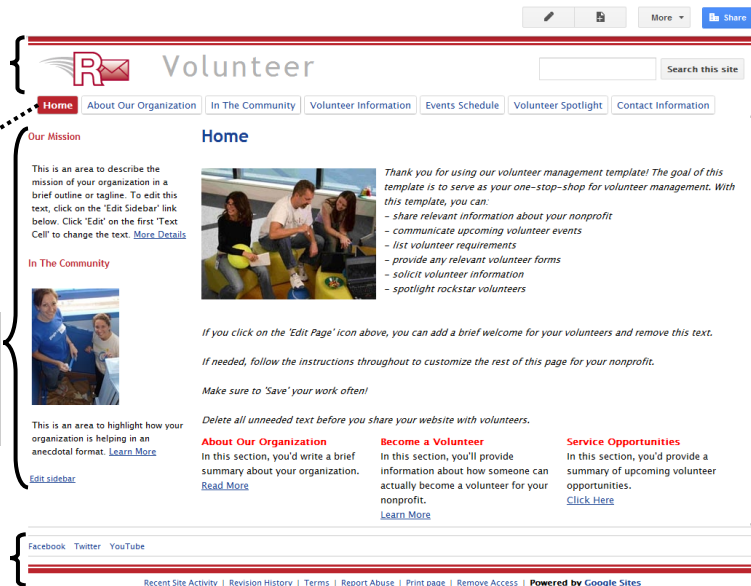# Google Sites
Quick Reference Guide

Interface Overview of Google Sites

Header: This is where your site title and logo appear at the top of every page.

Horizontal Navigation Bar: Click on the **More** button > **Manage site** > **Site layout** > **Change site layout** and select the checkbox to enable it.

Sidebar: You can add navigation links and texts that appear at the side of every page.

**Footer**: You can add contact information or URLs that appears at the bottom of every page.

Click to edit the page.

Click to create a new page.

Click to access options such as page and site settings.

Click to share your site.

Page Content: You can add contents such as texts, images, videos, Google Docs, Google Calendars, maps, etc. Each page can have its own unique contents.

Create a Site

1. From your Google Sites homepage, click on the **Create button**.
2. Enter the **name** of your site. The name you enter will auto fill as the custom URL for your site. If you want a different URL, enter a new URL into the URL field. **Note**: You will not be able to change the URL later.
3. Click on **Select a Theme** if you wish to use a theme. Themes are a pre-packaged combination of colors, fonts, and layouts. You can change the theme or modify the individual components later.
4. Click on **More options** to enter your site's categories and descriptions:
   - **Site Categories**: Allow Google to group related sites and make them accessible when other Rebelmail users browse for sites (e.g., accounting, liberal arts, etc.).
   - **Site Descriptions**: To help others identify the purpose of your site. This will appear next to your site name when other Rebelmail users are browsing for sites.
5. Under *Share with*, select who can access your site:
   - **Everybody at UNLV**: This will allow anyone with a Rebelmail account to make edits to your site.
   - **Only people I specify**: This will restrict access to only you at the moment, but you can grant access to other people later.
   - **Also let anyone in the world**: Anyone in the world can view (but not edit) your site without signing in.
6. Click on **Create** to complete the setup process. You will be taken to your new site.
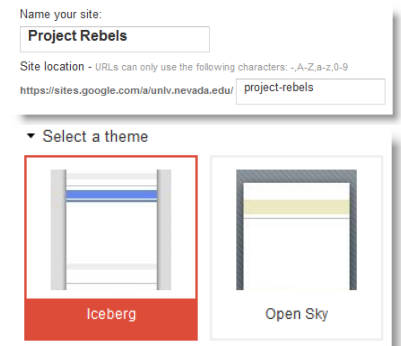
Add a Logo

1. Make sure you are not editing a page (if you see the Save or Cancel button, you are in editing mode). If you are, click **Save** or **Cancel** to exit.
2. Click on the **More** button and select **Manage site** from the drop-down menu.
3. From the options on the left, click on the **Site layout** link.
4. In the *header section*, click on the **change logo** link.
5. To upload a custom logo, select **Custom logo** and click **Browse** to upload a logo from your computer (The suggested size for a logo is 145px by 52px. File type can be jpeg, gif, and png). Once you have selected your logo, click **OK**.
6. When you have finished making your change, click **Save**.
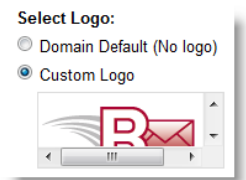
Change Your Site's Theme, Colors, and Fonts.

