

Get Started with Sites

Brand new to Google Sites? Use this guide to get your site up and running.

Access Sites

To create a new site and to view a list of sites that you own or can edit:

- **Directly visit the page**

Enter <https://sites.google.com/a/<<YOUR DOMAIN>>> into your browser.

- **Or, visit from another Google Apps product**

When you're using a Google Apps product (e.g. Mail, Calendar), you'll see other Apps products listed at the top left of the page. Simply click **Sites** to access your sites list.



Once you've accessed your sites, click the **Create new site** button to begin the process.



Create your site

When you create a new site, you'll need to provide the following details (other information is optional, but these are required):

Site name

Site name

Your site will be located at this URL:
http://sites.google.com/a/organic-city.com/

Site URLs can only use the following characters: -,A-Z,a-z,0-9

The name you select will autofill as the custom URL for your site. If you'd like a URL that differs from your site name, click into the URL field and make the appropriate changes (your title will not reflect the URL changes).

Access level

Collaborate with  **Everybody** at organic-city.com

 Only **people I specify** can view this site

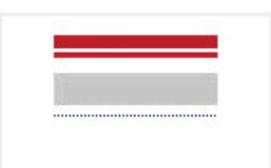
 Also let **anyone in the world** view this site (make it public)

You control who can view your site. Remember, if you make your site public, **anyone in the world** will be able to view your site. Choose with care!

** Domain administrators control whether it's possible to make sites available to the public. Check with your domain administrator if you're not able to view this sharing option.*

Theme

Site theme

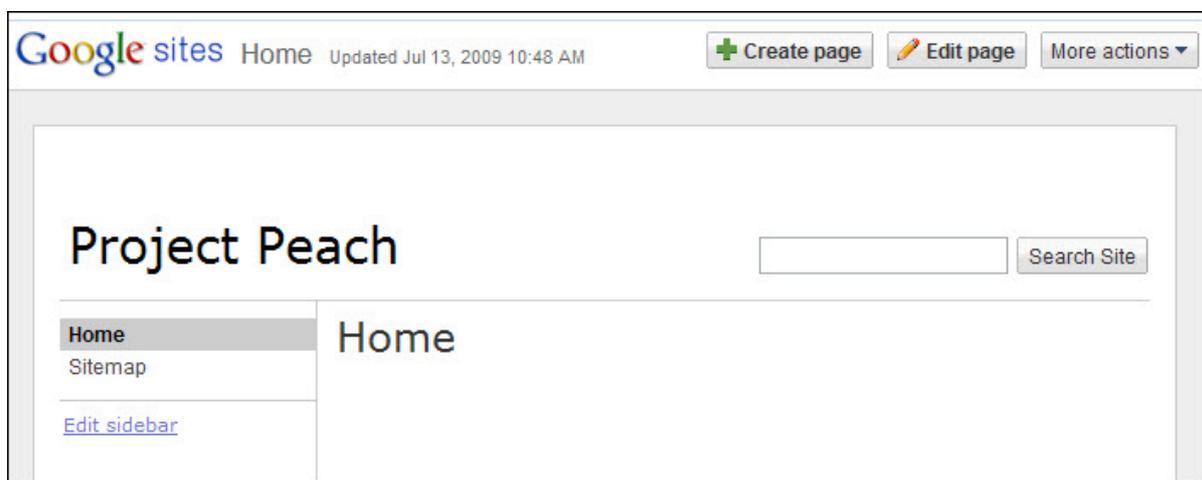
 <input type="radio"/> Iceberg	 <input type="radio"/> Slate	 <input checked="" type="radio"/> Simple	 <input type="radio"/> E
			

Themes determine the overall look of your site - from standard solids to whimsical backgrounds, you can be your own site designer with one click of the mouse! If you're not entirely happy with the colors or fonts in a certain theme, don't worry, you'll be able to customize colors and fonts after your site is created.

That's it! Click **Create site** to finish the setup process.



Your new site will automatically appear.



Edit pages in your site

To edit a page, click the Edit Page button in the upper right corner of the page.



An edit toolbar will appear that provides the tools necessary to edit the page.



Add text, insert tables, and edit the layout of the page.

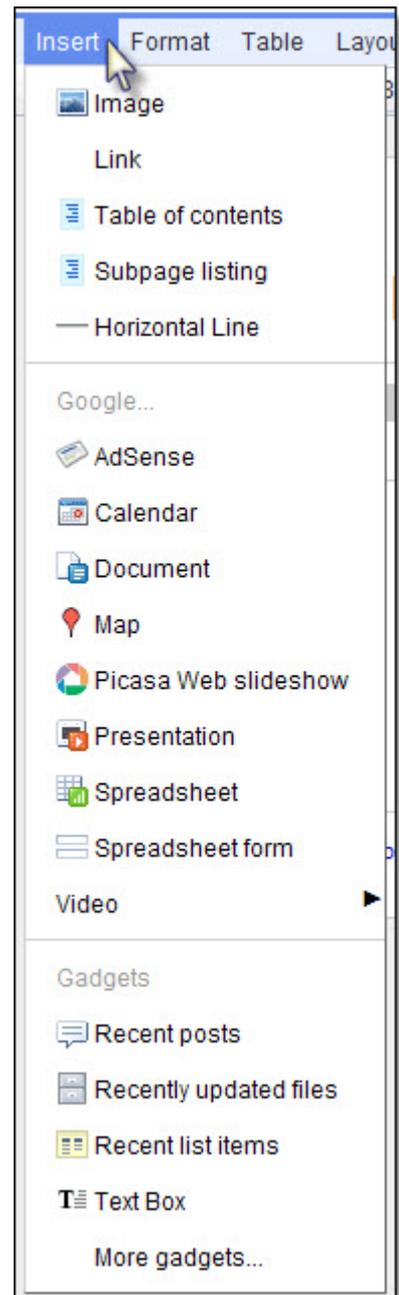
There are also a variety of applications and gadgets available to enhance your site.

