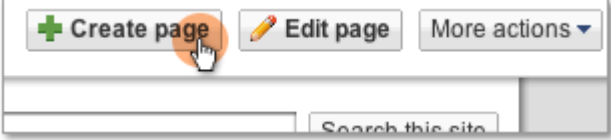




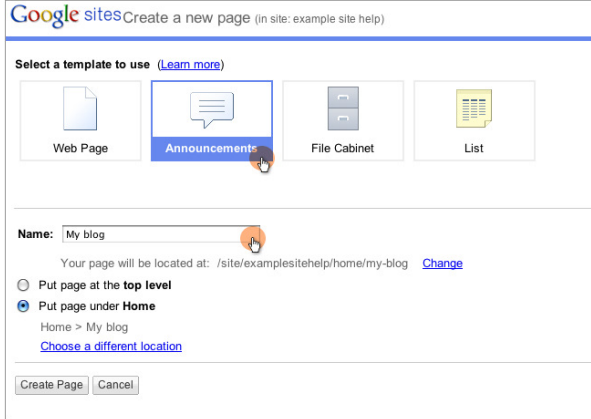


Creating Pages in Google Sites

Please note that only owners and collaborators can create and edit pages in your site.

1. Click “ <i>Create page</i> ”.	
2. There are 4 kinds of pages that you will want to choose from.	
<p>Web Page – The simplest of the page templates.</p>	
<p>Announcements - A page which makes it easy for an individual or group to post chronological information like news, status updates, or notable events.</p>	
<p>File Cabinet- Allows you to manage documents from your hard drive and organize them into folders.</p>	
<p>List Pages - List pages allow you to easily track lists of information. You can choose from a list of templates or configure your own custom columns. Items can be easily added, updated, and removed.</p>	

3. Select your page template and give the page a name. Select the location in the site hierarchy for your page, by default new pages are created at the top level. You can either leave the page there or choose to put it under another page by clicking on **Choose a different location**.



4. If you choose a different page location, you will get the option to select the parent page for the page you are creating.

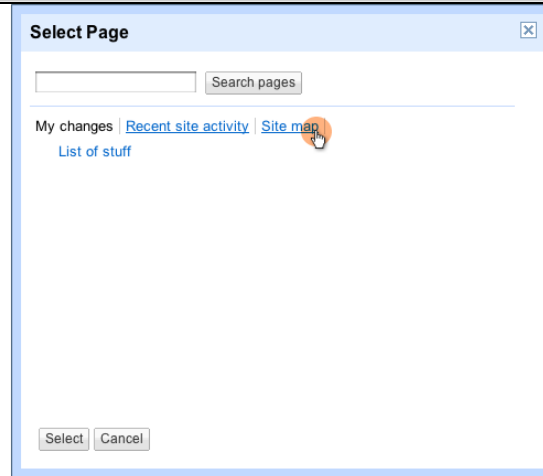
The **Select Page** dialog gives you 4 ways to find a page.

"Search": search for the parent page by name.

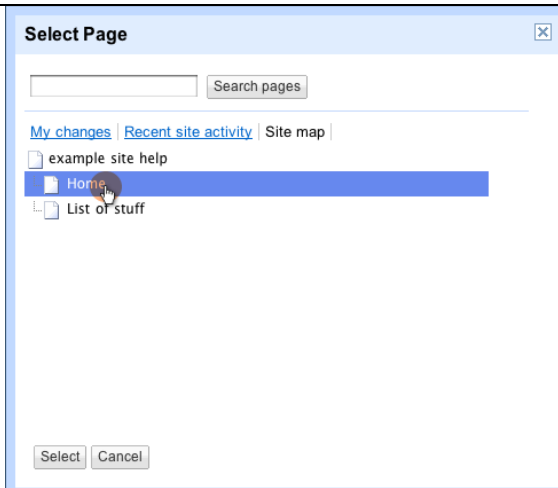
"My Changes": displays your last 10 recent page changes.

"Recent site activity": displays the last 10 recent page changes in your entire site (from you and other users).

"Site map": displays a hierarchical view of your site.



5. Select the parent page, and click **"Select"**.



6. When the dialog closes you will see an updated page path, confirming your new location.

Name:

Your page will be located at: /site/examplesitehelp/home/my-blog [Change](#)

Put page at the **top level**

Put page under **Home**


Home > My blog


[Choose a different location](#)


7. Click "**Create Page**".

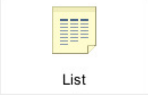
Google sites Create a new page (in site: example site help)

Select a template to use ([Learn more](#))

 Web Page

 **Announcements**

 File Cabinet

 List

Name:

Your page will be located at: /site/examplesitehelp/home/my-blog [Change](#)

Put page at the **top level**

Put page under **Home**

Home > My blog

[Choose a different location](#)