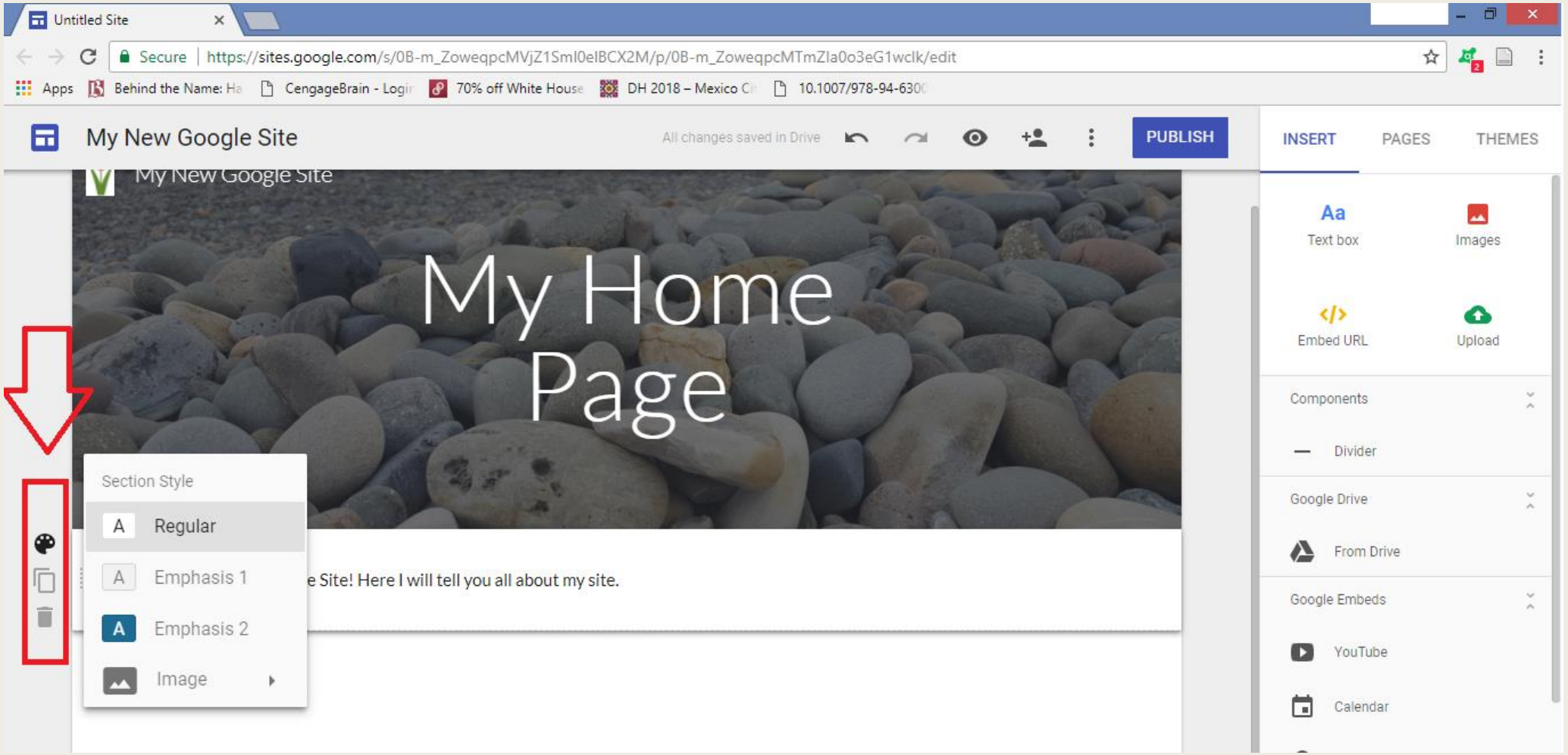
4. MEDIA

To add media or text to your page, click **Insert** on the top right corner then click on the **Text** icon. A text box with typical text editing functions will appear on your page. You can drag the text box to move it around on your site.



