Introduction to Google Sites

Get Help at the TLMC

1. Get help with class projects on a walk-in basis; student learning assistants are on duty daily
2. Group workspaces available at the TLMC – just walk in
3. See TLMC website for lab hours and other information

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Activate your NDSU Google Account

NDSU is a Google Apps university, so all students, staff, and faculty have an NDSU Google account. Your NDSU Google account provides access to Google Sites and Google Drive. Before you can use it, you need to activate your account; to learn how, go to:
http://www.ndsu.edu/its/help_desk/collaboration_and_storage/google_drive/

Google Drive provides 30 GB of space for each user and can be used to create, share, and store documents, spreadsheets, and presentations. It can also be used for collaborative content authoring in real time.

NOTE: NDSU Google Apps does not include Gmail or Google calendar.

What is Google Sites?

Google Sites is a Web application (you do not download the program) that lets you easily create and manage your own websites and wikis. Google Sites allows you display a variety of information in one place—including videos, slideshows, calendars, announcements, presentations, attachments, and text—and share it for viewing or editing with others: a small group, an entire organization, or the world. You control who has access to your site.

Here is what you can do with Google Sites:

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

Create, Delete, or Restore a Site

Go to [http://www.sites.google.com](http://www.sites.google.com) and sign in.

**Create a Site**

Once you have signed in to your Google account, you can start creating your site. Here’s how:

1. Click the **Create** button.
2. Click **Blank Template**.
3. Name your site. The URL or Web address for your site (for example, sites.google.com/site/yoursite) will appear in the URL box.
4. Pick a theme for your site, if you wish. You can change it or modify it later.
5. Under **More options**, enter **Site categories** or **Site description**, if you wish.

**Delete a Site**

Follow these instructions to delete a site:

1. From the **Open More Actions** menu (upper right hand corner—circled here), select **Manage Site**.
2. You will be directed to the **General** page of the **Manage Site** area.
3. Click the **Delete this site** button (about halfway down the page). A confirmation box appears.
4. Click the **Delete** button to confirm that you want to delete the site.

**Restore a Site**

To restore a site, if it was deleted within 30 days, follow these steps:

1. Go to [www.sites.google.com](http://www.sites.google.com)
2. On this page, you will see all sites that you own. Find the site that you would like to restore in the **Deleted Sites** section of this page.
3. Click the **Restore site** button and your site will be restored.

**Working with Pages**

Your Google Site is a collection of individual pages. Unless you create a site from a site template, your site begins as just a single home page.

**Create a New Page**

1. From your home page, click the **New page** icon (circled here).
2. Name your page. Google Sites will generate a URL (Web address) based on the name you choose, but you can alter it by clicking **Change**.

*NOTE:* Only owners have the ability to delete sites. As the owner, you can visit the URL and recover your site within 30 days after deletion.
3. Next, choose a page template. Usually this would be Web Page, but you may choose another page type. See the “Guide to different page types” in the next section of this document.

4. Choose where to locate your page within your site:
   - **Put page at the top level**: Top-level pages are the most general in your site's hierarchy. They exist at the same level as your home page, and it's easy to create sub-pages beneath them. They are best for main categories of your site's content.
   - **Put page under [current page]**: The second option is to place your new page as a subpage of the page you were on when you clicked the New page icon.
   - Choose a different location: Choose to nest your page under any other page in your site.

5. Click Create.

**Guide to Different Page Types**

When you create a new page for your Google Site, you can choose from among a number of different page types, depending on what type of content will be on that page. Below is some information about each page type and how you might use it.

- **Web page**
  A Web page is the simplest kind of page; you can write content, embed gadgets, and arrange it however you like. The Web page has standard formatting controls like bold, italic, and underline, bullets, and more. You can attach documents from your hard drive to the bottom of the page, and you can let other site collaborators comment on your pages. Google Sites periodically saves versions of your page as you make edits, so it’s easy to go back to earlier versions of the page to make comparisons or undo changes.

- **Announcements**
  Much like a blog, announcement pages display posts you make to the page in chronological order, starting with the most recent. For example, an announcement page would be great for keeping a record of weekly meeting notes, while providing quick access to the most recent meeting info.

- **File cabinet**
  File cabinet pages let you store and organize files from your computer’s hard drive, making it an easy way to share files with other users of your site. Anyone subscribed to the page will be notified when files are added, changed, or removed.

- **List page**
  List pages let you make and organize lists of information. Items on the list are easy to add, edit, and remove, and viewers of the list can sort it by any column. Like the file cabinet page, subscribers are notified when items are added, changed, or removed.

