# Creating Simple Websites with Google Sites

## Tutorial

Our step-by-step tutorial with short videos (approximately 1-3 minutes) will take you through the major functions of Google Sites and get you started with your website assignment.

Start at the beginning or go straight to the section you want to find out more about.

## Table of Contents

Use the links below to jump to a particular section:

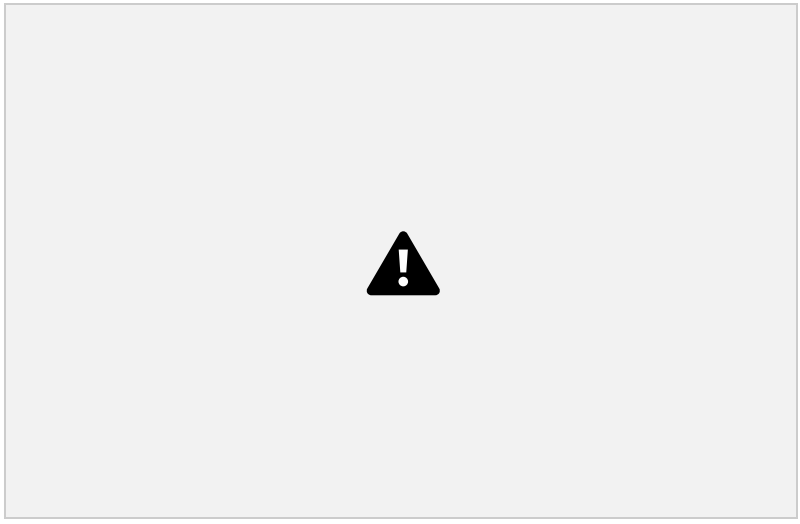

- Logging In
- Creating and Naming Your Site
- Choosing a Theme and Banner Image
- Adding Pages
- Adding Text
- Adding Images
- Page Layout
- Embedding an Infographic
- Embedding a Google Suite Object
- Adding a Map
- Adding YouTube Videos
- Privacy and Publishing

## Logging In

Watch this short video to learn how to log in and get oriented to the tool menu in Google Sites.

Instructions:

1. To log in, sign in to your Humber Hmail account. Go to **sites.google.com/new** and click on **New Google Sites** to create a new web page.

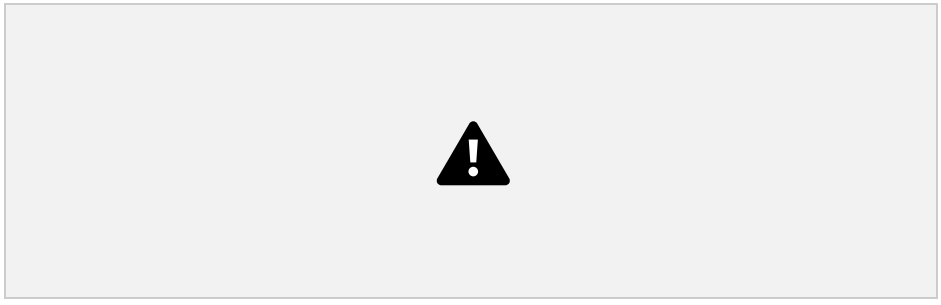


## Creating and Naming Your Site

Watch this short video to learn how to add a site name and page title on Google Sites.

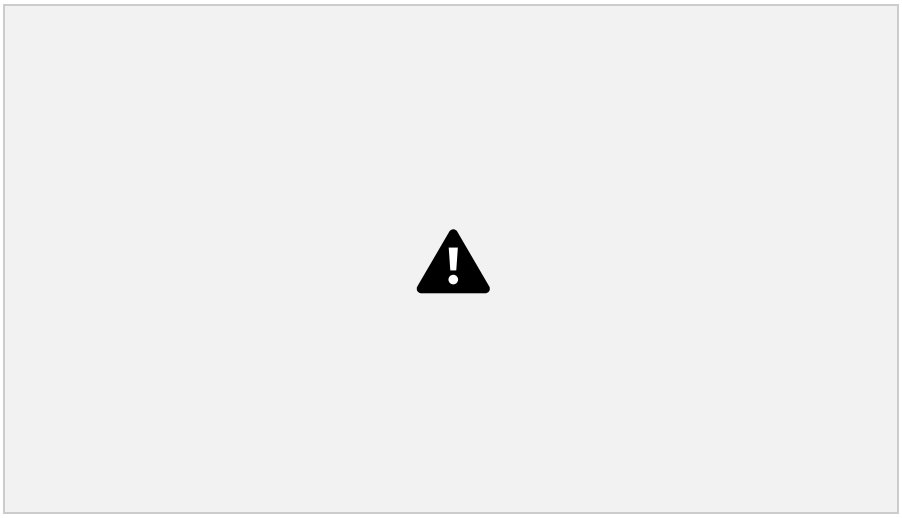
Instructions:

1. Click on the plus icon to create a new web page. You also have the option to start from a template.



2. Give your website a title by double-clicking on "Enter Site Name."

3. Give your web page a title by clicking on "Your Page Title”



## Choosing a Theme and Banner Image

Watch this short video to learn how to choose a theme and add a banner image in Google Sites.

Instructions:

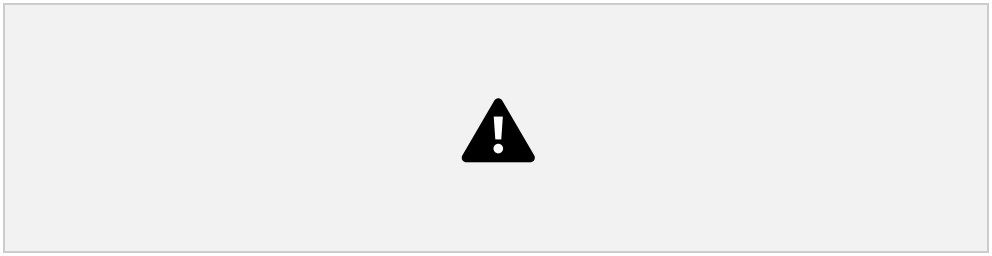
1. In the "Themes" tab, **pick a theme** and colour scheme. Click on the area behind your title to change the background image.



