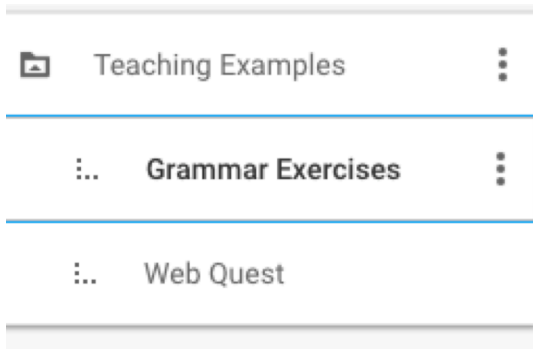


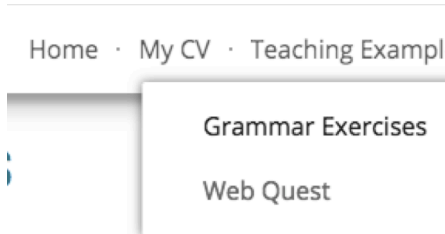
## Creating Sub Menus

Google Sites will automatically add new pages you create to the navigation bar at the top of your page. However, you can also create sub-pages. To do this:

1. Click on the **Pages** menu on the right side of the page.
2. Click on the **six dots** next to the name of the page you want to turn into a sub page.
3. Drag the page and place it on the page you want it to appear under.
4. Your Pages list should now look something like this:



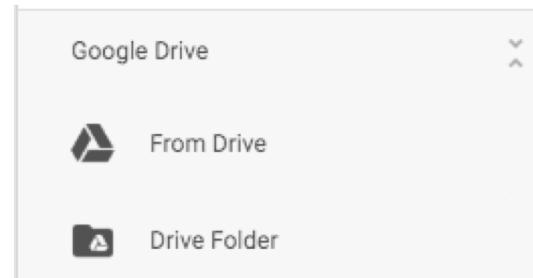
5. And your site navigation should now look like this:



## Adding Audio Files

You can't embed an audio file directly on your site, but using this trick will work instead:

1. Open a new tab and go to drive.google.com
2. In the upper left corner click the blue **New** icon and select **Folder**.
3. Give your folder a name.
4. Click **Create**.
5. Upload your audio files to this folder.
6. Back on your site, click on the **Insert** menu on the right side of the page.
7. Under the **Google Drive** sub menu, click on **Drive Folder**.



8. Select the folder you created with your audio files.
9. Click **Insert** in the lower right corner of the screen.

Your folder holding your audio files will now appear on your site and users will be able to click on an audio file to play it.

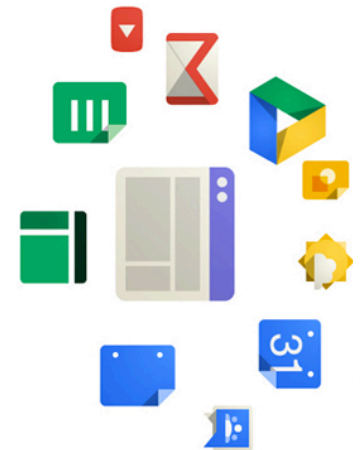
## Publishing Your Site

To publish your site for the world to see:

1. Click on the blue **Publish** button at the top of the page.
2. Give your site an address.
3. Click **Publish**.

# Google sites Quick Start Guide

UNM Language Learning Center



## Creating Your Site

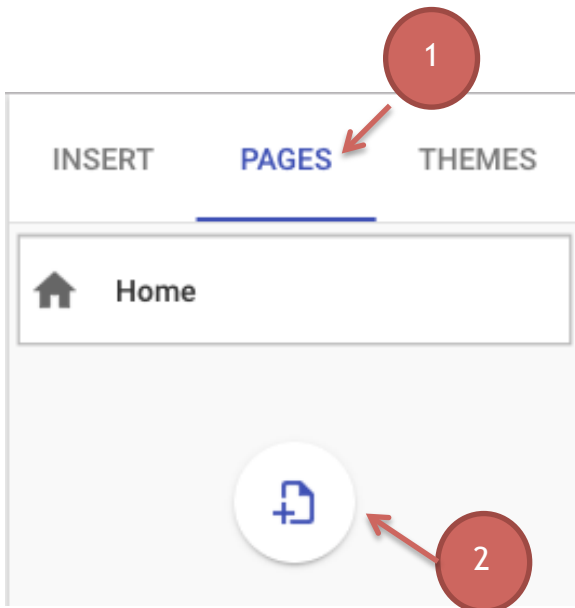
To create your site:

1. Open a browser and go to sites.google.com
2. Log in with your Google user name and password.
3. Click on “New Google Sites” on the left side of the page.
4. Click the red plus button in the lower right corner.

## Adding Pages to Your Site

To add pages to your site:

1. Click on the **Pages** menu on the right side of the page.
2. Click the blue **Plus** icon
3. Give your new page a name.
4. Click **Done**.




## Adding Text to Your Site

To add text:

1. Click on the **Insert** menu on the right side of the page.
2. Click on **Text Box**.

## Adding Links

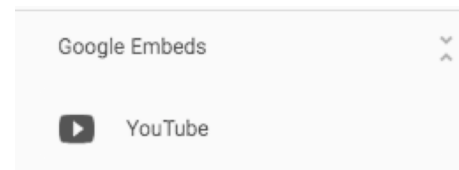
To add a link:

1. Select the text you want to turn into a link.
2. Click on the **Link** icon. 
3. Enter the website address you want the link to go to.
4. Click **Apply**.

## Embedding a YouTube Video

To embed a video in your page:


1. Click on the **Insert** menu on the right side of the page.
2. Under the **Google Embeds** tab, select **YouTube**.



3. Type in a video you want to search for in the, OR if you want to embed a video you have uploaded, click the **Uploaded** tab.
4. Select a video.
5. Click on **Select**.

## To Add Images

To add images to your site:

1. Click on the **Insert** menu on the right side of the page.
2. Click on the red **Images** icon. 
3. From here you can upload a file, link to a file on your Google Drive, link to an image on the web, or you can search for an image to add.

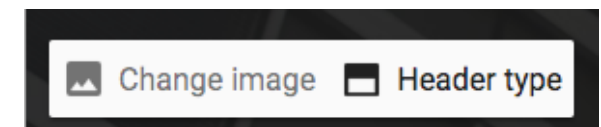
## To Change Your Site's Look

There are several ways you can change the appearance of your Google Site.

1. Click on the **Themes** menu on the right side of the page.
2. Select a new theme for your site.

You can change the Banner on your home page by:

1. Moving your mouse over the Banner at the top of your page.
2. You can now choose to **Change the Background Image**, or **Change the Format of the Banner**.



You can also change the background and text style of a text box by:

1. Moving your mouse over the text box you want to change.
2. Clicking the palette icon to the left of the text box. 