Google Sites Workshop
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Uses for Google Sites

- Businesses and nonprofits - project tracking or company-wide intranet (only people inside your organization can view it)
- Projects
- Teachers - connect with parents
- Personal use - weddings, travel, etc.
- Small groups or clubs with calendar

Logging into Google Sites

It is recommended that you use the Google Chrome browsers. Log in to google.com or go directly to sites.google.com. If you are already in Gmail, click on the Apps button (the nine-squares icon) and select Sites.

Using Templates

1. Click red Create button
2. Select Browse the gallery for more
3. Select a template to use
4. Name your site
5. Notice the URL in Site location
6. Recommended that you do not change the theme if you are using a template
7. Click on More options
    a. Enter Site categories
    b. Enter Site description
8. Click red Create button
9. Click the arrow in the top left to get back to My Sites

Using Blank Template

1. Click red Create button
2. Select Blank template
3. Name your site
4. Notice the URL in the Site location (you can customize it)
5. Select a theme if you want

6. More options
    a. Enter Site categories
    b. Enter Site description
7. Click the arrow in the top left to get back to My Sites

Managing Sites

1. In My Sites, click on a site
2. In the top right, click on the gear icon and select Manage site
3. Items you can manage (for now)
    a. Site name
    b. Site categories
    c. Site description
    d. Copy this site - using one site as a template for another
    e. Delete this site (it will be gone for good after 30 days)
    f. Themes, Colors, and Fonts

Types of Pages

- Basic page
- Announcements page (blog)
- File cabinet - storing files that can be viewed/downloaded
- List

Creating a Page

1. Click page icon with + on it
2. Select a template (page type)
3. Select a location (you can change this later)
4. Click the red Create button

Moving Pages

1. Click on the gear icon and select Manage site
2. Click on Pages
3. Click and drag to move pages

Deleting Pages

1. Click on the gear icon and select Manage site
2. Click on Pages
3. Click on the page you want to delete
4. Click on the gear icon and select Delete page
5. Click the red Delete button

6. Recovering delete pages is possible

Page Settings

1. Click on a page
2. Click on the gear icon and select Page settings
3. Items that can be change:
    a. Show/hide page title
    b. Show links to sub-pages
    c. Allow attachments
    d. Allow comments
    e. Change Page description
    f. Change Page URL
    g. Change page template

Editing Pages

1. Select the page you want to edit
2. Click on the pencil icon
3. Make changes and select Save

Editing Text

1. Bold, italics, color, justification, etc.

Adding hyperlinks

1. Select the text and click the chain icon

Change Page Layout

1. Click under the Layout menu to change the layout to multiple columns

Adding Photos

1. Click in the area of the site where you want to add a photo
2. Select Insert-Image
3. Navigate to image and click OK
4. Change size with S, M, L
5. Change alignment
6. Choose Wrap on/off as necessary

Embedding YouTube Videos

1. Copy URL for the video
2. Select Insert-YouTube
3. Paste in the URL for the video
4. Select the Display size
5. Change title if you want
6. Click Save
7. Go back into the edit mode to change alignment, properties, or wrap text

Inserting a Google Calendar

1. Select place on page you want to embed calendar
2. Select Insert-Calendar
3. Change options including View
4. Click Save

Inserting Gadgets

- HTML Box - insert HTML codes that have been provided
- More Gadgets

Inserting Google Docs

1. Select Insert-Drive-document type
2. Only people who have been shared the document can view it

Editing Site Layout

- Click on the gear icon and select Edit site layout
- Header
  - Toggle on and off with Header button
  - Hover and click on Edit site header
    - Browse to add logo
- Footer
  - Toggle on and off with Custom footer
  - Click on Click to edit customer footer to make a site-wide footer (good for copyright)
- Sidebar
  - Toggle on and off with Sidebar button
  - Move Sidebar by clicking pencil button
  - Hover under Sidebar and click on Navigation to edit the contents of the sidebar
  - Click on the Automatically organize by navigation checkbox to manually change the pages that are listed
- Horizontal Navigation

- ○ Toggle on and off with Horizontal Navigation
- ○ Click Automatically organize my navigation checkbox
- ○ Add pages and reorder
- ● Click Close to save your changes

Adding Sidebar

1. Click on the plus symbol in the sidebar
2. Choose option (countdown clock or external links)

Permissions

For specific pages
1. Click on gear icon and select Sharing and Permissions
2. Click on Enable page-level permissions
3. Click on Turn on page-level permissions
4. Invite people and set permissions to Can view
5. Click Share
6. Click on the page for which you want to change permissions
7. Click Change
8. Click Use custom permissions
9. Click Do not add
10. Click Save
11. Change user to Can edit

For the whole site
1. Click on gear icon and select Sharing and Permissions
2. Click on Change
3. Click Visibility options
4. Click Save

Adding Your Custom Domain Name

1. Register your domain name and make DNS changes according to their instructions
2. Sites created through Google Apps can only be mapped to a custom URL by the administrator for the Google Apps account. If you are an administrator, you can map a site to your Apps URL ("AppsDomain.com" in the example above) through the Google Apps control panel:
   a. Click Settings and then Sites in the Google Apps control panel or, if using the new administrator console, click onGoogle Apps and select Sites on the Services page.
   b. On the Sites Settings page, select Web address mapping.
   c. Click Add a new web address.

d. Enter the name of the site you want to map to your Apps URL ("yoursite" in the example above).
e. In the Web Address field, enter the sub-domain you'd like to map the site to. (For example, if you want to map your site to "www.AppsDomain.com", the sub-domain would be "www".)
f. Select Add mapping and follow the instructions provided.
3. You might have to wait up to 24 hours to see your changes. Note that this feature is not available for trial domains.