1. Make sure you are not editing a page (if you see the Save or Cancel button, you are in editing mode). If you are, click **Save** or **Cancel** to exit.
2. Click on the **More** button and select **Manage site** from the drop-down menu.
3. From the options on the left, click on the **Colors and Fonts** link.
4. To choose a new theme, click on the **Base theme** drop-down menu and select a new theme. You can preview the new look at the bottom of the screen.
5. To change the colors and fonts of the individual components, select the area you wish to modify from the left - entire page, site header, content area, etc. and choose a new color or font. Click **Save** when you have finished making your changes.
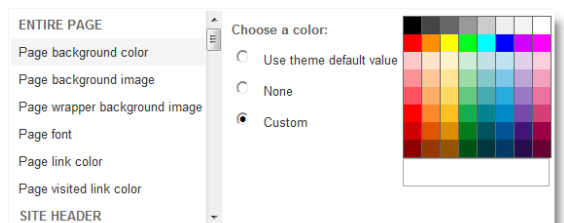
Add Pages

1. From you site, click on the **New page** button.
2. Enter a name for your page. The name you entered will auto fill as the custom URL for your new page. If you want a different URL, click on the **Change URL** link and enter a new URL. **Note**: You will not be able to change the URL later.
3. Select one of the following templates to use:
   - **Web Page**: An empty page where you can add text, images, tables, calendars, Docs, videos, and more.
   - **Announcements**: A page to post chronological information (e.g., project updates, announcements, etc.). This page works similarly to a blog.
   - **File Cabinet**: Allows you to add and organize files in one place. You can upload files from your computer and manage them here.
   - **List**: Use it track lists of information (e.g., project statuses, team rosters, etc.).
   - **Start Page**: A page with a special area that is unique to each viewer of the page. Page collaborators can still add contents that everyone will see, but below that is content unique to every viewer.
5. Select a location for the new page. Add the page at the top level or under an existing page.
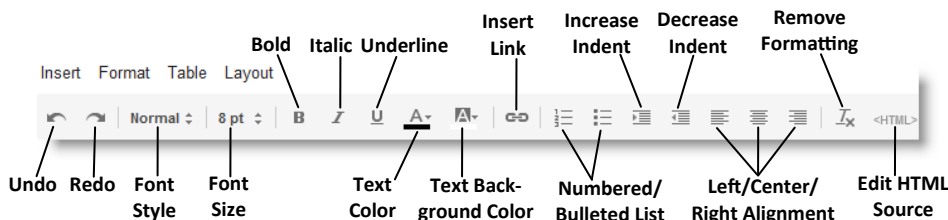
Edit Pages

To edit a page, click on the **Edit** button in the upper right corner of the screen.

The editing toolbar will appear giving you the tools you need to format the page. You can add text, edit the layout, and insert tables, apps, and gadgets to your site.

Google Sites offers nine different set of page layouts in three categories (simple column, column with header and footer, and sidebar page) to choose from for your web pages. To change the layout of your page, click **Layout** from the toolbar and select the appropriate page layout from the drop-down menu. Google Site will apply the selected layout to your page. Existing contents will not be removed, but may be moved about as a result of the new layout.
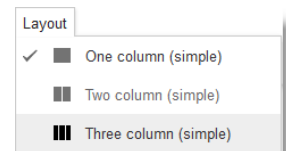
When you are done editing your page, don't forget to click on the **Save** button in the upper right corner of the screen to save your work.

Add Google Calendars, Google Docs, and Objects to a Page

1. Click on the **Edit** button to enter editing mode.
2. Click **Insert** from the toolbar and select the app or object you wish to insert. Here are some apps and objects you can insert:
   - **Google Calendar**: Insert any calendars from your Google Calendar list.
   - **Google Docs**: Insert Document, Presentation, Spreadsheet, or Spreadsheet Form to your site. When the source is modified, the Doc is updated automatically within your sites.
   - **Videos**: Select videos from Google Video and YouTube, or, select those that you uploaded to Google Docs.
   - **Images**: Upload images from your computer or from the web.
   - **Map**: Embed a Google Map to provide directions to your readers.
3. Select the display options for each app or object and click **Save**.
4. The inserted app or object will appear as a gray box on your page. To view the object in its original format, click on the **Save** button at the upper right corner of the screen.
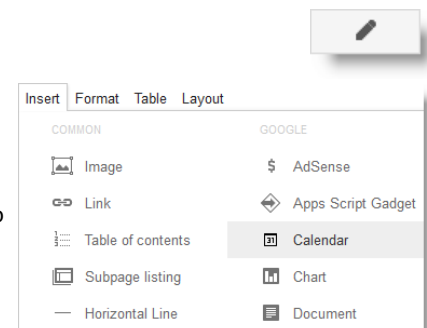
Share Your Site

By default, your site is private and only visible to you. You can share your site with others by doing the following:
1. Make sure you are not editing a page (if you see the **Save** or **Cancel** button, you are in editing mode). If you are, click **Save** or **Cancel** to exit.
2. Click on the **Share** button located at the upper-right corner of the screen.
3. Click the box under *Add people* and enter the Rebelmail address of individual (or enter in multiple addresses, separated by commas). You can also click **Choose from contacts** to select people in your Rebelmail contact list.
4. Next to the e-mail addresses, choose from the following access level:
   - **Can edit**: Invitees can create, edit, and delete pages in your site.
   - **Can view**: Invitees can view pages in your site but cannot make any changes.
   - **Is owner**: Can do everyone users with 'Can edit' access can do plus change sharing permission, change site themes and layout, change site name, and delete the site.
5. Optionally, add a message to your invitation and click **Share & save**. An e-mail invitation will be sent to the invitees.