



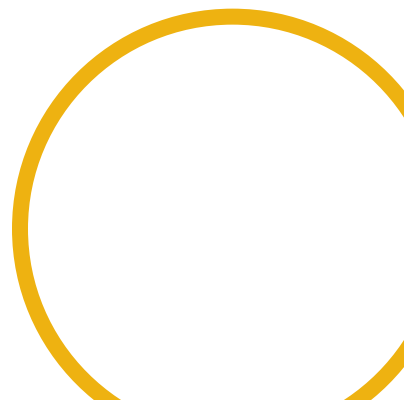
Google Sites Guide

Sites

- To use Sites, you must be logged into your rmu.edu account
- Most Robert Morris sites can be edited with Google Sites

Use the following links to navigate this document:

- I. [Create a Site](#)
- II. [Site Sharing and Accessibility](#)
- III. [Editing Pages](#)
- IV. [Attaching a File](#)
- V. [Changing Site Layout](#)
- VI. [Creating a New Page](#)



Creating a Site

1. On the Google Sites Main Page, you will be presented with the following option (**Figure 1**):
 - a. My Sites in RMU
 - b. Deleted Sites
 - c. Browse Sites
 - d. CREATE
2. Select the **CREATE** button.
3. Choose **Blank Template** (**Figure 2**).
 - a. *If you are making a site related to RMU you may want to select browse gallery and choose an RMU site template.*
4. Name your site and specify a URL.
5. Select **CREATE** in the upper left of the screen.

