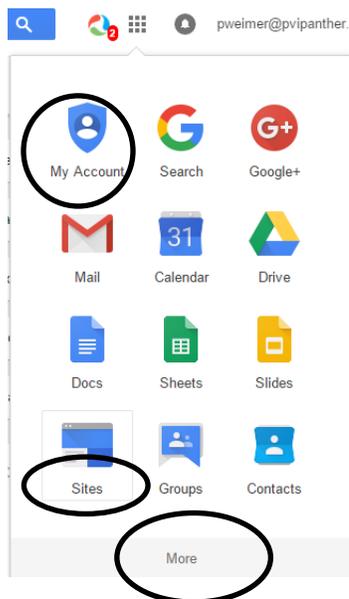
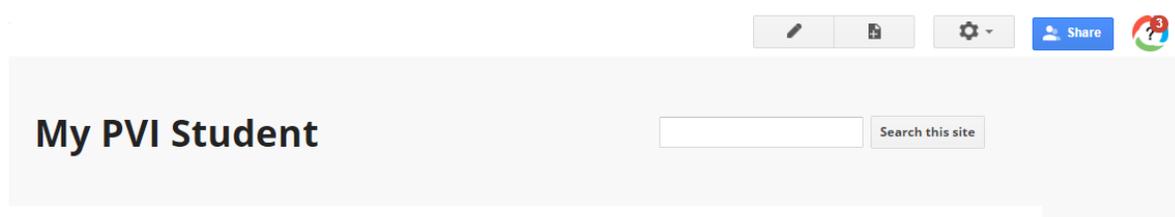


Adding a Navigation Bar to Your MY PVI Portfolio in Google Sites

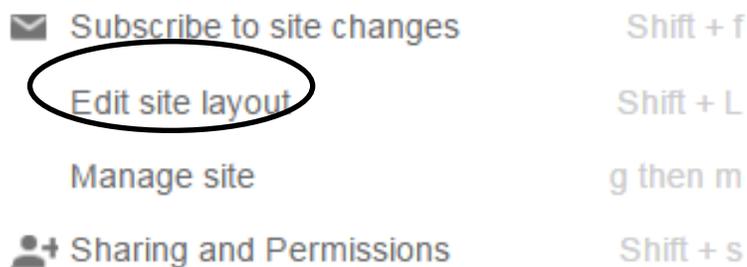
1. Open Google Drive on the Web.
2. Select the **Google Apps Launcher** in the upper right hand corner of the screen. Select **Sites**. If Sites doesn't appear in the list of choice you may have to select **More** to find Sites.



3. Select the MYPVI site.
4. Insert your My PVI Banner by selecting the drop down arrow next to the wheel in the upper right hand corner of the web page.

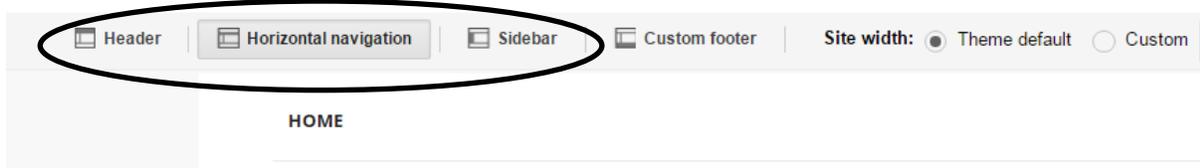


5. Select **Edit Site Layout** from the lower portion of the drop down menu.



6. Deselect **Header** and **Sidebar** and select **Horizontal Navigation**.

Edit site layout



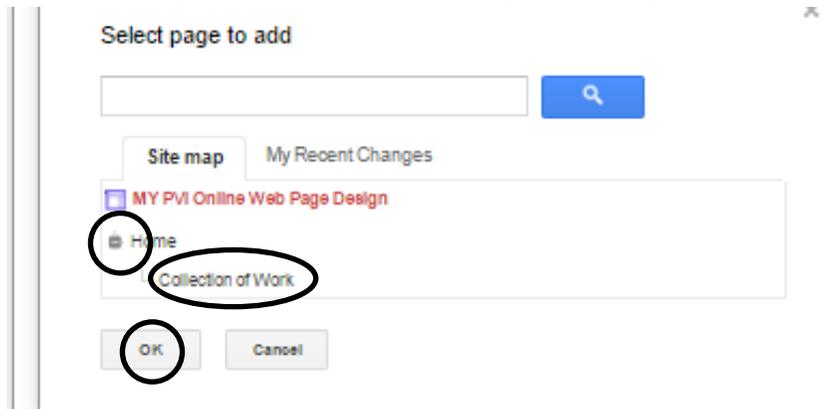
7. **Double click** on the word **HOME** (top occurrence) to edit the navigation bar.



8. Select **Add page**.



9. Expand the pages under Home by selecting the plus sign. Select "Collection of Work." Select **OK**.



10. To preview your page, select the **wheel** in the upper right hand corner below your login name. Select **Preview page as viewer**.

Collection of Work Oct 21, 2015, 9:26 AM

My PVI Weimer

Home > Collection of Work

Collection of Work

Project	Course	Grade	Descri
Prophet	Theology 9	9	PowerP about I

Page actions

- Revision History g then r
- Subscribe to page changes f
- Page settings u
- Print page Ctrl + p
- Copy page Shift + c
- Move page Shift + m
- Delete page Shift + 3
- Preview page as viewer g then p