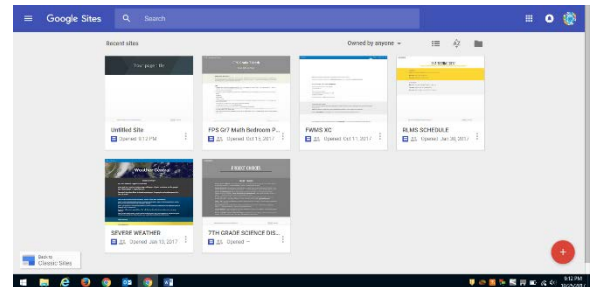# Using the NEW Google Sites

## A. Create Your Google Sites Website

1. Login to your FPS Google account
2. Click on the Google apps icon (9 little boxes) near top right
3. Select **SITES**
4. From the left side menu, a few lines under the red CREATE button, click on **NEW GOOGLE SITES**

5. You will see the NEW GOOGLE SITES window appear (as shown at right)

6. Near the bottom right of the screen, select the **CREATE NEW SITE** button (red + button)

7. In the top left of the screen, select **UNTITLED SITE**, and type in the file name of your site (as shown at right)
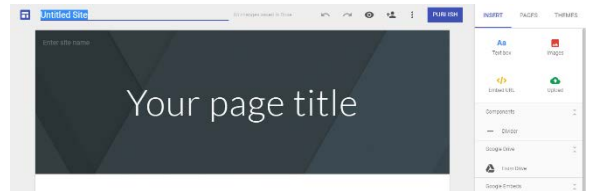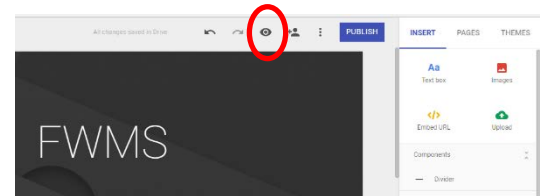

8. In the center of you web page, select **YOUR PAGE TITLE** and type in a title for your website (as shown at right)

9. From the right side of your screen, click on **THEMES**. Then scroll through to choose a theme you'd like to use.

10. To see how your page will appear on the web, select the **PREVIEW** button (eyeball at top right of screen).


11. When you're done previewing the site, select the **EXIT PREVIEW** button (X near bottom right of screen)

B. Enter and Format Text on Your Page

1. From the right side of your screen, click on **INSERT**

2. Select **TEXT BOX** and you'll see a text box appear on the screen. Type in your text you'd like on that page.

3. Use the options for **B**old, *Italics*, Alignment, numbered list, bulleted list or hyperlink as needed

4. You can also change the section style by using the palette option to the left of it
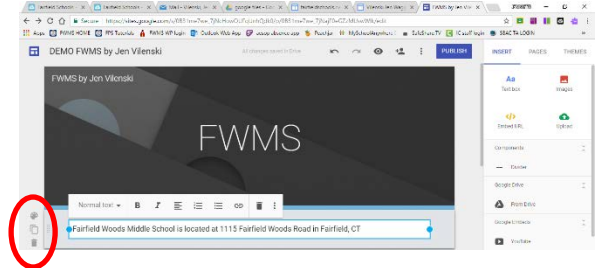
C. Insert Images on Your Page

1. From the right side of your screen, select **INSERT**

2. Select **IMAGES** and you'll see the SELECT IMAGES box appear (as shown at right)

3. Choose one of the following options to insert an image:
   - paste the **URL** (web address) of the full size image, if you've already found one on the web. [The url should end in .jpg or .png]
   - **SEARCH** for an image (using the built-in Google images or LIFE search engines)
   - insert an image from **YOUR ALBUMS** (images you've already uploaded to google sites)
   - insert an image from your **GOOGLE DRIVE** (if you already saved images in there)

