

# Google Apps

## Part 1: Sites



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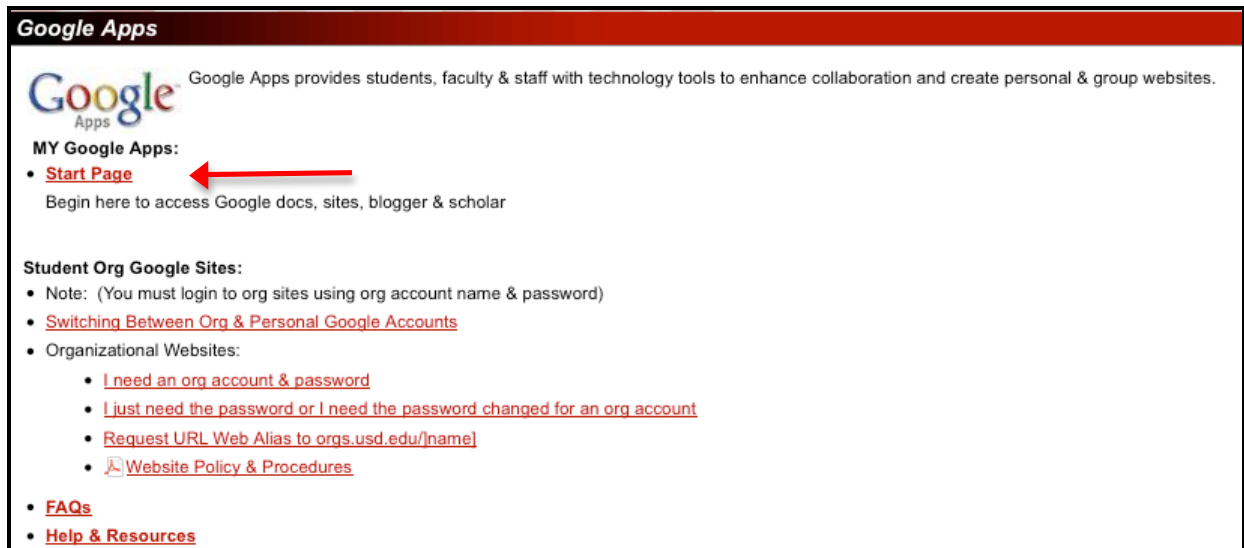
USD Center for Teaching and Learning

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## Creating your site

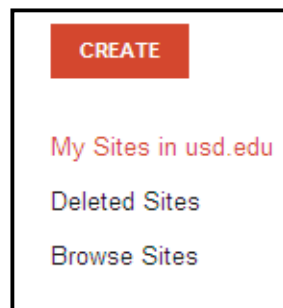
Go <http://link.usd.edu/3871> or access sites through the myU portal, under the technology tab.



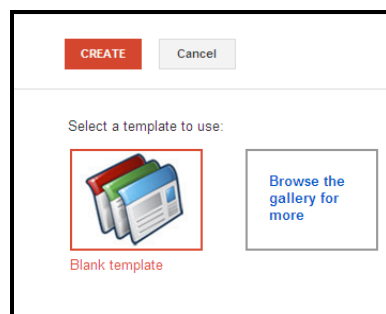
Log in with USD username and password.

This will take you to the main USD apps site. Click Sites on the top, left-hand side of the page.

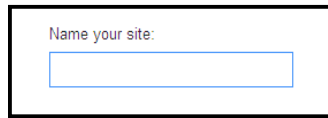
1. To begin creating your site, Click the **Create** button on the Google Sites homepage (you will have a create button on the top of your Sites Create page as well).



2. The first step in developing your site is to choose a template. You can select a blank template or browse the gallery for more.
3. Click the **Blank Template** option.



4. Enter your site name and the URL where it will be located (for example, sites.google.com/a/usd.edu/yoursite) as well as an optional description of the site.