To start adding apps and gadgets to your site, select **Insert**, and pick the appropriate item you'd like to include.

Some useful apps and gadgets include:

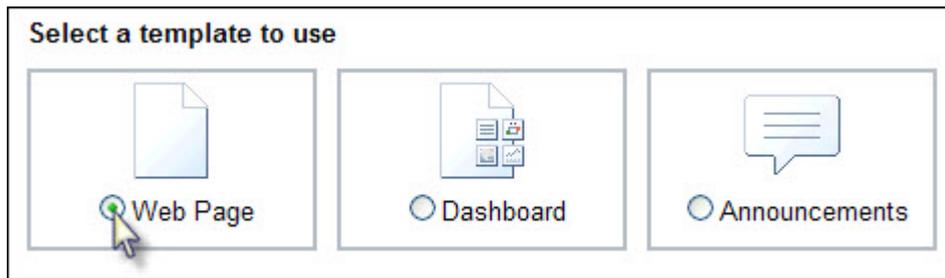
- **Calendar:** Make sure your project stays on schedule and embed a calendar that includes key due dates.
- **Document/Presentation/Spreadsheet:** Embed a Google Document - when the source is modified, the document is updated automatically within Sites (this is true when embedding documents, spreadsheets, forms and presentations)
- **Video:** Upload a video from YouTube or Google Video. Simply paste the URL, enter a title, and save.
- **Map:** Headed to an offsite meeting? Don't just provide directions, embed a map!
- **Recently updated files:** Lists the latest additions/updates to your file.

There are also more gadgets created by Google and third-party sites available by selecting **More gadgets...** You'll be able to preview each gadget before adding it to your site.

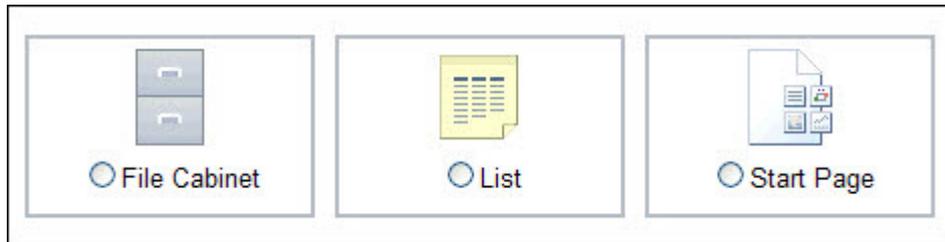


Add pages to your site

Add pages to better organize information in your site. The following formatting options are available, depending on the purpose of your page:



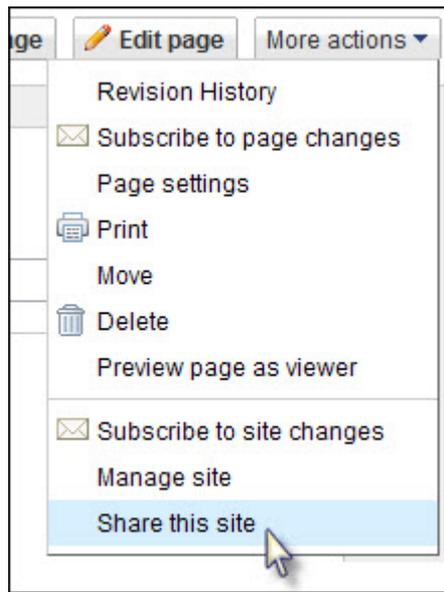
- **Web Page:** An unstructured page where you can add text, images, tables, and embed spreadsheets, presentation, videos and more.
- **Dashboard:** A web page that displays an overview of information. The two-column page is pre-formatted with four gadget placeholders - click on each gadget to select the information you'd like to embed (e.g. calendar, document, presentation, etc.)
- **Announcements:** An easy way to post chronological information (e.g. project updates, company announcements, etc.)



- **File Cabinet:** Allows you to organize common documents in one place. Upload files from your hard drive and create a complete library of information.
- **List:** Choose from list templates, or configure your own custom columns to easily track items.
- **Start Page:** A web page with a special section that is restricted to each individual collaborator. Collaborators can still add content that everyone will see, but can add their own personalized set of gadgets that only they can view.

Share your site

Now that you've created your site, share and collaborate with others! 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.

Invite people to your site:

as owners as collaborators as viewers

Separate email addresses with commas

[Choose from contacts](#)

- **Viewers** can only view the content on your site (they won't be able to make changes or invite others to view your site). Remember, if you make your site available to your entire domain, you do not need to send invitations for specific people to view it.
- **Collaborators** can create, edit, organize and delete pages.
- **Owners** can do everything a collaborator can do, PLUS edit themes/layout, delete the site, and invite other owners, collaborators or viewers.