



Google Sites Help

Getting started with Google Sites and gadgets

Getting Started Guide

Signing up

With Google Sites, you can easily create and update your own site. Google Sites allows you display a variety of information in one place—including videos, slideshows, calendars, presentations, attachments, and text—and share it for viewing or editing with a small group, an entire organization, or the world. You always control who has access to your site.

Here's what you can do with Google Sites:

- Customize your site.
- Create sub-pages to keep your content organized.
- Choose page types: webpage, announcements, file cabinet.
- Have a central location for your web content and offline files.
- Keep your site as private or public as you'd like.
- Search across your Google Sites content with Google search technology.

Read this guide to familiarize yourself with the main features of Google Sites and get started creating your own.

To start using Google Sites, simply [sign in](#) with your Google Account. (If you use Gmail, you already have an account.)



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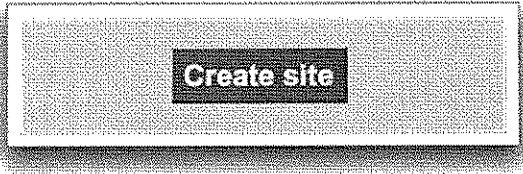
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Creating your site

Once you've signed in to your Google Account, you can start creating your site. Here's how:

1. Click the **Create site** button.



2. Enter your site name and the URL where it will be located (for example, sites.google.com/site/yoursite) as well as an optional description of the site. The name and URL you choose can't be changed after you create your site, or used again if the site is deleted.
3. Select the appropriate checkbox if your site contains mature material.
4. Select one of these sharing options: 'Everyone in the world can view this site' or 'Only people I specify can view this site.'
5. Pick a theme for your site.
6. Enter the wavy characters in the word verification section, and click the **Create site** button.

Now that you've created your site, you can create a new page by clicking the **Create page** button.



Then, name the new page and select the type of page you want: webpage, dashboard, announcement, file cabinet, or list. After you've selected where you want to locate the page, click the **Create Page** button at the bottom of the page.

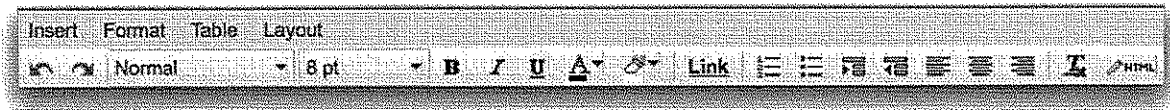
Editing your site

Editing your site

To edit your site, click the **Edit Page** button in the upper right hand corner of the screen.



The edit toolbar will provide you with the tools necessary to edit your site.



Here's what each option does:

Undo and redo changes

You can undo and redo changes by clicking the arrow buttons in the toolbar. You can also use these keyboard shortcuts:

- Undo (Ctrl-z)
- Redo (Ctrl-y or Shift-Ctrl-z)

Change the font type and size

You can select the font type and size using the two drop-down menus.

Edit text

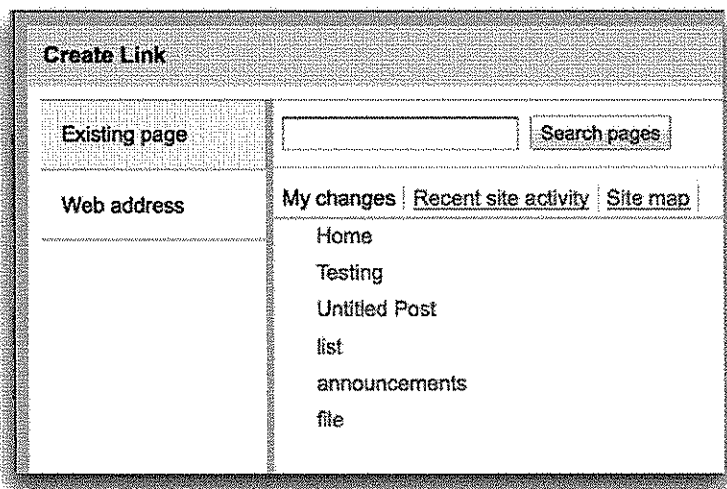
Add boldface type and italics, underline text, and change the color of your text or text background:

- **B** adds boldface type
- *I* allows you to italicize
- U underlines text
- **A** changes text color
- The marker changes the text background color

Create a link

Highlight the text that you want to turn into a link, and click the **Link** button. A window appears with these options for creating your link:

- Existing page
- Web address
- Create a new page and link to it



Create a list

Click the **Numbered list** button or the **Bulleted list** button, depending on the type of list you need to add to the site. Then type the first item, and press Enter. The next number or bullet point appears.