2. To customize the banner image, hover your mouse over the banner and click on “Change Image.”



3. You have the option of uploading your own image or selecting one to use. If you choose the “Select Image” option, you have some choices:
    - Gallery - Choose from a selection of minimal patterns and photographs.
    - By URL - Add the link to an online image.
    - Search - Search for Creative Commons licensed images using Google.
    - Your albums - Choose from images in your Google Photos collection.
    - Google Drive - Choose an image from your Google Drive folder.



**PLEASE NOTE:** If you choose to add images directly from a URL or upload an image that is not your own, you need to ensure there are no restrictions on using that image and you must credit the source somewhere on the page.

**TIP:** Whether using your own images or ones you have found elsewhere, we recommend using something minimal without text, so that it doesn't interfere with the page title.

## Adding Pages

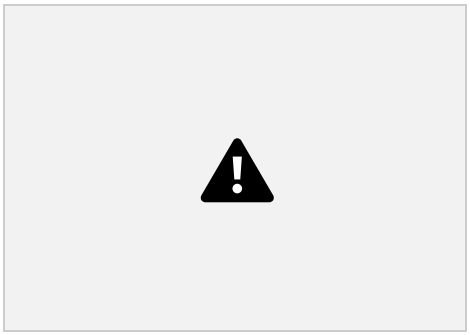
Watch this short video to learn how to add a page in Google Sites.

Instructions:

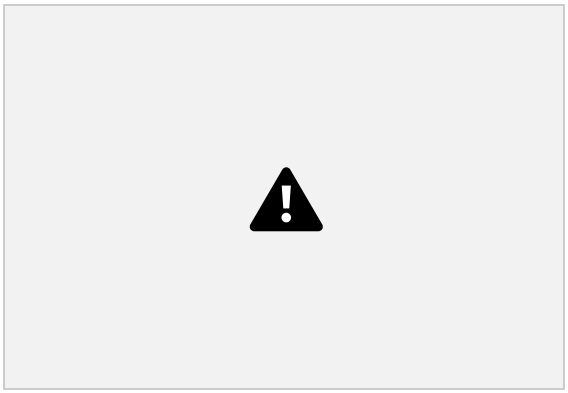
1. In the "Pages" tab, **add a page**:
    a. Click on the "+" symbol in the bottom-right corner of the page.



b. Click on "New Page."



c. Give your page a title, e.g. "Infographic."

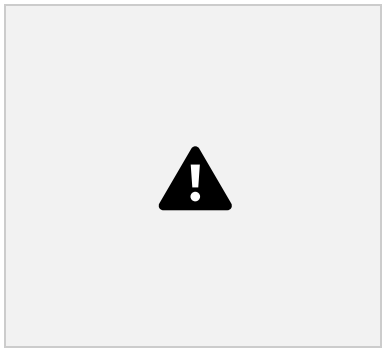


## Adding Text

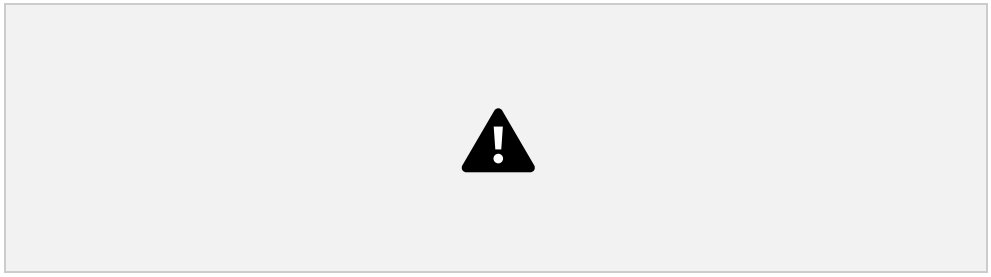
Watch this short video to learn how to add text to a page in Google Sites.

Instructions:

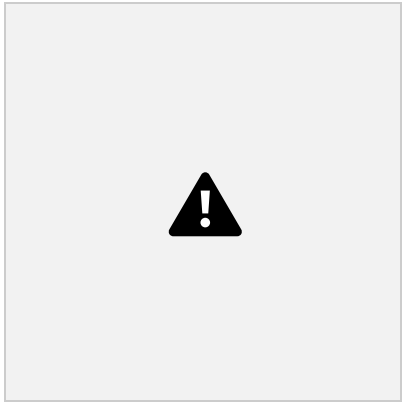
1. To add text to a page go to the Insert tab and click on Text Box. This adds a new content area to your page.



2. Once the text is entered you can format it as a title, heading, subheading, normal text or small text.

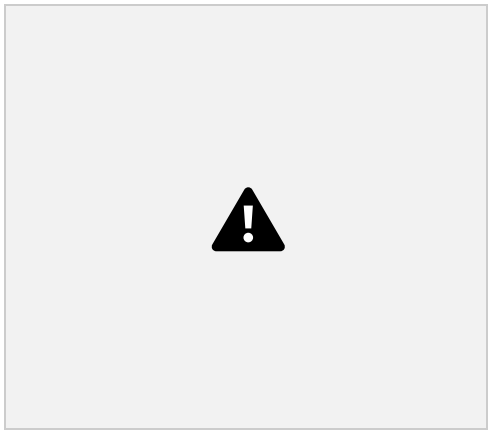


3. If you use the **heading format** at the top of each section, it is easy to add a table of contents to the page. These links will let you jump to a specific section of the page. To do this, go to insert, scroll down the list and click on “Table of Contents.” Any item that was given a heading or subheading format will show up on the list. To hide an item from the table of contents, click on the eye symbol next to it. [See an example on this page.]



