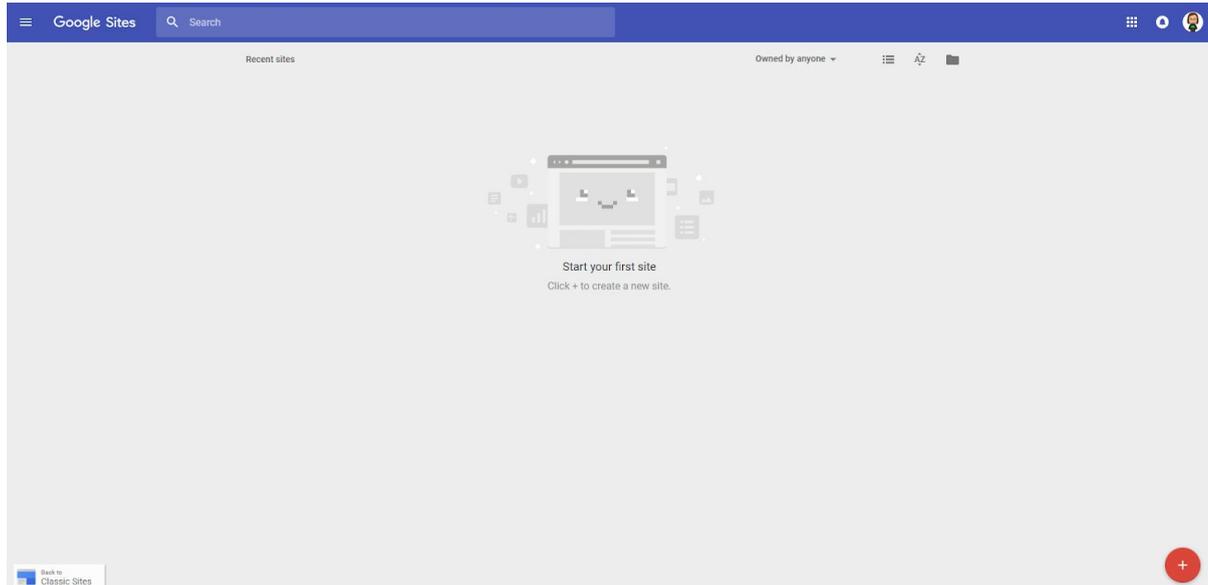


## Making a Google Site

This is the screen you will see when you log in to [www.sites.google.com/new](http://www.sites.google.com/new)



1. Select the red button at the bottom right of the screen to add a new site.



2. On the right hand side of the screen is a menu, which has the tabs: insert, pages and themes. You can use these to create content for your website or page.

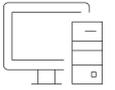
**INSERT**

**PAGES**

**THEMES**

3. Add text content into a text box.

Add images that have appropriate permissions by selecting Images then clicking the Search tab, to type in and search for relevant images. Alternatively you can add your own by uploading the images. Ensure that you have appropriate permissions and you are

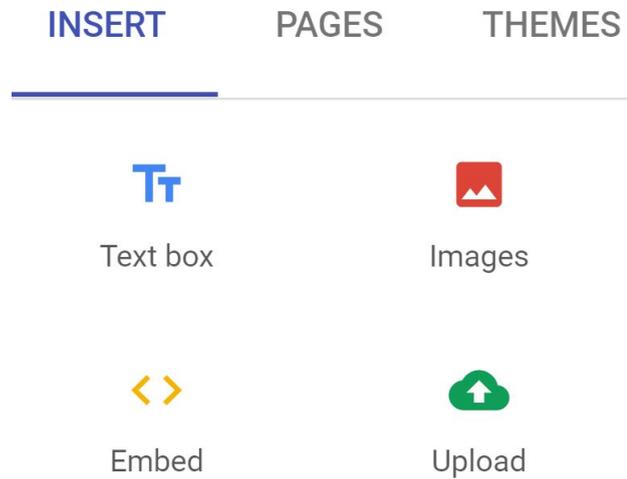


## Making a Google Site

allowed to use them.

Embed links to other websites- you can embed YouTube videos, a Google calendar or a Google map too.

The upload button allows you to insert your own content.



4. On the pages tab, add a new page by selecting the white circle button at the bottom of the menu.

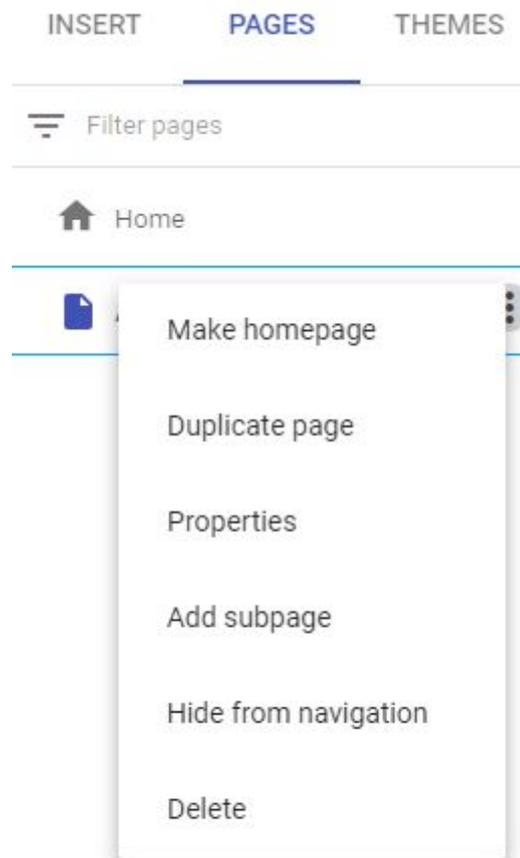




## Making a Google Site

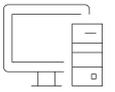
5. All web pages that you make are displayed here.

Select the menu (3 vertical dots) to make changes to those pages. You can reorder the pages by dragging and dropping them in this window.



6. Opening the menu for a web page allows you to make a copy of a page. You can also decide which page you want to appear when the website is first shown (the homepage).

You can also add a subpage in this menu which will be displayed with an arrow on the main menu and will be displayed in a vertical menu for the user to select.



## Making a Google Site

7. The Themes tab allows you to make decisions about the style of your website. You can change the colours font here.





## Making a Google Site

8. Only publish your site when it is ready for people to see and when you are sure that you have permission to use all the content that is on your site.

