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Bringing the Agency Closer Together!

Getting Started with Google Sites





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Accessing Sites and creating, editing, and sharing a site

Access Sites

1. Click the USAID Sites web page.
OR
2. Select **Sites** App hyperlink from any other *Google Apps* page.
3. Sites that the user has access to appear when the page opens.



Create a site

To create a site:

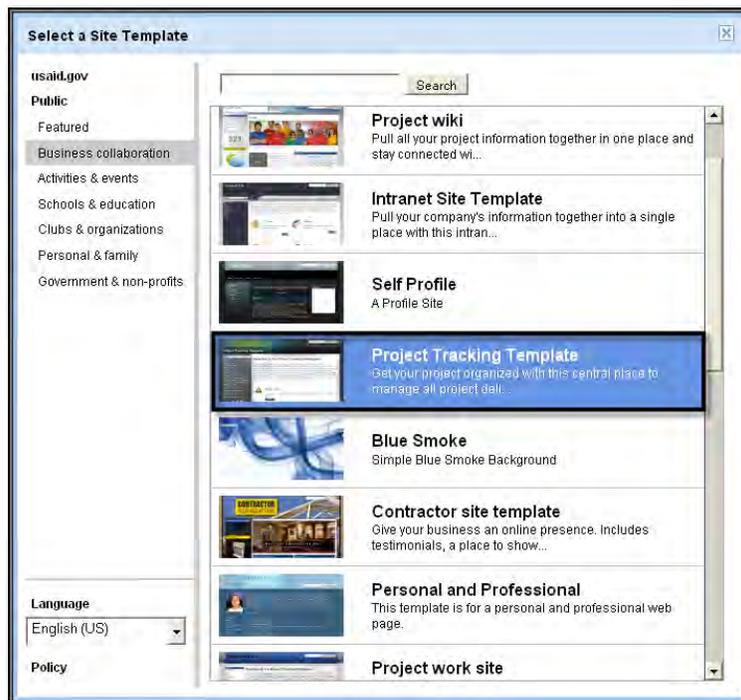
1. Click the **Create new site** button to begin the process.



The **Create a new site in usaid.gov** page appears, opening to the default, *Blank template*. Users may select the **Browse the gallery for more** hyperlink.

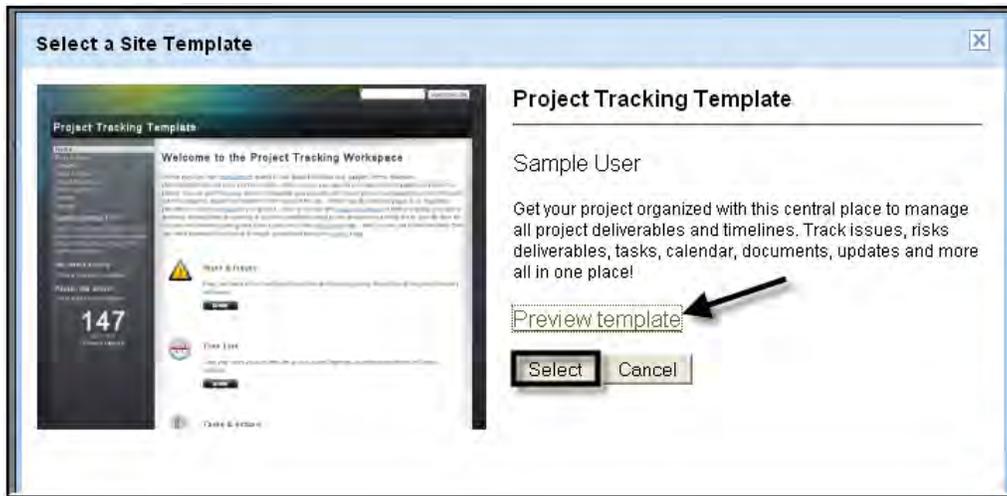


If a user selects the **Browse the gallery for more** hyperlink, the *Select a Site Template* dialog box appears, providing users with a vast array of templates. For this example, the **Project Tracking Template** was chosen from the *Business Collaboration* options.