4. You can change the background colour of a text box or any section on the page by going to the left-hand side of the content section and Clicking on Section Background. You can choose from two levels of emphasis.

5. This menu also lets you duplicate or delete a section of the page.

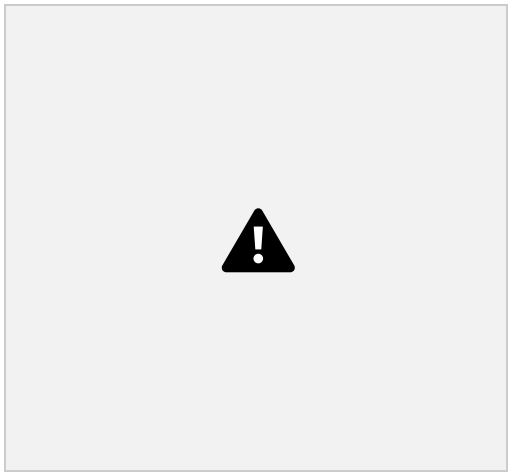


## Adding Images

Watch this short video to [learn how to add an image or image carousel to a page in Google Sites](#).

Instructions:

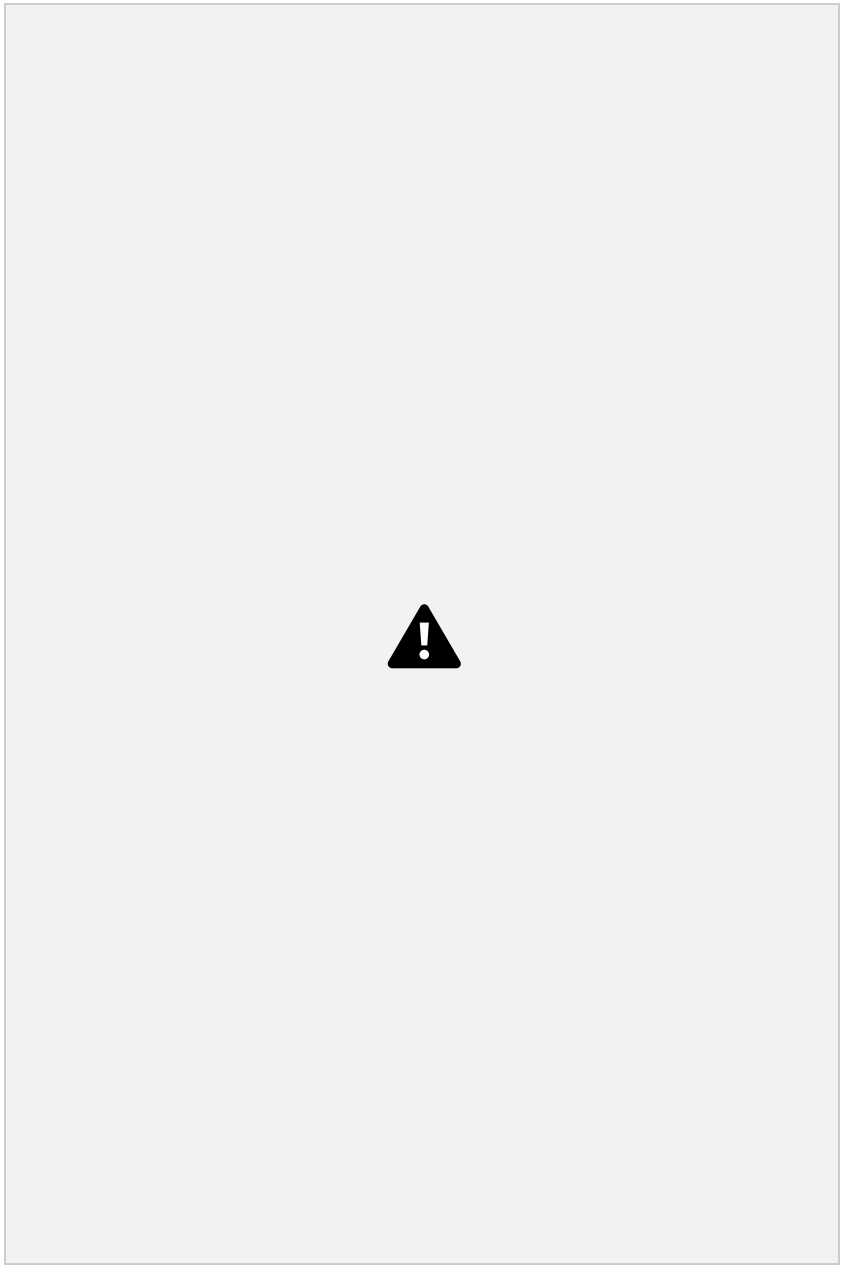
1. To add an image to the page go to the Insert tab and click on Images. You will be given the choices of uploading an image or selecting one.



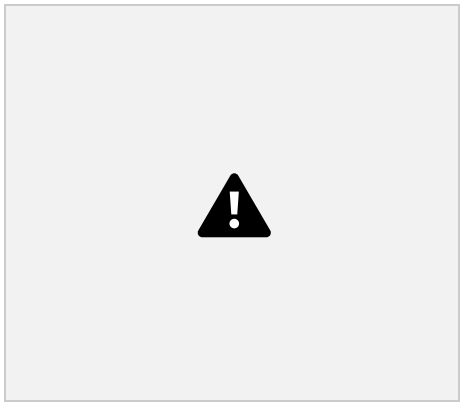
2. If you choose Select, you will have the choice of:
    - Google Drive - Choose an image from your Google Drive folder.
    - By URL - Add the link to an online image.
    - Google Images - Search for Creative Commons licensed images using Google.
    - Photos - Choose from images in your Google Photos collection.



