Google Sites: Manage and Organize a Site

1. Login to sites.slu.edu
2. Click on your site to open it

There are a couple of simple ways to rename a site, change the layout, customize the colors and fonts, or change to a different theme; from the Site settings under the More actions tab.

Manage Site

1. Click on the More actions drop down at the top right of the screen, then choose the Manage site option.

2. Click on General in the left navigation panel. From this screen you can:
   - Rename the site
   - Provide a Site Category to make it easier to locate based on a topic
   - Provide a description for the Site content. This is more valuable if the site is shared with others outside of the Saint Louis University domain.
   - Change the default landing page – this is the page that users will see initially see when they visit the site.
   - Statistics – enable Google Analytics to provide traffic information about the site informing you of the number of visits and pages viewed.
3. Click on the Save changes button if you made a change to your settings and return to the site.

For additional assistance, contact the IT Service Desk at 314-977-4000, Monday-Friday, 7 a.m.-7 p.m.
Page Settings

1. Click on the More actions drop down at the top right of the screen, then choose the Page settings option.

2. The most common items to change are the top four options.
   - Show page title – turns on/off the page title, default is on
   - Show links to sub-pages – provides a link to navigate to pages within this page
   - Allow attachments – other owners/editors can upload attachments such as Microsoft documents, images, or PDFs using an Add Attachments link on the bottom of the page. Viewers can then only view attachments.
   - Allow comments – owners/editors can leave a comment using an Add Comments link on the bottom of the page. Viewers can then only view comments.

3. Each option is determined by what the intension of the page is. Do you want others to be able to add attachments or leave comments on the content of this page?

Move Pages

There are times when you may want to move a page to become a subpage. This is as simple as drag and drop.

1. Click on the More actions drop down at the top right of the screen, then choose the Manage site option.

2. In the left navigation panel, click on the Pages link.

3. Hold the Left mouse button on the file you want to move and drag to the new location. If you want it to be a subpage of another page, then drop on top of that page as seen in the figure above were we dropped Introduction onto Documents.