

Basics for Creating a Website with Google Sites

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In order to create a site with Google, you must first have a google account (of any kind). After you sign in under your account, then go to sites.google.com.

Click the create new site button and a new page will open up. The first content box asks you to give your site a name or title. This will become part of your URL (site address), but you can manually change that in the next content box if you want.

The next content box asks you for a brief site description, which is optional. This will give users an idea of what your site is about before they click on it in a search engine.

Next, they ask if your site will contain mature content. This means nudity, graphic violence or sexuality, or anything that should be barred from persons under the age of 18.

Next it asks if you would like to share your website. I recommend choosing the “share with everyone” option as it allows anyone to view your website. If you would prefer to not do this, select the “only people I specify” option, which means you must invite people via e-mail or link to view your website and it cannot be found in a search engine.

The next section asks you to pick a site theme. This has to do with the background colors and text colors of your site. Pick whichever one you like most, you can change it later if you wish. There are more themes available under “more themes” and you can always customize a theme.

After you finish typing in the verification code at the bottom of the page, click “create site” and the basics of your site that you just put in will pop up in the form of a basic website. Now you can change and edit each page of your site.

To edit a page, click “edit page.” When you do, it allows you to type in the Title bar and in the Body bar. The **format** tab allows you to change the appearance of font and alignment of font. The **layout** tab allows you to add columns to the body of your site. The **table** tab allows you to create and manage a table in the body of your site. You can add pictures, powerpoint presentations, word documents, spread sheets, slide shows from picasa and links to other sites under the **insert** tab. You can add images manually, if you wish, by uploading them to the site. However, make sure you only upload what photos you intend to use for the page you are currently editing. You can manually add files and documents by attaching them to the website under “attachments” at the bottom of the page. Again, just like the pictures, you must only upload what you want on that particular page and repeat the process for any new pages. To fully take advantage of these you must also use Google’s other sites: Google Documents (<http://docs.google.com>) and Google Picasa (<http://picasaweb.google.com>). They do not transfer over to other websites. When using Google Documents, you can upload spreadsheets, powerpoint, and documents for other people to view and to incorporate into your website. Make sure that when you upload your files, you select the “publish” option. If you don’t, nobody will be

able to see them on your webpage! I suggest uploading as many files as you want to use before you start working on your site. You can also include “gadgets” which are things like news tickers, mp3 players, feeds, weather, etc. You can see the list by selecting “more gadgets” at the end of the **Insert** tab. Once you are finished editing your page, click **save** to return to main site and save your work.

To create a new page, click “create page.” This will give you the option of many different types of pages, but the easiest to work with is “web page.” You will need to create a page name (which becomes part of its URL) and then choose whether or not you want the page to be directly under the main site (top level, your main URL) or if you want it to be a subsidiary of another part of your site (such as “/teaching files”) If the part of the site that you want your page to be under is not the default option, select it by clicking “choose another location.” Once you have chosen the directory option, click create page and then you can edit it as in the previous set.

Once you have created all your websites, then you should edit your sidebar to improve your navigation. By editing your sidebar you can also edit your site layout too with regards to the sidebar. You can delete the “site history” option by clicking delete. However, the “navigation” option is your sites as they appear on the side bar. Click edit and it will allow you to move around your sites to a better order on your page. You must add each new page manually. The up and down arrows move a link up or down the bar, where as the side arrows make a link under another link in the side bar. This is useful for when you have subsidiary pages. Click “ok” when you are done. While you are under the site editor, you can also change your theme, edit colors and fonts, manage you sharing with other people and make your site capable of earning money by hosting ads.

Once you are done and have saved all your changes then you can give your site’s url to prospective employers, coworkers, friends and family to show them what you have accomplished!

An example of a google teaching portfolio site: <http://sites.google.com/site/lkhatmaker/>