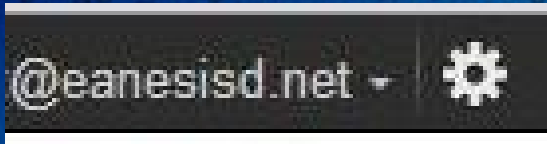


# Google Sites

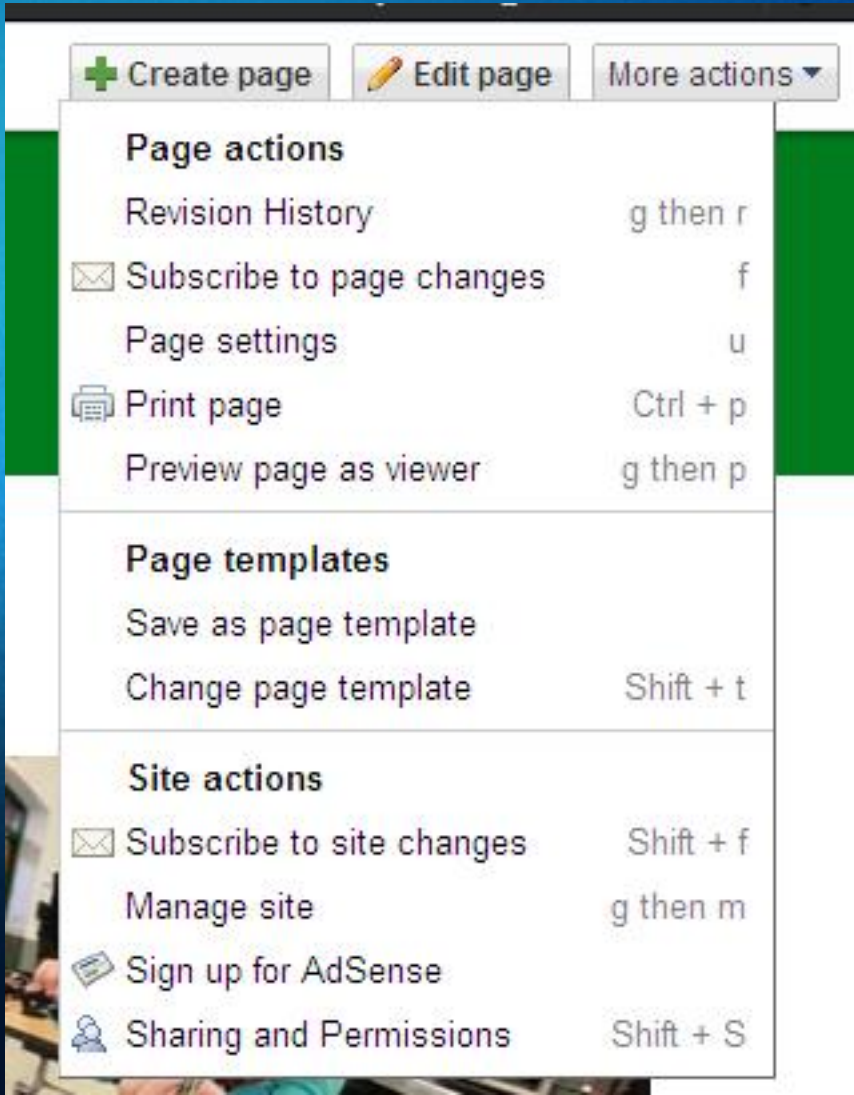
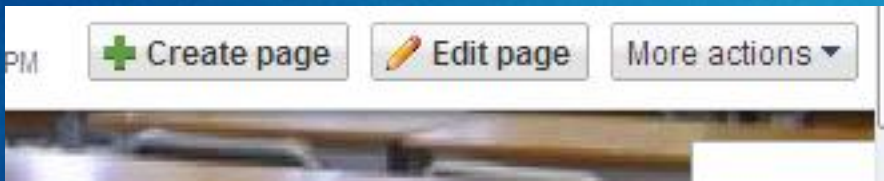
A Tutorial for Understanding and  
Editing the EISD Teacher's Site