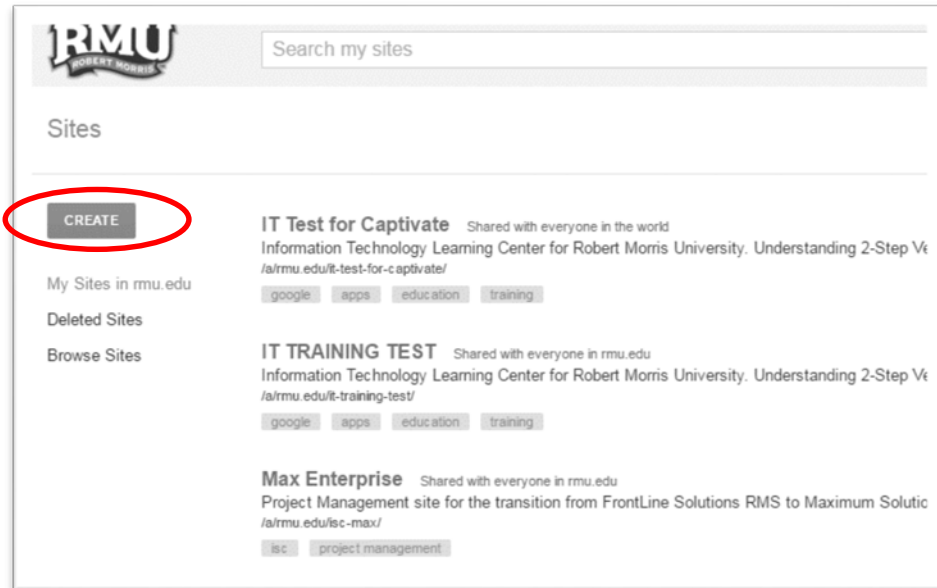


Figure 1

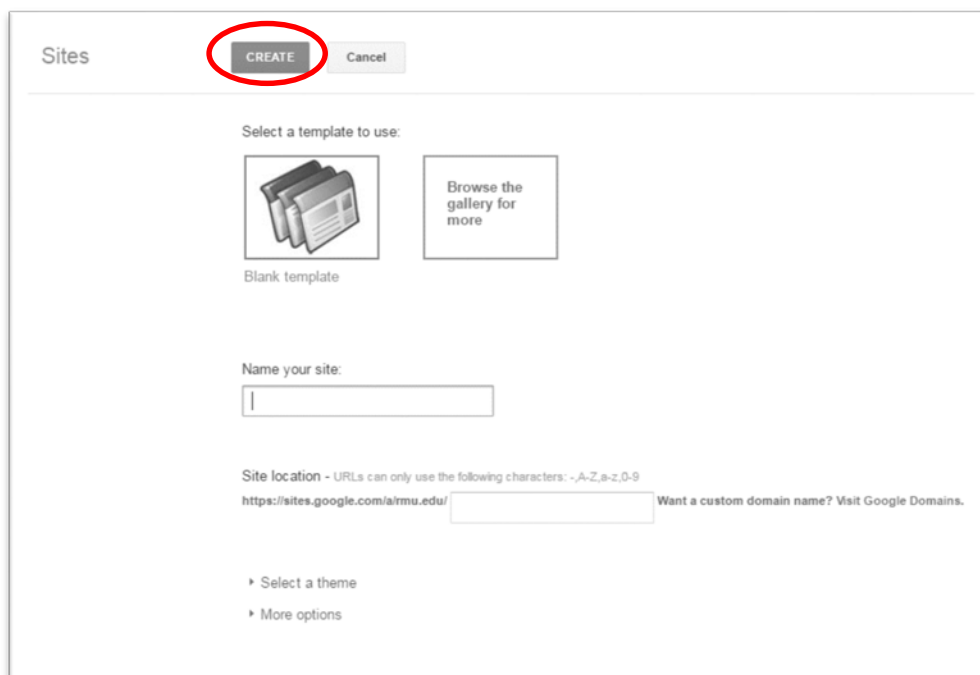


Figure 2

Site Sharing and Accessibility

Sharing your Site

1. To share your site, first, select **Share** in the upper right hand corner of your site (**Figure 3**).
2. Under Invite People, specify a name in your Contacts or an Email Address (**Figure 4**).
3. Select a level of privilege:
 - a. Can View
 - b. Can Edit
 - c. Is Owner
 - i. *Only Owners can edit the header, footer and formatting of the site.*
4. Click the **Send** button to notify the person that they have been given access.

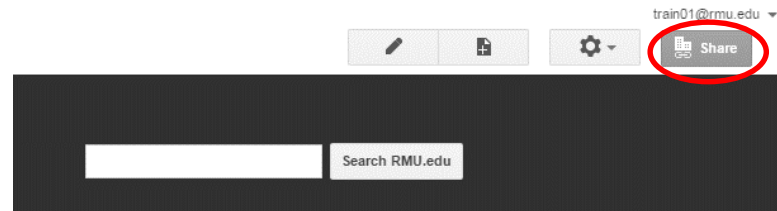


Figure 3

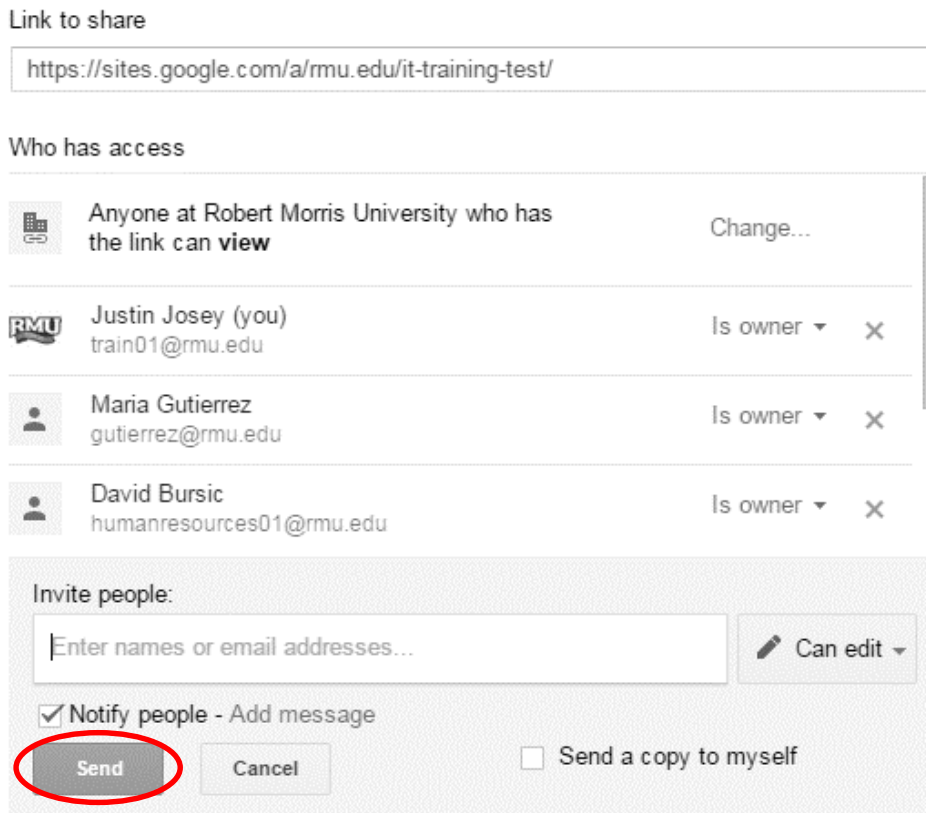


Figure 4

Changing who has Access

- Whenever a site is created, it will automatically be accessible by everyone on the RMU domain for editing.

