



Quick Start a Website

A. *Setting up the Site*

1. Login to **sites.google.com**
 2. Paste the following URL in the address bar (*or click the link*)
 - <https://sites.google.com/site/quickstartwebsite/>
 3. Select **Use Template** (appears in the upper right or center, depending on browser)
 4. **Name your site** – *Note*: Site name becomes part of the URL – your web address
 5. **Type the code** shown, then click **Create**
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B. *Editing Web Pages*

1. Select the Edit page button: 
 - If desired, change the name at the top of the page (this will not change the web address for the page)
 - Enter your content in the largest box
 - Explore the tool bar and menus for options such as **Insert / Image**
 2. Click the **Save** button
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C. *Creating Links*

1. Copy the web address (URL) of the webpage that you intend to link to
 2. Highlight the text (or image) to be linked
 3. Click the link icon on the tool bar, or press **Ctrl-K**
 4. Click **Web address** at the left to link to another site or an uploaded document in [Google Drive](#)
 5. Paste the **URL** for the desired webpage in the bottom box
 6. Check the box for **Open this link in a new window** when you are linking to your uploaded documents or other websites
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D. *Creating a New Page*

1. Click the  icon at the top of your site (if you are editing you must save first)
 2. Enter a **name** for your page
 3. Click **Create**
 4. Add content then click **Save**
 5. Edit the site layout to include the new page in the horizontal navigation links
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E. *Returning to Edit Your Site*

1. Login to **sites.google.com**
2. Click on the name of your site
3. Select the Edit page button 