3. Once an image is inserted on the page, you can resize it by clicking and dragging on the dots at the sides or corners of the image. There may be some cropping automatically applied to the image. To revert to the original proportions, click on uncrop.



4. To add a series of images that page viewers can scroll through, go to the Insert tab and select Image Carousel. You will be prompted to upload or select images to add to the carousel. Once you have chosen your images, click on Insert.



## Page Layout

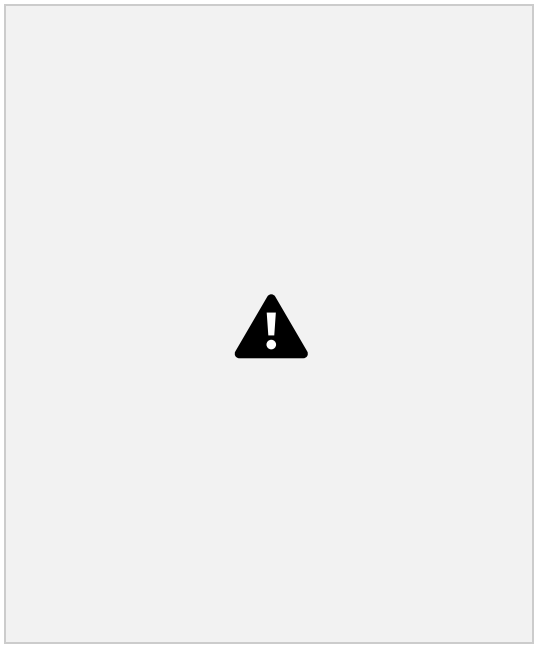
Watch this short video to learn more about pre-formatted page layouts in Google Sites.

Instructions:

You can add elements such as text and images individually to a page and then move them around until you are happy with how they look. Alternatively, you can use the pre-formatted layouts with designated areas for images and text. These are found in the Insert tab.

For example choose a layout that has two sections, each with its own space for an image, heading and text.

Using these pre-formatted layouts helps keep your pages looking balanced and visually appealing.



## Embedding an Infographic

Watch this short video to learn how to embed an infographic created in Piktochart into your Google Site.

Instructions:

Before you start:
Google sites allows you to embed objects from other websites on your webpages. In this example we'll be embedding an infographic created in Piktochart. If you have used another online infographic tool there will most likely be an embed code option similar to that outlined below:

1. To get the embed code you will use in Google sites click on the share icon in the top right corner of the page.



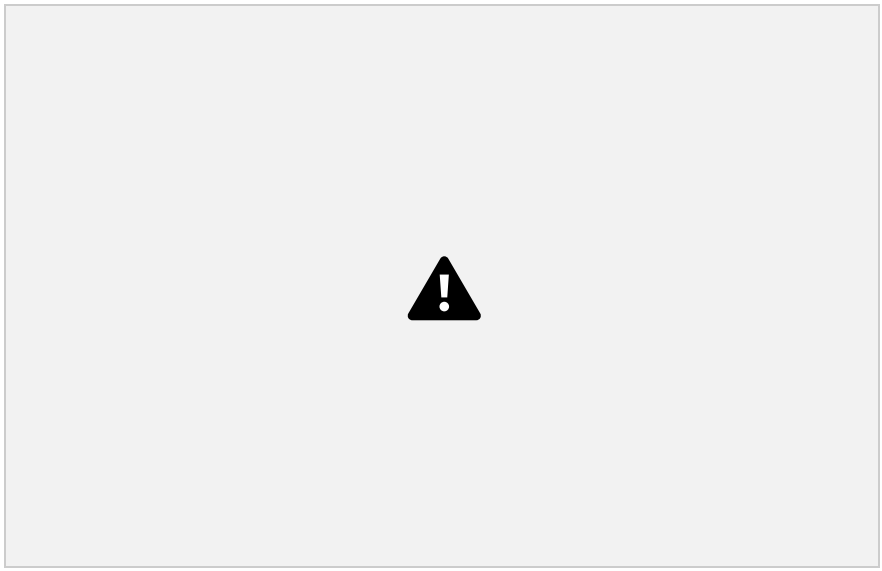
2. Make sure your infographic is "public," this does not mean it is searchable on the web, it just allows you to share the link or use the embed code.



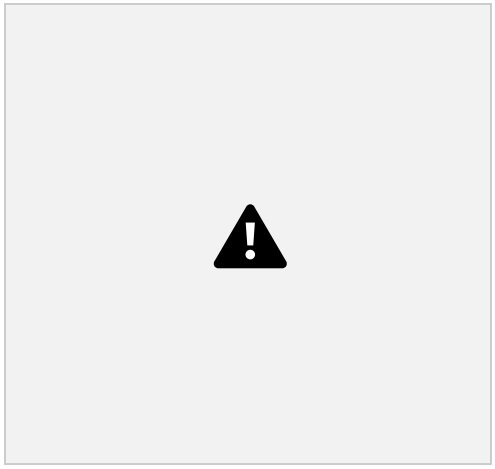
3. Next to where it says Embed Code, click on View Code.



