Disclaimer: All screenshots in this document are taken from the following website: www.sites.google.com
Introduction:

Google Sites allows you to create a website using the variety of templates available. The user friendly interface of Google Sites makes it easy for anyone to create a website even if they are not familiar with HTML coding.

Accessing Google Sites:

Open your NOVA student email and click on Apps → Sites

Note: If you don’t see Sites on your Apps menu, click on More → Sites

Creating a New Website:

- Click on button
- Click on browse the Gallery for More link to select a theme for your website. Alternatively, you may click on select a theme link to choose a theme for your website.
- Enter a name for your website
- Enter a URL for your website on the Site Location text box
- Click on More Options to assign a category and enter a description for your website.

Creating a Webpage:

Click on new page icon → to create a new page. Type a name for the webpage and click on button.

Editing a Webpage:
Click on *Edit Page* icon to edit the webpage. After you are done editing, click on *Save* button to save the changes.

- You can add text, images, files, links, and other items on a webpage.
- To insert an item on your webpage, simply click on the *Insert* menu and select the desired item.

Below is the list of items that can be inserted to a webpage.

![Insert Menu]

### Managing a Website:

Click on *More* drop down menu → Manage Site

Using this option, you can delete a website, rename a website, manage site permissions, and change other settings of a website.

- **Viewing all Webpages:**
  - Click on *More* menu → Manage Website
  - Click on pages link on the left menu to view all pages of a website

![Pages Menu]
• **Deleting a Webpage:**
  ✓ Click on More menu and select ![Delete page](delete.png) option. Alternatively, you can type Shift+3 to delete a webpage.

• **Restoring a Deleted Website:**
  ✓ Click on Apps → Sites
  ✓ Click on **Deleted Sites** link on the left navigation menu and click on **Restore Site** link