1. To edit the accessibility, select **Share** in the upper right hand corner of your site (**Figure 3**).

2. Next to the current accessibility of your site, choose **Change** (**Figure 4**).

3. At this point you will be presented with accessibility options (**Figure 5**):

- Public on the Web
- Anyone with the link
- Robert Morris University
- Anyone at Robert Morris University with the link
- Off
 - Shared only with specific people who are invited

4. Once you have chosen an accessibility option, select the **Save** button.

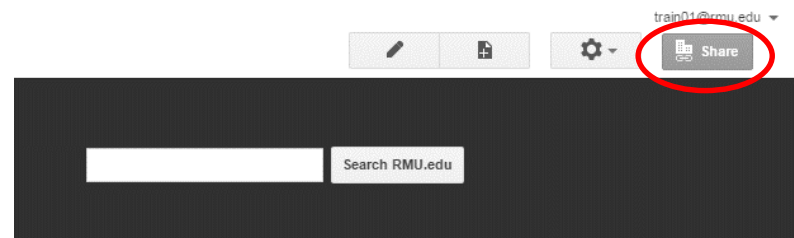


Figure 3

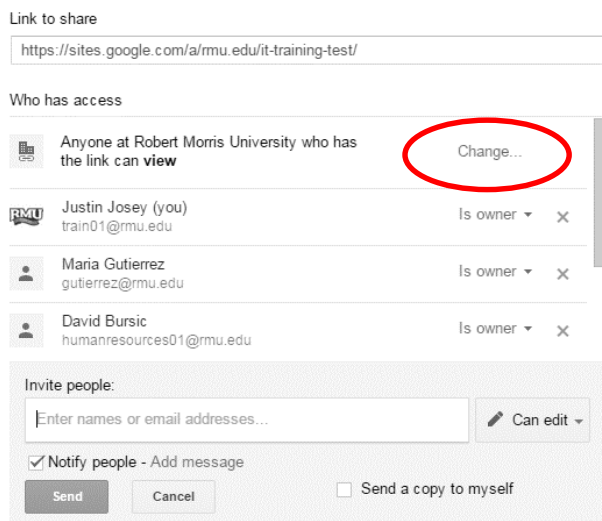


Figure 4

- On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- On - Robert Morris University**
Anyone at Robert Morris University can find and access.
- On - Anyone at Robert Morris University with the link**
Anyone at Robert Morris University who has the link can access.
- Off - Specific people**
Shared with specific people.

Access: Anyone within Robert Morris University [Can view](#)



Figure 5

Editing Pages

- To edit a page that you have access to, you can click the pencil in the upper right hand corner of the page (**Figure 6**).
- Anything that you insert will be inserted at the location of your cursor.



Figure 6

Insert a Document from Drive

- Select **Insert** from the top menu.
- Select **Drive** from the drop down menu (**Figure 7**).
- Choose the type of document you would like to add:
 - Document
 - Drawing
 - Folder
 - Form
 - Image
 - Presentation
 - Spreadsheet
 - Video
- Find the file you want, from your Drive.
- Press the **Select** button.

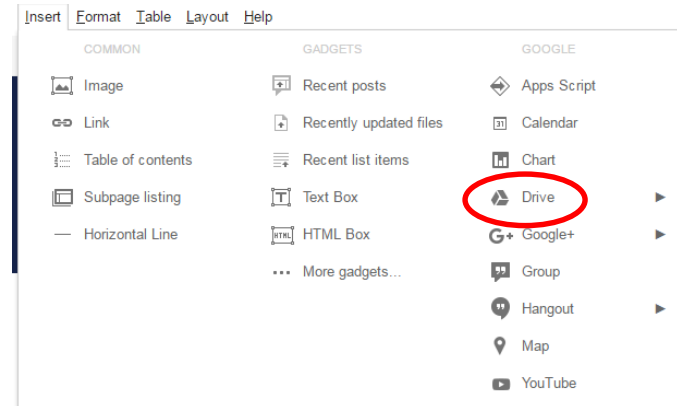


Figure 7

Inserting an Image

- Select **Insert** from the top menu.
- Select **Image** from the drop down menu (**Figure 7**).
- Choose **Upload Images** to browse your compute or Click **Web Address (URL)** to enter the URL of an image.
- Click **OK** to finalize your selection.

