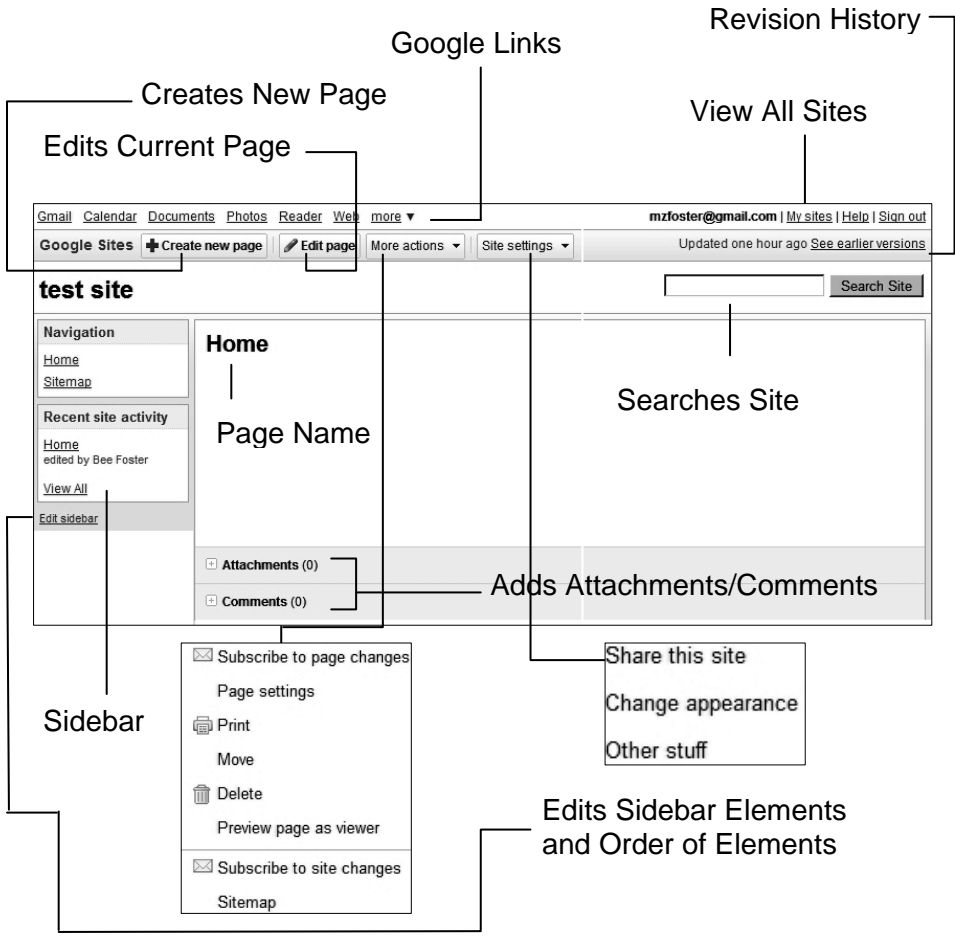
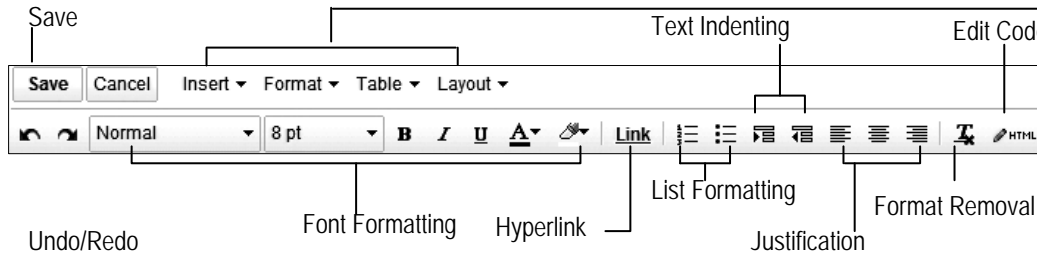