**Delete a Page**

1. Go to the page you want to delete. You might need to click the Save button (upper right corner) and/or click the Edit page icon (circled here) before you can edit your Google Site:
2. Click the **Open More Actions** menu button.
3. Select **Delete page**.
4. Confirm you want to delete the page by clicking **Delete**.

**NOTE:** You cannot delete your home page.

If you delete a page, its sub-pages and attachments will be removed. If you accidentally delete a page, you have 30 days to recover the deleted page, which will automatically restore its sub-pages and attachments.

**Recover a Deleted Page**

If you accidentally delete a page, you have 30 days to recover the deleted page and restore its sub-pages and attachments. To recover a deleted page:

1. From the **Open More Actions** menu, select **Manage site**.
2. Select the **Deleted items** tab.
3. Click the box next to the page you would like to recover.
4. Click the **Recover** button.

On the **Deleted items** tab, you can also see how long each page has left before it will be deleted permanently by looking under the **Delete permanently** column. If you want to delete a page permanently right away, you can click the box next to the page and click **Delete permanently**. Be careful, though – you cannot undo this action.

**Change Page Settings**

From the **Open More Actions** menu, select **Page Settings**. The following options will appear.

- Show page title
- Show links to sub-pages
- Allow attachments
- Allow comments

Click the box to activate a feature.

**NOTE:** Hiding your page title will not prevent your page title from showing up on your sidebar or horizontal navigation bar. To do this, you will need to remove pages from your sidebar or remove pages from your horizontal navigation bar (links are to online Google Help docs).

**Adding Content and Editing your Site**

Be sure to check out all the Google applications you can use with your Google account:

- Google Docs (word processing)
- Google Presentations (create slide shows)
- Google Spreadsheets (create spreadsheets and charts and graphs)
- Google Drawings (draw pictures, flow charts, diagrams, etc., with this drawing program)
Go to drive.google.com to create and store these documents. Once they are created, you can insert them into your Google Sites Websites.

**Add Content/Edit Your Page Using the Edit Toolbar**

To edit your site, click the **Edit page** icon in the upper right hand corner of the screen. (Sometimes you need to click the **Save** icon first.)

![Edit toolbar](image)

The **Edit** toolbar (shown above) will provide you with the tools necessary to edit your site. Here’s what each option on the **Edit** toolbar (shown above) does:

- **Undo and redo changes.** Undo and redo changes by clicking the Undo and Redo arrow icons in the toolbar. Or use these keyboard shortcuts: Undo (Ctrl-z) and Redo (Ctrl-y or Shift-Ctrl-z).
- **Change the font type and size.** Select the font type and size using the two drop-down menus.
- **Edit text.** Add boldface type (B) and italics (I), underline text (U), and change the color of your text (A) or text background.
- **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: **Sites page; Web address.** You can also click the **Create new page** button (bottom left corner) to 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 page. Then type the first item, and press Enter. The next number or bullet point appears. **NOTE:** 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.** 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. **NOTE:** This is a handy tool if you copy and paste text from Word or another program and you need to remove unwanted formatting.
Click the HTML button to edit the HTML on your site. Keep in mind that Google limits the amount of editing that can be done. Some advanced coding will not work.

When you edit a page directly in Google Sites, be sure to check out the various layout options for the page, available in the Layout menu (shown here).

Ways to Add Content

- Insert images, Google documents, etc., from the Insert menu.
- Type directly on the page (see next section)
- Copy and paste text from Word (the formatting will be copied, too, so use the Remove formatting tool on the editing toolbar, if necessary, to remove unwanted formatting (circled below).

Add an image

To insert an image:

1. Place cursor where you wish to add an image.
2. From the Insert menu, select Image.

You can insert an image from your hard drive (or another drive (click the Uploaded images radio button and then click the Upload Images button and navigate to the image file) or you can link to a photo stored on the Web by selecting Web address (URL) and entering the Web address.

In the Alt text (optional): box, add an Alt text tag, which is a short textual description of the image for accessibility purposes.

You can use the Image Editing toolbar (shown below) to adjust the image. Select the image and the toolbar will appear. You can adjust the alignment; the size of the picture—Small (S), Medium (M), Large (L) or Original size; turn the Wrap on or off; and Remove the image.
Modifying Your Site

With Google Sites, you can easily change the overall appearance of your site by editing your site's name, theme, colors, and fonts.

**Change Your Site Name**

1. From the **Open More Actions** menu, select **Manage Site**.
2. On this page, you can change your site name that appears by default in your header. Simply replace the text in the **Site name** box.
3. Or you could deselect "**Show site name at top of pages**" — this would be good if you inserted an image for the custom logo that was the right size and included text in the heading.