## Getting to your Site:



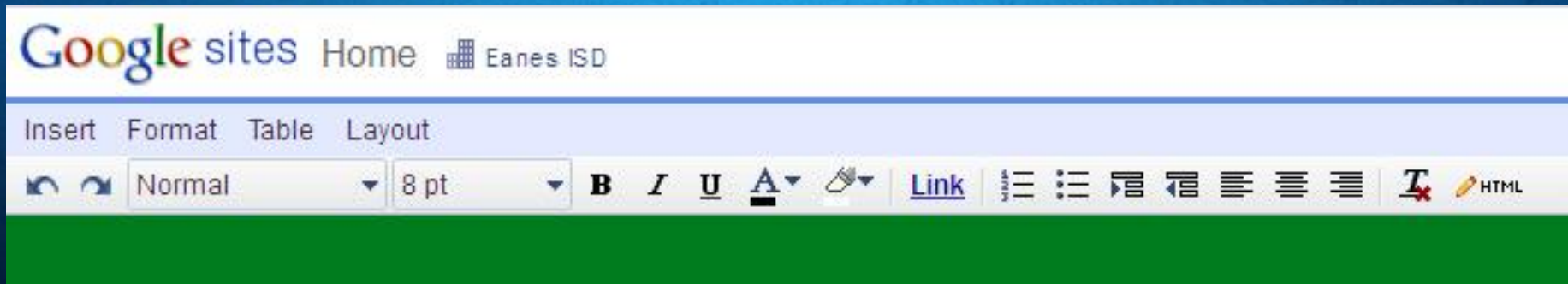


# Select your user setting

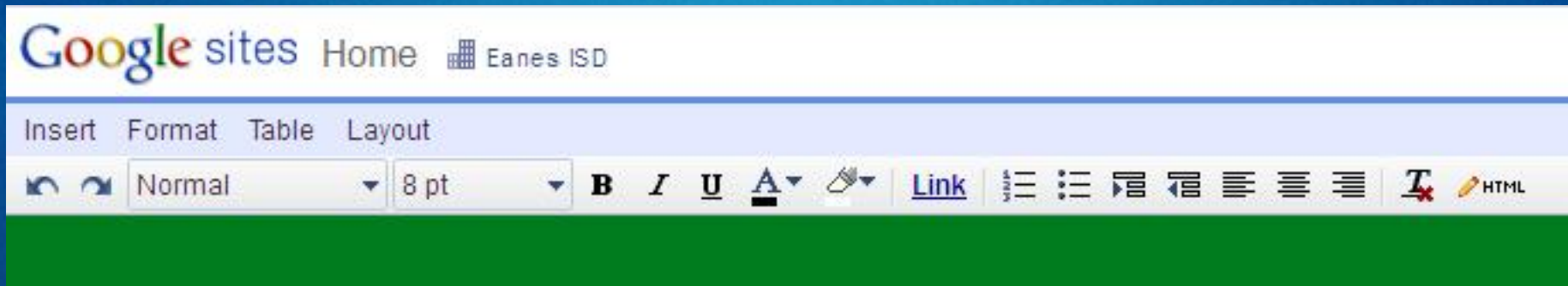


Use More Actions to access more general site information and settings

Select Edit make changes to the page you're viewing



When in Edit mode, you will see the edit menu toolbar

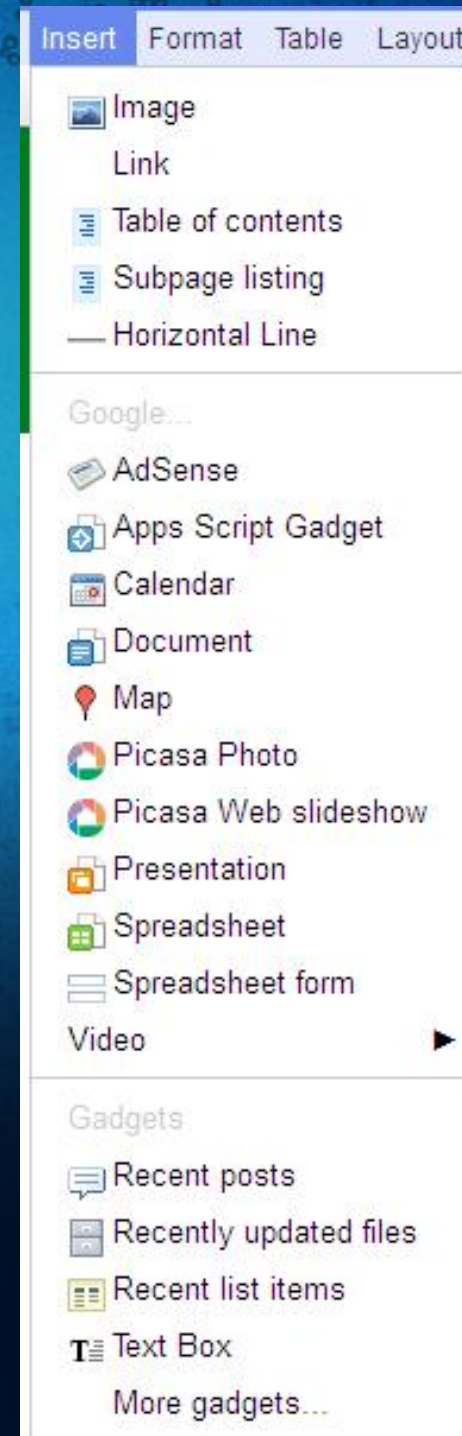


The Edit menu Toolbar has standard commands, such as: **Bold**, Underline, Insert Links, Alignment, **Text** *Color*, etc.





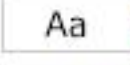




# Insert Menu


## Standard Options:

- **Insert Image** *can be uploaded or Insert from the Web*
- **Hyperlinks**
- **Google Products**
  - **Your Docs**
  - **Calendars**
  - **Pics-Picassa**
  - **Videos**



# Format & Tables

-  Clear Formatting
-  Heading (H2)
-  Sub-heading (H3)
-  Minor heading (H4)
-  Normal paragraph text
-  Strikethrough
-  Superscript
-  Subscript
- Code
- Blockquote Code
- Align 

- Insert table 
- Insert row above
- Insert row below
- Insert column on the left
- Insert column on the right

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- Delete table
- Delete row
- Delete column

# Navigation

[Edit sidebar](#)

- In the Navigation box, click edit
  - Each Navigation box edits different areas of the sidebar

In these areas, always **remember to save**



