How to make a Google Site
This handout will show you how to create a basic website using Google Sites.

1. Open or sign into a Google account:
   - To open an account, go to google.com and click the Sign In button on the top right.
   - Click Create account and enter the relevant information.
   - If you already have an account, sign in.

2. Create a new site:
   - Go to sites.google.com.
   - Click the Create button on the left side of the page.
   - Select a template and/or theme, choose a site name, and prove you're not a robot.
   - Click CREATE SITE at the top of the page.
3. Customize your site:

- To edit the content on a page, click the pencil icon near the top right. This will bring up both a toolbar and a menu with dropdown options to insert links and media, change the layout of the page, and more.

- To add another page to the site, click the page icon near the top right. You will be asked to choose another name for this page. Create a subpage by clicking "Put page under [page name]" and selecting the appropriate parent page. Then click Create.

- To manage the site, click on the cog icon for more options.

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