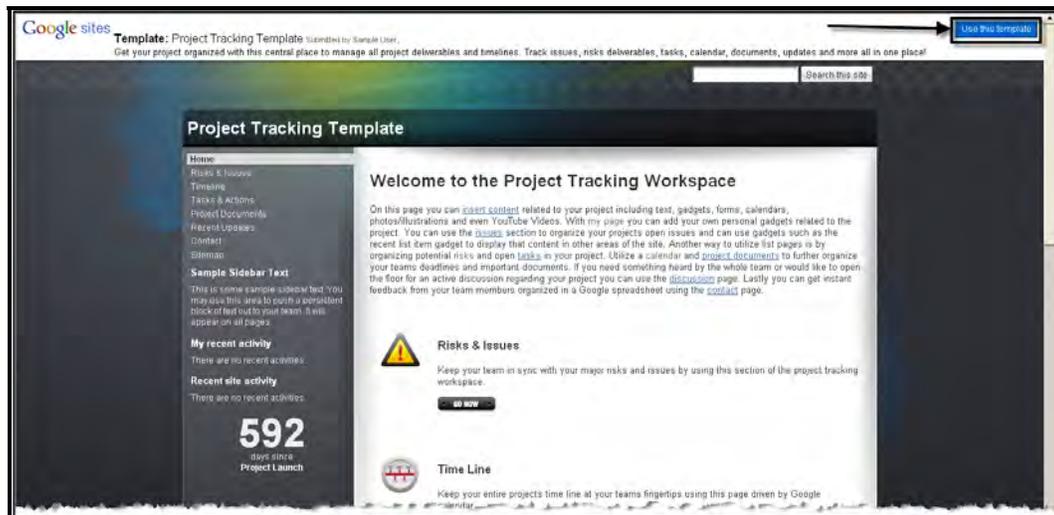
The *Select a Site Template* dialog box appears, providing users with options for the **Project Tracking Template**.

2. Click the **Preview template** hyperlink to view the template.



The *Project Tracking Template* appears.

3. Select **Use this template** button if the template is chosen.

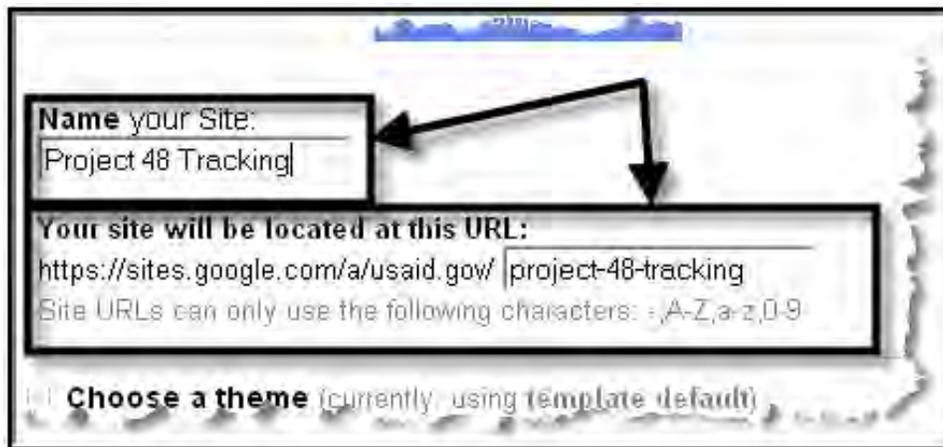


The *Create a new site in usaid.gov* page appears.



Site name

4. Type the desired name into the **Name your site** field.
5. The name entered is auto-filled as the custom URL for the site in the **Your site will be located at this URL** field. .

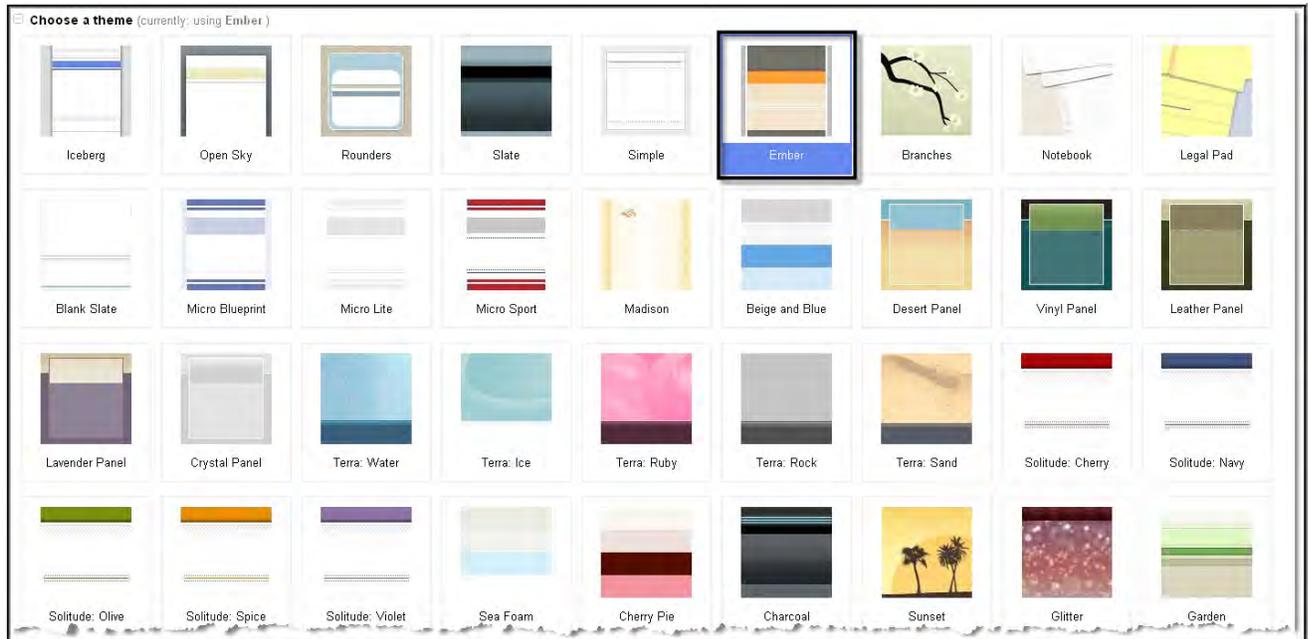


Site Theme

Themes determine the overall look of the site - from standard solids to whimsical backgrounds; users can become a site designer with one click of the mouse!

