

Google Sites Cheat Sheet



Google Sites is a free application that allows users within Google apps to create websites. A Site can act as a teacher website, collaboration sandbox, wiki, document repository, student digital portfolio, student webquest, student projects, faculty policy handbook and much more. Sites is quick and easy to get started but also robust enough to allow almost any type of user to get the website functionality they need. With easy integration of Google tools such as docs, YouTube, maps, calendar and more.

More Button

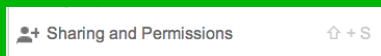
The "More" button is your starting place for most settings in Google Sites.



Page settings, move or delete the page, manage site.

Collaboration is Key

Use the "More" button to choose site permissions.



Can edit - can not change site settings

Is owner - full permissions

c - create new page

While signed in click C to create a new page. Choose your template

WebPage - General page

Announcements - Creates a blog with an RSS feed. Multiple Announcement pages can be created, each with their own RSS feed. Most recent posts are at the top. Blog posts are auto archived, but searchable and accessible.

File Cabinet - Create a list of documents that can be downloaded by viewers or team members.

List - Create a customized list of items. To do list, list of URL's, due dates, etc...

Page Permissions

Under Sharing and Permissions you can set page level permissions to give users access to edit only parts of your site. Must enable page level permissions to allow this.

Add users as viewers to the main site. On a page by page basis give users editing rights.

Enable page-level permissions



Page Settings

Allow editors and owners to allow attachments, submit comments.

Can change the page type if another page type is more appropriate for your information.

Page Settings

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

Page URL

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

page

/page

Currently using page template **Web Page** (Change)

SAVE

Cancel

Limits

No limit to number of Google Sites

11 mb per attachment limit

No set attachment limit per Site

No limit to number of pages

Sidebar Navigation

Click Edit Sidebar
Edit Navigation if
automatically organizing how
many levels (subpages) do
you want to show in the
sidebar?

Add sidebar items of
countdown timer, plus one
button, text box.

Horizontal Navigation

In Site Layout
Change site layout

Check horizontal navigation
bar checkbox.

Note: horizontal navigation
has to be manually managed.

horizontal navigation bar

[edit horizontal nav content](#)

Add Navigation Menus

Turn off automatic navigation in
the navigation menu in site
layout.

Insert multiple navigation
sidebar widgets.

Organize pages into groups of
your choosing.

Configure Navigation

Title:

Navigation

☐ Display title

☒ Automatically organize my navigation

Levels of pages to show: all

Include a link to:

☒ Sitemap

☐ Recent site activity

OK

Cancel

Change site layout

Site width:

☒ use theme default value

☐ Example: 800px or 100%.

Include the following:

☒ Header

Height

☒ Use theme default value

☐ Use logo size

☐ pixels

Alignment

Vertical: theme default

Horizontal: Standard

☐ Horizontal navigation bar

☒ Sidebar

Display

☒ on the left

☐ on the right

Width: 150 pixels

☐ Footer

Height

☒ Content determines height

☐ 30 pixels

Insert Menu

When editing a page the insert menu allows you to embed Google products such as docs, presentations, forms, maps, calendar, etc... When inserting docs you can choose from recent files you've edited. Make sure your file is public so viewers of the site can see the file.

Insert Gadgets

Insert menu makes it easy to embed gadgets such as games, calculators, Google Translate, News stories, etc..

Properties

To edit pictures, make documents wider or longer, change titles click on the object while in edit mode.

Click on properties gear icon



Keyboard Shortcuts

While signed in press C to create a page

Press E to edit the page

Press M to access the more button.

Press G and then M to manage the site.

Inserting a Logo

Go to manage site (g + m)
Site Layout

In header section is button to change logo.

Can upload any size logo, however sites is optimized for 145px by 52px

Recover Deleted Page

Click on the More Button

Manage Site

Recent Site Activity

Click on page link

Click on recover page button

Linking

To link to another site highlight the text you want to create a hot link for and click on the chain link icon in WYSIWIG toolbar.



Remember to check the checkbox to open in another window.

If you highlight a URL in your text and click chain link icon it will turn URL into a hot link. Click on hot link and choose properties to change options, including to open in a new window.