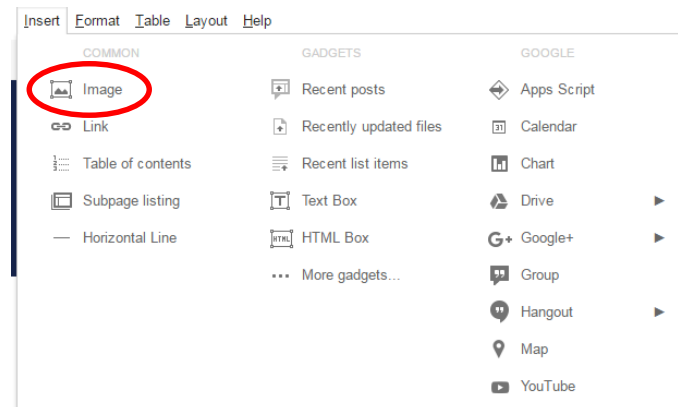


Figure 7

Adding a Link

1. Left Click and highlight the text that you would like to make into a link.
2. Click the **Link Button (Figure 8)**.

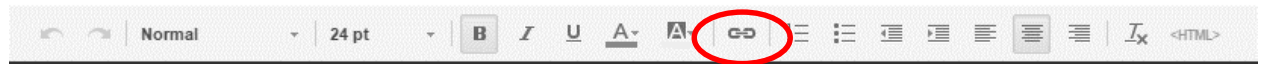


Figure 8

3. From the link page, you can either choose a page from your site to link to or press the **Web Address** button and type in a URL (**Figure 9**).
4. When you have chosen a link destination, select **OK**.

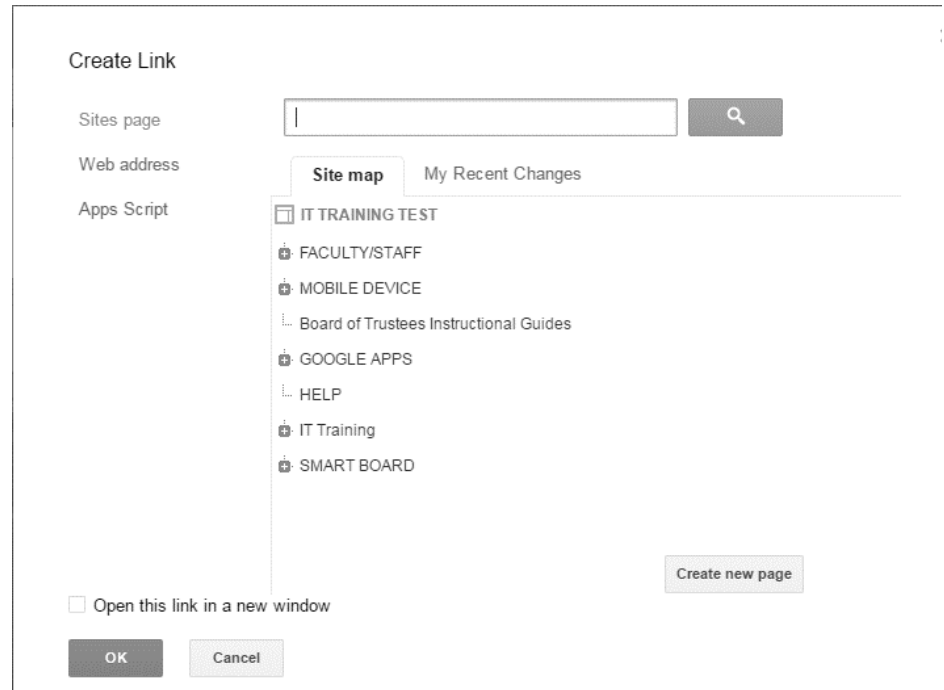


Figure 9

Adding a Table

1. Select **Table** from the top menu.
2. Mouse over **Insert Table** and choose a table size (**Figure 10**).
3. Drag the edges of each table cell to size it the way you would like.