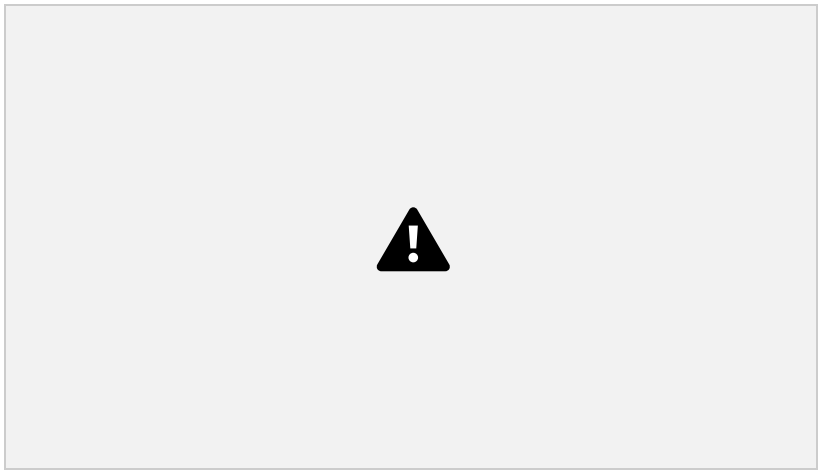
4. Under the first section, labeled Responsive Width, click on Copy Code. This code is now ready to be pasted in Google Sites.



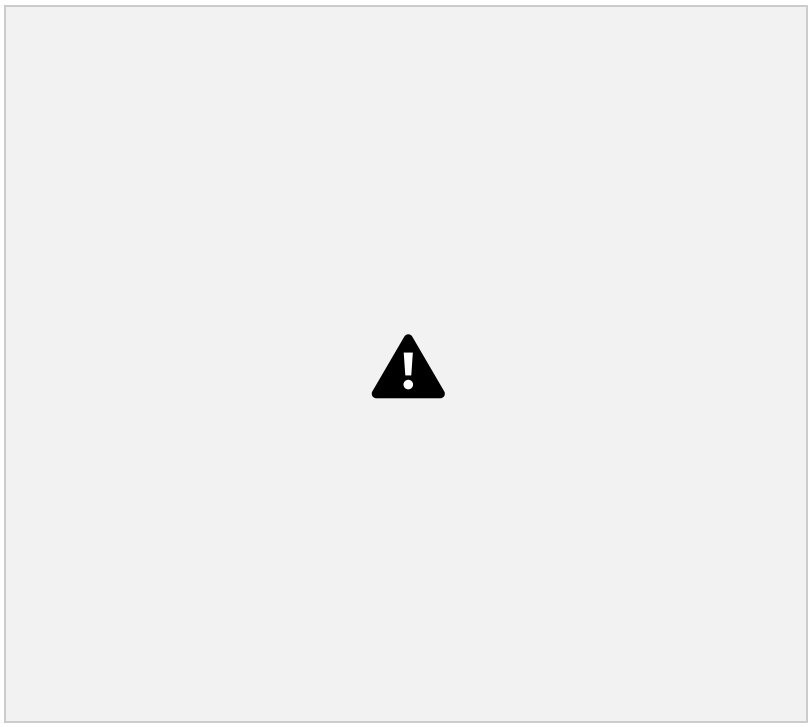
5. On your Google Sites page where you want the infographic to appear, click on Embed in the Insert tab.



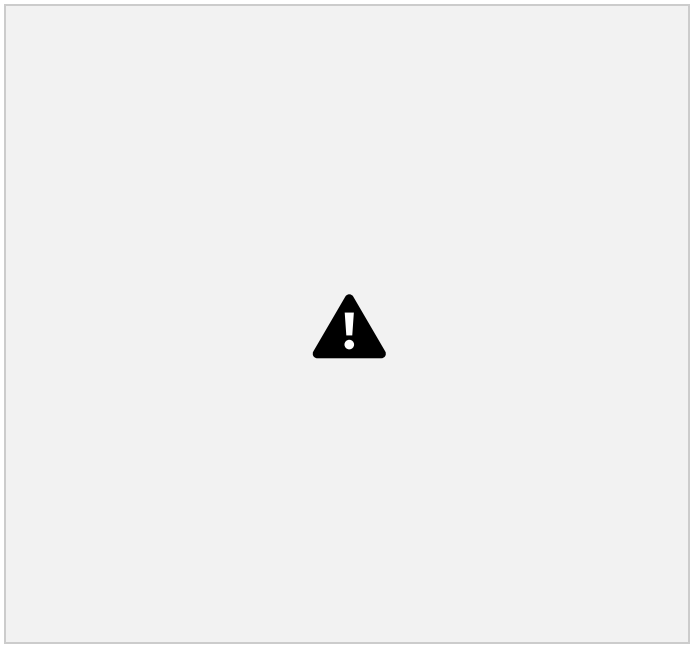
6. Choose the Embed Code tab and paste the code you copied from Piktochart. You can do this by typing Ctrl + V on your keyboard or right-clicking and selecting paste.



7. Click on Next, a preview of your infographic should appear. Then click on Insert.



8. Once your infographic is inserted on the page, you can resize it by clicking and dragging on the dots at the sides or corners. There may be some cropping automatically applied to the infographic. To revert to the original proportions, click on uncrop.



Please note:

Because it is a live embedded version of your infographic, any changes or updates you make to the original in Piktochart will now automatically update on the version on your website.

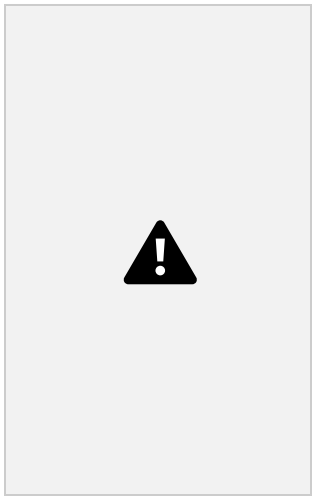
Also note you will not be able to test interactive elements of the infographic such as hyperlinks when you are in edit mode. To see what your page visitors will experience, click on the preview button in the top menu.

