

Google Sites Tutorial

1. Type the following web address into your browser's address bar: <http://sites.google.com>

Google sites

Thinking of creating a website?

Google Sites is a free and easy way to create and share webpages. [Learn more](#)

Create
rich web pages easily

Collect
all your info in one place

Control
who can view and edit

1a. If you are not signed in, type in your email address then your password. Click *Sign in*.

Sign in to Google Sites with your **Google Account**

Email:

Password:

Remember me on this computer.

[I cannot access my account](#)

[Sign up for Sites](#)

[Sign in with a Google Apps Account](#)

[Gmail](#) [Calendar](#) [Documents](#) [Photos](#) [Reader](#) [Sites](#) [Web](#) [more](#) ▼

joannawitke@gmail.com | [User settings](#) | [My sites](#) | [Help](#) | [Sign out](#)

Google Sites

Search

Welcome to Google Sites

Thinking of creating a website?

Google Sites is a free and easy way to create and share

Create
rich web pages easily

Collect
all your information in one place

Control
who can view and edit

1b. Click *Create site* to get started.

Create site

Use Google Sites to:

- Plan** club meetings and activities
- Share** info on a secure company intranet
- Collaborate** on a team project
- Stay connected** with family members

 My sites Search

Welcome to Google Sites

Create new site

Site name

1c. Give your new website a name.

Your site will be located at this URL:

Site URLs can only use the following characters: A-Z,a-z,0-9

1d. Give your site a unique URL that no one else will have and is related closely to your *Site name*.

Site description (optional) enter a short description of this site

1e. What's your website about?





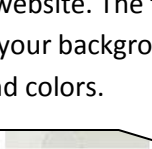
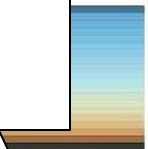
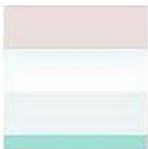







Mature content This site contains mature content only suitable for adults.

Share with Everyone in the world can view this site
 Only people I specify can view this site

1f. Who do you want to be able to see your site?

Site theme

1g. Click the circle next to the name of the theme you want for your website. The theme contains your background design and colors.

| | | | | |
|---|--|--|---|--|
|  <input type="radio"/> White |  <input type="radio"/> Charcoal |  <input type="radio"/> Garden |  <input type="radio"/> Glitter | |
|  <input type="radio"/> Homemade |  <input type="radio"/> Horizon |  <input type="radio"/> Mint Chip |  <input type="radio"/> Parchment |  <input type="radio"/> Patchwork |
|  <input type="radio"/> Retropaint |  <input type="radio"/> Schoolhouse |  <input type="radio"/> Shipshape |  <input checked="" type="radio"/> Shortcake |  <input type="radio"/> Smoke |

Please type the code shown.



1h. Type in the code exactly how you see it and click *Create site*.

Create site

Cancel

[Gmail](#) [Calendar](#) [Documents](#) [Photos](#) [Reader](#) [Sites](#) [Web](#) [more](#) ▼ joannawitke@gmail.com | [My sites](#) | [Help](#) | [Sign out](#)

Google Sites Home Updated 2 minutes ago [+ Create page](#) [Edit page](#) [More actions](#) ▼

Joanna's Website

Search Site

[Home](#)


[Sitemap](#)

Recent site activity

There are no recent activities.

[Edit sidebar](#)

Home



Attachments (0)

Comments (0)

[Terms](#) [Report a problem](#)

1i. If everything worked correctly, your site should automatically appear. Often the site URL will have already been taken by someone else. You may have to try different names. Also remember to type in the new code that appears every time you are finished. It changes every time you have to pick a different name.

2. Now it's time to create a page for your website. My first one is going to be called About Me, and it's going to be a generalized page about myself.

The screenshot shows the Google Sites interface for creating a new page. At the top, the user's email 'joannawittke@gmail.com' and links for 'My sites', 'Help', and 'Sign out' are visible. Below this are buttons for 'Create page', 'Edit page', and 'More actions'. A search bar is also present. The main content area shows the 'Create a new page' dialog with the following elements:

- 2a.** A callout pointing to the 'Create page' button in the top left corner of the website header.
- 2b.** A callout pointing to the 'Web Page' template option, which is selected with a radio button.
- 2c.** A callout pointing to the 'Name' input field, which contains the text 'About Me'.
- 2d.** A callout pointing to the 'Put page at the top level' radio button option.
- 2e.** A callout pointing to the 'Create Page' button at the bottom of the dialog.

