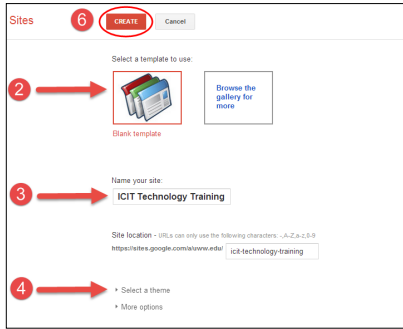


Access Google Sites

Using a web browser, go to sites.google.com. Enter your full UWW email address, then click **Sign In**. Next, enter your Net-ID and password, then click **Login** to continue.

Create a Google Site

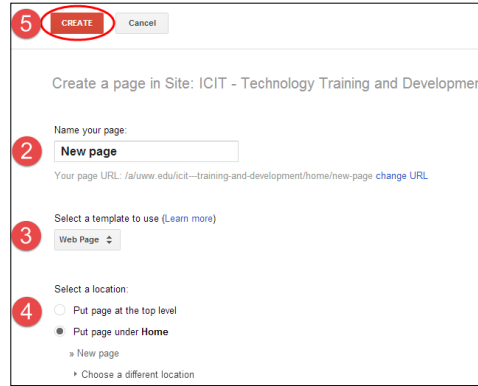



1. From the Google Sites main webpage, click the **Create** button located in the left-hand toolbar.
2. Select **Blank Template** to start a new blank site or select "Browse gallery for more" to view site templates.
3. Enter a name for your site in the "Name your Site" text box available. **NOTE:** The site location will fill in automatically for you.
4. Click the "Select a theme" drop down box to view available background themes for your site. Click on a theme to select it.
5. Click the "More options" dropdown box to enter a site category and/or description, if you wish.
6. Click the **Create** button, from the top toolbar, to create your site.

Sites Toolbar




Create New Page




1. From your Google Sites page, click the **New Page** button 
2. Enter the name for your new page.
3. Select a page template. "Web Page" is the default page for a website.
4. Select the page location. "Top level" puts the new page directly under the Home page. "Put page under" will put the new page under another page.
5. Click the **Create** button to create your new page.

Delete Page

1. Click the **Settings**  button located in the top right toolbar.
2. Select **Delete Page** from the drop down menu.

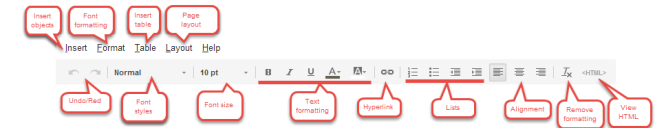
Copy Page

1. Click the **Settings**  button located in the top right toolbar.
2. Select **Copy Page** from the drop down menu.

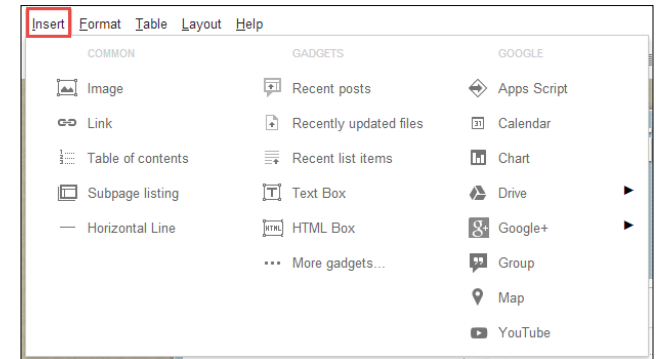
Edit a Page

1. Locate the page you wish to edit.
2. Click the **Edit** (pencil) button, in the top right toolbar, to edit the page.
3. Make your changes.
4. Click the **Save** button to save changes.

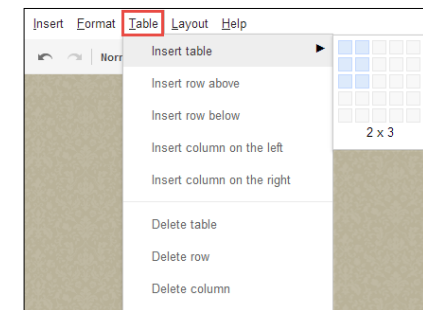
Edit Page Toolbar



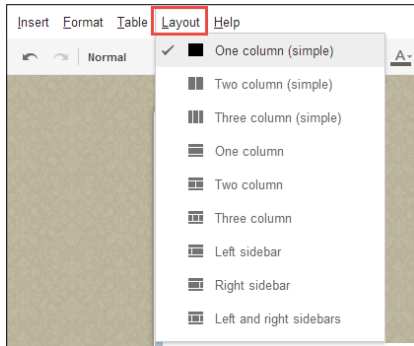
Insert Objects



Insert Table



Change Page Layout



1. Click the **Edit** (pencil) icon to edit your page.
2. Click the **Layout** tab to view page layout options.

Insert Table of Contents

1. Click the **Edit** (pencil) icon to edit your page.
2. Click the page area where you would like to insert the table of contents.
3. Click the **Insert** tab from the top left toolbar.
4. Select **Table of Contents**.
5. Select your Table of Contents properties.
6. Click **Save** to save your changes.
7. Click the **Save** button, located in the top right corner of the page, to save your page and view your table of contents.

NOTE: The Table of Contents is built based on the “heading” font used on the page. To change a section to a “heading”, select your text, click the **Format** tab from the top toolbar, then select Heading (H2), Sub-heading (H3) or Minor Heading (H4).

Advanced Page Options


Advanced site settings and options can be found by clicking the **Settings** button located in the top right toolbar.

Embed a Google Doc

1. Click the **Edit** (pencil) icon to edit your page.
2. Click the **Insert** tab from the top left toolbar.
3. Select **Drive**, then choose your Google application.
4. Locate your document in Google Drive. Then click the **Select** button.
5. Set your document properties, including height and width. Click **Save** to continue.
6. Use the “Object toolbar” to adjust your document properties, alignment and size.
7. Click the **Save** button, located in the top right toolbar, to save your page and view your Google document.

Note: Your Google document must be “shared” for others to view. Set your document “sharing” permissions within the document in Google Drive.

Insert a Hyperlink

1. Click the **Edit** (pencil) icon to edit your page.
2. Copy and paste a hyperlink into your page or highlight the text to hyperlink.
3. Click the **Add/Remove link**  button. If Google detects a hyperlink, there is nothing more you need to do, otherwise follow the remaining steps below.
4. Select “Sites page” to link to another page under Google Sites. Select “Web Address” to copy and paste a full web address url to an outside address.
5. Click the “Open this link in a new window” option if you would like the page to open in a new window.
6. Click the **OK** button to save your hyperlink.
7. Click the **Save** button, in the top right toolbar, to save your page and view your hyperlink.

Please email training@uww.edu for additional help with Google Sites.



Google Sites

Quick Start Guide

