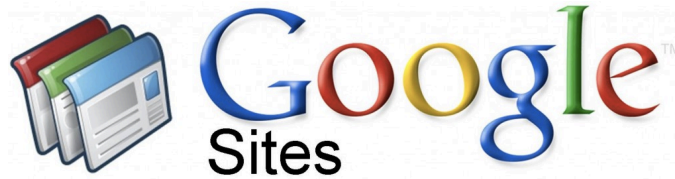


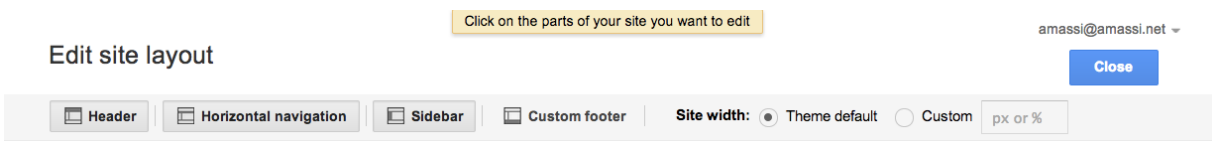
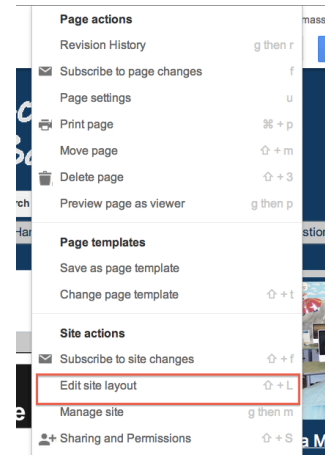
Customizing



In this session we will take a look at the tools in Google Sites that allow for unique customizations. We will look at the **Site Layout Tool** and the **Color and Fonts Tools**. You can view the presentation at <http://bit.ly/19GHcsQ>

Edit Site Layout

1. Use the **More** button then **Edit site layout** (or the keyboard shortcut **Shift+L**)
2. The four large buttons at the top of the site layout editor (Header, Horizontal Navigation, Sidebar and Custom Footer) allow you to enable or disable (display or hide) that part of the site: clicking these buttons will make that part of the site appear or disappear, clicking those buttons will not open the editor for those site sections: you need to click on the area of the site layout you wish to edit. When you finish making any site layout edits use the blue **Close** button to return to your site.

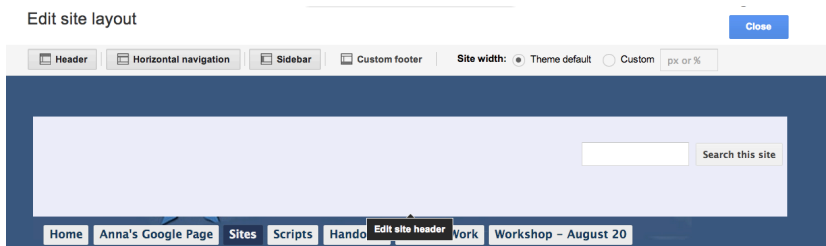


Edit Site Width

1. Next to the four large buttons (Header, Horizontal Navigation, Sidebar and Custom Footer) you will find **Site width**
2. Choose either the **Theme default** or **Custom**
3. If you choose Custom enter a value in the custom box of pixels or a percentage and follow the number with either **px** or **%** and use the **Enter** key on your keyboard to apply the new width. A percentage width will make your site expand or contract to the viewers browser width, filling the browser window, whereas a pixel width will make the site the same size on all browsers.

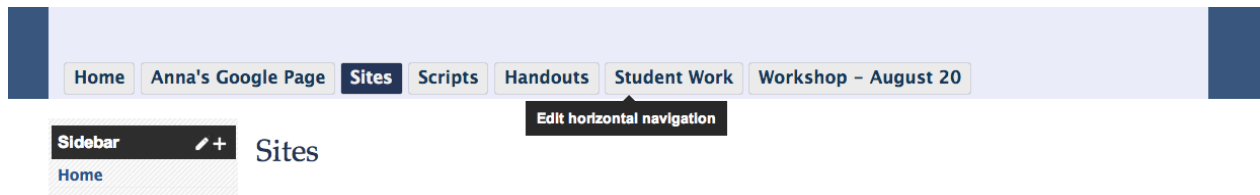
Edit Site Header

1. Hover your mouse over your header and the header should become highlighted a light blue color and a black tag that says **Edit site header** will appear.



2. Click anywhere on the highlighted header area and the **Configure site header** dialogue box will appear.
3. In **Configure site header** you can choose to alter:
 - **Height** - use theme default value, use logo size or set your own height in pixels;
 - **Alignment**
 - **Vertical** either theme default, top middle or bottom;
 - **Horizontal** standard (either left if you use a left-to-right language or right if you use a right-to-left language) or center;
 - **Select logo** - No logo, Domain Default (if you use Google Apps) or you can upload a Custom Logo in the Attach file section.
4. When you finish editing your site header use the **OK** button to return to the site layout editor and your changes will appear immediately.