The 'Create a new page' dialog includes the following text and options:

Google Sites Create a new page (in site: Joanna's Website)

Select a template to use

- Web Page
- Dashboard
- Announcements
- F

Name:

Your page will be located at: /site/joannawittke/about-me [Change](#)

- Put page at the **top level**
- Put page under **Home**
Home > About Me
[Choose a different location](#)

Insert Format Table Layout

Normal 10 pt B I U A Link

Joanna's Website

Home Sitemap

Recent site activity

[Home](#)
created by Joanna Wittke
[View All](#)

[Edit sidebar](#)

About Me

This is a website about my life. I live in Kalispell and work at Flathead Valley Community College. I owned a Husky. I am taking the train to Indiana this summer.

+ Attachments (0)

+ Comments (0)

[Terms](#) [Report Abuse](#) [Print](#) | **Powered by Google Sites**

2g. These are the tools you will use to edit the look and style of your text.

2f. In this area you can type the main content for your website.

draft saved at 2:48 PM Save Cancel

HTML

2g. After you have entered your desired content click the *Save* button to save your page.

at Flathead Valley Community College as a Teacher's Assistant. I have a boyfriend and wish I

ner.

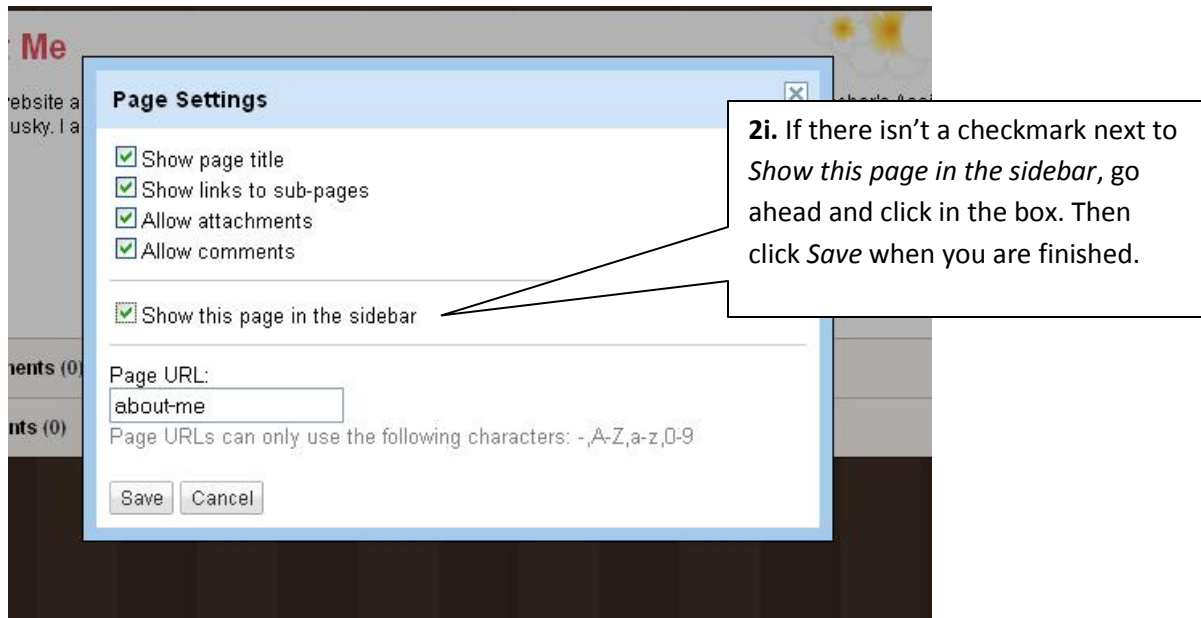
joannawittke@gmail.com | [My sites](#) | [Help](#) | [Sign out](#)

+ Create page Edit page More actions

- Revision History
- Subscribe to page changes
- Page settings
- Print
- Move
- Delete
- Preview page as viewer
- Subscribe to site changes
- Manage site
- Share this site

community College as a Teacher's Assista

2h. To make your page appear in your main navigation bar click *More actions* then move your mouse down to *Page settings* and click again.



