Creating a Site

1. Note: Name your site, browse template categories, and/or select a theme. When read choose create in new Sites.

You will then be taken to your sites home page to edit and manage. It is here where you fine tune, add pages, and prepare it for those that you allow for viewing.
# Managing the Site

Insert- site details and fine tuning your site.

Pages- takes you to the site layout where you can manage page locations

Themes- Color, and Fonts- editing of the site from the entire page to headers, gadgets, ad sidebars
Site Layout

In the editing site layout, several options appear to turn on and off the various components of the site simply by depressing the option. In the actual site window, one can edit that specific area. See example below:

Note: Any layout option that is turned on can be edited, and those that are off will not be editable.

1. Background Image for Page
2. Page Name/Title
3. Website Name/Title
4. Google Sites Name
Adding a Page

In order to add a page choose

- Title your page
- Select the template you want to use
- Decide where you want the page to be located on your site
- Then choose create
This applies to each individual page not all pages on the site. Simply check or uncheck the action(s) or item(s) you prefer to happen or be visible.
Changing Themes

Determine which of the templates may best fit your needs or define your own template.

Choose *Add Item* and fill in the fields appropriate for that template, choose save, and the fields will populate on your page.

Once the list is added, there is the ability to sort each field.
Deleting a Site

To permanently delete a site go to your Google Drive right-click on the site you created, and Click on REMOVE.

This will delete the site by default in 4 weeks, so it can be restored by going to Google Drives Trash Bin.
Site Sharing

Choose from the various levels of sharing by choosing the share button.

Note: You can invite multiple people through the email section provided.