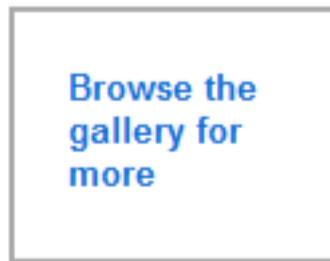


A rectangular box with a black border. Inside, at the top, is the text "Name your site:". Below this text is a single-line text input field with a blue border.

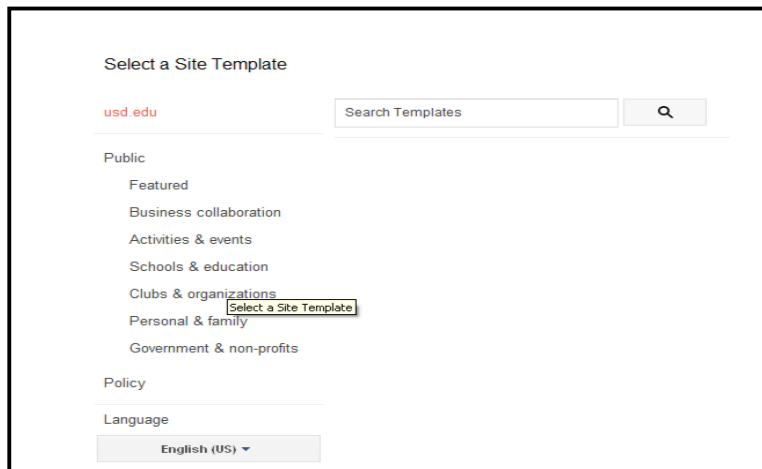
5. You can pick a theme for your site by clicking on **Select a Theme**.
6. Select one of these sharing options: 'Everyone at the University of South Dakota', 'Only people I specify can view this site', or 'Let anyone in the world view this site.'

## To create a template from the gallery

1. Under the Select a Template heading click on **Browse the gallery for more**.



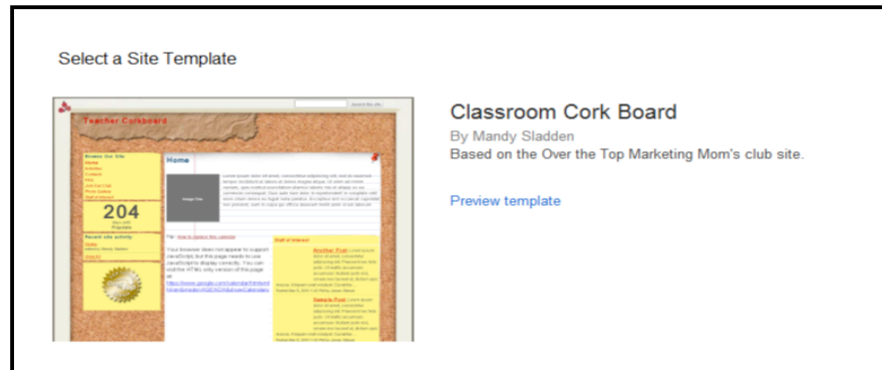
2. Select an option under the Public heading or search for specific subjects in the search templates box.



A screenshot of the "Select a Site Template" interface. At the top, it says "Select a Site Template". Below this, on the left, is the text "usd.edu" in red. To its right is a search bar labeled "Search Templates" with a magnifying glass icon. Below the search bar, there is a list of categories under the heading "Public": "Featured", "Business collaboration", "Activities & events", "Schools & education", "Clubs & organizations", "Personal & family", and "Government & non-profits". The "Clubs & organizations" category is highlighted with a blue box, and a small "Select a Site Template" button is visible over it. Below the "Public" section, there are sections for "Policy" and "Language". The "Language" section shows "English (US)" with a dropdown arrow.

3. Click on a Template that interests you.
4. You will see a preview box of your template, and a hyperlink to preview the template.

5. Click **Preview Template**



6. If you like the template, click the **Use Template** button in the upper right hand corner of the template you are using.



If you do not like the template simply close the screen to return to the preview box. Then click **Cancel** to return to your template options.