2j. Now your new page appears in your sidebar.



Repeat this process to add more pages to your new google website!

- Next we are going to delete the Recent Site Activity sidebar that's liable to confuse you and anyone else visiting your site.

3a. Click on *Edit sidebar.*

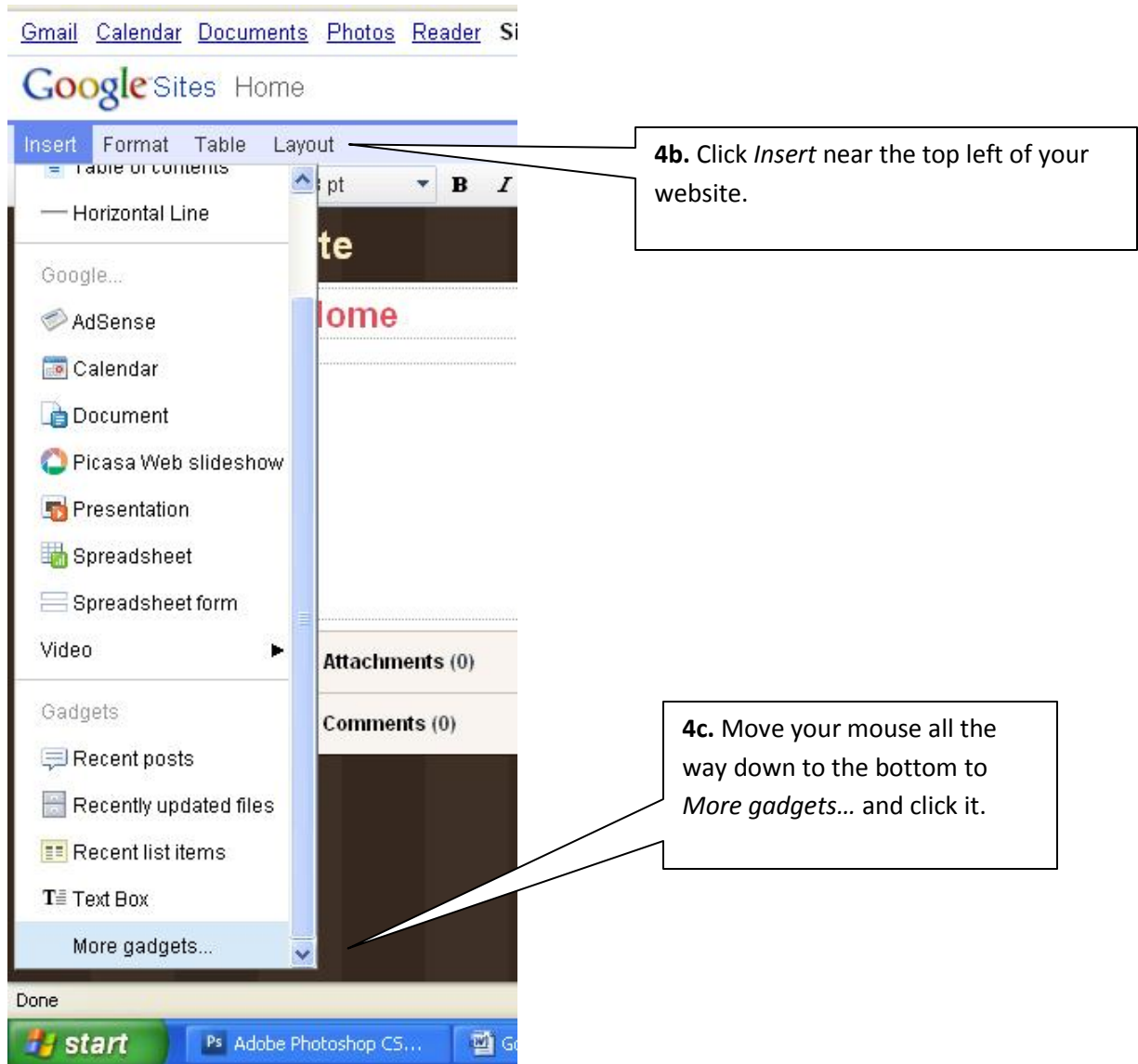
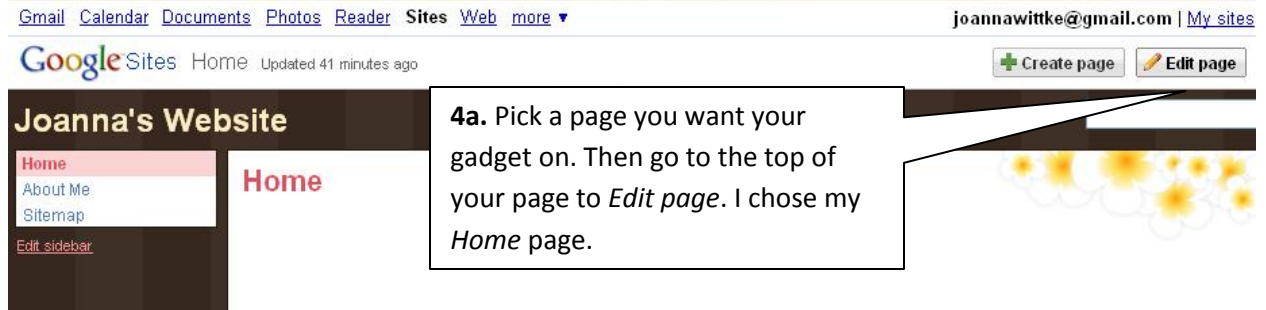
3b. Make sure that you are on the *Site layout* page. Then click *delete* to get rid of your *Recent site activity* sidebar.