## Embedding a Google Suite Object

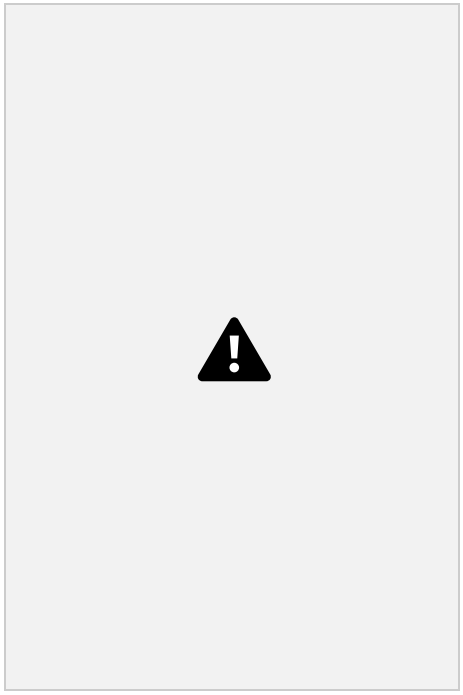
Watch this short video to learn how to add an item from the Google Suite (e.g. Docs, Slides) into a page in Google Sites.

Instructions:

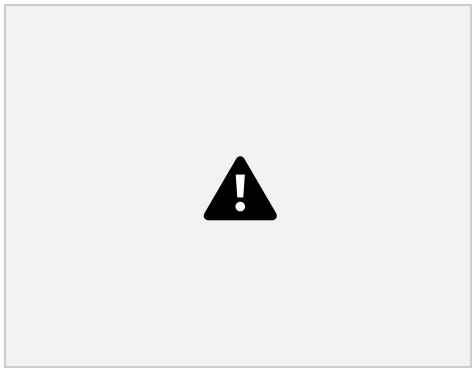
1. When you scroll through the choices in the Insert tab, you'll notice that you can embed items from the Google apps suite into your site, including Docs, Sheets, Slides, and Forms.



2. Select the type of item you would like to embed, such as  Google Slides, choose from the files in your Google drive, and click on insert.



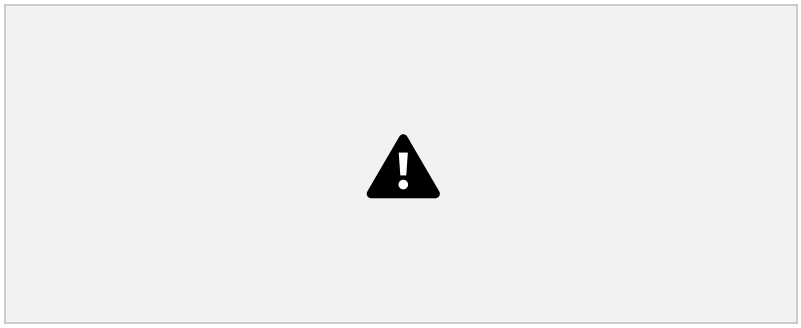
3. Once embedded you can resize it using the blue dots on the corners and sides of your file.



4. You don't have to make the entire document visible as the visitors to your webpage will have a button to open the document in a new browser tab.



5. Remember that the files you embed will need to be changed from Restricted to Anyone with the link (i.e. make it public) so that site visitors can see the embedded document.



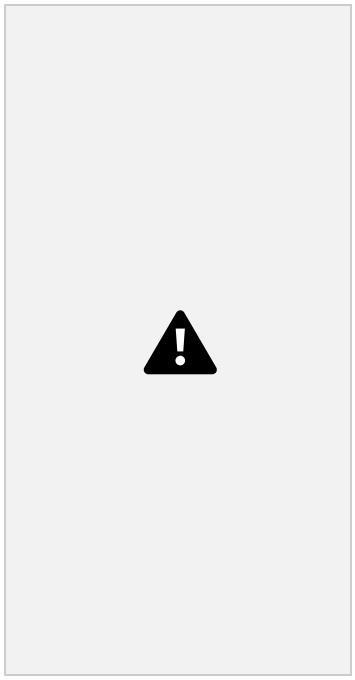
Please note: You will not be able to interact with the embedded objects (for example go through a slide show)  when you are in edit mode. To see what your page visitors will experience, click on the preview button in the top menu.

## Adding a Map

Watch this short video to learn how to add a map to a page in Google Sites.

Instructions:

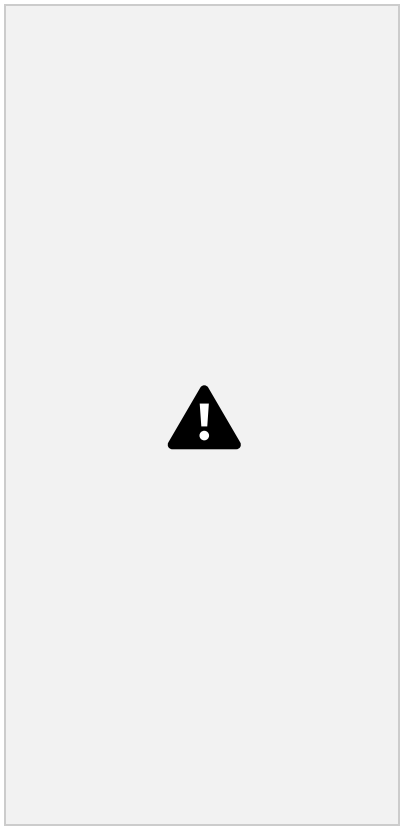
1. To add a map to a page, go to the Insert tab, scroll down and select map.