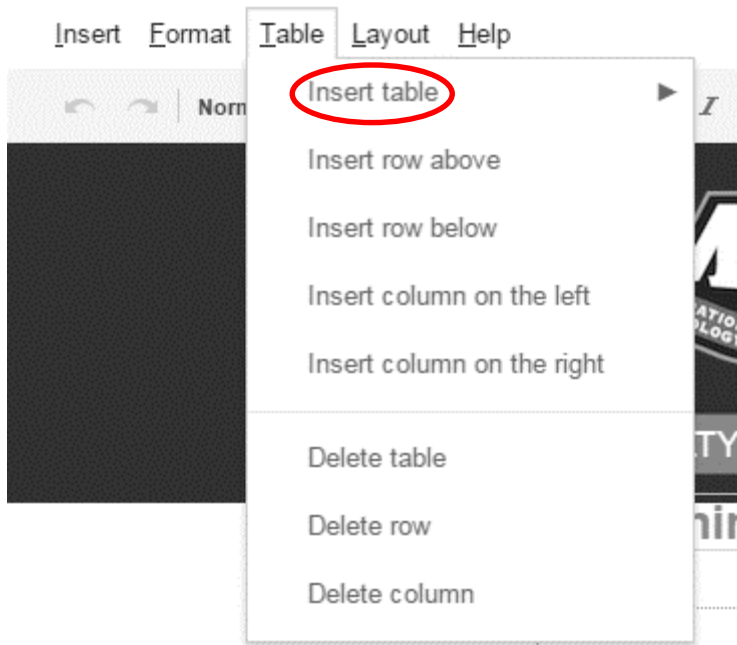
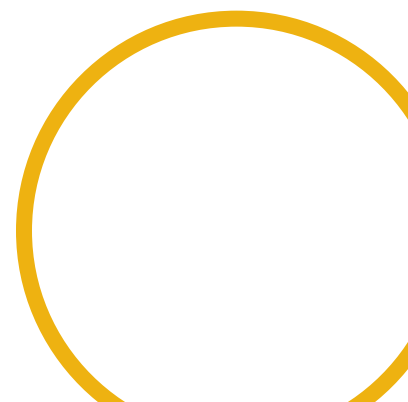


Figure 10



Attaching a File

1. Click the **Gear** icon in the top right corner of the page (**Figure 11**).
2. Choose **Manage Site**.
3. Select **Attachments** from the side list.
4. Press the **Upload** button (**Figure 12**).
5. Browse your computer's files and choose one to upload.
6. Once your file is uploaded, find it under **Attachments**, press **View**, and copy the URL of the page that comes up.
 - a. *Alternatively you could right click view and select **Copy Link Address**.*
7. You can now link text on your site to the URL that you have copied and it will allow users to view your attachment.