4. You could also select **INSERT > UPLOAD** to upload an image you already have saved in your H drive or hard drive

5. Once you've inserted an image on your page, click on it and you can use the edit features to crop the image or insert a link (to make the image a hyperlink to another web site or page)

6. Just like when you inserted a text box, you will see that the image was created in a new section on your web page. You can modify or duplicate this section as well, using the options on the left side of the section. You can also drag the image into another section, if you'd like.
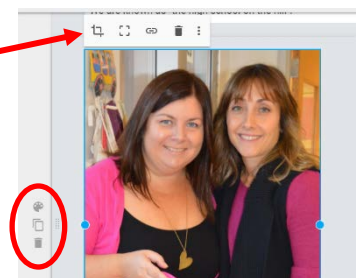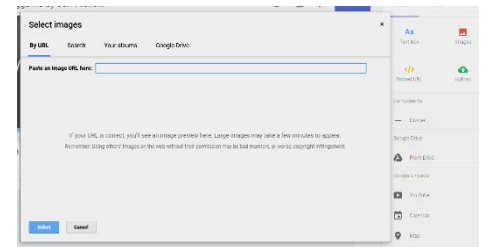
D. Insert Other Items on Your Page

1. From the **INSERT** menu at right, you can also insert other items, such as a **DIVIDER** line between your sections on your page, a **YouTube** video clip, or files from your **Google Drive**.

2. Each time you insert something new, you will see that a new section is inserted, with your item in it. You can drag these sections up or down, in the order you'd like them to be, on your page.

> NOTE: If you are inserting a file from your Google Drive, you need to put the correct **SHARE** settings on it *BEFORE* you insert it on your page:
>
> *   Open your Google Drive, find the item, and RIGHT CLICK on it
> *   Select **SHARE**, then **ADVANCED** (in bottom right corner)
> *   Under **WHO HAS ACCESS**, click on **CHANGE**, and modify it as needed (example - choose **PUBLIC ON THE WEB** for everyone to see)
> *   Select **SAVE**, then **DONE**

E. Add New Pages to Your Website

1. From the right side of your screen, select **PAGES**

2. Click on the **ADD PAGE** button, then type in the name for the new page

3. Select **DONE** and you will see your page appear under your HOME PAGE
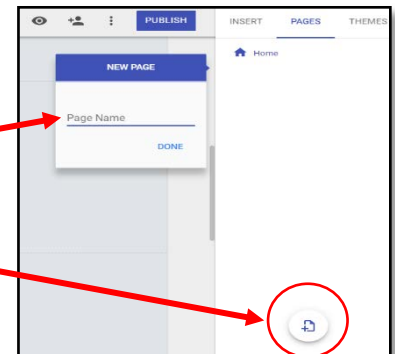
4. You will also see your new pages appear in the top navigation menu of your web site. You can click on any of these tabs in your website to get to any of your pages.
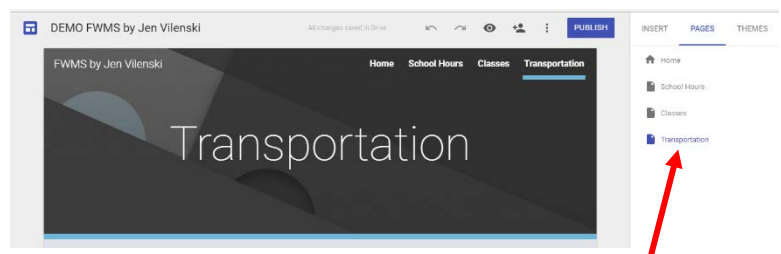
5. From the **PAGES** section at right, you can reorder any of your pages by dragging them in the order you'd like them. You can also make a page a SUBPAGE from one of your other pages by dragging it into that page.

> Congrats! You're now on the web!

F. SHARE Your Website

> Select **PUBLISH**. Select the drop-down arrow next to **PUBLISH**, select **PUBLISH SETTINGS**, choose your desired access to your site, then select **SAVE**.
>
> You can then copy your web address, and share the link as needed.