7. Name your site.

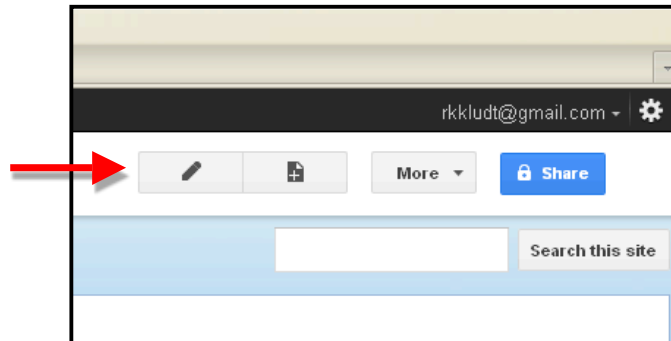
8. Click **Create**



\*Please be aware that templates can come with hidden features that can be difficult to edit or remove.

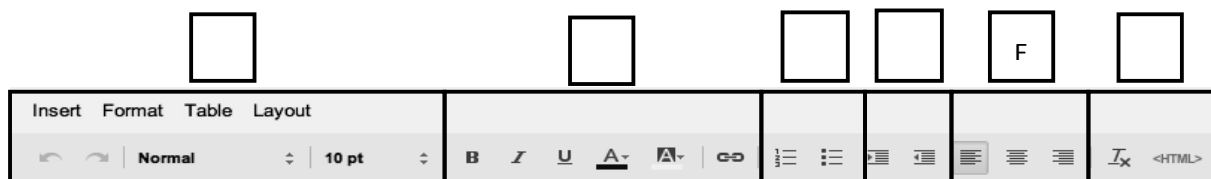
## Adding Information

The **Edit Icon** (Pencil shape) will then appear. You can then start adding information to the title and text box areas.



## Editing your site

To edit your site, click the **Edit Page (Pencil Icon, top right-hand side of 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 is what each option does:

### A. 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.

### B. Text Formatting

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 **A** with the shaded background, changes the background color.
- When you finish, click **Save**.

### C. 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 Shift + Tab keys will move back your indentation.

### D. 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.



### E. 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.

### F. Remove formatting




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

### Edit HTML

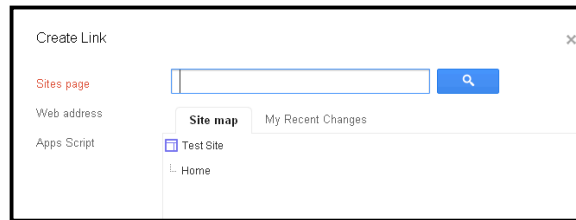
Click the **HTML** button to edit the HTML on your site. Please keep in mind that we do limit the amount of editing that can be done. Some advanced coding won't work.

### Create a link

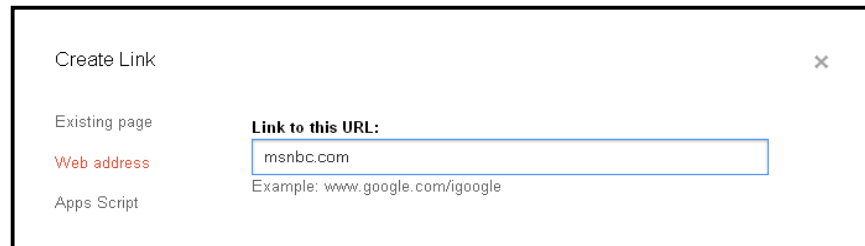
Highlight the text that you want to turn into a link, and click the **Link**  button. A window appears with these options for creating your link: Site Page, Web address, and Apps Script.

If you select an existing page, this will direct you to a page that you have previously created in your website. Once you get to the existing page portion, locate the page you would like to link

to and select it. Once you have selected the page you should see the yellow highlight bar indicating the page. Next click okay.