Users will be able to change or customize colors and fonts after the site created.

6. Collapse **Choose a theme** to select a theme for the page. For this example *Ember* was selected.

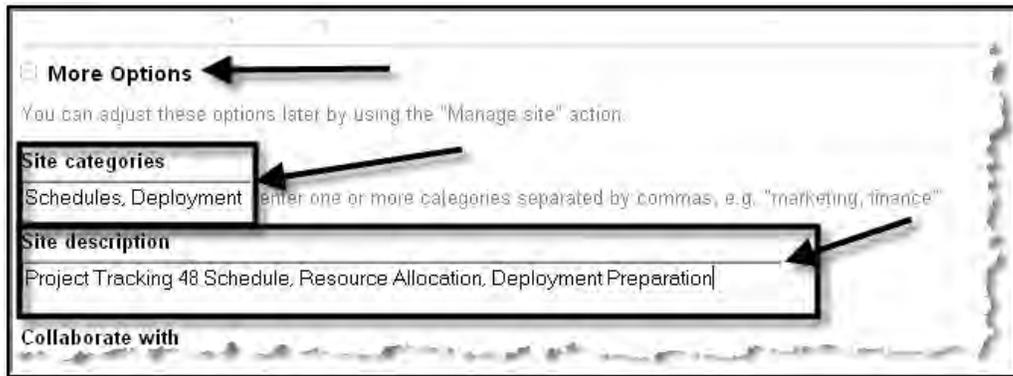


Other Options

7. Collapse **More Options** to view optional input for the site.

If desired,

8. Enter the type of site into the **Site categories** field.
9. Enter a description for the site into the **Site description** field.



More Options

You can adjust these options later by using the "Manage site" action.

Site categories
Schedules, Deployment

Site description
Project Tracking 48 Schedule, Resource Allocation, Deployment Preparation

Collaborate with

Collaboration Settings

The site creator determines who is able to view and collaborate within the site.

10. Select the appropriate radial button under *Collaboration with*.
 - a. **Everyone** at USAID.
 - b. Only **people I specify** can view this site.
11. Click **Create site**.



