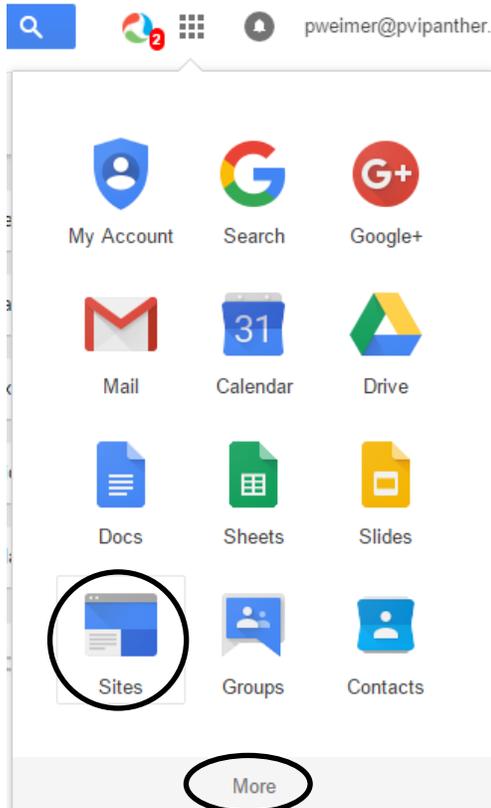


## Formatting Colors and Fonts in Google Sites

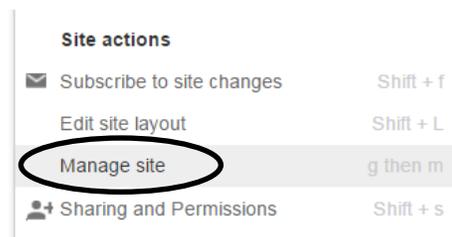
1. Open Google Drive on the Web.
2. Select the **Google Apps Launcher** in the upper right hand corner of the screen. Select **Sites**. If Sites doesn't appear in the list of choice you may have to select **More** to find Sites.



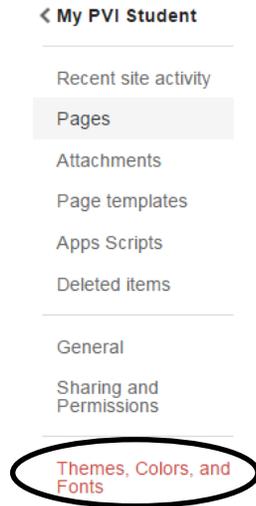
3. Select the MYPVI site.
4. Customize your Themes, Colors and Fonts by going to the **wheel**.



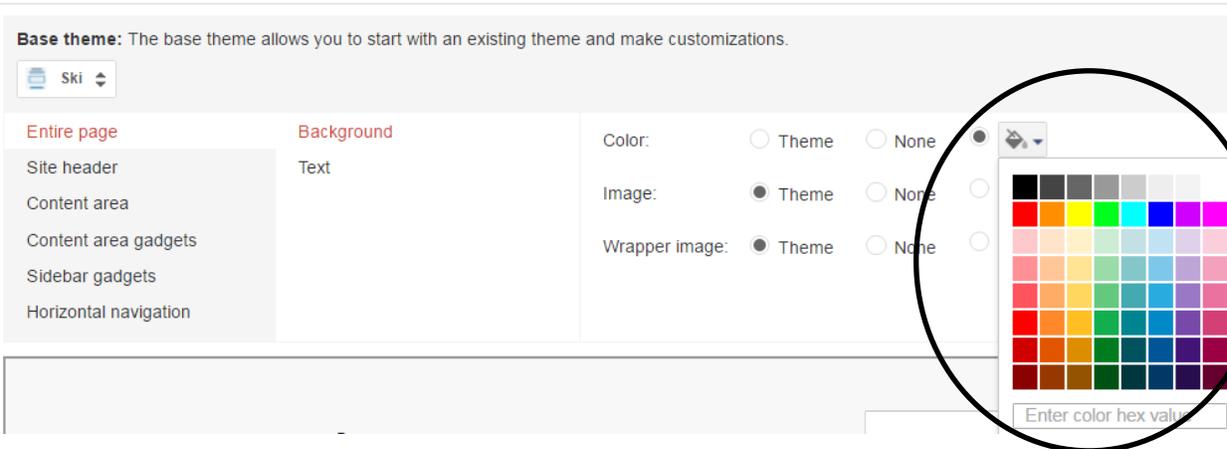
5. Select **Manage site** toward the bottom of the drop down menu.



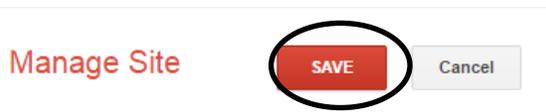
6. Select the last option from the bar on the left, **Themes, Colors, and Fonts**.



7. Apply the four elements of design: contrast, repetition, alignment and proximity by customizing the different areas of your portfolio.



8. Once you are finished with your customizations, select the red **Save** button.



9. Return to your site by selecting the link to go back to your site.



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