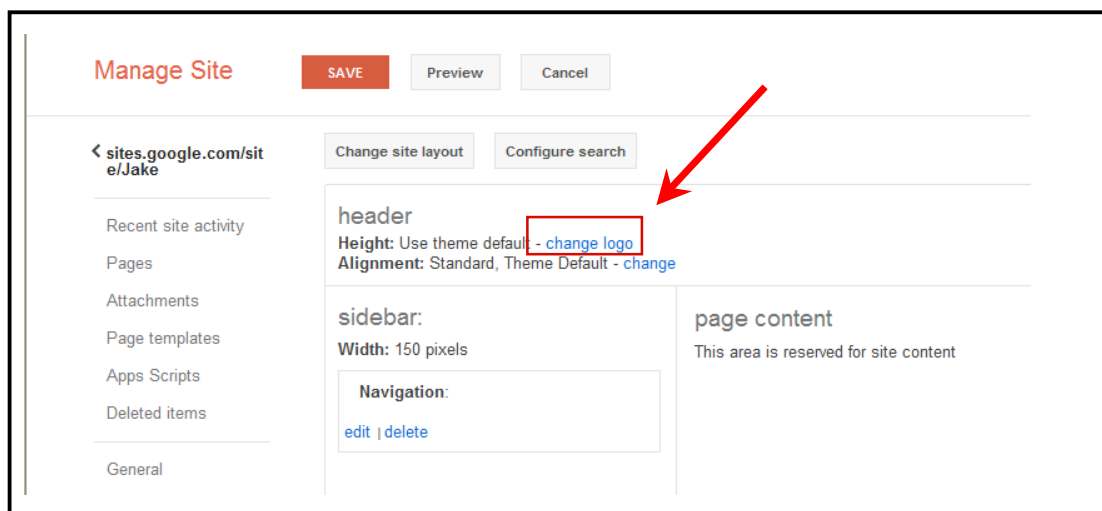
If you would like to create a link on your webpage to another outside web address simply go to **Link**, and select **Web Address**. Here you will be able to type in the URL and click okay.



To test this click save, then click on the link. It should take you to the website.

## Removing the USD Logo

1. Enter your site editing.
2. In the Navigation section of your page click Edit sidebar.
3. To remove the USD Logo, click on **change logo** under the header title.
4. Click the **No Logo** bullet, or upload your own image to use as a custom logo.



5. Click **OK**

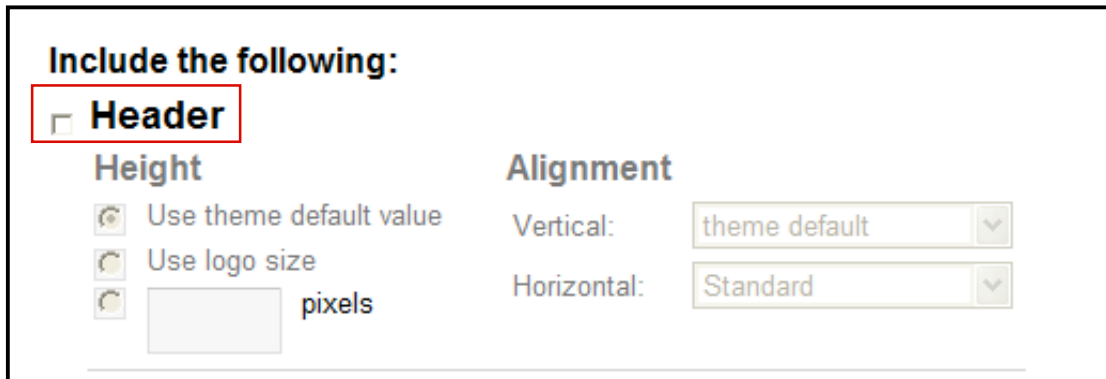
6. Click **Save** and preview your site.

## Removing the Site Address

1. Enter your site editing.
2. In the Navigation section of your page click **Edit sidebar**.
3. To remove the Site Address click on the **Change Site Layout** button just above the header title.

A rectangular button with a thin black border and a light gray background. The text "Change site layout" is centered in a blue, sans-serif font.