**Site Themes**

1. From the **Open More Actions** menu, select **Manage site**.
2. Select **Themes, Colors, and Fonts** from the left sidebar.
3. Under **Base theme** at the top of the page, click the drop-down menu and select the theme you would like to use for your site. A preview of what your site will look like will appear within moments on the page.
4. Click the **Save** button to save changes.

**Site colors and fonts**

You can customize your site by changing the colors and fonts of most aspects of your site.

1. From the **Open More Actions** menu, select **Manage site**.
2. Select **Themes, Colors, and Fonts** from the left sidebar.
3. Select the aspect of your site you would like to modify. For most options, you can choose to use the default for your site's theme, turn the option off, or choose a custom value. For images, you can choose a custom image. For text, you will usually be able to choose from a set of colors or enter in your own six-character color code. Changes you make will be reflected in the **Preview** area within moments. Some of the areas you can customize include:

4. **Entire page**: These options will set the default for your site, though you can override much of this formatting by selecting specific fonts, colors or images in other sections or by formatting on a specific page.
5. **Site header**: If you have not turned off your header, these options control content in the area that appears at the top of each page.
6. **Content area**: These options control the main page area, where the majority of your content will be. You can override this formatting by making changes on individual pages.

7. **Content area gadgets**: These items will format gadgets that you place in the main area of your pages, such as text boxes or slideshows.

8. **Sidebar gadgets**: If you have not turned off your sidebar, these items will format the gadgets that you place in your sidebar.

9. **Horizontal navigation**: If you have chosen to include a horizontal navigation bar, these options will format your horizontal menus.

10. Click the **Save** button after applying any changes.

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**Editing Your Site Layout**

**NOTE**: You must be an owner of the site to edit the site layout.

1. From the **Open More Actions** menu, select **Edit site layout**.

2. Along the top of your site, a toolbar will appear (shown above) that lists elements of your site. Clicking on one of the toolbar's buttons will toggle that element on and off. You can also specify the site width from this toolbar.

3. It's easy to make changes to individual elements of your site. To see what you can edit, hover your mouse over the parts of your site. Those that you can edit will be highlighted in blue (see image above). To make a change to an element, simply **click anywhere in the highlighted area**. You will be able to change the following elements:
   - **Header**: Change your header's height and alignment, and add a logo.
   - **Horizontal navigation bar**: Change your navigation bar's style and select which pages of your site will appear there.
   - **Sidebar**: Choose what to call your sidebar, how it will be organized, and what it will link to.
   - **Footer**: Add and format footer text.

4. Once you've clicked an element and made adjustments in the dialog box that appears, click the box's **OK** button to save your changes.

5. When you're done making all the changes you'd like, exit the layout editor by clicking the blue **Close** button in the top-right corner of your browser window.
Editing and Configuring Your Sidebar

Most site templates include a sidebar to help visitors navigate your site. The sidebar can also house sidebar gadgets, such as a text box or ads delivered through Google AdSense.

**Turning Your Sidebar Off and On**

1. From the **Open More Actions** menu, select **Edit site layout**.

2. Click the **Sidebar** button on the toolbar that appears at the top of the page to turn the Sidebar off and on.

**Adding Sidebar Elements**

When the Sidebar is turned on, by default it will appear on the left side of the Web page.

1. To add a Sidebar page element, on the black Sidebar bar, click the **Add a sidebar item** button +.

2. Scroll down to see options. Try adding a **Text** element: scroll to the **Text** option and click the **Add** button.

3. Move your pointer under the Sidebar area until you see the black **Text** box bar. Click on the blue highlighted area to enable the **Configure Text Box** dialogue box.

4. Add a **Title** and **Content** as you wish, and click **OK**. The text will appear on your Sidebar.

**Deleting Sidebar Elements**

To delete an element, click the **Delete** link next to the element name. Make sure to click the **Save** button when you are done modifying your sidebar.

**Editing and Configuring your Navigation Bar**

You can add pages to, delete pages from and organize your Sidebar's navigation gadget in two different ways. Automatic organization takes less time, but manual organization gives you greater control over how your navigation is structured.

**Manual or Automatic Organization**

By default, your navigation gadget will automatically display pages according to how your site is structured. If you want more control over your navigation bar, you can manually organize your pages.
Change Organization Method

1. From the **Open More Actions** menu, select **Edit site layout**.
2. The **Navigation** element must be activated. If it is, it will appear when you move your pointer below the Sidebar bar. If the Navigation bar does not appear, add the Navigation Sidebar Item.

   To add a Sidebar item:
   a. On the black Sidebar bar, click the **Add a sidebar item** button +.
   b. Scroll down to find **Navigation** and click the **Add** button.