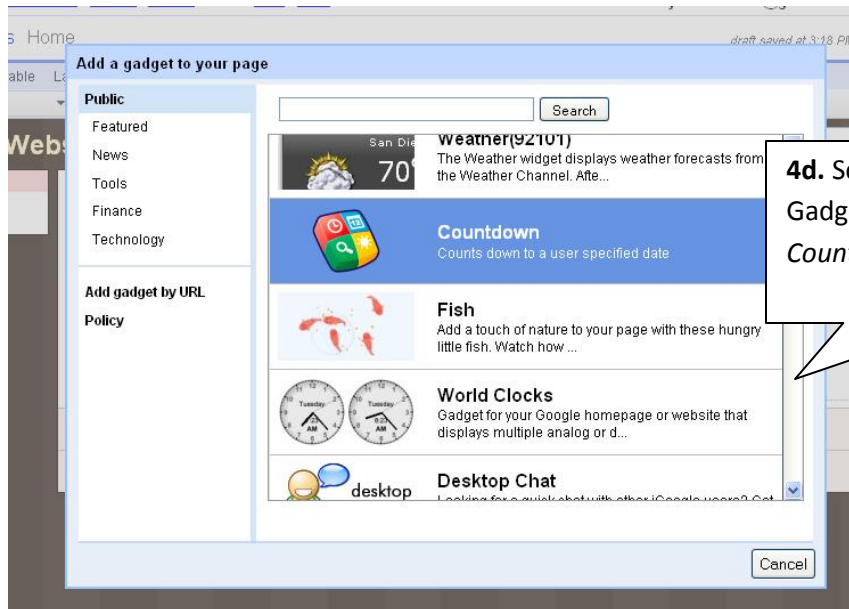
3c. There should be a blank space now where the *Recent site activity* used to be.

