Google Sites: Create a New Site

1. Login to sites.slu.edu
2. Click Create site
3. A new blank site opens

4. The Site template and naming page appears. Site templates lets you choose from different styles already designed to start from. Several templates have been created especially for SLU.

Select a Site Template

5. Click the Browse the gallery for more link to view the available templates. You could also click the Blank template icon if you want to start from scratch.

For additional assistance, contact the IT Service Desk at 314-977-4000, Monday-Friday, 7 a.m.-7 p.m.
6. Once you have chosen a template for your site, click in the Name your Site field and give your site a name.

7. You can choose a theme to go along with a template. To view the available themes, click the + button.
8. You can use the More Options to provide a Site category and description. This will assist others when searching for your site if you share it with everyone at SLU.

- More Options

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

Site categories

enter one or more categories separated by commas, e.g. "marketing, finance"

Site description

Collaborate with

- Everybody at SLU
- Only people I specify can view this site

- Also let anyone in the world view this site (make it public)

9. Click the Create Site button to finalize your choices.

- Create site
- Cancel

10. Once you are done you will be taken to your new site homepage.

11. You can adjust any of these options later by using the Manage site option.

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Page Templates

There are five basic page templates available for use within your Google site. Each template serves a specific purpose:

- **Web Page**: A web page is an unstructured page where you can enter text, images, tables, and embed spreadsheets, presentations, videos, and more. The Web Page template has standard formatting controls like bold, italic, underline, font control, text color, and text highlighting. You can create bulleted lists, numbered lists, and easily link to other pages in your site. You can attach documents from your hard drive to the bottom of the page, and allow other site collaborators to comment on your pages.

- **Announcements**: An Announcement page is a page which makes it easy for an individual or group to post chronological information like news, status updates, or notable events. It can be used to post organizational news, post project updates, announce new releases, post interesting links from around the web, as a simple blog, and more.

- **File Cabinet**: A File Cabinet allows you to manage documents from your hard drive and organize them into folders. This can be used to organize common documents in one place. Version history is stored for documents so you can always return to an earlier version.

- **List**: List pages allow you to easily track lists of information. You can choose from a list of templates or configure your own custom columns. Items can be easily added, updated, and removed.

- **Start Page**: A start page is a web page with a special area where each viewer of the page can add their own personalized set of gadgets. Page collaborators can still put content on the page that everyone will see, but below that is content that will be different for every viewer.
Web Page Template
1. Choose the Web Page template and name the page.
2. Click the Create Page button.
3. Let’s take a closer look at the Web Page template.
4. From the Menu bar you can Insert, Format, as well as manage Tables and the Layout of the page.
5. In this example, we have a compose window that is a single column. We can enter information into this window just as you would if you were creating a Microsoft Word document.

6. The standard toolbar allows you for format text.
7. Click in the Compose window and enter some text.
8. Use the various buttons on the toolbar to change the font style, size, color and alignment.

Announcement Template
1. Create a new page for Announcements.

   Test demo

   Announcement test

2. Click the New post button and give the posting a title.

   Now is the time

   Now is the time for all good people to come to the aid of their country.

3. Type some information into the text box.
4. When you are finished, click one of the three buttons at the top right.

   Save Draft  Save  Cancel

5. Posting will appear in chronological order, and will indicate a time stamp when the post was made and by whom.

   **Announcements**

   ![New post](image)

   **Now is the time**
   posted 3 minutes ago by Jim Greathouse

   Now is the time for all good people to come to the aid of their country.

**File Cabinet Template**

1. A File Cabinet allows you to manage documents and easily share them with those who have access to the site. This can be used to organize common documents in one place. Version history is stored for documents showing the version number, the date it was updated and by whom, so you can always return to an earlier version.

**Office 2007 Practice Files**

   ![Add file] ![Move to] ![Delete] ![Subscribe to changes]

   ![Excel 2007](Review)

   - Sales2-1.xlsx
     - 15k
     - Aug 21, 2009 1:16 PM
     - Jim Greathouse
     - Download
   - Sales2-2.xlsx
     - 15k
     - Aug 25, 2009 9:26 AM
     - Jim Greathouse
     - Download
   - Sales3-1.xlsx
     - 9k
     - Aug 21, 2009 1:16 PM
     - Jim Greathouse
     - Download
   - Sales3-2.xlsx
     - 15k
     - Aug 25, 2009 9:26 AM
     - Jim Greathouse
     - Download

2. Files can be organized into folders. This allows for easy in creating a new folder and then selecting the files to move into that folder.
3. It is also easy for the owner to select files to delete.
4. An owner or editor can also subscribe to any changes to this page.
5. Create a new page for Files.
6. Browse to the Sample Pictures in My Documents and upload a couple of images.

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List Template

1. List pages allow you to easily track lists of information. You can choose from a list of templates or configure your own custom columns. Items can be easily added, updated, and removed.

2. There are three options or you can create your own. Each choice is also editable as seen below.

3. Create a new page for Lists.

4. Click the Add items button and enter some data.

5. Click the Save button when you are finished.