



+ One-Touch Automation, Inc.

Westfield, IN

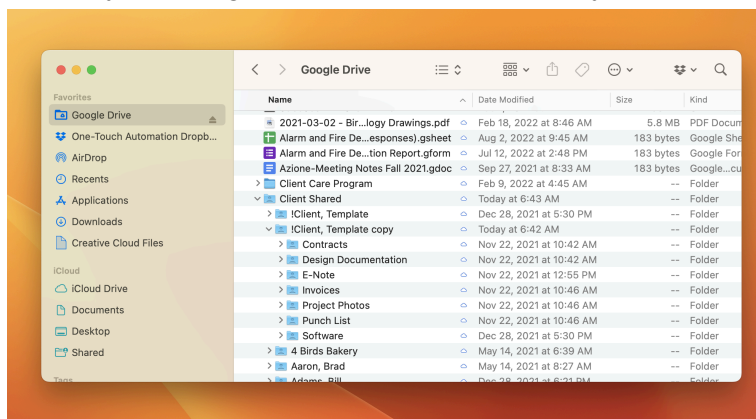
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Google Site Creation

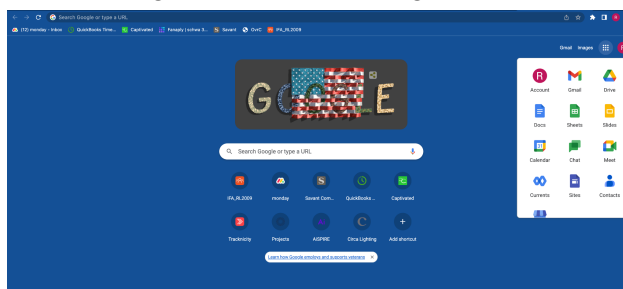
1. Access your Google Drive Folder from within your Desktop.



2. Click on to expand the “Client Shared” Folder
3. Right Click on the “!Client, Template” file and press “Duplicate”
4. When you do this, you will get a message the the Google Site can only be duplicated from the Web version of Google Drive - acknowledge this but ignore it until later.
5. Now, rename the file. (Clients Last Name, Clients First name)

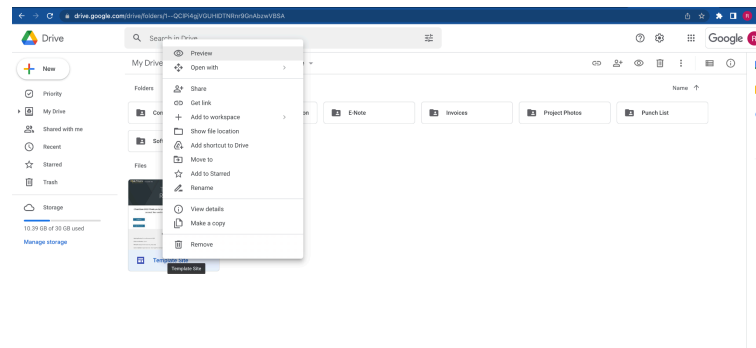
The remaining steps will all take place in Google Drive Web edition.

6. Open Chrome Browser
7. Click on Google apps on upper right hand corner.



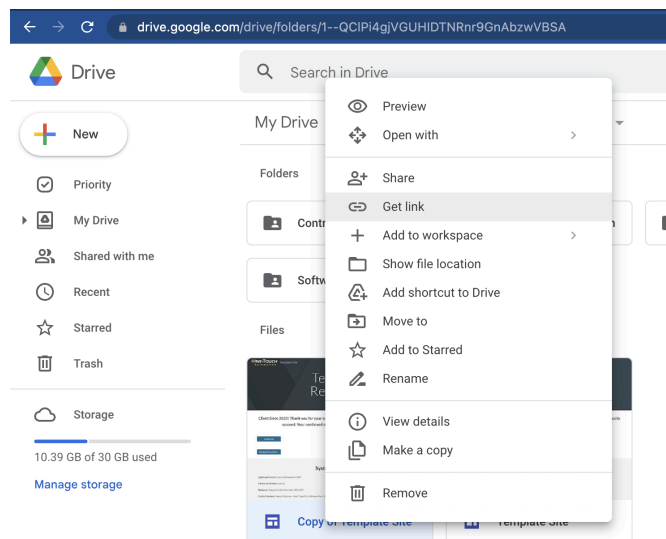
8. Click on Drive Icon
9. Click on “Client Shared” Folder
10. Open “!Client, Template” Folder

11. Right click on “Template Site”



12. Click on “Make a Copy”

13. Now hover over the new copy and “right click” and select move.



14. Move the Copied Site to the new clients shared folder

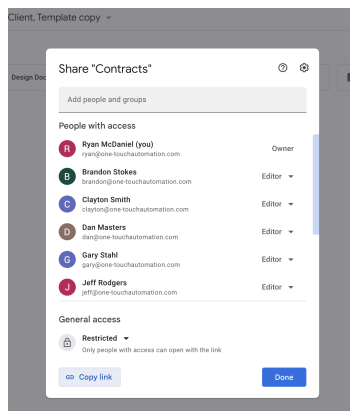
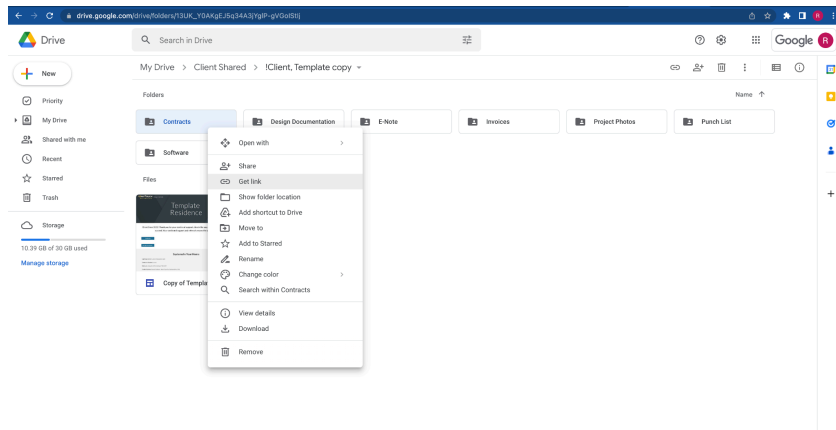
15. Now navigate to the new clients folder.

16. From their folder, double click on the site and you can start editing.

Steps to Edit on Google Site

1. Change name in upper left corner currently labeled Template Site to Clients Last Name Site. This will become part of the website address to access the site later.
2. Next, Where it currently says Template Residence, Change to Clients Last Name Residence
3. Hover over the current background image and click on Change Image. Upload a picture of clients house or prints as the new background image
4. Next Section: Modify Client Since 2022! To accurate year.
5. Next update the “Systems in your home” section.

6. You will now need to update all of the Quick Button Links
7. Click on Contracts and then the little Edit Pencil.
8. Edit the Link to the new clients Folder Link to that Button. You can get the link by opening the Shared Folder - Clients Folder, then right click on the Folder you want to link to and select “Get Link”: You will copy the link and paste it into the Button Link Field.



9. Modify each of the pre-defined buttons with accurate links to that clients folder.