4. *Deselect* the Header check box.

A rectangular panel with a black border. At the top, it says "Include the following:". Below this, there is a checkbox labeled "Header" which is currently unchecked and is highlighted with a red border. To the right of the checkbox, there are two sections: "Height" and "Alignment". Under "Height", there are three radio buttons: "Use theme default value", "Use logo size", and a third one followed by a text input field and the word "pixels". Under "Alignment", there are two labels: "Vertical:" and "Horizontal:", each followed by a dropdown menu. The "Vertical:" dropdown is set to "theme default" and the "Horizontal:" dropdown is set to "Standard".

**Include the following:**

☐ **Header**

**Height**

☐ Use theme default value

☐ Use logo size

☐  pixels

**Alignment**

Vertical:

Horizontal:

5. Click **OK**
6. Click **Save** and preview your site.

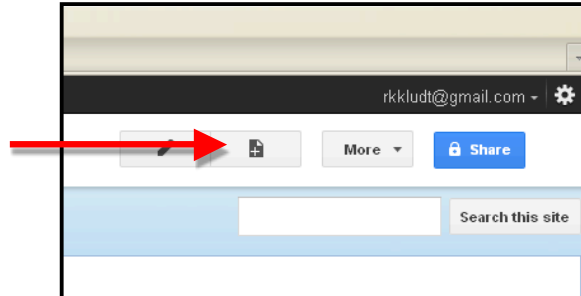
## To remove both the Logo and Site Address at the same time:

1. Click **Edit sidebar**.
  2. Click **Change Site Layout**
  3. *Deselect* the Header check box.
- Click **Save** and preview your site.



## Add Pages to your site

To add pages to your site click the **Add New Page** button.



Name your page and select a location to place the page.

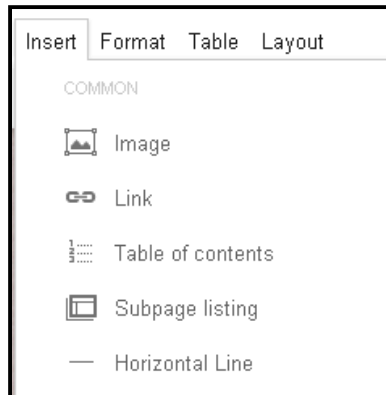
- 1) Selecting “**Put page at the top level**” creates a page that acts like a folder that can contain other pages within it.
- 2) Selecting “**Put page under (you home page’s title)**” this will create a page within your home page.
- 3) If you have created multiple pages, you may choose which page you would like to place the new page under by clicking on “**Choose a different location**”.

A screenshot of a 'Create a page' dialog box. At the top, there are 'CREATE' and 'Cancel' buttons. The main heading is 'Create a page in Site: Wedding 2012'. Below this is a text input field labeled 'Name your page:'. Underneath the input field, it says 'Your page URL: /a/usd.edu/wedding-2012/' followed by a 'change URL' link. Then, there's a section 'Select a template to use (Learn more)' with a dropdown menu currently showing 'Web Page'. Below that is a section 'Select a location:' with three radio button options: 'Put page at the top level' (which is selected), 'Put page under Kelsie Austin & Kyle Brunick Wedding 2012' (which has a sub-option '> Your new page'), and 'Choose a different location' (which has a sub-option '▸ Choose a different location').

After placing your new page, click the **Create** button. You will then enter the new page in **edit mode**.

## 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.

Here are some of the objects you can insert:

**1) An image:** Click **Insert**, select **Image**, and either browse for an image on your computer 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.

**2) 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**.

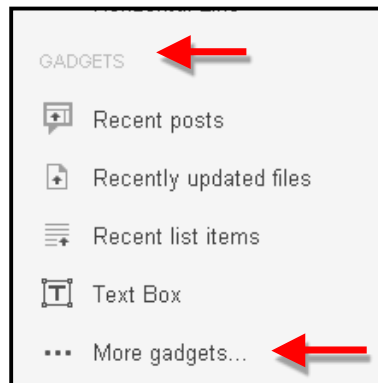
**3) A video:** Click **Insert**, select **Video**, and upload a video from YouTube or Google Video. Paste the URL, enter a title, and save.

