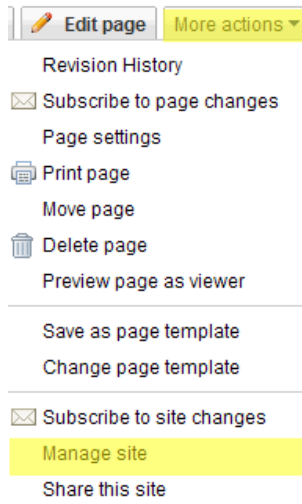


How to Embed Links on the Sidebar using Google Sites

Embedding links into your sidebar can be a useful tool. You can embed to sites that you think are important and that have significance to your site. Embedding into a sidebar allows easy access to these sites and it is also easy to navigate.

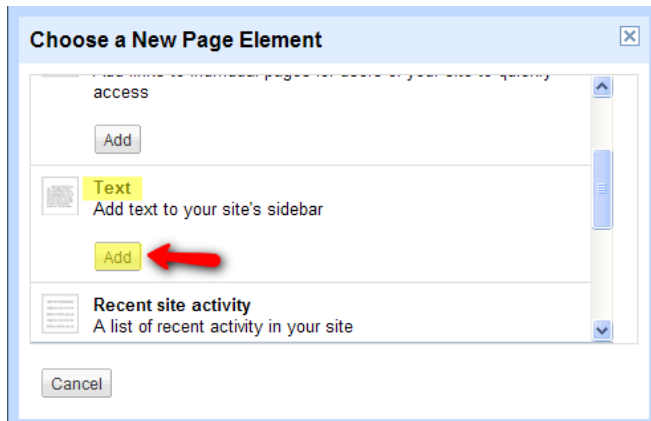
- 1.) Log on to Google sites and stay on your main page. Then on the top right hand corner click on **More Actions** button. Then go down and click on the **Manage Site** link.



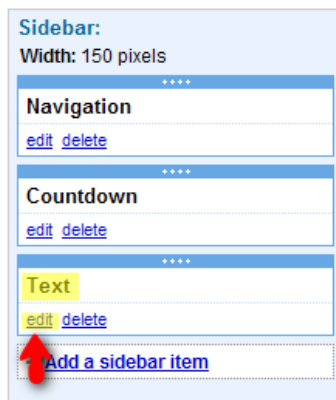
- 2.) Within the Manage Site page, on the left hand side go down to the bottom to Site Appearance and click on **Site Layout**, then we will want to add a sidebar item and click on **Add a Sidebar Item**.



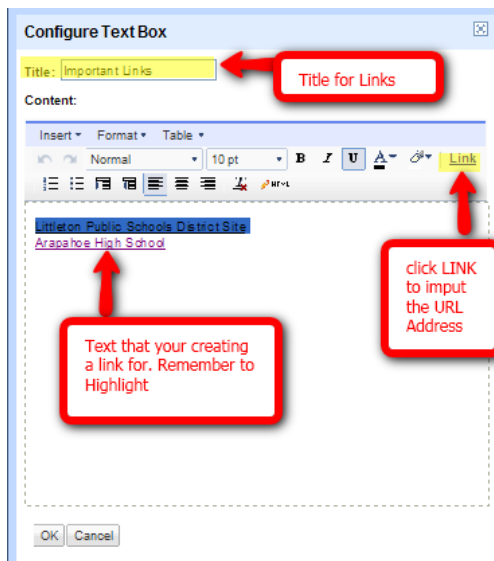
- 3.) Another window will pop up called **Choose another page element**, Scroll down until you find **Text** then click **Add**.



