

## Build a Google Site!

Creating a new site is easy! Follow these steps to create a basic site.

1. Login to Google Apps.
2. Click 'Sites' from the navigation at the top of the screen.

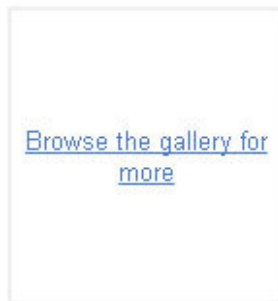
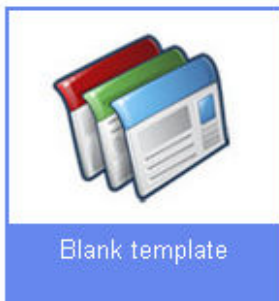
[Calendar](#) [Documents](#) **Sites** [more](#) ▼

3. Create a new site.



4. Set the site options, including the template used, its URL and the theme. Once complete, click the 'Create site' button.

Choose a **template** to use



Choose a blank template, or browse the template gallery...

Name your Site:

Enter the site name

Your site will be located at this URL:

http://sites.google.com/a/maricopa.edu/

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

The site URL will display; you can change it

⊕ Choose a theme

Choose a theme...  
Set options (including sharing rights)

⊕ More Options

Create site

Cancel

Create the site

You will be directed to the home page of the new site.

5. Edit the home page using the 'Edit page' button.



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6. Add content to the site page using the Insert menu, as well as the editing toolbar. You can add:




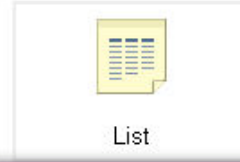
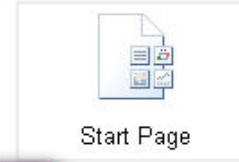
- Google Forms and Documents
- Images
- Video (from Google or YouTube)
- Tables
- Links
- Calendar
- Map
- Google gadgets



7. Create a new page using the 'Create page' button; set the page options.

**+ Create page**

Select a template to use ([Learn more](#))

 <b>Web Page</b>	 Announcements	 File Cabinet	 List	 Start Page
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Select from 5 page templates - each useful for a different task

Name:  **Name the page...**

Your page will be located at: /a/maricopa.edu/usingsites/ [Change](#)

Put page at the **top level**

Put page under **Overview of Google Sites** **Choose the page location**

Overview of Google Sites > Your new page  
[Choose a different location](#)

**Create the page**

8. Edit the page, once again using the options on the Insert menu. Format the page using the Format, Table and Layout menus, along with the toolbar.

9. Save your work using the 'Save' button at the top of the screen.



10. Navigate to the pages you want to view/edit using the navigation displaying on the side of the page.

11. Edit a page later by clicking its link from the navigation and using the 'Edit page' button.



12. Manage the site (sharing, themes, layout and navigation) using the 'More actions' button.