## Inserting gadgets

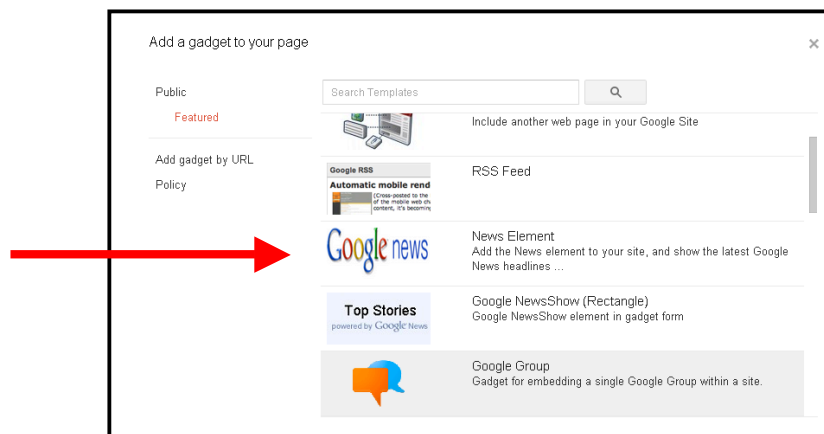
To easily embed rich media, retrieve feeds, or perform simple tasks like managing a to-do list, you can insert gadgets into your site. Click **Edit page**, select **Insert**, and choose one of the gadgets in the menu.

For example, insert the **Google News Feed** gadget to display current events as they are happening.

1) In **edit mode**, go to **insert**, and **more gadgets**.



2) Scroll down until you find the **Google News gadget**.



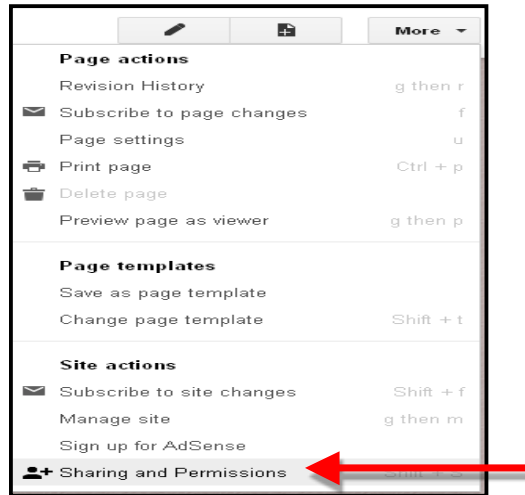
3) Select the gadget, and click **Select**. Then select the sections that you would like to provide updates to your page.



4) Click **OK**. You will then be taken back to your page, which is in edit mode. Click **Save** to preview the gadget.

## Sharing your site

Now that you've created your Google site, you can share it with your friends, family, coworkers, or make it public. You can do this by either clicking the blue **Share** button or by choosing **Sharing and Permissions** from the **More Actions** drop-down menu.



**Note:** Share this site 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.

### Users set to "Can view" can:

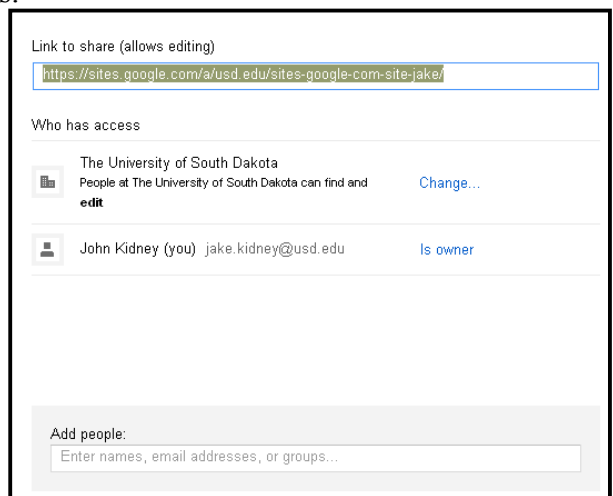
- View pages

### Users set to "Can edit" can:

- Create, edit, delete pages
- Move pages
- Add attachments
- Add comments
- Subscribe to site and page changes
- Cannot Share Permissions