Collaborate with

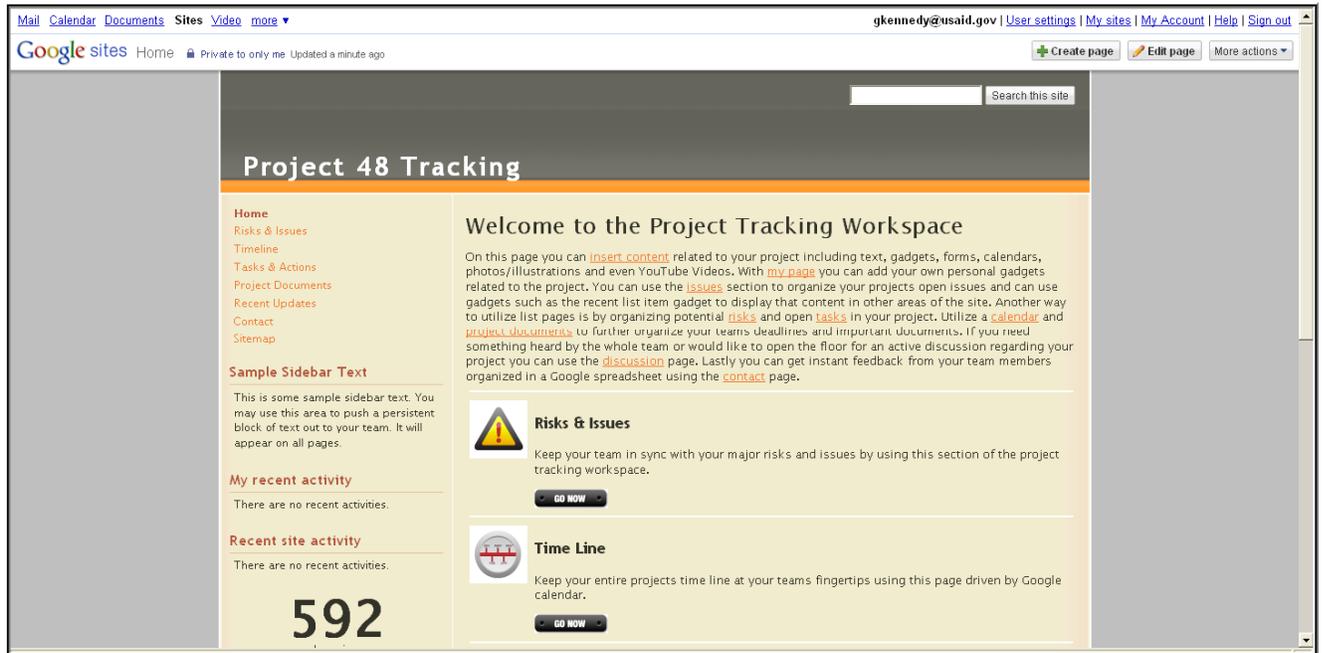
 **Everybody** at USAID

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

Create site **Cancel**



The new site appears!

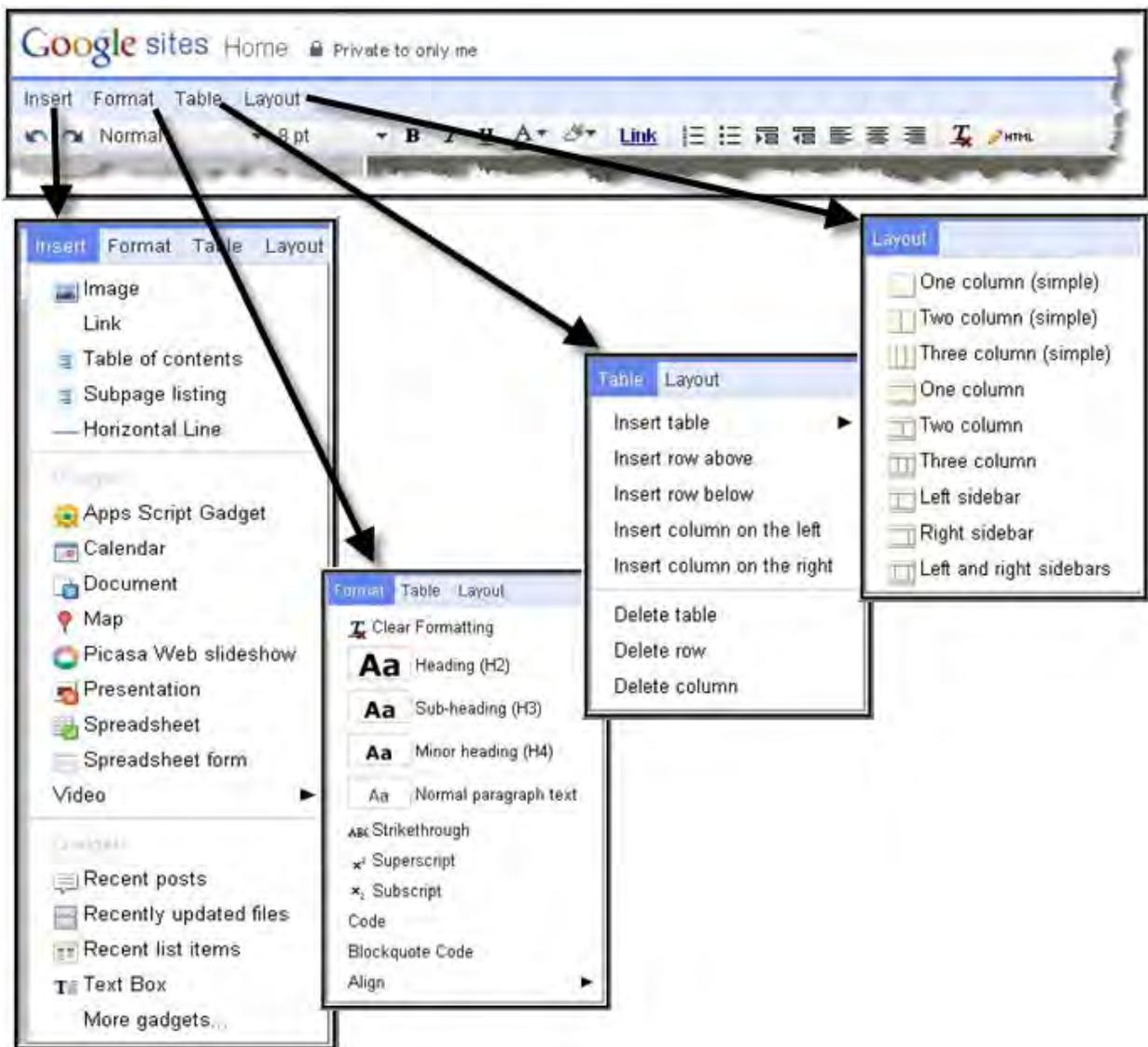


Edit pages in your site

1. Select the **Edit page** button from the upper right hand corner to make changes to the page.



The **Edit Toolbar** appears, providing the tools necessary to edit the page.



