



Google Sites Edit Page

Introduction

When you edit a Google Sites web page, you have multiple options. Here are a few.

Layout

Click **Layout** in the edit bar to view options for formatting a page. The default is one column simple. Note that the layout is *in addition* to the header, sidebar (navigation), and footer that Google Sites already has.

To see how your page will display to viewers, click **More Actions** (top right) > **Preview page as viewer**.

Format Text

Format enables you assign various heading sizes to text and to align it. Highlight the text you wish to format first.

Insert Image

Click **Insert** > **Image**.

Click **Browse**, select your image, click **Open** and then **OK**.

Note: As of February, 2010, Google Sites does not have a way of adding alt text for an image. Alt text enables a screen reader to read a brief description for an image to a non-sighted person. Alt text on images is required for compliance under the American Disabilities Act.

To add alt text to your image

1. Edit your page and click the **HTML** icon in the edit bar.
2. While holding down the **Control Key**, press **F**.
3. In the search box, type `img`. This will bring you to the code for your [first] embedded image.
4. After the `img` tag, hit the space bar once, then type `alt="label for your image"`.
5. Hit the space bar again.
6. Click **Update** and **Save** your page.

Insert Video

To insert a video from Google Video or YouTube

1. Edit your page and click **Insert** in the edit bar.
2. Select **Video** and then either **Google Video** or **YouTube**.
3. Paste the video URL into the box and decide whether you wish to have a border and a title.
4. Click **Save**.

Insert a Google Document, Presentation, Spreadsheet, or Form

If you have created a file or form in Google Documents, it is possible to embed that file or form in a Google Site web page.

1. Edit your page and click **Insert** in the edit bar.
2. Select the type of Google Doc you wish to insert.
3. In the **Insert** box, highlight and select the file and click **Select**.
4. Decide whether you want a border, title, and whether you want to set width and height.
5. Click **Save** and save your page.

Insert Picasa Slideshow

If you have a Picasa Web photo album, it is possible to embed a slideshow in a Google Site web page.

1. Edit your page and click **Insert** in the edit bar.
2. Select **Picasa Web Slideshow**.
3. Paste the URL to your slideshow.
4. Select options for slideshow size, show captions, auto or manual play, and whether to display a border and title.
5. Click **Save** and save your page.

View Google Site Web Page Revisions

To view previous versions of your page, click **More Actions** (upper right) > **Revision History**.

You can view different versions, compare two versions, and revert to a previous version.