3d. When you are done, click *Save changes.*

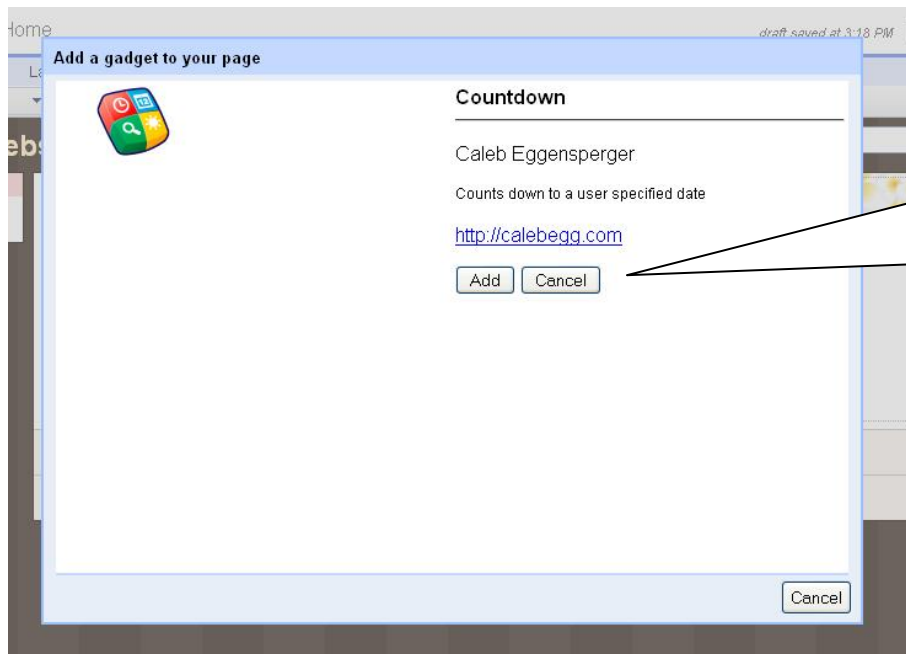
3e. Click *Return to site* to keep editing your website.

4. Lastly, we are going to add a Gadget to your website.





4d. Scroll down until you find the Gadget you want. I am picking the *Countdown* widget. Click once.



4e. Click *Add* to add the widget to your page. This process applies to most widgets you would want to add to your site.

me
Lay

Setup your gadget

__MSG_event__ My Birthday
__MSG_month__ __MSG_december__
__MSG_date__ 29
__MSG_year__ __MSG_year_2009__

Display:

Width: pixels
Height: pixels

[← Back to directory](#)

4d. I chose *My Birthday* as the event I want to countdown until. If I wanted to make it bigger, I would increase the number of pixels. If I wanted it smaller, I would decrease them.

4e. Click *Preview Gadget* to see what your Gadget is going to look like on your website.

home
Lay

Preview your gadget

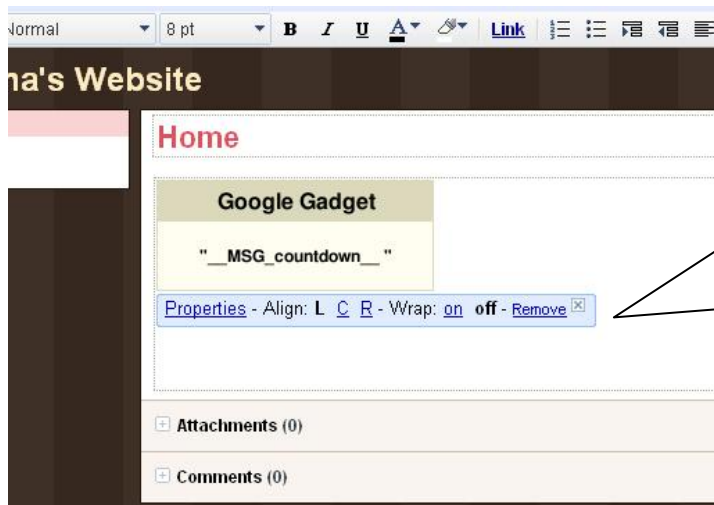
draft saved at 3:26 PM

195

(4664 __MSG_hours__: 31
__MSG_minutes__: 55
__MSG_seconds__: 30)

