



# Google Sites Horizontal Navigation Bar

## Introduction

The default for a Google Site is for the navigation bar to be on the left. It is also possible to set it on the right. This handout explains how to set it to be horizontal as well as to add links and customize the look and fee.

## To set horizontal navigation

1. Click More actions > Manage site. (Upper right)
2. Site layout > Change site layout.
3. Check Horizontal navigation bar and uncheck Sidebar.
4. Click OK.
5. Save Changes > Return to site.

## Create page

1. Create page > type a name > Put page at the top level.
2. Click Create Page.
3. Enter content.
4. Click Save.

## To add a link to a new page to horizontal navigation

1. More actions > Manage site > Site layout.
2. Under Horizontal navigation bar > edit content > Add page > highlight page > OK.
3. To reorder, highlight a page and click up or down arrows.
4. Options for customizing horizontal links:
  - a. Boxes (when you mouse over, displays link in a box) - default
  - b. Tabs
  - c. Links (just shows an underline when you mouse over it)
5. Click OK.
6. Save Changes > Return to site.