### Users set to "Is owner" can:

- Do everything that users set to "Can edit" can do
- Set other people as "Can view," "Can edit," and "Is owner"
- Change site themes and layout
- Change the site name
- Delete the site



To edit these settings click on the **More** button and select **Sharing and Permissions**. In this section you can change your privacy settings, add people to view your site, and change permissions.

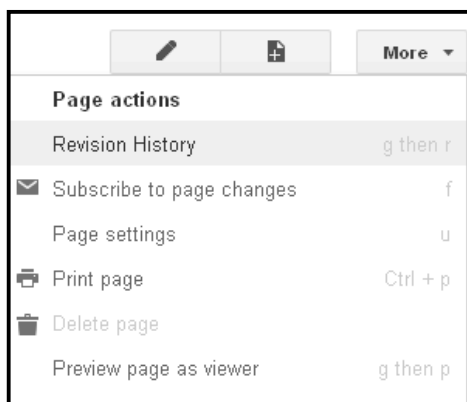
Private - Only the people listed below can access <a href="#">Change...</a>		
Kelsie Austin (you)	kelsie.austin@usd.edu	Is owner
erin.austin.915@gmail.com	erin.austin.915@	Can view
Kyle Brunick	kyle.brunick@gmail.com	Can edit
rachel.kludt@usd.edu	rachel.kludt@usd.edu	Can view

Add people:

You can add people individually by adding their emails here!

## 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**.

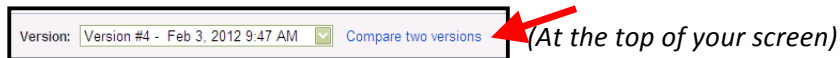


Here, you'll see a list of the site versions, the date and time each was last edited, and the name of the person who made the changes. You can also compare two revisions at a time by selecting one version and clicking the **Compare two versions** link.

<a href="#">Version 4 (current)</a>	Feb 3, 2012 9:47 AM	John Kidney
<a href="#">Version 3</a>	Feb 3, 2012 9:11 AM	John Kidney
<a href="#">Version 2</a>	Jan 18, 2012 11:07 AM	John Kidney
<a href="#">Version 1</a>	Jan 18, 2012 9:43 AM	John Kidney

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.

## Deleting a Site

To delete a site, please follow these steps:

1. Click the **More Actions** drop-down menu and select **Manage Site**.
2. Click **Delete this site**. A confirmation box appears.

A screenshot of the Google Sites 'Manage Site' page. The page has a header with 'SAVE' and 'Cancel' buttons. Below the header, there are fields for 'Site name' (containing 'sites.google.com/site/Jake'), 'Site categories', and 'Site description'. There is also a 'Landing page' section with a 'Welcome to:' label and a 'Change' link. At the bottom of the main content area, there are three buttons: 'Copy this Site', 'Publish this site as a template', and 'Delete this Site'. The 'Delete this Site' button is highlighted with an orange border, and a red arrow points to it from the right. Below the buttons is a 'Statistics' section. At the very bottom, there are links for 'Return to site', 'Terms', and 'Powered by Google Sites'.

3. Click the **Delete** button to confirm that you want to delete the site.

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.

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

1. Visit <http://links.usd.edu/3871> and select **Site**.
2. On this page, you'll see all sites that you own. Find the site that you'd like to restore in the 'Deleted Sites' section of this page.
3. Click the **Restore site** button and your site will be restored.

Reference:

<https://support.google.com/sites/bin/answer.py?hl=en&answer=153098&topic=23216&ctx=topic>