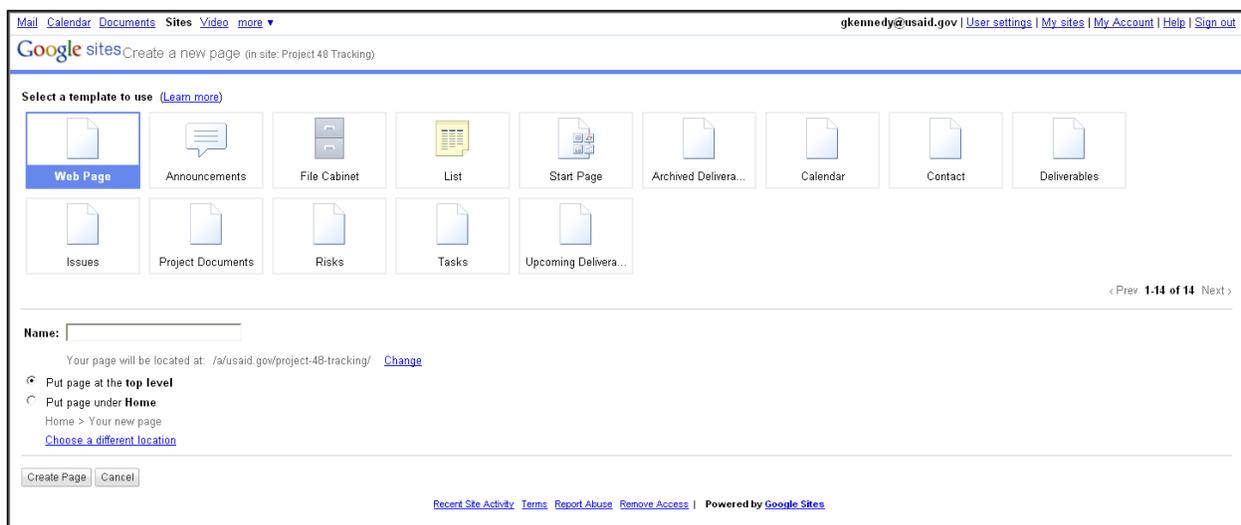
Add pages to the site

Add pages to better organize information in the site.

1. Click the **+Create page** button in the upper right hand corner of the page.



The **Create a new page (in the site NAME)** page appears.



Some of the **Select a template to use** options available include:



- **Web Page:** An unstructured page to add text, images, tables, and embed spreadsheets, presentation, videos and more.
- **Announcements:** An easy way to post chronological information (e.g. project updates, company announcements, etc.)
- **File Cabinet:** Organize common documents in one place. Upload files from hard drives and create a complete library of information. Persons subscribing to the page will be notified of any added, removed, or changed documents.



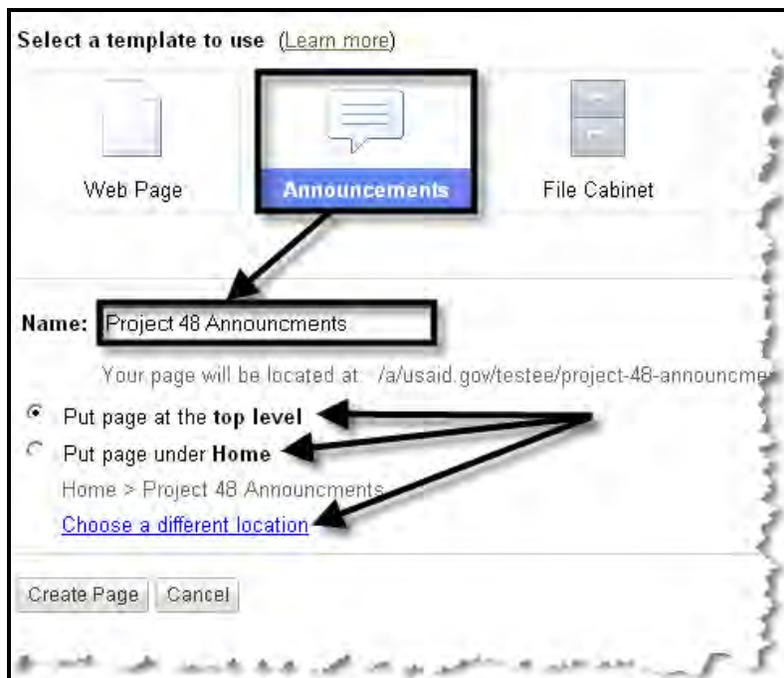
- **List:** Choose from list templates, or configure custom columns to easily track items.
- **Start Page:** a web page with a special section that is restricted to each individual collaborator. Collaborators can still add content that everyone will see, but can add their own personalized set

Some other useful apps and gadgets include:

- **Calendar:** Make sure the 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.