Edit Horizontal Navigation



1. Use the **More** button then **Edit site layout** (or the keyboard shortcut **Shift+L**)
2. Hover your mouse over your horizontal navigation and the horizontal navigation should become highlighted a light blue color and a black tag that says **Edit horizontal navigation** will appear.
3. Click anywhere on the highlighted horizontal navigation area and the **Configure navigation** dialogue box will appear.
4. When you finish editing your horizontal navigation use the **OK** button to return to the site layout editor and your changes will appear immediately.

Edit Sidebar width and position

1. Above your sidebar, a black box will appear with **Sidebar** written in and a **Edit** button (looks like a pencil) and an **Add** button (looks like a plus symbol).
2. Use the **Edit** button to open the **Edit sidebar** dialogue box.



- In **Edit sidebar** you can choose to alter:
 - Display** - place your sidebar either on the **left** or on the **right**
 - Width** - enter a value in pixels
- When you finish editing your sidebar use the **OK** button to return to the site layout editor and your changes will appear immediately.

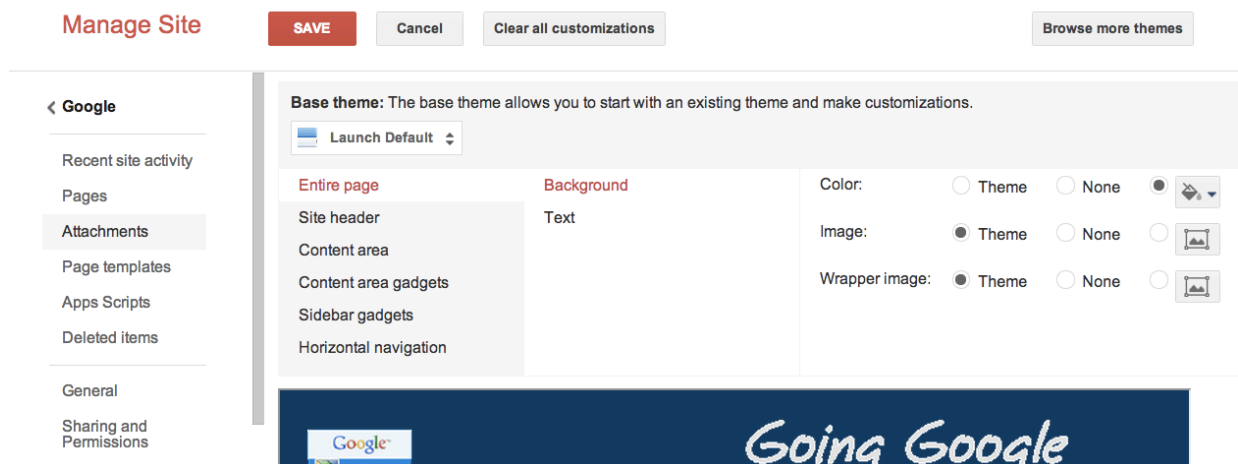
Edit Sidebar Items: Vertical Navigation; +1 button; Text boxes; Countdowns; or AdSense

- Hover your mouse over the sidebar item and it should become highlighted a light blue color and a black tag that says **Edit sidebar item** will appear
- Click on the sidebar item you wish to edit and its dialogue box will appear.
- When you finish editing your sidebar item use the **OK** button to return to the site layout editor and your changes will appear immediately.

Edit your Custom Footer

- Hover your mouse over your custom footer and the custom footer should become highlighted a light blue color and a black tag that says **Edit custom footer**.
- Click anywhere on the highlighted custom footer area and the **Edit site footer** dialogue box will appear.

Site colors and fonts



- Select **Manage site** from the **More** drop-down menu.
- Select **Themes, Colors, and Fonts** from the left sidebar.
- In the scrolling box, choose what aspect of your site you would like to modify. For most options, you can choose to **use the default** for your site's theme, **to turn the option off**, or to **choose a custom value**. For images, you can choose a custom image. For text, you will usually be able to choose from a set of colors or enter in your own six-character color code. Changes you make



will be reflected in the **Preview** area within moments. Some of the areas you can customize include:

- **Entire page:** These options will set the default for your site, though you can override much of this formatting by selecting specific fonts, colors or images in other sections or by formatting on a specific page.
- **Site header:** If you have not turned off your header, these options control content in the area that appears at the top of each page.
- **Content area:** These options control the main page area, where the majority of your content will be. You can override this formatting by making changes on individual pages.
- **Content area gadgets:** These items will format gadgets that you place in the main area of your pages, such as text boxes or slideshows.
- **Sidebar gadgets:** If you have not turned off your sidebar, these items will format the gadgets the you place in your sidebar.
- **Horizontal navigation:** If you have chosen to include a horizontal navigation bar, these options will format your horizontal menus.

Jump Right In

It often takes a lot of trial and error before you get the look you want. Don't be afraid to experiment, but if you are editing an existing site, make a copy of the site before you make any permanent change. **Customizations are not recorded as revisions** in the revision history. If you need to go back to the original theme, you will need to go back to each section you changed or select **Clear all customizations** to reset to theme.



Tips for using images and custom colors

- Start with good quality pictures
- Use a photo editing software to create and edit the size and colors of custom banners and page images.
- Background images for the site page - largest (2500 x 1600) and smaller (1600 x 1200)
- Header logo image - 800x150 is a good size

Find Hexcodes at - <http://www.colorpicker.com/>

