

Building a Google Site

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For additional resources and tutorials, visit www.usmcdh.org

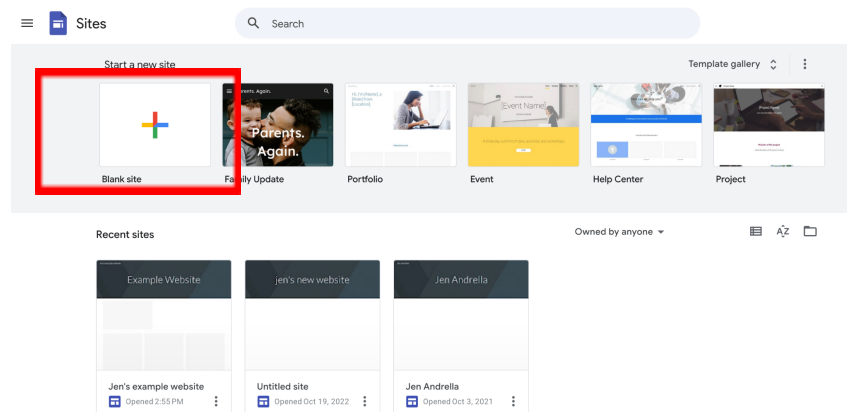
Introduction

Google Sites is a free, web-based platform for creating websites through Google. Google Sites is very user-friendly and has an intuitive interface that allows users to create simple (but appealing!) websites without extensive design knowledge or web coding experience. Google Sites is also part of the Google Workspace and can easily connect to Docs, Sheets, Drive, and other interfaces.

Please note that if you are building a personal website, *it should be managed through your own personal Gmail account.*

Getting started

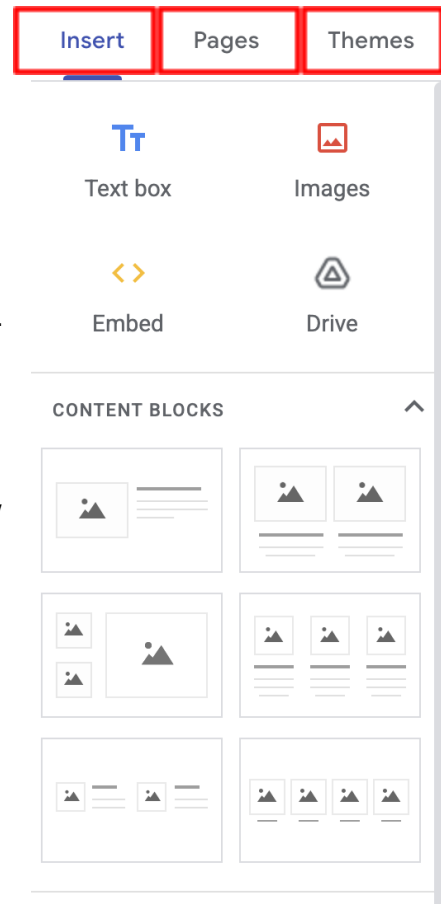
1. *Note: Google Sites requires a Google account to use the platform. Using a Google Chrome browser will also enable easy access.*
2. Go to sites.google.com (if you are using Google Chrome, you will be automatically logged in and see your Google Sites dashboard).



3. From the dashboard, you can begin with a **Blank Site**, or choose one of the website templates from the gallery at the top of the screen.
 - a. The dashboard will also display your previous Google Sites or sites that other users have shared access with you.
4. When you select a site option, a new page will open displaying what will become the landing page of your website.

5. The **Google Sites Menu** on the right side of the screen offers three options: **Insert**, **Pages**, and **Themes**.

- a. **Insert** is where you will add content blocks to the page. To add a content block, click and drag the block to the space on the page you want it to appear. A blue line will appear as you drag to indicate where the content will go.
- b. **Pages** will display a menu of all the pages on your website. The **Home** page is the landing page of your website. Clicking the three dots to the right of any page will open a menu to change their functions; such as making a new homepage, duplicating the page, or making a subpage.
- c. **Themes** allows you to change the overall appearance of your website. Changing the theme will change the color pallet, font, and layout of your site. You can edit certain elements within your theme (such as the font or color of text).



6. In the **top menu navigation**, you have additional options to **undo** and **redo** your actions, see the public preview of the website (device responsive), **add collaborators**, and options for **publishing** and **sharing your website**.
 - a. **Tip:** The settings wheel allows you to adjust the menu navigation of the site—such as the order of the pages.

Saving and Publishing to the Web

1. At the top of the site builder screen, you will see a purple button to **Publish** your Google Site.
2. Give your Google Site a title that will appear as part of sites.google.com URL web address. You may also purchase your own domain through Google.
3. **Select the access level** for your site (Public or Restricted).
4. (Optional) check the search settings box to include your site in search engines.
5. Select **Publish**. After publishing your site, any changes need to be reviewed and then re-published.

Publish to the web

Web address

awesome-example-site

✓

<https://sites.google.com/view/awesome-example-site>



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Cancel

Publish