

GOOGLE DOCS

SITES

Regarding Google Docs, we have chosen to show you how to use Sites because it is the one we use most frequently.

Title: How to Use Google Sites

Introduction: Google Sites is a user-friendly platform that allows you to create websites without any coding knowledge. Whether you're building a personal website, a team project site, or an educational portal, Google Sites offers a simple and efficient way to share information and collaborate online.

1. Accessing Google Sites:

- To get started with Google Sites, open a web browser and sign in to your Google account.
- Navigate to Google Sites by typing "sites.google.com" into the address bar or by using the Google Apps menu (the grid icon) in the upper right corner of your Gmail or Google Drive.

2. Creating a New Site:

- Click on the "+ Blank" button to create a new site.
- Give your site a name, and choose a custom URL if available.
- Select a theme that matches the style and purpose of your site.

3. Adding and Editing Pages:

- Google Sites uses a simple drag-and-drop interface. To add a new page, click the "Pages" tab on the right panel and then click the "+ Page" button.
- To edit a page, click on it, and then click the pencil icon.
- You can add text, images, videos, Google Drive files, and more by clicking the "+" button on the page and selecting the desired content type.

4. Customizing Your Site:

- Customize the appearance of your site by changing fonts, colors, and layouts.
- Add a site logo or header image to make it more personalized.
- Adjust the site navigation menu to make it user-friendly.

5. Collaborative Features:

- Share your site with collaborators by clicking the "Share" button in the upper right corner.
- Set permissions to control who can view or edit your site.
- Collaborators can simultaneously work on the same site in real-time.

6. Publishing Your Site:

- Before others can see your site, you'll need to publish it. Click the "Publish" button in the upper right corner.
- Choose whether to make your site public or restrict access to specific people or groups.
- Your site will be accessible through the provided URL once published.

7. Managing Revisions:

- Google Sites automatically saves versions of your site. You can access these revisions and revert to previous versions if needed.

8. Mobile-Friendly:

- Google Sites automatically optimizes your site for mobile devices, ensuring a great user experience on smartphones and tablets.

Conclusion: Google Sites is a versatile tool for creating websites for various purposes, from personal blogs to professional portfolios. It simplifies the process of web design and allows for collaborative work with ease. By following the steps outlined in this lesson, you can create your own website and share your content with the world.

Remember, Google Sites is a valuable tool for showcasing your work and ideas online, so enjoy the process of building your website!

This is an example

<https://sites.google.com/view/pantaerasmus/?pli=1>