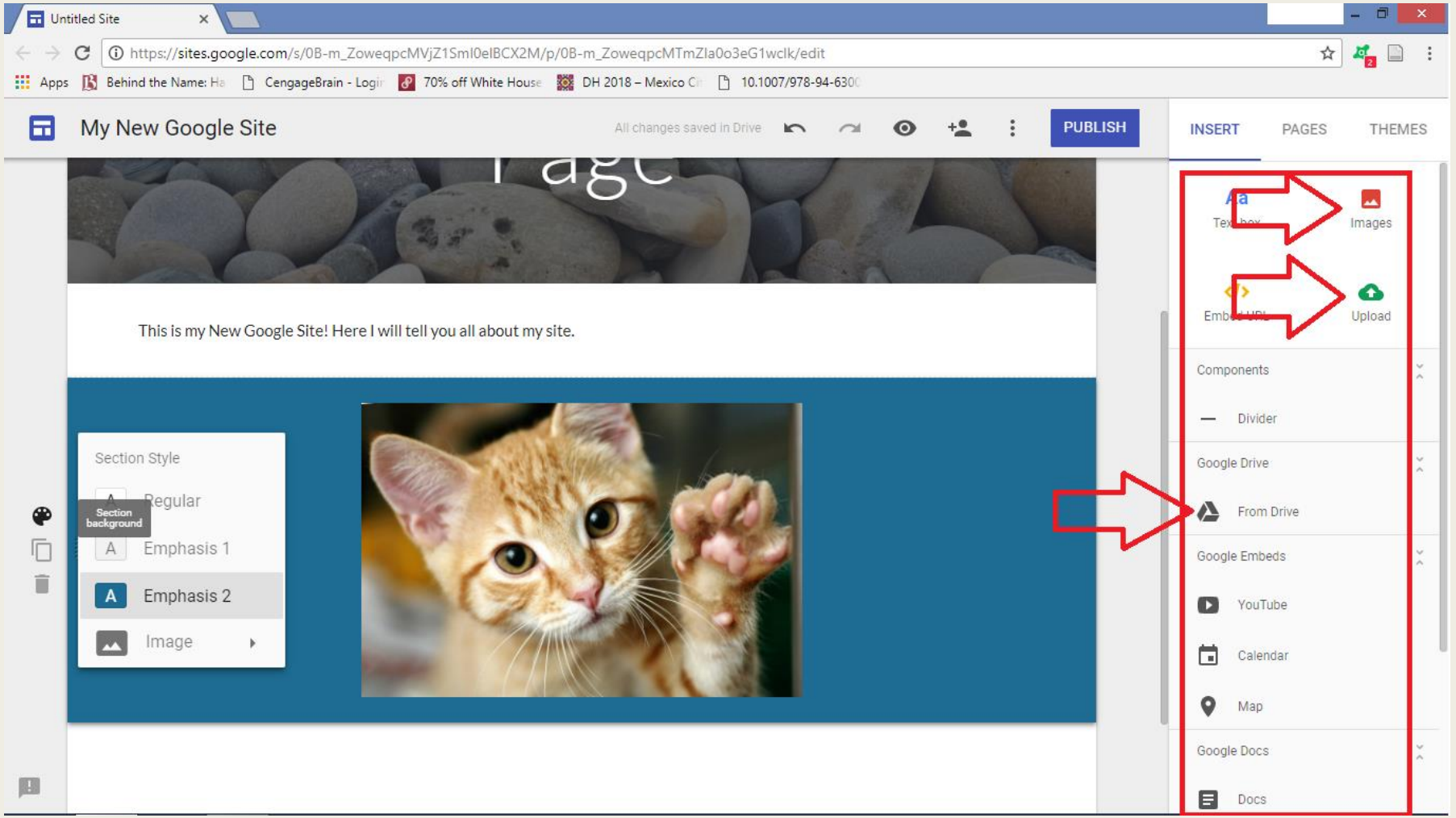
4. MEDIA

You can also make a background color or photo block around your text by clicking on the painter's palette icon to the left of the text box. Here you can also delete or duplicate the text box as needed.



