

## Assignment 14 Add Topics Using Layouts

In this assignment, you continue to build the Home page. You will add a website description and information about each topic. You may need your *Website Organizer* from Assignment 12.

Describe the purpose of the web site. What is it about?



Example Home page.

Each topic will have a web page. Describe what kids will be able to see or do when they visit. What are Topic One and Topic Two about?

### Open Fun Links Site

1. ▷ Open the Chrome web browser.
  - ▷ Sign into Google Drive.
  - ▷ Click the *Fun Links* document to open it in Google Sites.

### Add Website Description

2. ▷ Click *Insert*. Pick *Text box*.
  - ▷ Type a website description. For example, **This site has links to cool places for kids to visit on the Internet.**
  - ▷ Select the text. Format the text to **Bold** and **Italic**.
  - ▷ Change the alignment. Click **Align Left** and pick an option.



### Apply a Section Background

Hover at the left side of the text box. Click *Section background*.

- ▷ Pick an option from the list:



The *Emphasis* options are based on the theme you picked. To change it, click *Themes*.



## Use a Layout to Add the Topics

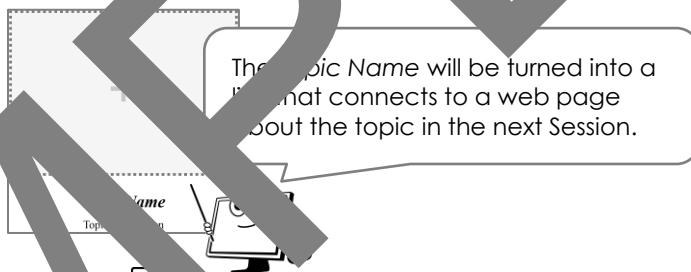
4. ▷ Click *Insert*. Pick a layout from the pane. It should have two blocks of information.



## Describe Topics

5. ▷ Click inside the first text box. Type **Topic Name**.

- ▷ Click the second text box. Type **topic description**.

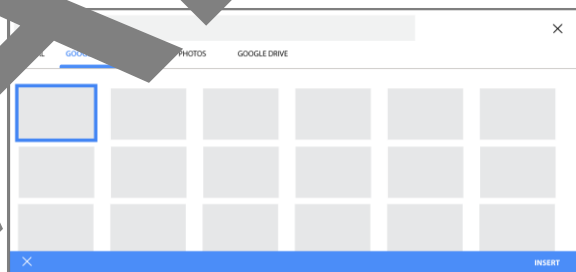


6. ▷ Click the image box. Pick *Select image*.

- ▷ Click *Google Image Search*.

- ▷ Type **topic name** in the search box. Click *Search*.

- ▷ From the results, click on a picture you like. Click *Insert*.



If the picture is too big, try these ideas:

- Click *Undo last action* and pick another one.
- Click *Uncrop* and then resize the image.
- Click *More* and select *Replace image*. Pick *Select image*.

7. ▷ Apply your skills to add information about Topic Two.

## Sign Out of Google Drive