The Tab key can help you indent your bullet points, while the Enter key will move back your indentation.

Indent or move your list

Click the two buttons next to the bulleted list to indent or move back the starting point when adding a bulleted or numbered list. Click twice to move each item two spaces, and so forth.

Align your text

Use these buttons for your page alignment. You have the option to align the text on your page to the left, center, or right side of the page.

Remove formatting and edit HTML

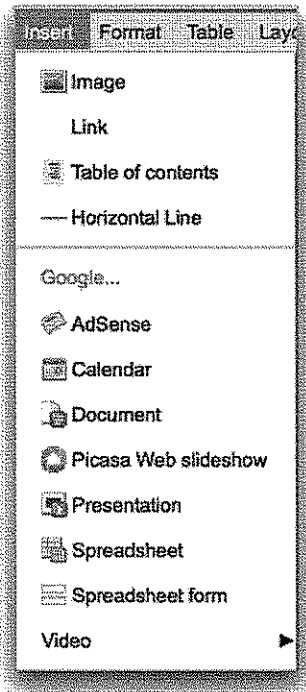
You can remove the formatting from any part of your page by highlighting the relevant text and clicking this icon.

Click the **HTML** button to edit the HTML on your site. Please keep in mind that we do limit the amount of editing that can be done. Some advanced coding won't work.

Adding objects and apps

Adding objects and apps

To start adding objects and apps to your site, just click **Edit page**, select **Insert**, and pick the object or app you'd like to insert.



When the embedded app (a Google Docs Presentation, for example) is updated at its source and published (in this example, within Google Docs), it gets updated automatically within Sites. Make sure you set the app to automatically republish changes, so your site's information is always updated.

Here are some of the objects you can insert:

An image: Click **Insert**, select **Image**, and either browse for an image on your machine or upload one from a specific web address. After you've uploaded and saved the image, you can click it to view it in full screen. You can choose one of these standard sizes for your image: small, medium, large, or original size. If you'd like to resize your image manually on the page, click the **HTML** button and within the source view, include attributes for width, height, or both, within the 'img src' tag.

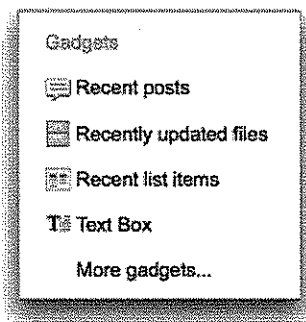
A Google Docs Spreadsheet: Select **Spreadsheet** from the **Insert** drop-down menu, and a window appears with a list of the spreadsheets that you own or can view or edit in Google Docs. Click the spreadsheet you want to insert, or enter the URL in the box right below the list of spreadsheets. Click **Select** and you'll see the properties of the spreadsheet. Select your options and click **Save**.

A video: Click **Insert**, select **Video**, and upload a video from YouTube or Google Video. Paste the URL, enter a title, and save.

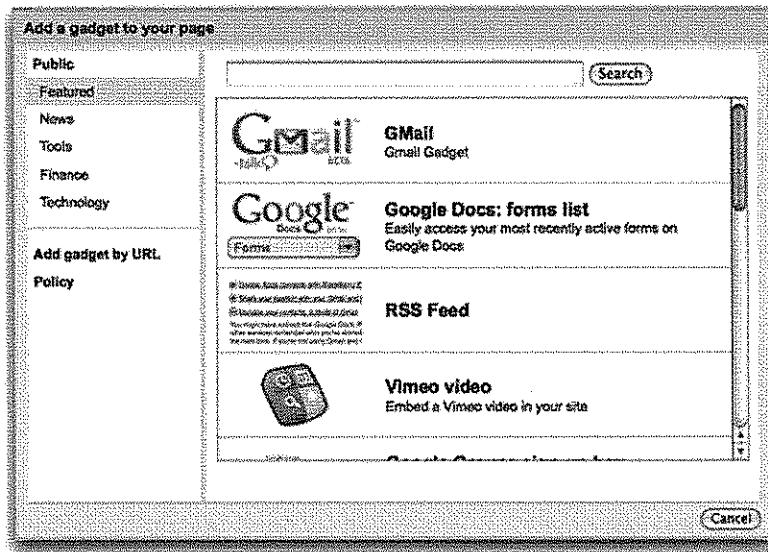
Inserting gadgets

Inserting gadgets

To easily embed rich media, retrieve feeds, or perform simple tasks like managing a to-do list, you can insert gadgets into your site. Click **Edit page**, select **Insert**, and choose one of the gadgets in the menu.