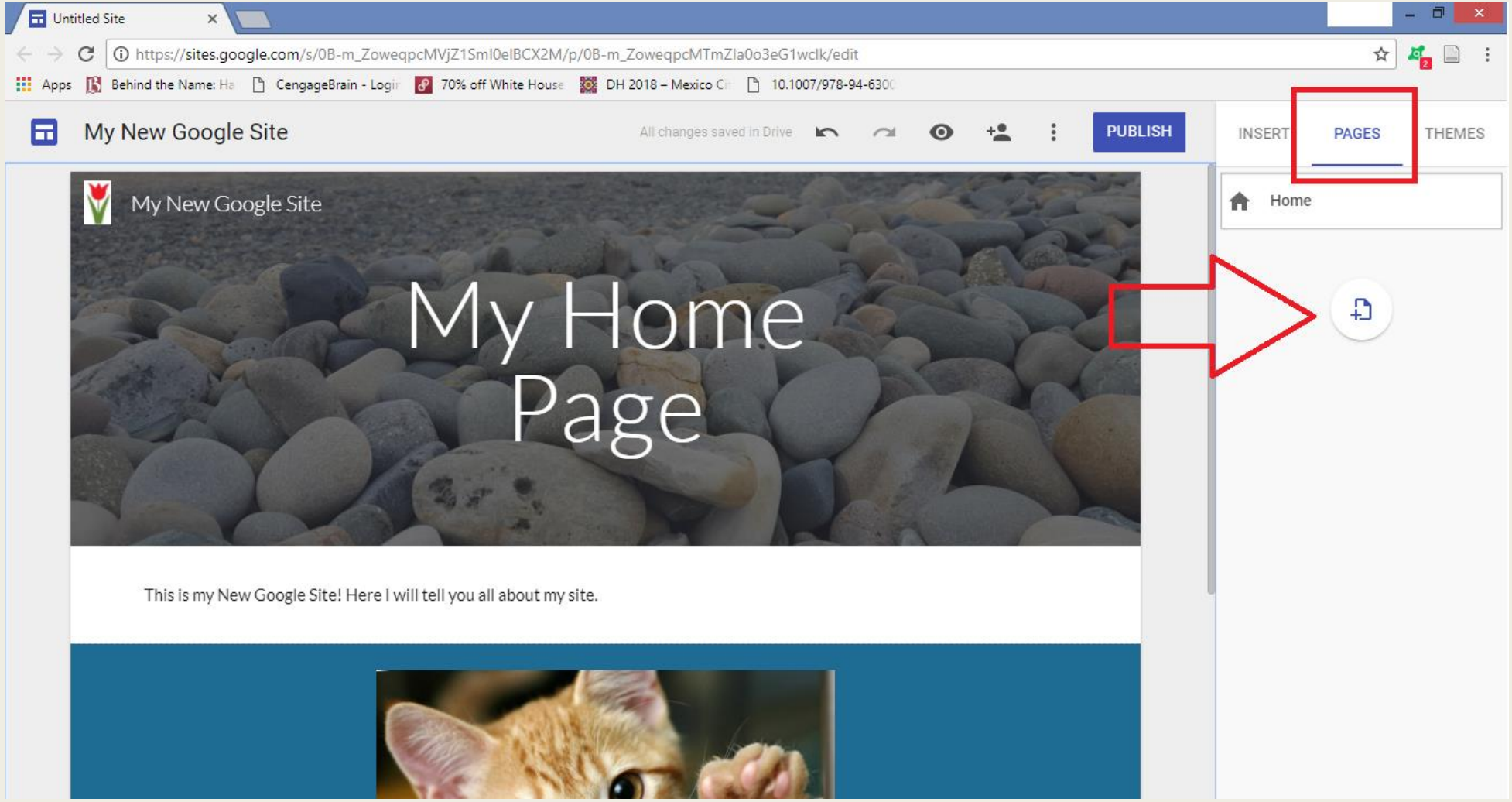
4. MEDIA

- To insert other media, you can click on the **Images** icon or **Upload** icon, or insert any media from any of the options listed, like Google Drive or YouTube.