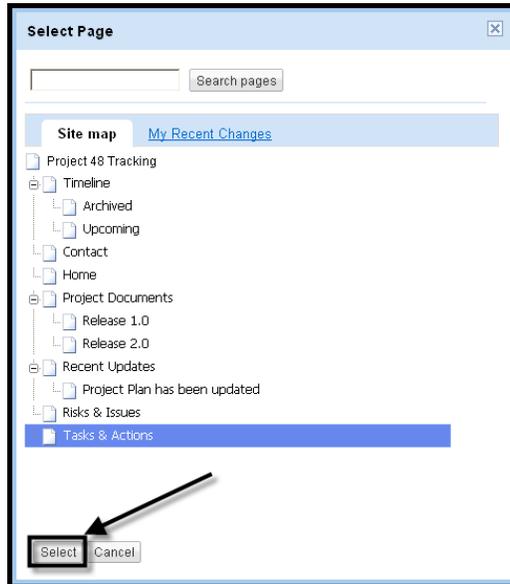
For this example,

2. Select **Announcement** from the *Select a template to use* box.
3. Enter the name of the page in the **Name:** field.
4. Choose the location of the link to the **Announcement** page:
 - a. Put page at **top level**.
 - b. Put page under **Home**.
 - c. **Choose a different location** hyperlink.



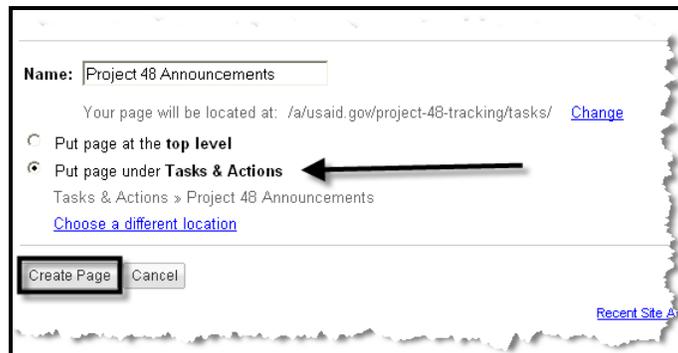
If the **Choose a different location** hyperlink is selected, the *Select Page* dialog box appears.

5. Select the location for the **Announcement** page. (*Task & Issues* for this example.)
6. Click **Select**.

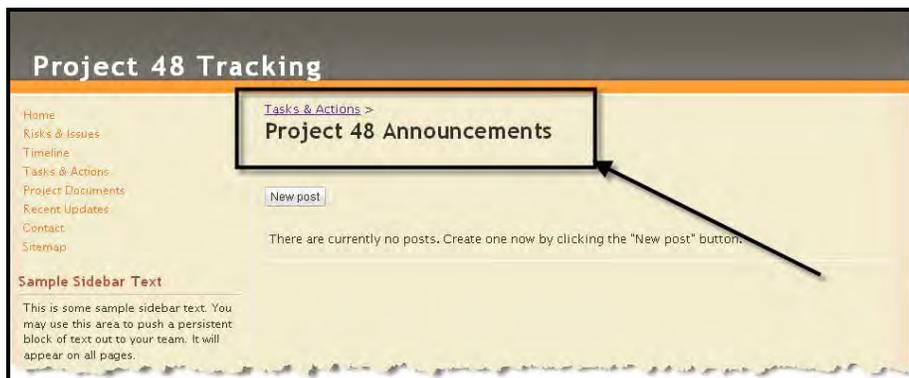


The radial button now identifies the location of the new page.

7. Click **Create Page** button.

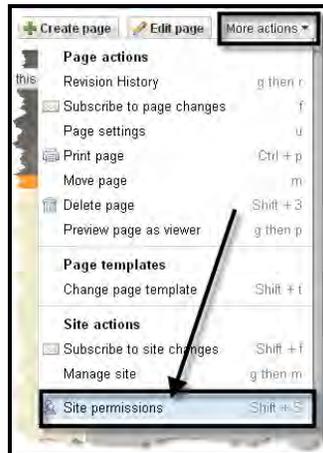


The **Announcement** page has been added to the site!



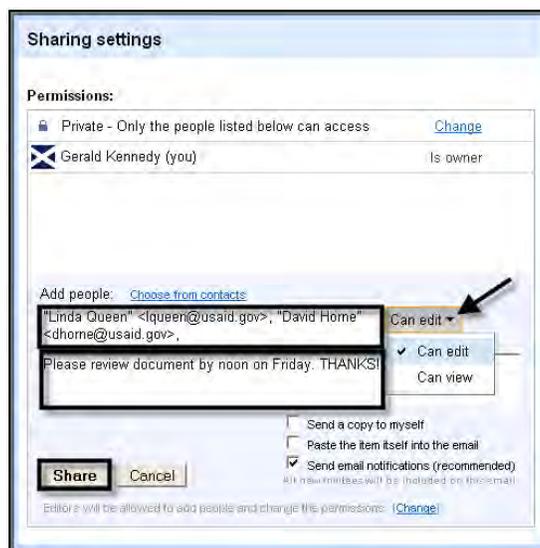
Share your site

1. Select **Site permissions** from *More actions* drop down menu in the upper right corner.



The **Share settings** dialog box appears. This allows the site to be shared with specific individuals and determine their level of access.

