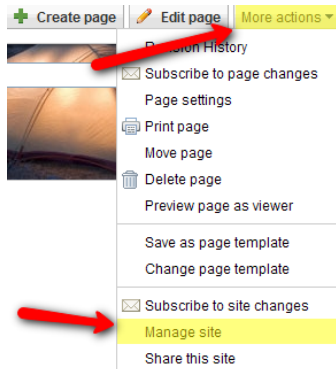
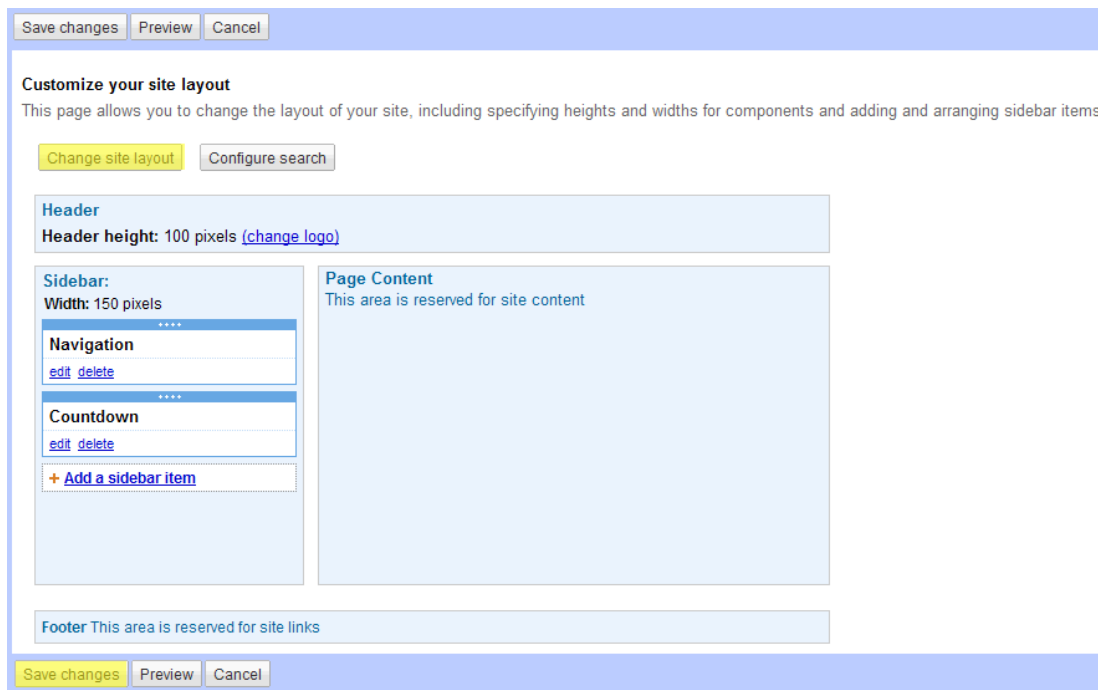


How to Adjust the Layout of a Google Site

- 1.) On the start page of your site, click on the **more actions** tab on the top right hand corner of the page. Then go ahead and click on the **manage site link**.



- 2.) Under the **Site Appearance** header on the left hand side click on **site layout**. Site layout will allow you to change the layout of your site. How big your headers, side bars and content area are. You can also add in logos, and other gadgets that can aid you in the development of your site.



- 3.) Now if you click on the Change site Layout link, you will have the option to change the size of your, Site, Header and Sidebar. You may have to play with these settings to a result your happy with. The more you play with the settings, you will have an idea of what does what, and how it will look. Google will also allow you to preview the settings that you changed.

Change site layout

Site width:

Use theme default value

Examples: 800px or 100%.

Header height:

No header

Use theme default value

Use logo size

100 pixels

Sidebar:

