Sites cheat sheet

Build internal project hubs, team sites, and public-facing websites.
Get Sites: Web (sites.google.com)

1. From Sites, click +, or, to choose a template, click Template gallery and select a template.

2. Customize your site and home page.
3. Add pages and navigation.

- Choose your site navigation location and add page links.
- Add a page or link.
- Drag pages up and down to re-order, or on top of another page to nest.
- Make homepage
- Duplicate page
- Properties
- Add subpage
- Hide from navigation
- Delete

4. Add content to pages.

- Add text, images, URLs, or Drive files.
- Add table of contents, carousels, buttons, a (horizontal) divider line, YouTube videos, calendars, and maps.
- Add documents, presentations, spreadsheets, forms, or charts.

5. Share, preview, or publish your site.
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preview</td>
<td>See how your site will look on any device once it's live.</td>
</tr>
<tr>
<td>🖥️ Copy link</td>
<td>Copy published site link.</td>
</tr>
<tr>
<td>🔄 Share</td>
<td>Share your site with your team to collaborate.</td>
</tr>
<tr>
<td>Publish</td>
<td>Set your site's complete URL and who can see the site, then make it live.</td>
</tr>
</tbody>
</table>

Was this helpful?

[Yes] [No]