Sites cheat sheet
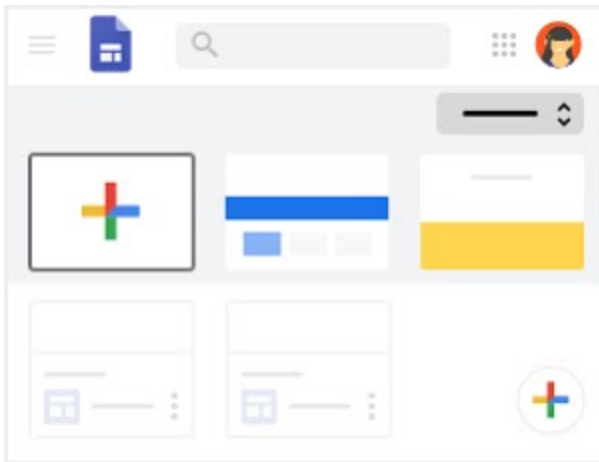

Build internal project hubs, team sites, and public-facing websites.
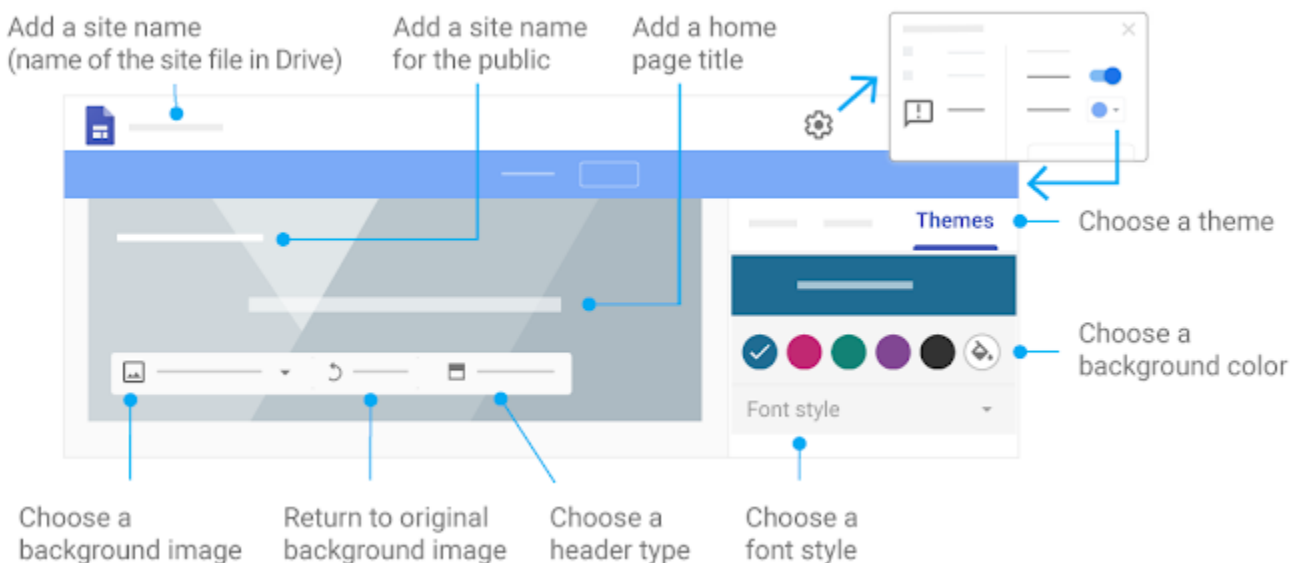
Get Sites: Web (sites.google.com)

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

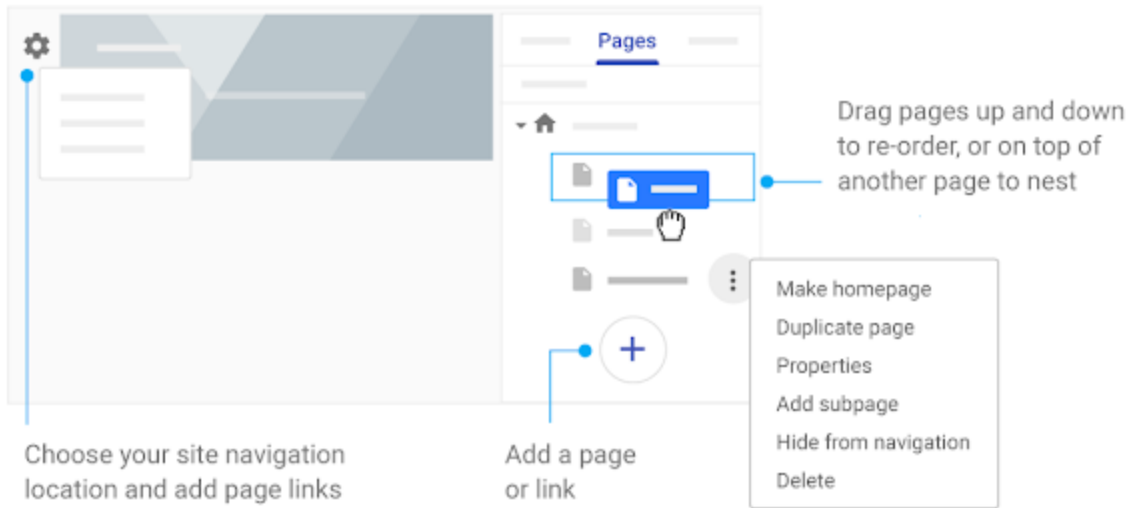2. Customize your site and home page.