2. Enter the address or name of your location in the search box labeled, Enter a location.



3. Once you have selected your location, click on Select to add the map to your page.



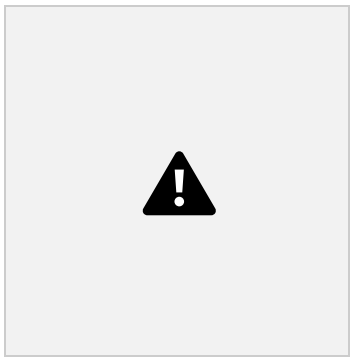
Please note:  You will not be able to interact with the map when you are in edit mode. To see what your page visitors will experience, click on the preview button in the top menu.

## Adding YouTube Videos

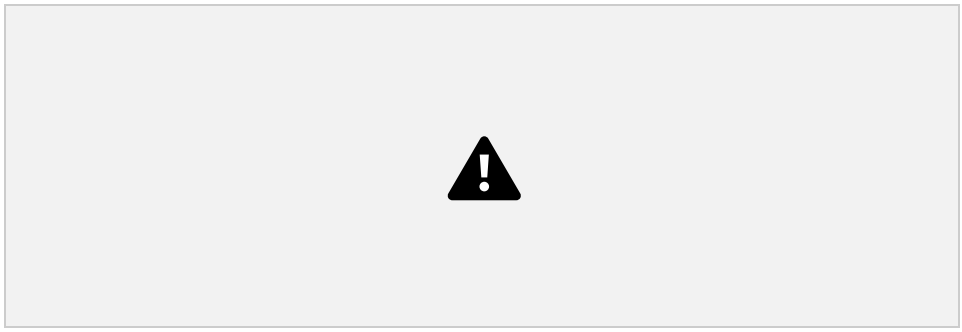
Watch this short video to learn how to add a YouTube video to a page in Google Sites.

Instructions:

1. To add a YouTube video to the page go to the Insert tab, scroll down the list and click on YouTube.



2. You can either search for a video on YouTube or look through your own YouTube uploads.



Please note: You will not be able to interact with the video when you are in edit mode. To see what your page visitors will experience, click on the preview button in the top menu.

3. Once you have selected your video, click on Select to add it to your page.

## Privacy and Publishing

Watch this short video to learn how to change your privacy settings and to publish a website and changes in Google Sites.

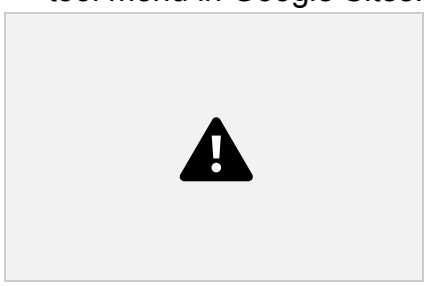
What do you mean by privacy?

Most websites are designed to be seen by the public. However, there are several reasons why you might want to make your site private or limit your audience:

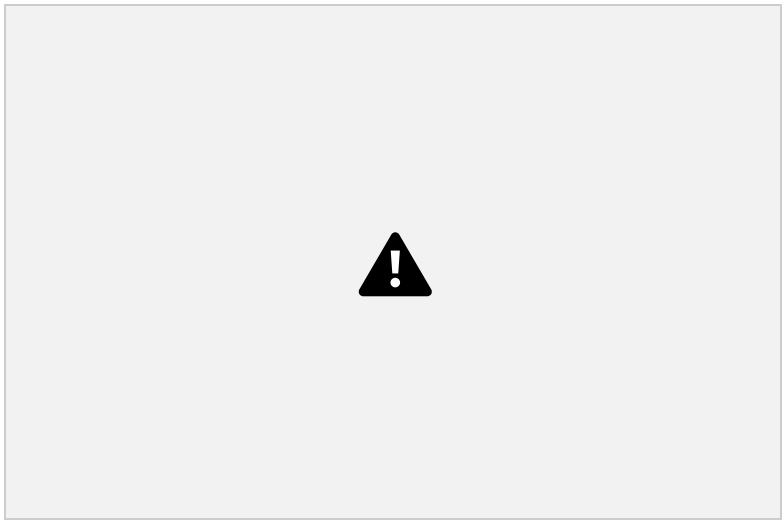
- It is for a school assignment.
- It is an online resume or portfolio that you don't want someone to copy or plagiarize.
- The site contains personal/private information about you or others.

Instructions:

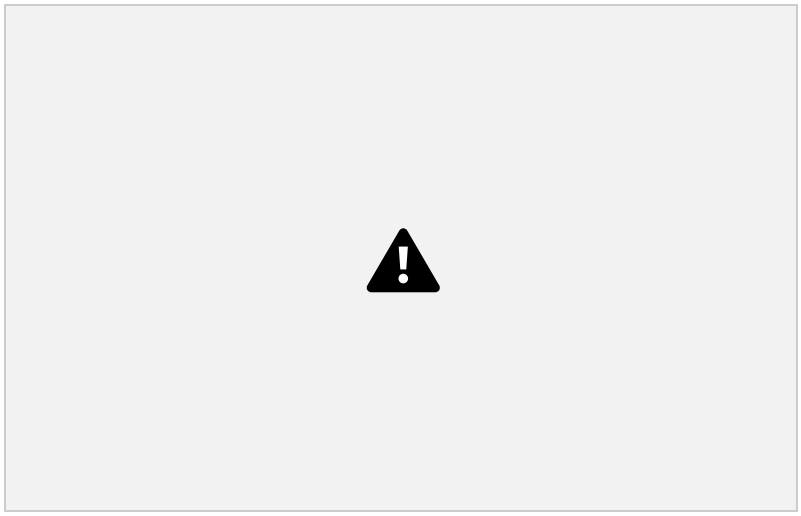
1. You can control the privacy settings by clicking on the share icon in the top tool menu in Google Sites.



