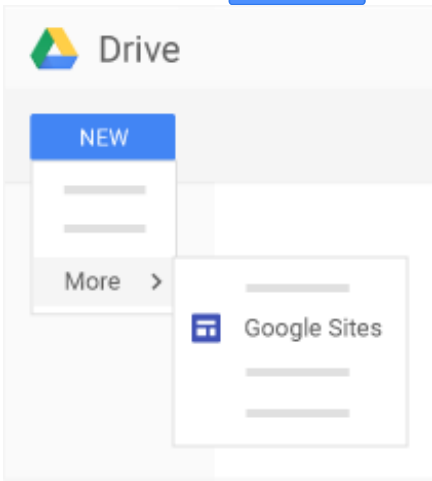## Sites Cheat Sheet
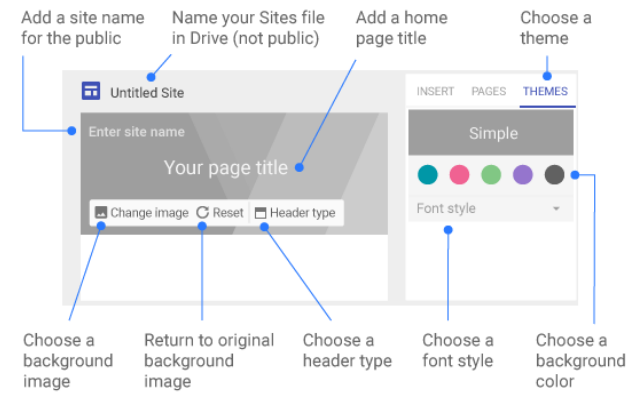
Build internal project hubs, team sites, and public-facing websites.
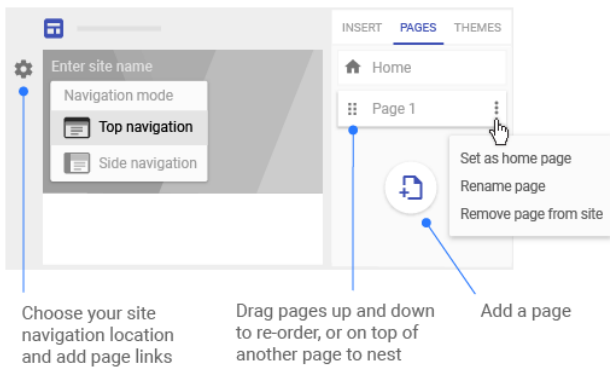
1 From **Drive**, click [NEW] **> More > Google Sites.**
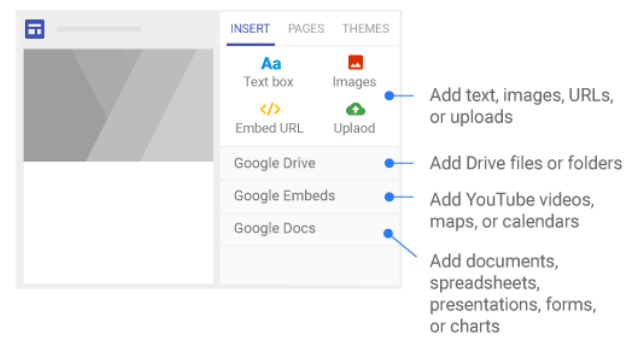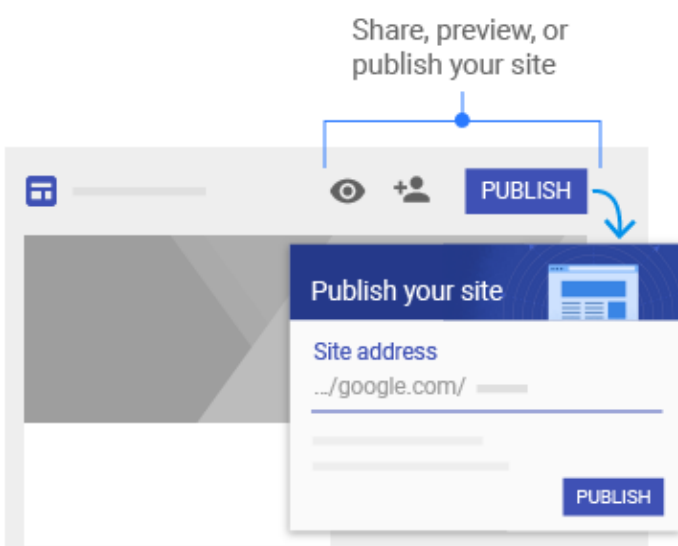
2 Customize your site and home page.

Add a site name for the public

Name your Sites file in Drive (not public)

Add a home page title

Choose a theme

Untitled Site

INSERT   PAGES   **THEMES**

Enter site name

Simple

Your page title

Font style

Change image   Reset   Header type

Choose a background image

Return to original background image

Choose a header type

Choose a font style

Choose a background color

3 Add pages and navigation.

INSERT   **PAGES**   THEMES

Enter site name

Navigation mode

Top navigation

Side navigation

Home

Page 1

Set as home page
Rename page
Remove page from site

Choose your site navigation location and add page links

Drag pages up and down to re-order, or on top of another page to nest

Add a page

4 Add content to pages.

INSERT   PAGES   THEMES

Aa
Text box

Images

</>
Embed URL

Uplaod

Google Drive

Google Embeds

Google Docs

Add text, images, URLs, or uploads

Add Drive files or folders

Add YouTube videos, maps, or calendars

Add documents, spreadsheets, presentations, forms, or charts

5 Share, preview, or publish your site.

Share, preview, or publish your site

PUBLISH

Publish your site

Site address

.../google.com/ ____

PUBLISH

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