



# Create a Web Site: using Google Sites

## Web Site Creation

Tools are available for creating Web sites. Many of these are available for free. Software and paid services are also available. In addition to a Web site creation tool, one must have a server on which to host the site.

Google Sites provides both an easy-to-use tool for creating a Web site as well as free Web site hosting on their servers. To get started, go to [sites.google.com](https://sites.google.com). Sign in using a Google account (i.e., Gmail account).

## Creating a Web Site

- Click on the Create button on the left side of the screen.
- Name the site. The name should be short and briefly describe the site's content.
- Select a theme for the site. Choose from the free themes provided, or start with a blank canvas.
- Type the code at the bottom of the screen.
- Click on the Create button at the top of the screen.
- Note: if the page reloads, scroll up to the Site location. If the chosen name has been taken, try another name.

## Adding Text

- Click on the pencil in the top right to edit the current page.
- Click in the box and type to add text.
- Highlight the text to change the style. Use the tools at the top of the page to change the following:
  - font and font size
  - bold / italic / underline
  - font color

## Adding Images

- Click on the pencil in the top right to edit the current page.
- Click on Image in the Insert menu.
  - Upload images.
  - Type Alt text which briefly describes the image. Screen readers read this and this text displays if the image does not.
  - The option to link to the Web address (URL) of a picture is available, but this is rarely a good idea. Linking to an image on another person's Web site often violates his copyright and ties up his bandwidth.
- Use the menu below the image to edit the following:
  - position (left, center, right)
  - size (S, M, L, Original)
  - text wrapping (on, off)
- Free photos are available at Imagebase.net. If using these images, first download them onto the computer. Next, upload them onto the Web site. Finally, add a photo credit with a link to the Imagebase.net Web site.

## **Saving**

- The Web site auto-saves periodically.
- When finished editing, save using the save button at the top right of the page.

## **Adding Pages**

- To add a new page, click on the new page button at the top right.
  - Give the page a name.
  - Select a template.
  - Select a location (i.e., designate the page as a page or subpage).
- Click on Create.
- Add content to the page.
- Save the page using the save button at the top right of the page.

## **More Actions**

- Perform additional actions using the options in the More Actions menu.
- Review the sharing and permissions options.
  - Set who has access to view the site.
  - Use the invite people box to set specific permissions.
- Use page settings to allow or disallow commenting on each page.

## **Web Site Tips**

- Keep it simple!
  - Use few, readable colors.
  - Make the site visually appealing.
- Include content that matters.
- Consider your audience.