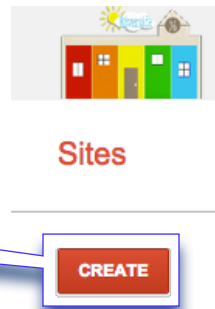
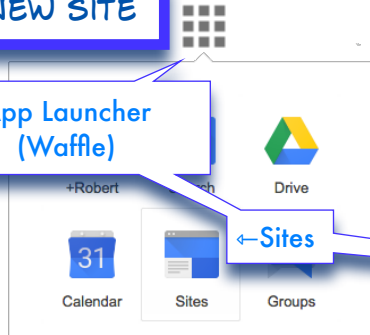


# GOOGLE SITES CHEAT SHEET

## CREATE A NEW SITE

App Launcher  
(Waffle)



CREATE Cancel

Select a template

(After filling out info below)



Blank template

Browse the gallery for more

Name your site

Name your site:

Your D96 username

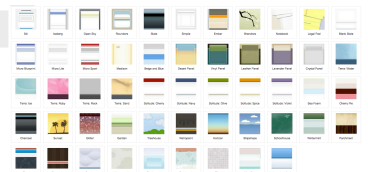
Site location - URLs can only use the following characters: -,A-Z,a-z,0-9

<https://sites.google.com/a/district96.org/>

Select a basic theme

Select a theme

More options



## DESIGN YOUR SITE

Home Updated a minute ago



Edit the current page

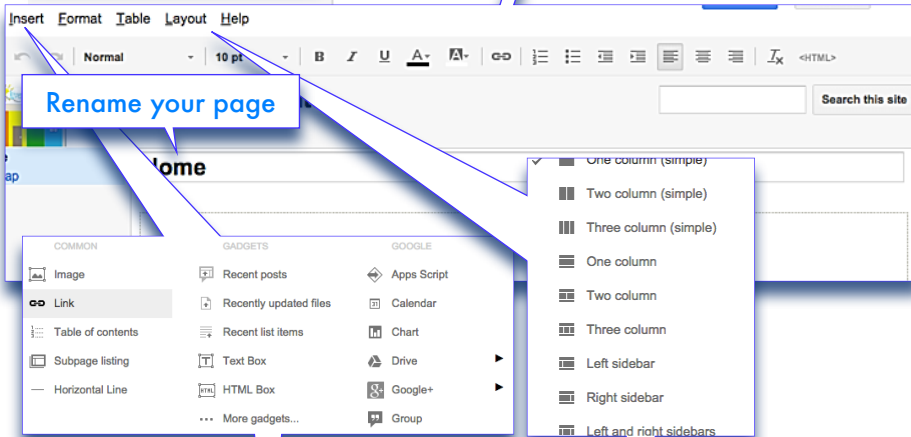
Add a new page

More Actions

Set page permissions

Home Sitemap

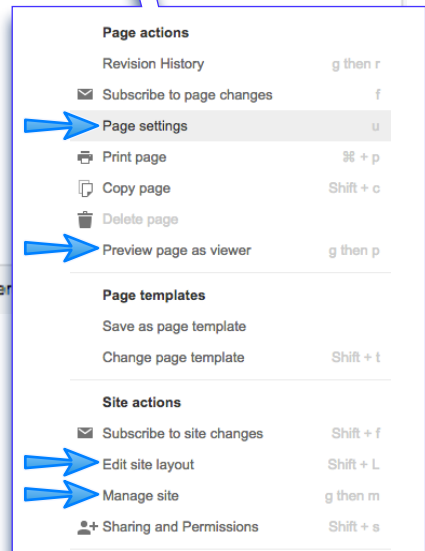
All new pages are seen and organized here



Rename your page

Insert content into your page

Arrange content



(See next page for more info.)

# MORE ACTIONS



## PAGE SETTINGS

### Page Settings

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

Turn off comments!

### Page description

Select a new template to use (learn more)

- Web Page **Most common**
- Announcements **Blog page format**
- File Cabinet **List of files for guests**
- List **Track information**
- Start Page **Widget-like format**

Currently using page template **Web Page** ([Change](#))

## EDIT SITE LAYOUT

Close

Header | Horizontal navigation | **Sidebar** | Custom footer | Site width:  Theme default  Custom px or %

Toggle Elements On/Off

Search this site

Configure site header

Height

- Use theme default value
- Use logo size
- pixels

Alignment

Vertical:

Horizontal:

Select Logo:

- No Logo
- Custom Logo
- Domain Default Logo

Attach a file:

Home

Home Sitemap

Edit Sidebar

Click header to customize

## MANAGE SITE

### Recent site activity

#### Pages

Reorder page hierarchy by dragging and dropping

#### Attachments

A list of all files attached/uploaded to your site

#### Page templates

#### Apps Scripts

#### Deleted items

Rename your page;  
Categorize your page (so D96 staff can find it);  
Add a pop-up site notice (alert) to site visitors;  
Determine the default landing page of your site

### General

#### Sharing and Permissions

Select a basic theme;  
Browse public themes;  
Fine tune your theme (colors, fonts, backgrounds...)

#### Themes, Colors, and Fonts

FOR ADDITIONAL SUPPORT, CONTACT

BOB PETITTO OR PAULA TOUSIGNANT

TO SCHEDULE A 1:1 OR GROUP SESSION

