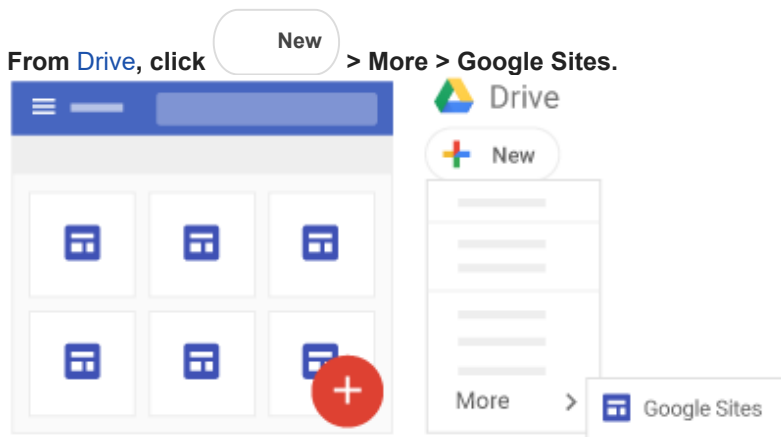


Sites Cheat Sheet

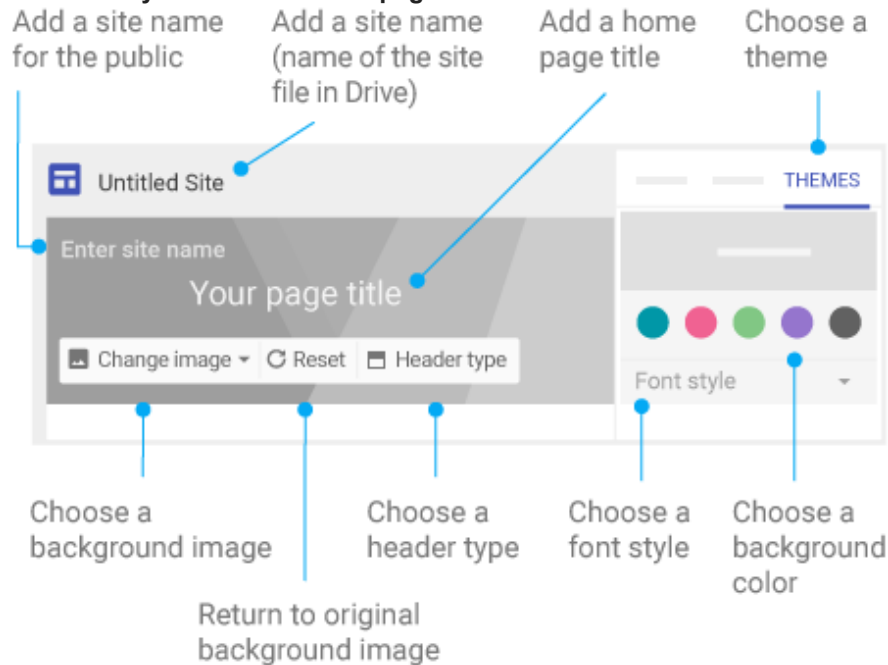
Build internal project hubs, team sites, and public-facing websites.

1



2

Customize your site and home page.



Add pages and navigation.

The screenshot shows two panels. The left panel has a gear icon and a text input field labeled "Enter site name". Below it is a "Navigation mode" dropdown menu with two options: "Top navigation" (selected) and "Side navigation". The right panel is titled "PAGES" and shows a list of pages with a home icon at the top. A blue box highlights a page in the list, and a hand icon indicates it can be dragged. Below the list is a circular button with a plus sign. A context menu is open over the plus button, listing the following actions: "Make homepage", "Duplicate page", "Properties", "Add subpage", "Hide from navigation", and "Delete".

Choose your site navigation location and add page links

Drag pages up and down to re-order, or on top of another page to nest

Add a page or link

- Make homepage
- Duplicate page
- Properties
- Add subpage
- Hide from navigation
- Delete

Add content to pages.

The screenshot shows a "INSERT" panel with two sections. The top section contains "Text box", "Images", "Embed", and "From Drive" options. The bottom section contains a list of content types: buttons, a horizontal divider line, YouTube videos, calendars, and maps; documents, spreadsheets, forms, and charts. A circular menu is overlaid on the page, showing "Images", "Embed", "Text", "Upload", and "From Drive" options. A blue dot on the page indicates where to double-click to add content.

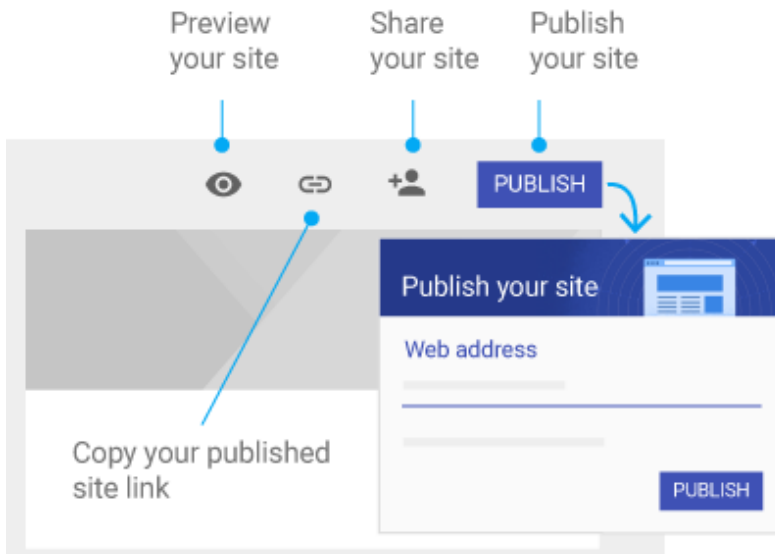
Add text, images, URLs, or Drive files

Add buttons, a (horizontal) divider line, YouTube videos, calendars, and maps

Add documents, spreadsheets, forms, or charts

Double click on the page to add content

Share, preview, or publish your site.



Share	Share your site with your team to collaborate.
Preview	See how your site will look on any device once it's live.
Copy link	Copy published site link.
Publish	Set your site's complete URL and who can see the site, then make it live.