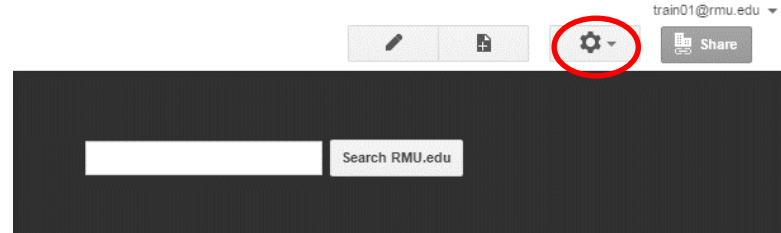


Figure 11

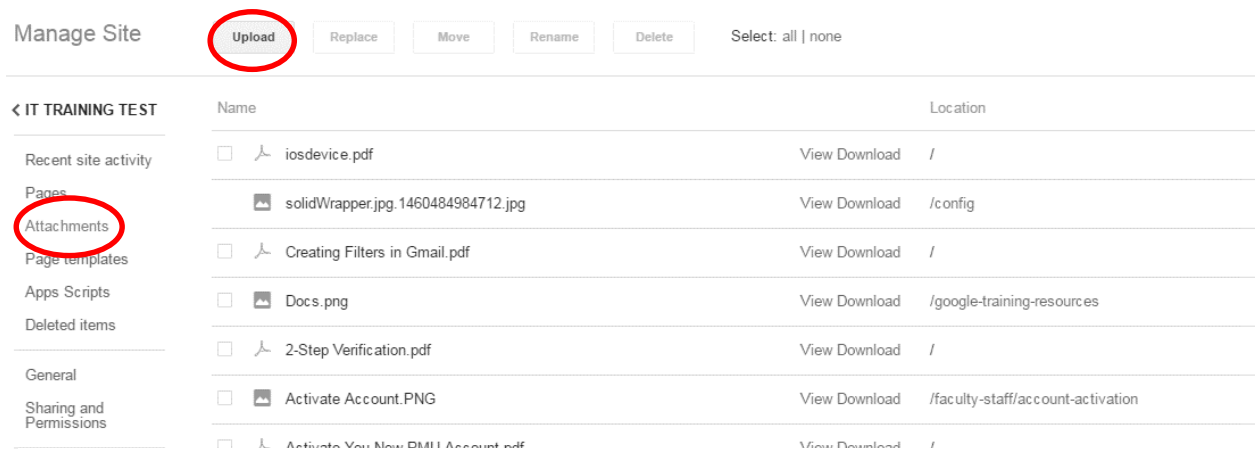


Figure 12

Changing your Site's Layout

1. Select **Layout** from the Top Menu (**Figure 13**).
2. Your Layout Options are:
 - a. One Column (Simple)
 - b. Two Column (Simple)
 - c. Three Column (Simple)
 - d. One Column
 - e. Two Column
 - f. Three Column
 - g. Left Sidebar
 - h. Right Sidebar
 - i. Left and Right Sidebars

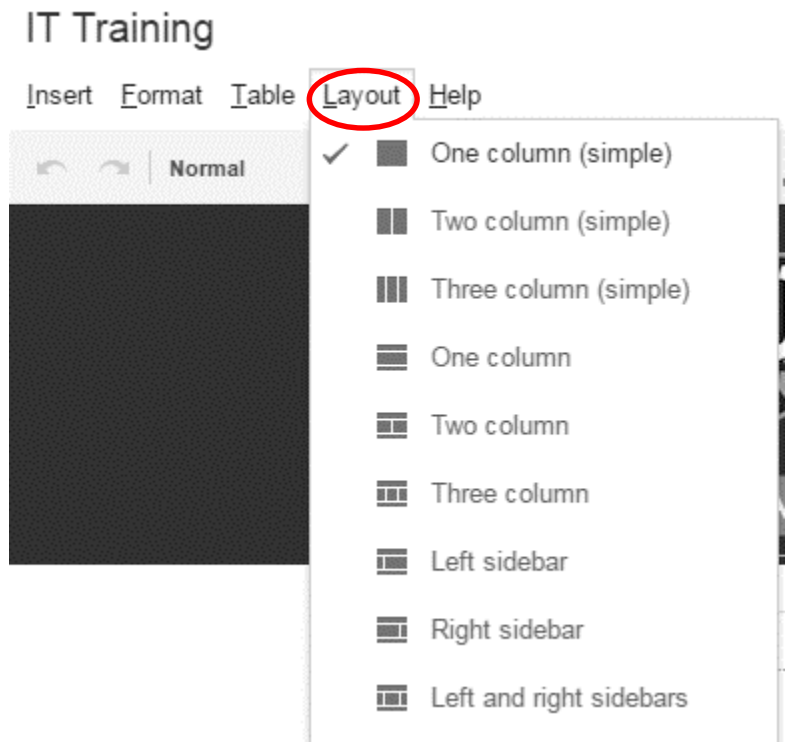


Figure 13

Creating a New Page

1. Press the **Create a New Page** button in the upper right corner (**Figure 14**).
2. Chose a name for your page and enter it in the **Name your page** field (**Figure 15**).
 - a. *This name will be used to identify your page under Manage Site and in the Nav Bar.*
3. Choose a location for your page:
 - a. Top level
 - i. *Page will not be categorized under any set of pages in the site hierarchy.*
 - b. Choose a different location
 - i. *You may want your page categorized under another page to better organize your site.*
4. Press **Create** to add the new page to your site (**Figure 15**).

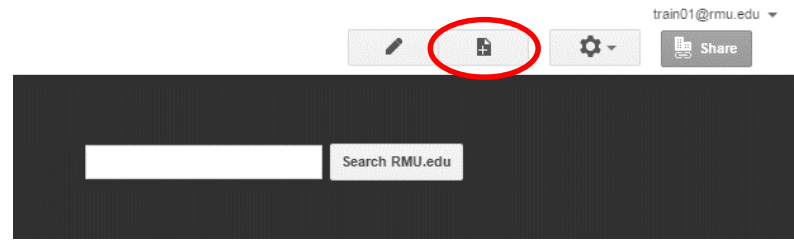


Figure 14

Figure 15