3. Move your pointer under the Sidebar area until you see the black **Navigation** bar. Click on the blue highlighted area to enable the **Configure navigation** dialogue box.
4. Make sure the box next to **Automatically organize my navigation** is checked for Automatic method or unchecked for Manual.

**Automatic Organization**

1. When you choose to Automatically organize your navigation bar, you can set the level of pages to show (circled in the figure at right). For example, if you choose 2, the navigation gadget will display any top-level pages and pages listed under them, but will not display any sub-pages listed under those second-level pages.

2. And you can choose to include a link to your sitemap (which displays the hierarchy of your site) and your recent site activity by checking the box next to those options.

3. If you want, you can type a name for the navigation bar in the box next to **Title** and check the box next to **Display title** to have that name displayed at the top of your navigation bar.

4. Click **OK**.

**Move a Page (Only Available When Site is Set to Automatic Organization)**

If you have chosen to have your navigation gadget automatically organized and you want to change the order of pages, you must change the location of your pages.

1. Go to the page you want to move.
2. From the **Open More Actions** menu, select **Move page**.
3. To move the page to the Top-Level, click the page at the top of the tree (the pages are listed under your site name).
NOTE: Click the plus icon next to a page to see the sub-pages.

4. To move the page to a sub-page location, click the page you want to be the parent page.

5. When you are finished, click the Move button.

Manual Organization

1. When you change your setting to Manual (see “Change Organization Method” section above), you will see different options for changing the organization of your site (shown here) when you click on the Navigation sidebar.

2. Click Add page to add a page from your site to your navigation bar. Then select the page in the pop-up window and click OK.

3. Click Add URL to add a page from another site or an email address to your navigation bar. In the pop-up window, enter the URL of the page and the name you want to give to the link, then click OK.

4. To delete a page from your navigation gadget, select the page in the Select pages to show box, then click on the Remove icon.

5. To change the order in which your pages appear, select the page in the Select pages to show box, then click the up arrow, down arrow, right arrow, or left arrow. Your pages will appear in your navigation bar in the same order in which they appear in the Select pages to show box.

6. You can also choose to include a link to your sitemap (which displays the hierarchy of your site) and your recent site activity by checking the box next to those options.

7. If you want, you can type a name for the navigation gadget in the box next to Title and check the box next to Display title to have that name displayed at the top of your navigation gadget.
Sharing your Site

Once you have created your Google site, you can share it with your group members, friends, family, coworkers, or make it public.

**Share** lets you choose who views, edits, and owns content on your site. Even with these controls, use care when you publish sensitive personal information on the Web, since people who may or may not have permission may still be able to access and use this information in unauthorized ways. Sensitive information includes social security numbers, financial account information, home addresses, and phone numbers.

The default for your site is **Private** access.

1. To change settings for sharing your site, click on the blue **Share** button in the top right corner of the window.

2. The first item on this page is the **Link to share**; this is your Web address.

3. The section **Who has access** allows you to change permission settings by clicking the **Change** link next to the specification.

4. A list of options will appear, and you can set your site to **Public**, **Anyone with the link**, **North Dakota State University**, **People at NDSU with the link**, or **Specific people**. Select one and click the **Save** button.

5. The third section on the page is the **Invite people** section. Here you can add individuals (type in their email addresses) and choose the level of access you wish to grant them.
   - Anyone you set to **Can view** can look at the site.
   - Anyone you set to **Can edit** can change the look and content of the site.
   - Anyone you set to **Is owner** can change the look and feel of the site as well as make administrative changes, such as deleting the site or adding new owners.

The people whose email addresses you added will be sent an automated message when you add them unless you uncheck the box next to **Notify people via email**. You can add a message by clicking the **Add message** link. You can also opt to have the invitation sent to you as well by checking the box next to **Send a copy to myself**.

Please note that for invitations to non-public Sites, users will need to sign in with a Google Account before they can accept the invitation.
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 a former version by using Revision History.

1. From the Open More Actions drop-down menu, select Revision History.

2. On the next page, you will 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.

Revert to a Former Version

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

1. Click any version from the list. Optionally, while viewing a particular version, use the Compare two versions feature (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.

3. 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.

Adding a Table of Contents to a Page

A table of contents is a great way for you to organize your content and is particularly helpful if you have a long page that includes multiple sections with headings. Adding a table of content will enable your visitors to easily navigate the page. All you have to do is mark the text you want for your table of contents with heading tags, then add a table of contents to your page.

Marking Your Text Headings

1. Navigate to the page where you want to embed your table of contents.

2. Click the Edit page icon to open the site editor.

3. Highlight the text (probably the headings on your page) you want to appear in the table of contents as links to those sections.