A screenshot of the Moodle 'Edit sidebar' interface. The left sidebar contains a menu with categories: 'Site content' (Recent site activity, Pages, Attachments, Page templates, Apps Scripts, Deleted items), 'Site settings' (General, Sharing and Permissions), 'Site appearance' (Site layout, Colors and Fonts, Themes), and 'Site layout' (highlighted). The main area shows 'Customize your site layout' with options for 'Change site layout' and 'Configure search'. Below this are sections for 'Header' (Height: 110 pixels, Alignment: Standard, Theme Default), 'Sidebar' (Width: 215 pixels), and 'Page Content'. The 'Sidebar' section contains three 'Navigation' boxes and one 'Text' box, each with 'edit' and 'delete' links. A white arrow points from the 'Site layout' menu item to the 'Configure Navigation' dialog box.

A screenshot of the 'Configure Navigation' dialog box. It has a title bar with a close button. The 'Title' field contains 'Consideration:' and the 'Display title' checkbox is checked. There is an unchecked checkbox for 'Automatically organize my navigation'. Below this is a section titled 'Select pages to show' with a list of pages: 'Class Announcements', 'Class Calendar', 'Useful Links', and 'Forms and Docs'. To the right of the list are up, down, left, and right arrow buttons, and a close button. At the bottom, there are 'Add page' and 'Add URL' links. Below these are checkboxes for 'Include a link to:' with options for 'Sitemap' and 'Recent site activity'. At the very bottom are 'OK' and 'Cancel' buttons.