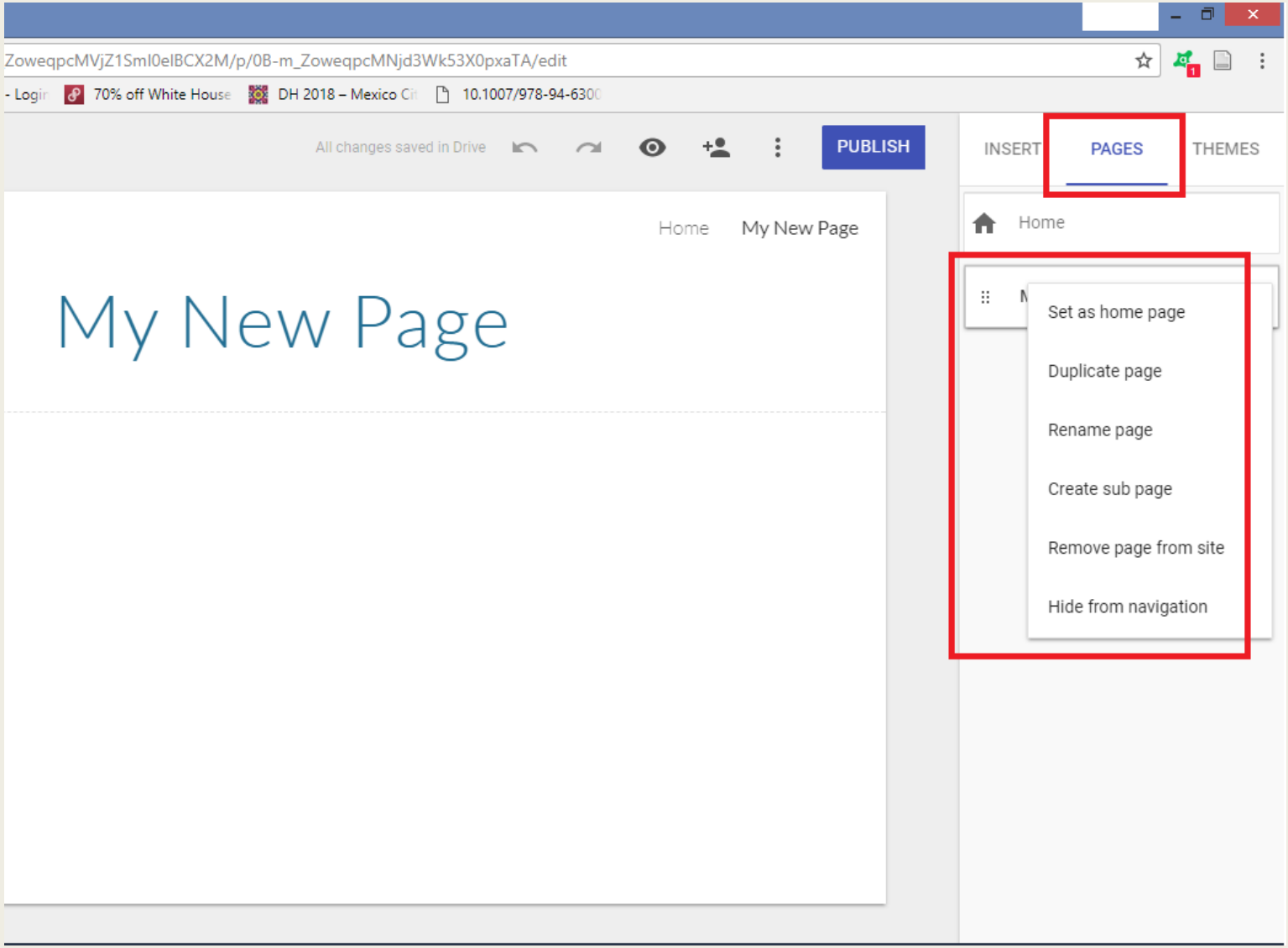
5. NEW PAGES

To create a new page, simply click **Pages** in the upper right corner next to **Insert.** Click the circle page icon, and name your new page.