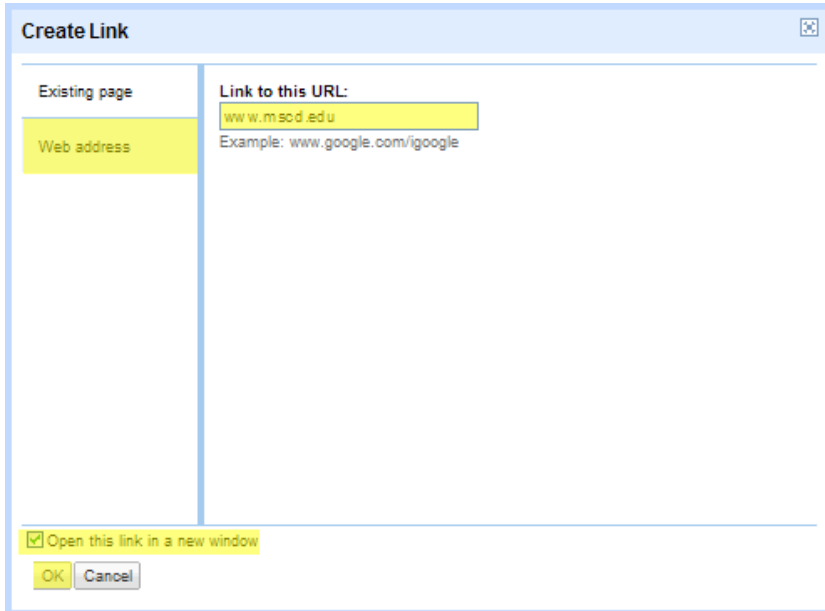
- 4.) As soon as you do that the Text box will appear on your preview window, to add text or links to the box click on **Edit**.



- 5.) Another window will pop up to add texts, since we are doing this box for links, I would add a title that has something to do with links. Now in the window where you can enter text, go ahead and type the name of the site that you are creating a link for, then highlight the text, then click the **Link Button**.



- 6.) Now another window will pop up, you can either create a link to another section of your page, or to an external page. We will be creating a link to an external page. On the left hand side click the **Web Address Tab**, then on the right hand side a text box will pop up, copy and paste the URL from the page you are creating the link to. Then decide if you want this link to open another window then click **OK**.



Create Link

Existing page

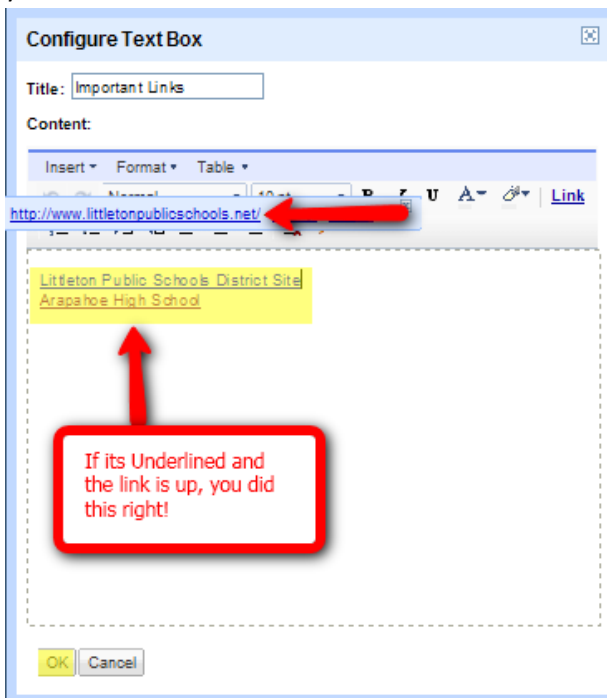
Web address

Link to this URL:
www.msod.edu
Example: www.google.com/google

Open this link in a new window

OK Cancel

- 7.) Now you will notice that your text changed color and is underlined, if you place your cursor over the text, the link will appear. If this doesn't happen repeat steps 5 and 6. When you are done click **Ok** at the bottom of the screen. Remember to check your links every 6 months to a year, sometimes links break or pages go inactive. Upkeep on your site is just as important as building your site.



Configure Text Box

Title: Important Links

Content:

Insert Format Table

Normal Bold Italic Underline Link

http://www.littletonpublicschools.net/

Littleton Public Schools District Site
Arapahoe High School

If its Underlined and the link is up, you did this right!

OK Cancel

8.) Now when you are done adding all the links that you want, go ahead and click the **Save Changes** button at the top of the page. This will save all the changes you made in the manage my site page. Then to go back to your site click the **Return to Site** link on the top left hand side.