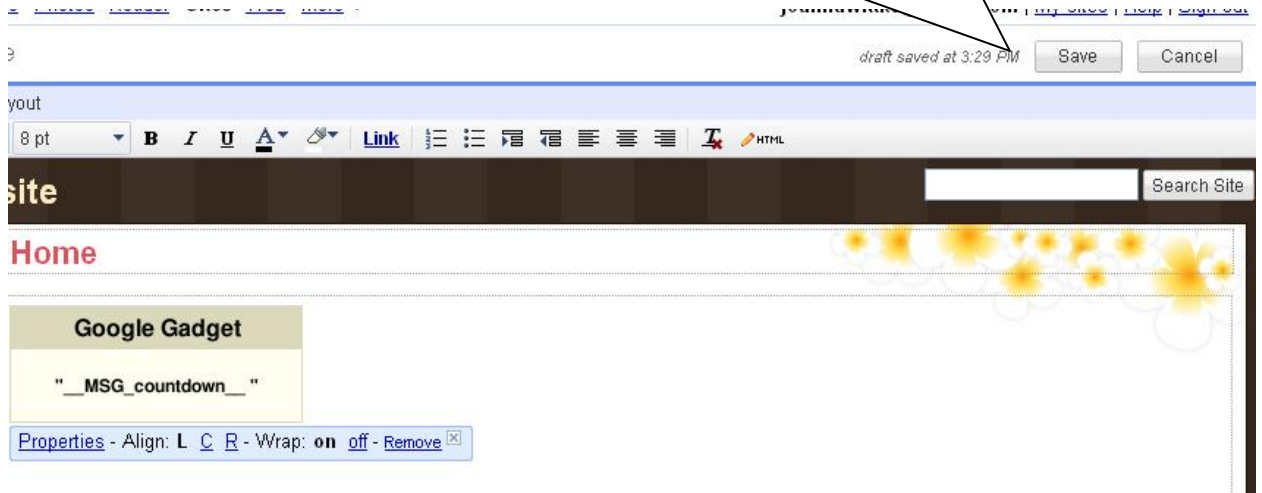
[← Back to configuration](#)

4f. If that's good enough for you, click *OK*.

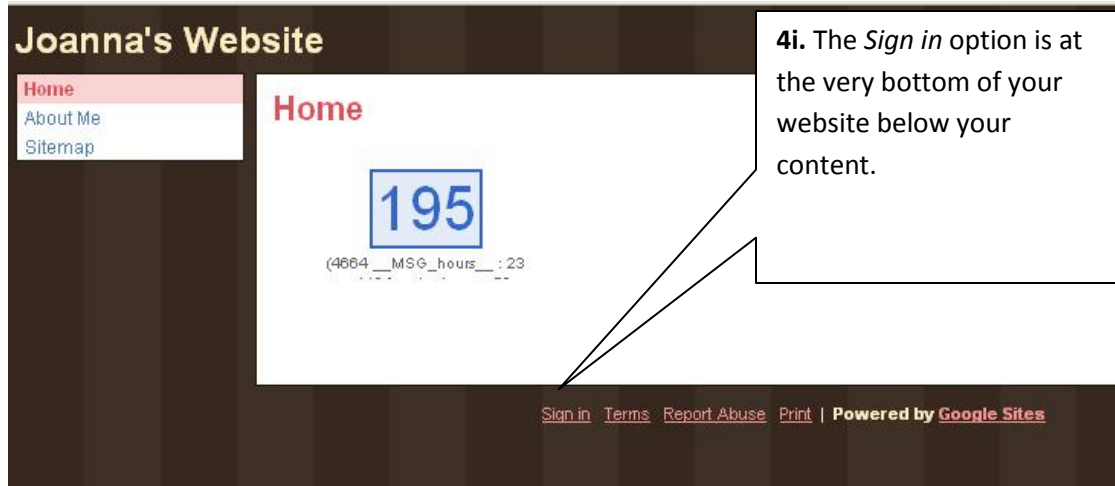


4g. Your gadget may look something like this. Align *L* means align left, Align *C* means align center and Align *R* means align right. *Wrap on* will leave a boundary between the Gadget and any information on the page. Clicking *Remove* will remove the widget from your page.

4h. Now go ahead and click *Save* and you'll see the functioning preview of your website with the Gadget you just added.



You can access your site from any computer with internet. For example, my site is <http://sites.google.com/site/joannacwittke>. To edit it, all I have to do is sign in again.



4i. The *Sign in* option is at the very bottom of your website below your content.