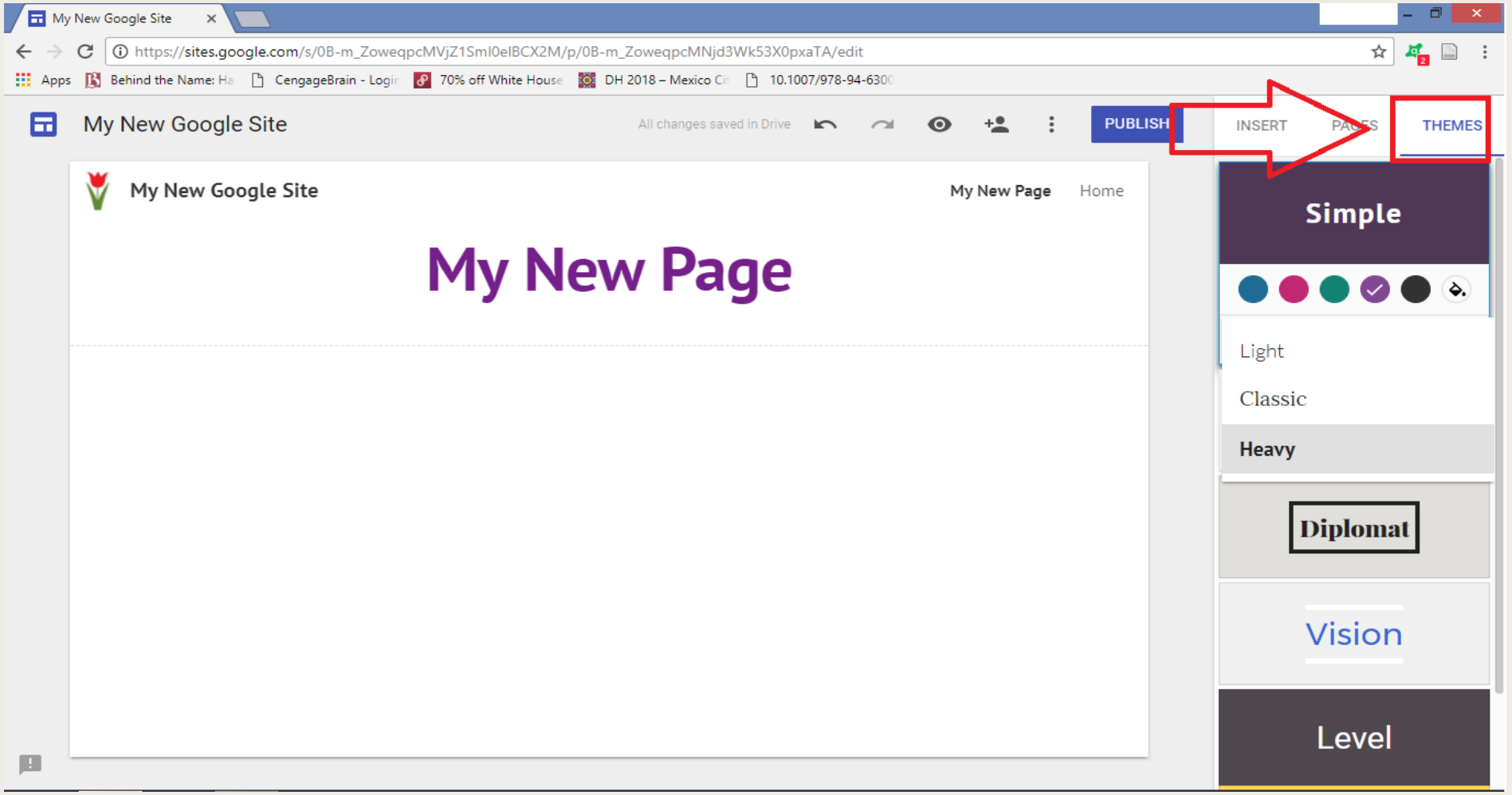
5. NEW PAGES

- If you click on the column of three circles on the right-hand side of the New Page box, you will have a list of options to alter your page. You can make it your Home page, duplicate this page, rename it, remove it, and also create a Subpage.
- To arrange your pages in a specific order, simply click and drag those page boxes to be in the order you choose.



