Kemnal Technology College – Computer Science Kemnal Key – Year 9 Term 6
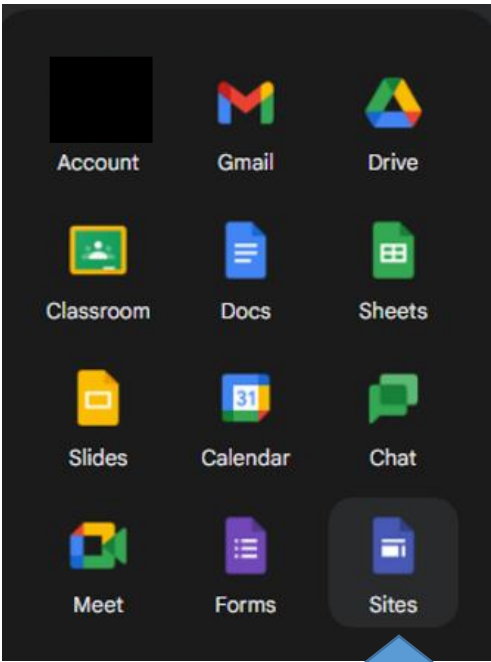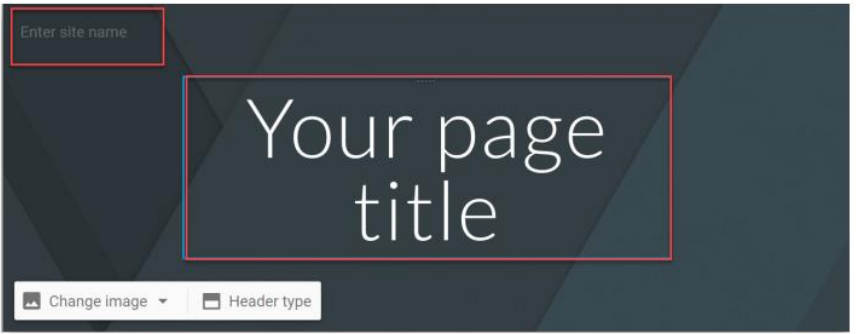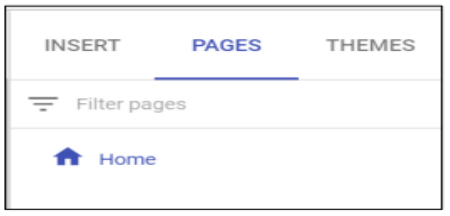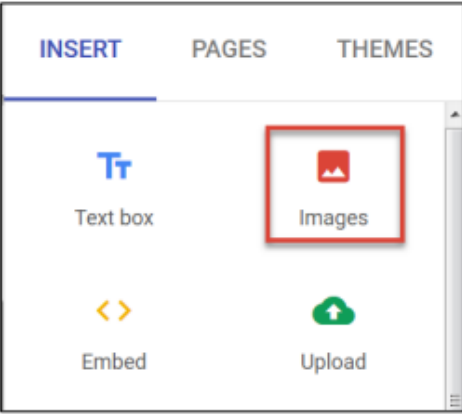

Step 1: Login to Google Classroom and select the apps

Step 2: Editing Pages
The page editor screen allows you to add/change content to your page. On the right, click on **Insert**, or double-click on the page where you want to add the content. You can add text, images, URL links and anything from google docs. Choose the content you want to add.

Accessibility Tips: Check text size and alignment: To make your site easy to read, use large, left-aligned text when possible. Justified text is more difficult to read because of extra space between the words. Use text to support formatting: It's best not to rely on visual formatting alone to communicate meaning. Screen readers might not announce formatting changes; such as boldface or highlighting. For example, to mark an important section of text, add the word "Important." Use numbered and bulleted lists: Use headings to organize your site: Headings are formatted with built-in heading styles, not changed through font size and formatting. Levels of heading are accurate and should not be skipped.

To Insert an Image:

1. Click on Insert

2. Select Images

3. Select image by URL or from your albums or from Google drive.

Step 3: Adding Pages
1) Click Pages in the top right corner
2) Click the + Page button
3) Enter a name for the page under Name
4) Click Done
5) Under Pages, select a page and click on More (3 dots) ● Set it as the homepage ● Rename the page ● Create a sub-page

You can select the background image. Each theme comes with a pre-set background, colour scheme, and font selection. You can adjust fonts, colours, and the background.