No sidebar

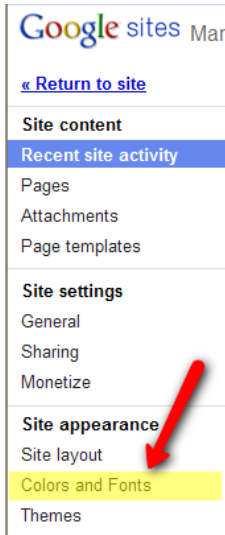
on the left

on the right

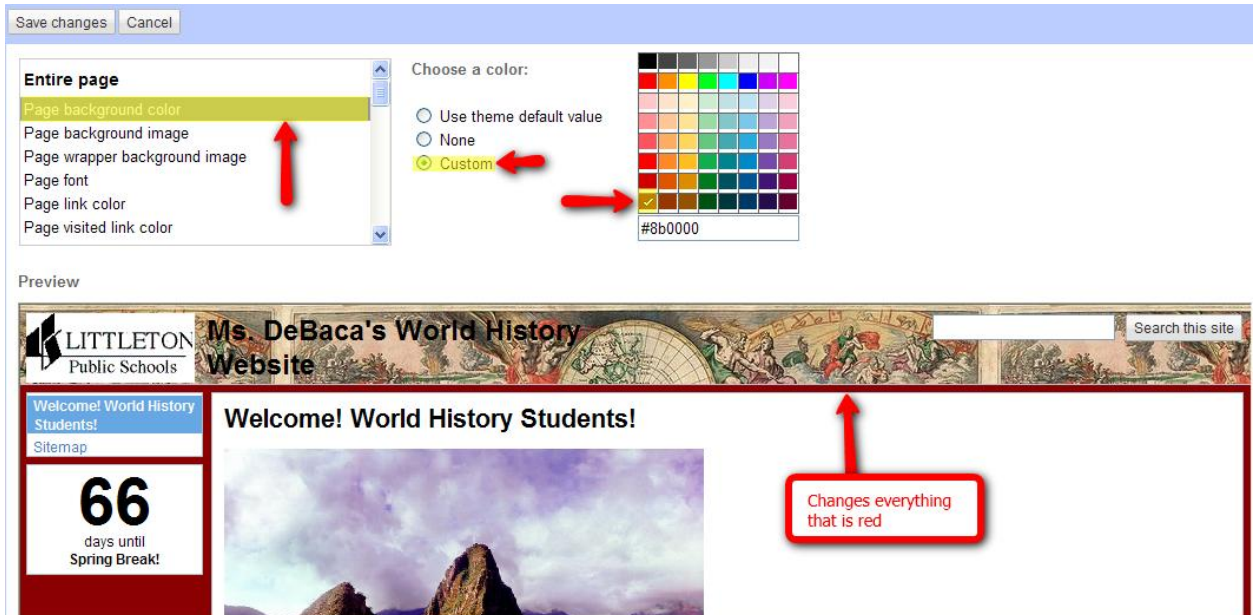
Width: pixels

OK Cancel

- 4.) Changing Fonts and colors are going to be more challenging, but the good thing is you always have the option to fix and edit everything. Remember! Nothing is permanent, so if you make a mistake and you don't like the end result you can always change it. It's best to play around and see what works and doesn't. So while in the manage site page, click on the **Colors and Fonts** link on the lower left hand side.

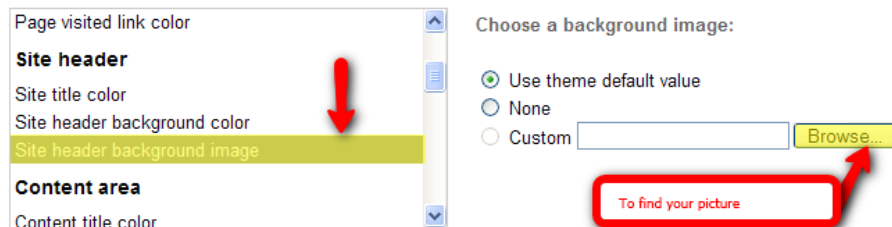


- 5.) Once you are in **Colors and Fonts** you will see that a copy of your website comes up as well as a list of different headings. As you change headings, automatic changes will also occur to your website, that you can see. For example click on **Page Background Color**, then click **Custom** then choose any color.

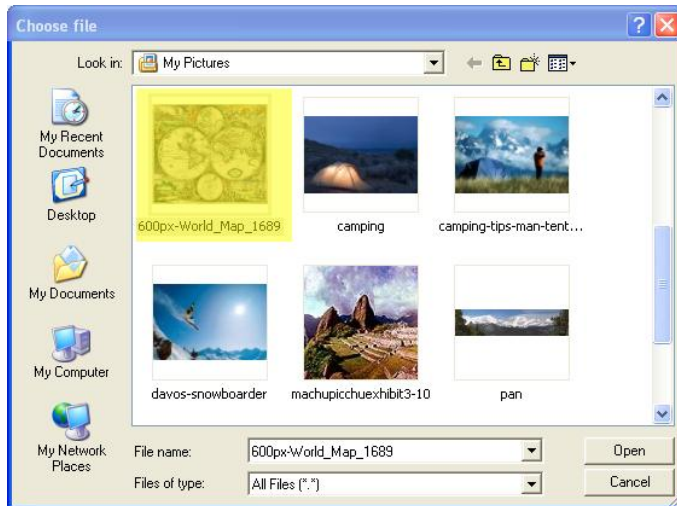


Now the best thing to do is click on the link and see what it changes, I would stick with a color theme, and only a few different colors, you don't want to go crazy with thirty different colors, on different sections, unless that's something that you are personally going for, just remember other people are going to see this and its needs to make sense to them also.

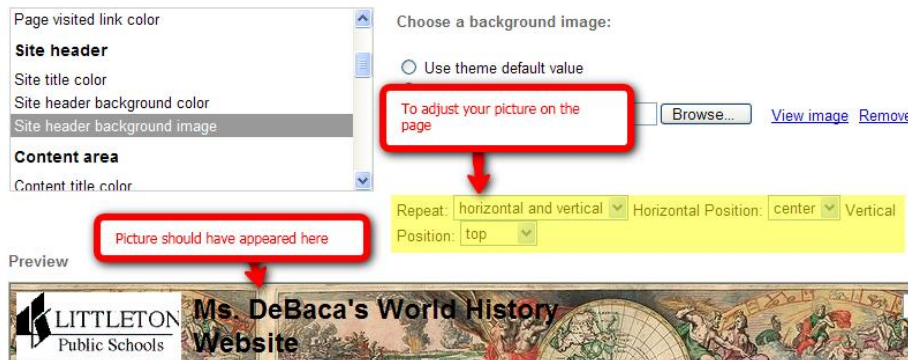
- 6.) Now if you want to add a picture as a background to your site you can also do that. First find a picture either off your computer or off the net. You can add a picture to any of the headings that say **Background Image**. For example if you want to add a background image to your header, find the **Site Header Background Image** link, then click **browse**.



- 7.) Once you click **Browse**, look through your picture files to find the picture you want to add, if you did find one off the net, be sure to right click and save it to your PC.



- 8.) The picture should have appeared on the preview of your website. You may need to adjust the size and position of your picture, this is somewhat limited so I would work with what you have to adjust it. This is going to be the same process that you have for all your background images.



- 9.) Once you are happy with the way your page is set up **REMEMBER TO SAVE!** If you don't all your hard work will be lost. So click the **Save Changes** button at the top of the page.