6. THEMES

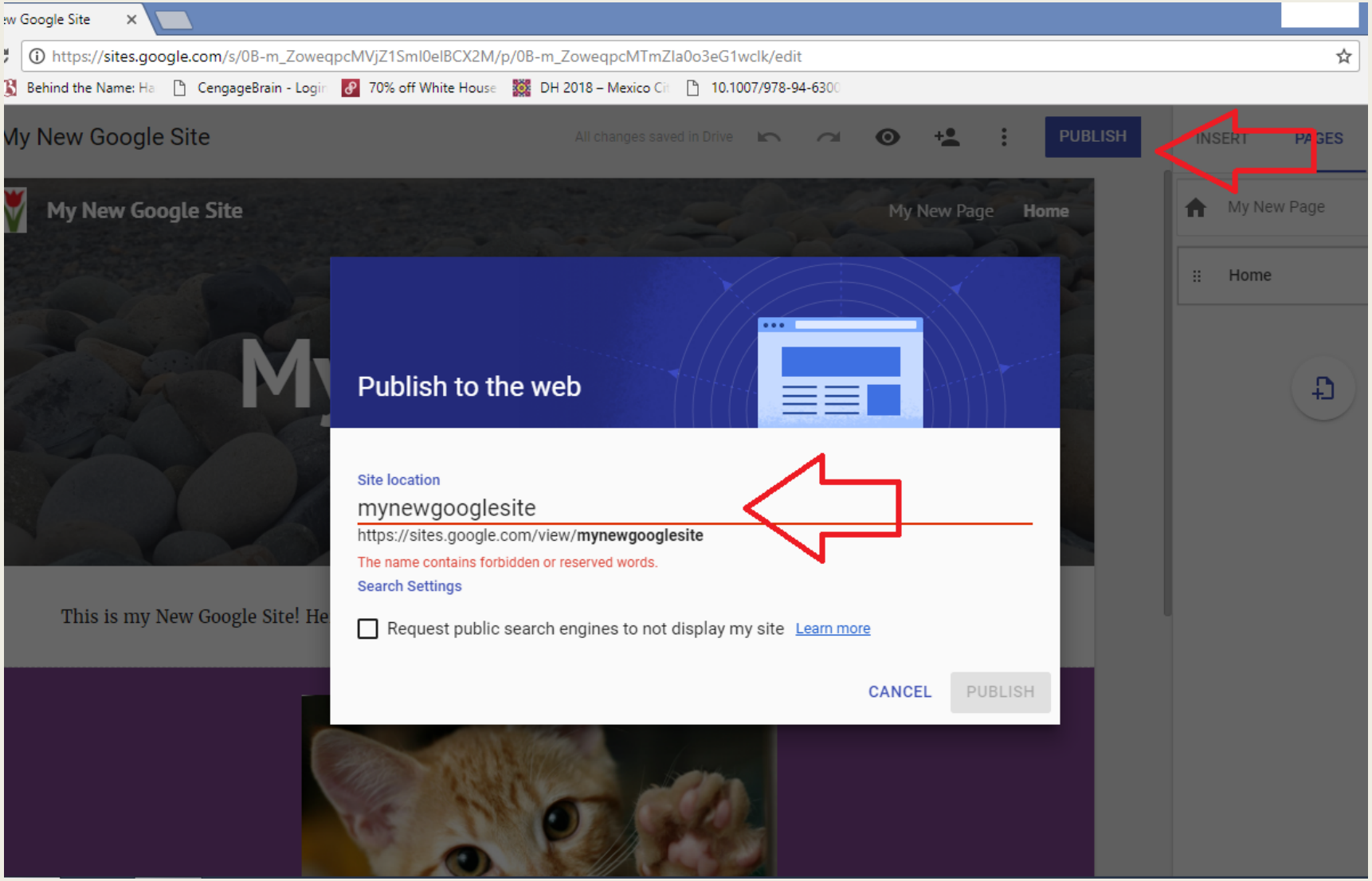
To alter your overall website theme, including colors and fonts, click **Themes** in the upper right corner. Select the theme you want and customize as you choose.



7. SHARE AND PUBLISH

- Like all Google applications, you can click the person with a plus sign icon at the top of the page to add contributors to edit your site.

- When you are satisfied with your site, click **Publish** at the top of the screen. You will be prompted to type a site location. This is the URL for your site.



New Google Sites is substantially more user-friendly and attractive, but as you can see, there are a lot fewer customizable options like page layout and theme elements. Whichever you choose, Google Sites is a great place to start with simple, straight-forward site-making.

To read more about the unique aspects of New vs. Classic Google Sites, visit http://www.kirksvillewebdesign.com/classic-google-sites-new-google-sites

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