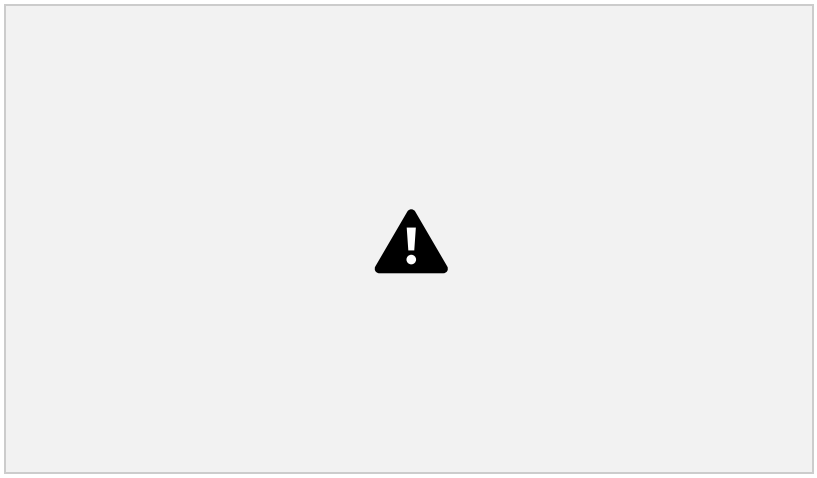
2. If you want to give someone **viewing** privileges for your site, your professor for example, add their email address and make them a Published Viewer. You can write them a message to let them know you are sharing the site with them.



3. If you want to add someone as an **editor**, a group member for example, simply add their email address and select the Editor option for them.

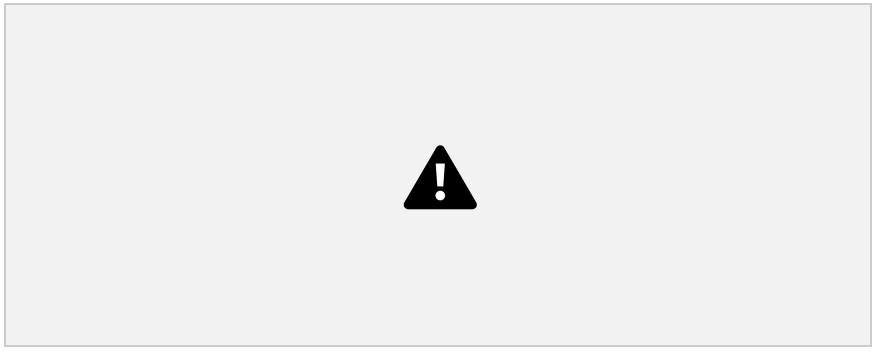


4. Once you added specific viewers and/or editors you can adjust the privacy setting for your site, this is done in the Links section of the Share with people and groups pop-up.



5. Click on Change in the Links section.





6. *Draft* should be restricted to you and those in your group if it is a group assignment.



7. *Published site* should be set to Restricted if you want the site private and only want your named viewers to see the site.



8. If you want the public to see your site, for example for an online portfolio, then choose the Public setting.



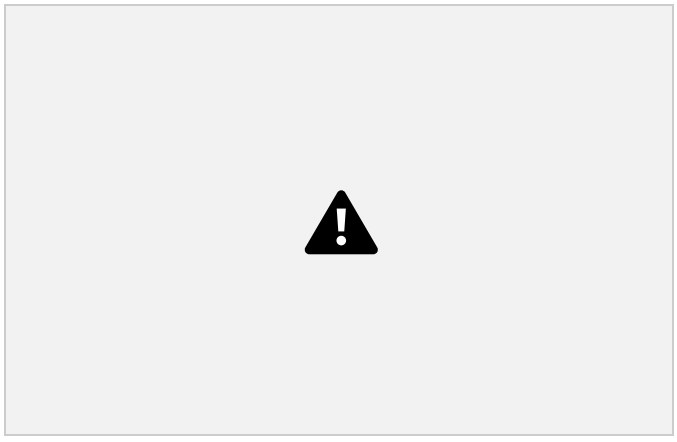
9. To publish your site and make it viewable click on “Publish” in the top right hand corner.



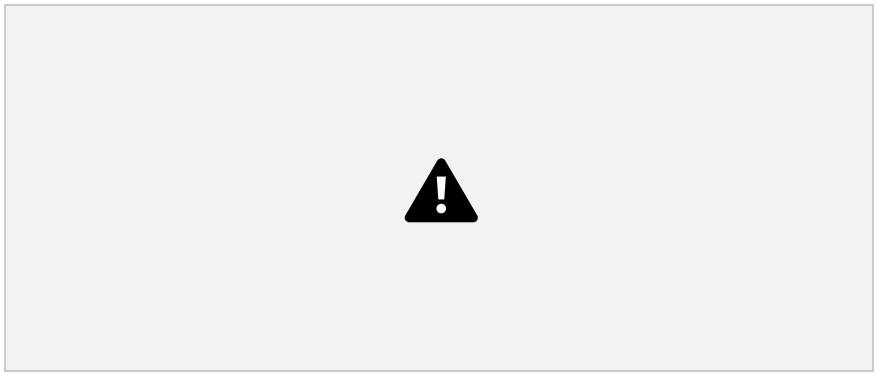
10. You will be prompted to give your site a web address (this is the URL that will appear in the address bar of your browser). There is a chance that your first choice for a web address might already have been used. If so, try a variation.



11. To make your website live, click on “Publish" in the lower right-hand corner.



12. From now on, any time you make a change to your website you will have to click on Publish again. Google Sites will show you a preview of the changes (for example if you deleted a page) before you make your changes go live.



Please note: Privacy settings can be changed whenever you want, you can make a private site public or a public site private at any time.