4. From the Format menu, choose either Heading (H2), Sub-heading (H3) or Minor heading (H4) depending on what style you want. The lower the heading number, the more pronounced the text will be.

5. Repeat these last two steps for all the text you want to appear in your table of contents.

Adding the Table of Contents

1. Place the cursor where you would like to insert your table of contents.

2. From the Insert menu, select Table of Contents.
3. In the dialogue box that appears, set the width of your table of contents (in pixels—72 pixels is one inch) and choose how many levels of headings you want to show. (For example, if you have a list that has text formatted as H2, H3 and H4, choosing to show only two levels would mean that only the text formatted as H2 and H3 will appear in your table of contents.) Then click Save and a box marking your table of contents will appear on your page.

4. On the page you are editing, click Save, and the table of contents will appear on your page.

**Comments and Attachments**

Site owners can enable a setting that lets editors of their site upload attachments or comment on a site page. Anyone viewing the site can download and view attachments, as well as view comments made on a page. The owner can leave these comments and attachments for others to view, or the owner can delete them.

**Enabling or Disabling Comments and Attachments**

To enable or disable comments or attachments for a particular page:

1. Navigate to the page that you would like to change.
2. From the Open More Actions menu, select Page Settings.
3. Check or uncheck the boxes next to Allow attachments or Allow comments. (Note other options.)
4. Click Save and repeat for all pages you would like to change.

**Adding Comments**

1. Navigate to the page that you would like to add a comment to.
2. Type your comment in the text box.
3. Click Comment.

**Comment Notifications**

If you're subscribed to a page, you'll receive an email notification whenever someone other than you makes a comment on that page. If you're subscribed to an entire site, you'll get an email notification whenever someone other than you leaves a comment on any of that site's pages.

- To subscribe to page changes, from the More drop-down menu, select Subscribe to page changes.

You will also receive an email notification when someone mentions you in a comment (which they can do by typing "+" followed by your name), even if you aren't otherwise subscribed to that page or site. To unsubscribe to any of these mention-related notifications, follow the "Unsubscribe" link you'll see in any of the notification emails.

**Uploading Attachments**

When you enable the Attachments option, a link to Add files will appear at the bottom of that page.

1. Click on the Add files link and browse for the file.
2. A link to download or open the file will appear on the page along with information about who uploaded the file and when it was uploaded.
**NOTE:** Currently, attachments are limited to 20 MB or smaller.

**Deleting Comments or Attachments**

Only the creator of the comment or attachment, or an owner of the site, may remove comments or attachments.

To delete a comment or attachment, these users can navigate to the page where the comment or attachment is located, then click the **Delete icon** to delete an attachment or click the drop-down menu next to the comment (far right) to Edit or Delete the comment.

**Viewing Attachments on Your Site**

You can view your sites attachments from the attachment management section of Sites:

1. From the **Open More Actions** menu, select **Manage site**.
2. Select the **Attachments** tab in the column on the left.
3. You will be taken to a list of all of your attachments for the site. Here, you can rename, move, delete or replace your attachments.

**NOTE:** Any images you insert in your website will appear here as well.

**Sharing Attachments from Your Site**

If you would like to share attachments from your site, you must have the person you are sharing the attachment with visit the page that the attachment is on, then click to download the attachment. That means that the person you are sharing the attachment with must have access to your site. In order to keep your site secure, you cannot just provide a link directly to the attachment.

**Embed or Link to Video and Audio**

**Embed Video from Your Computer**

Video files need to be uploaded to your Google Drive before embedding videos into your site.

1. Upload your video into your Google Drive area (go to drive.google.com and login).
2. Share the video as **Public**.
3. Open the Google Site where you want to embed the video.
4. You should be in **Edit** mode.
5. Place your cursor where you want to place the video, and from the **Insert** menu, select **Drive > Video**.
6. You will be given options for size, playback, etc.

**NOTE:** Video may take several minutes to "process" before being available for embedding.

**Embed a YouTube Video**

1. Place your cursor where you want to embed the video, and from the **Insert** menu, select **YouTube**.
2. In the **Insert YouTube Video** dialogue box, paste the YouTube link in the specified location, select options, and click the **Save** button.
**Link to or Embed Audio**

An easy way to share audio files is to upload them using the *Add files* feature (see section on *Comments and Attachments* in this document). You can also use the *File cabinet* Web page style to provide a list of audio files. Either way, your viewers will have to download the audio files to play them and you will need to share them with specific users or make your page public.

Search for ways to embed audio in Google Sites; there are some gadgets available you can try.