For example, insert the **Recent posts** gadget to display the announcements posted to the site, or the **Recently updated files** gadget, to show recent files. To view gadgets created by third-party sites, click **More gadgets...** and a window appears.

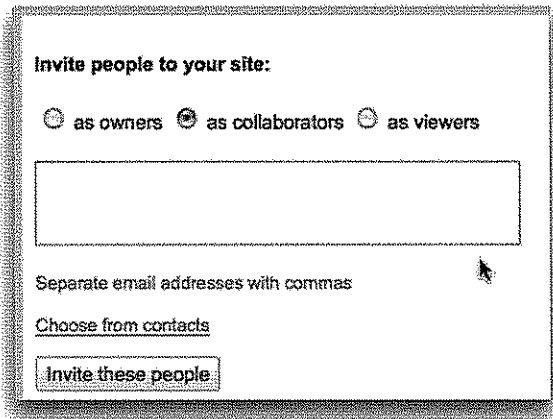


Select the type of gadget you want to insert by clicking the links on the left side, select a gadget, and click **OK** to save. If you'd like to first check how the gadget looks in your site, click **Preview Gadget** first.

Sharing your site

Sharing your site

Now that you've created your Google site, you can share it with your friends, family, coworkers, or make it public. Just click **More actions** in the top right of any page and select **Share this site**.



As the site owner, you can control who can edit and view your site by adding others as owners, collaborators, or viewers. Follow these steps:

1. Enter the email addresses of the people you'd like to add.
2. Select 'as owners,' 'as collaborators,' or 'as viewers.'
3. Click **invite these people**. Then write a message and click **Send** if you'd like to send an invitation, or click **Skip sending an invitation** to add people to your site without sending them an invitation. They'll still be able to access the site if they know the URL.

Here's what owners can do:

- Invite other owners, collaborators, or viewers
- Change site themes, and layout
- Change the site name
- Add pages to and remove them from the sidebar navigation
- Delete the site
- Do everything a collaborator can do

Here's what collaborators can do:

- Create, edit, delete pages
- Move pages
- Add attachments

- Add comments
- Subscribe to site and page changes

Here's what viewers can do:

- View pages

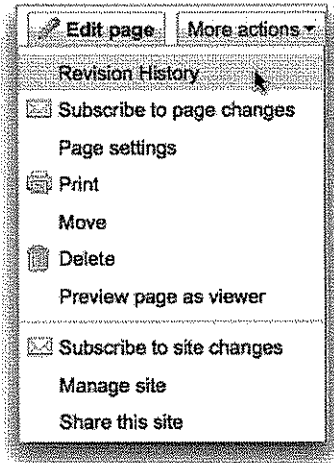
You can send up to 50 invites per day. If you make your site public, you don't need to send invitations for people to be able to view it.

Note: If you use Google Apps, you can control who can edit and view by domain. However, your domain administrator may restrict the ability to share outside the domain.

Revision history

Revision history

While you and your collaborators are editing your site, you can keep track of changes (and of the person who made them), and even revert to an older version by using 'Revision history.' From your site, click **More actions** in the top right of any page and select **Revision history**.



On the next page, you'll see a list of the site versions, the date and time each was last edited, and the name of the person who made the changes. You can also compare two revisions at a time by selecting one version and clicking the **Compare two versions** link.

If you change your mind about the most recent edits you or your collaborators made to the site, simply revert to an older version. Here's how:

1. Click any version from the list. Optionally, while viewing a particular version, use the **Compare two versions** link to see the differences highlighted.
2. After returning to the 'Version history' view, click the **Revert to this version** link next to the version you'd like to revert to.

Your document is reset to the version you selected. The replaced version is also included in the version history and can be restored as well.