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.

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 font to Bold or Italic.
   ▶ Change the alignment. Click Align Left and pick an option.

Apply a Section Background

3. ▶ 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 Search.

▶ Type topic name in the search box. Click Search.

▶ From the results click on a picture you like. Click Select.

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. Select Replace image. Pick Select image.

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

Sign Out of Google Drive