2. Enter names into the **Add people field**. Names appear as the name is entered.
3. Determine the type of action and type of access for the people with whom the document is shared.
 - a. **Can edit**: Collaborators can add and edit content in your document.
 - b. **Can view**: Individuals can access a read-only version of your document. They won't be able to edit any content in your document.
4. A note (message) to those being granted access may be entered into the space below **Add people field**, if desired.
5. The default is to **Send email notification** to the persons intended. This is recommended.
6. Click **Share**.



The **Share settings** confirmation dialog box appears. The persons with whom the document is to be shared appear.

7. Change a person's access by clicking the drop down arrow.
8. Delete a person by clicking the **X**.
9. Additional persons may still be added at this time.
10. When finished or there are no changes to be made, click **Close**.

An email notification is sent to those selected persons.



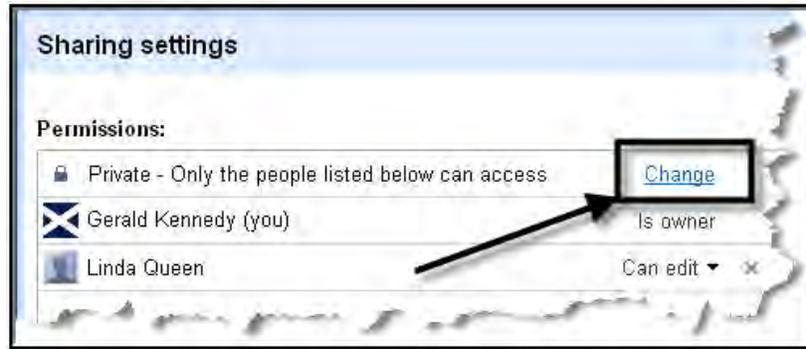
Remember:

- Viewers can only view the content on the site (they won't be able to make changes or invite others to view the site).
- 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.

Sharing the link to your document

To share the site with specific groups,

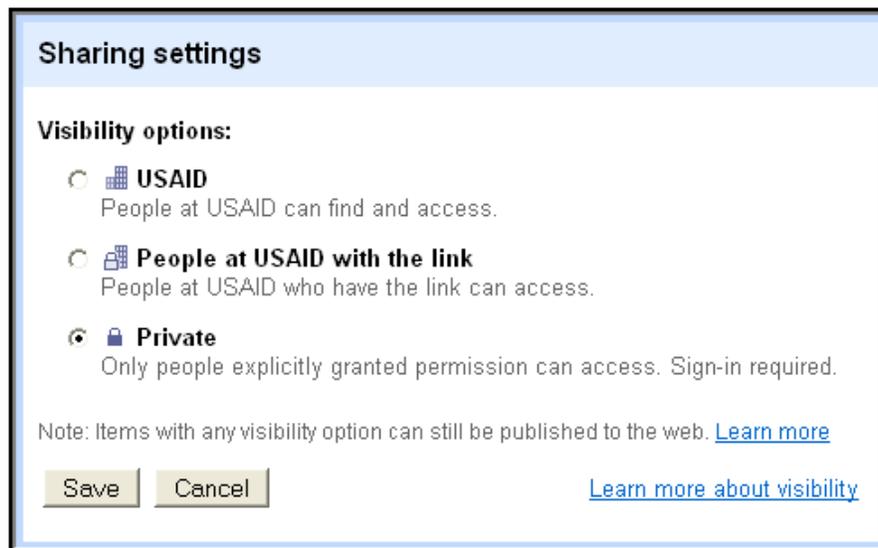
1. Click the **Change** hyperlink in the *Share settings* dialog box.



The list of settings appears.

Site owners may change the visibility of the document by clicking the radial button next to the desired group.