# Quick Overview Card

The Home Screen	General How-To
 <p>Annotations for Home Screen:</p> <ul style="list-style-type: none"> <li>Creates New Page</li> <li>Edits Current Page</li> <li>Google Links</li> <li>Revision History</li> <li>View All Sites</li> <li>Searches Site</li> <li>Page Name</li> <li>Adds Attachments/Comments</li> <li>Share this site</li> <li>Change appearance</li> <li>Other stuff</li> <li>Edits Sidebar Elements and Order of Elements</li> <li>Attachments (0)</li> <li>Comments (0)</li> <li>Subscribe to page changes</li> <li>Page settings</li> <li>Print</li> <li>Move</li> <li>Delete</li> <li>Preview page as viewer</li> <li>Subscribe to site changes</li> <li>Sitemap</li> <li>Navigation: Home, Sitemap</li> <li>Recent site activity: Home edited by Bee Foster, View All</li> <li>Edit sidebar</li> <li>Sidebars</li> </ul>	<h3>Site Creation</h3> <ol style="list-style-type: none"> <li>1. Login at: <a href="http://sites.google.com">http://sites.google.com</a></li> <li>2. Click "Create new site"</li> <li>3. Fill out form</li> <li>4. Click "Create Site"</li> </ol> <h3>Site Sharing</h3> <ol style="list-style-type: none"> <li>1. Choose "Site settings"</li> <li>2. Click "Share this site"</li> <li>3. Choose "owner" (site control), "collaborator" (editor), or "viewer" (view only)</li> <li>4. Insert Email addresses</li> <li>5. Click :</li> <li>6. Send Invitation</li> </ol> <h3>Change Site Appearance</h3> <ol style="list-style-type: none"> <li>1. Choose "Site settings"</li> <li>2. Click "Change Appearance"</li> <li>3. Choose "Site Elements" (changes site layout), "Colors and Fonts" (change elements one at a time) or "Themes" (pre-defined templates)</li> <li>4. Make changes</li> <li>5. Click "Save changes"</li> <li>6. Click "Return to site"</li> </ol>
<h2>Standard Page Editing Toolbar</h2>	
 <p>Annotations for Standard Page Editing Toolbar:</p> <ul style="list-style-type: none"> <li>Save</li> <li>Cancel</li> <li>Insert</li> <li>Format</li> <li>Table</li> <li>Layout</li> <li>Undo/Redo</li> <li>Font Formatting</li> <li>Hyperlink</li> <li>List Formatting</li> <li>Justification</li> <li>Format Removal</li> <li>Edit Code</li> </ul>	<h3>Insert Menu</h3> <ul style="list-style-type: none"> <li>Image</li> <li>Link</li> <li>Table of contents</li> <li>Horizontal Line</li> <li>Google...</li> <li>Calendar</li> <li>Document</li> <li>Picasa Web slideshow</li> <li>Presentation</li> <li>Spreadsheet</li> <li>Spreadsheet form</li> <li>Video</li> <li>Gadgets</li> <li>Recent posts</li> <li>Recently updated files</li> <li>Recent list items</li> <li>Text Box</li> </ul> <h3>Layout Menu</h3> <ul style="list-style-type: none"> <li>One-column</li> <li>Two-column</li> </ul>
<h3>Format Menu</h3> <ul style="list-style-type: none"> <li>Clear Formatting</li> <li>Heading (H2)</li> <li>Sub-heading (H3)</li> <li>Minor heading (H4)</li> <li>Normal paragraph text</li> <li>Strikethrough</li> <li>Superscript</li> <li>Subscript</li> <li>Align</li> </ul>	<h3>Table Menu</h3> <ul style="list-style-type: none"> <li>Insert table</li> <li>Insert row up</li> <li>Insert row down</li> <li>Insert column on the left</li> <li>Insert column on the right</li> <li>Delete table</li> <li>Delete row</li> <li>Delete column</li> </ul>

## Creating New Pages

1. Click : **+ Create new page**

2. Insert page name

3. Choose page type

4. Choose page location

5. Click "Create Page"

## Page Types

- Standard single column webpage
- Two column webpage with room to insert four widgets.
- Discussion Board/ Blog-like webpage
- Standard Single Column Webpage with ability to add an annotated list of downloadable files
- With ability to add a custom list or use a list template (actions, issues, status)

## Embedding Google Products

1. Choose "Insert" from page editing toolbar

2. Select Google Product

- Calendar
- Document
- Picasa Web slideshow
- Presentation
- Spreadsheet
- Spreadsheet form

3. Select document or input URL of item to embed

4. Choose desired Size

5. Check/Uncheck other desired options

6. Click "Save"

## Using Colors and Fonts Editor

1. Select item(s) to change

2. Pick color or type in a six digit hex code

3. Save Changes

Preview area

## Embedding Gadgets

1. Choose "Insert" from page editing toolbar

2. Select "More"

3. Choose from list, add by URL, or search

4. Choose desired size

5. Click "OK"

## Using Repeating Images

Repeat:  Horizontal Position:  Vertical Position:

1. Select repeat type  
(none, horizontal and vertical, horizontal only, vertical only)

2. Choose Horizontal Position  
(left, center, right)

3. Choose Vertical Position  
(top, middle, bottom)