Add a site name
(name of the site file in Drive)

Add a site name
for the public

Add a home
page title

Choose a theme

Choose a
background color

Font style
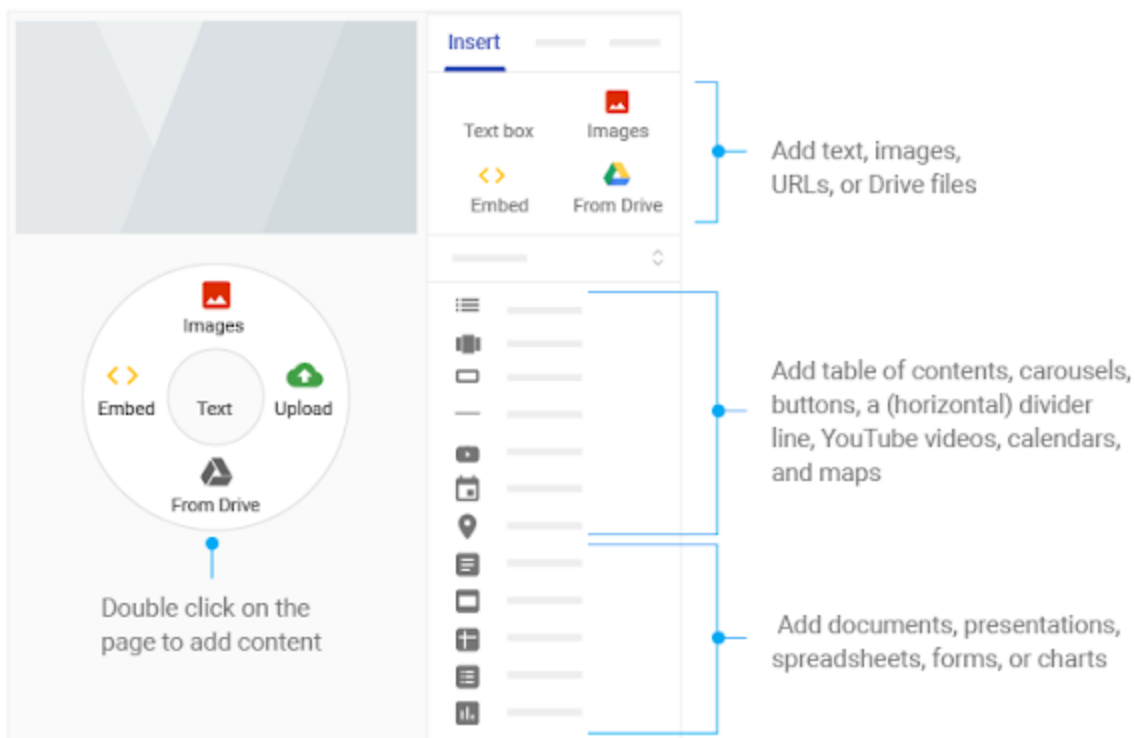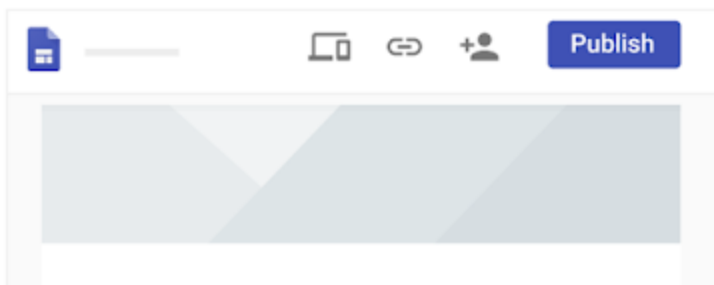
Choose a
background image

Return to original
background image

Choose a
header type

Choose a
font style

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

Double click on the page to add content

Images
Embed   Text   Upload
From Drive

Insert
Text box   Images
Embed   From Drive

5. Share, preview, or publish your site.

Publish

	Preview—See how your site will look on any device once it's live.
	Copy link—Copy published site link.
	Share—Share your site with your team to collaborate.
Publish	Set your site's complete URL and who can see the site, then make it live.

Was this helpful?

Yes   No