2. Click **Save** if changes were made.
3. Click **Cancel** if no changes were made.

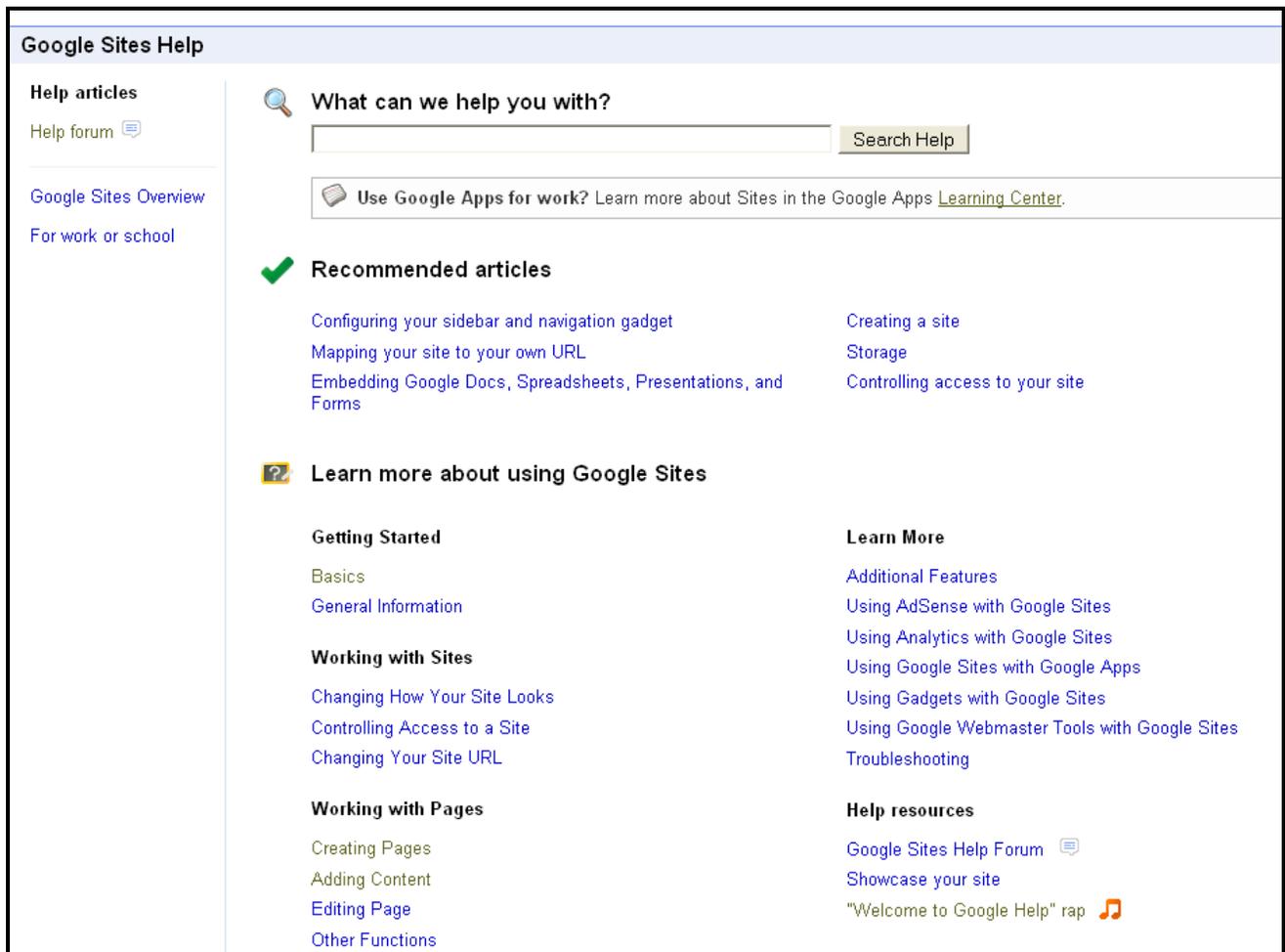


Resources

For a comprehensive look at Google Sites, select **Help** from the upper right hand corner.



The **Google Sites Help** page opens. This is an excellent resource for how to do things in Google Sites!

A screenshot of the Google Sites Help page. The page has a light blue header with the text 'Google Sites Help'. On the left side, there is a sidebar with the following links: 'Help articles', 'Help forum' (with a speech bubble icon), 'Google Sites Overview', and 'For work or school'. The main content area starts with a search bar titled 'What can we help you with?' and a 'Search Help' button. Below the search bar is a banner that says 'Use Google Apps for work? Learn more about Sites in the Google Apps Learning Center.' The main content is organized into sections: 'Recommended articles' (with a green checkmark icon) containing links like 'Configuring your sidebar and navigation gadget', 'Mapping your site to your own URL', 'Embedding Google Docs, Spreadsheets, Presentations, and Forms', 'Creating a site', 'Storage', and 'Controlling access to your site'; 'Learn more about using Google Sites' (with a question mark icon) containing sub-sections: 'Getting Started' (with links for 'Basics' and 'General Information'), 'Working with Sites' (with links for 'Changing How Your Site Looks', 'Controlling Access to a Site', and 'Changing Your Site URL'), and 'Working with Pages' (with links for 'Creating Pages', 'Adding Content', 'Editing Page', and 'Other Functions'); 'Learn More' (with links for 'Additional Features', 'Using AdSense with Google Sites', 'Using Analytics with Google Sites', 'Using Google Sites with Google Apps', 'Using Gadgets with Google Sites', 'Using Google Webmaster Tools with Google Sites', and 'Troubleshooting'); and 'Help resources' (with links for 'Google Sites Help Forum' (with a speech bubble icon), 'Showcase your site', and '"Welcome to Google Help" rap' (with a music note icon)).