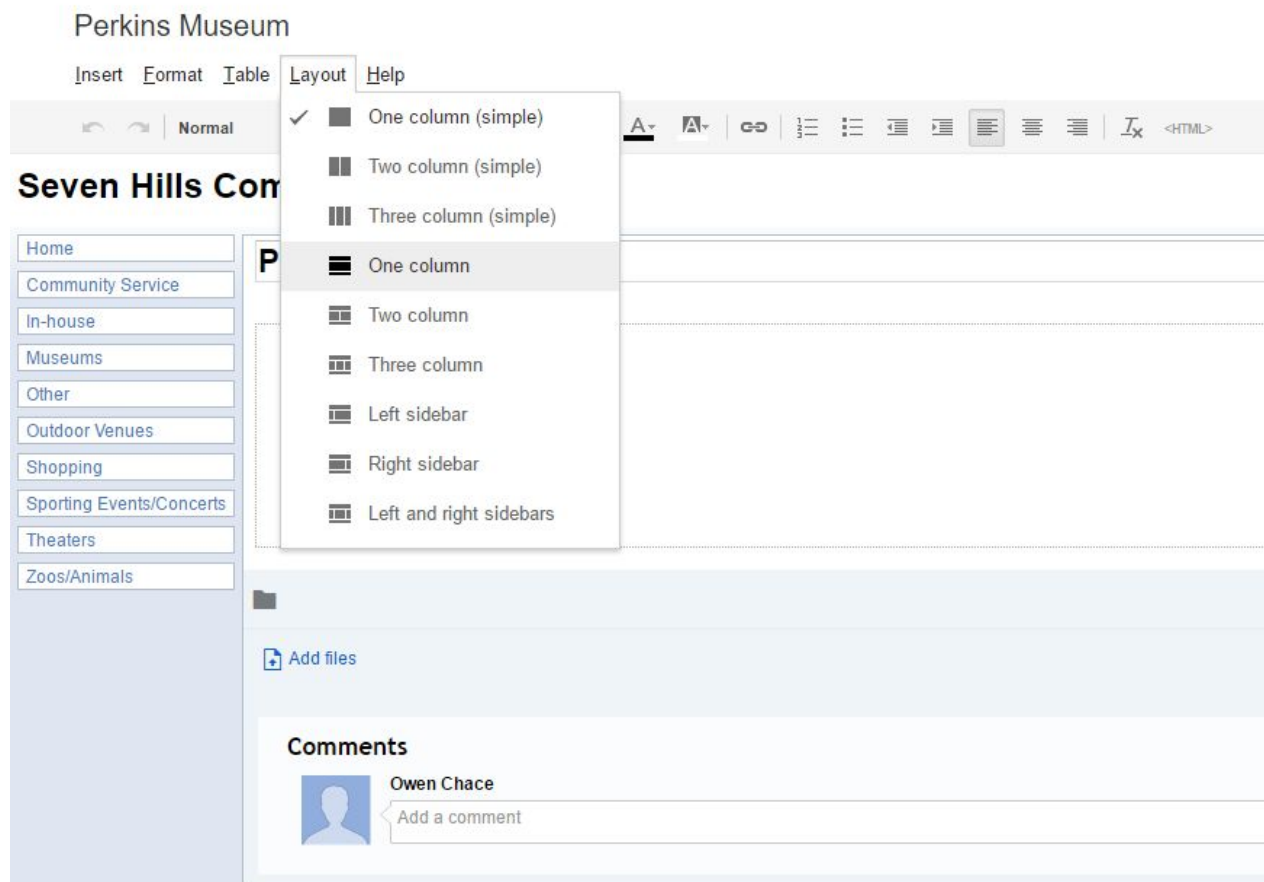



The purpose of this document is to give instructions on how to add a new venue to the Community Outings Web page, in order to keep formatting consistent across different pages. Throughout this document, the Perkins Museum (at the Perkins School for the Blind) will be used as an example.

To add information about a new venue, first go to the page that best describes the type of venue (e.g. Museums) via the tabs on the left of the web page. Then, click on Create Page button on the upper left portion of the page. Type the name of the venue as the page name, and select “Put page under <venue type>” below, and then click “Create”:

The screenshot shows the Google Sites interface for creating a new page. At the top, there is a search bar with the text "Search my sites" and a magnifying glass icon. Below the search bar, the word "Sites" is displayed in red. To the right of "Sites" are two buttons: a red "CREATE" button and a grey "Cancel" button. Below these buttons, the text "Create a page in Site: Seven Hills Community Outings" is shown. Underneath, there is a section for naming the page. The label "Name your page:" is followed by a text input field containing "Perkins Museum". Below the input field, the text "Your page URL: /site/sevenhillscommunityouting/museums/perkins-museum" is displayed, with a blue link "change URL" to its right. The next section is "Select a template to use (Learn more)", with a dropdown menu showing "Web Page". The final section is "Select a location:", which has two radio button options: "Put page at the top level" (unselected) and "Put page under **Museums**" (selected). Under the selected option, there is a sub-option "» Perkins Museum" and a link "» Choose a different location".

Once the page is created, click the edit button, also in the upper left. Click on Layout in the upper left and select “One Column” (the visual shows a header and footer area above and below the main body).



In the header, insert a 3x1 table by clicking on Table at the top of the page, and then Insert Table. Copy and Paste images of the venue into the left and right cells of the table. Then, type “General Information” in 18-pt. font at the top of the center cell, and adjust the cell width so that this is all on one line. Then, fill in the rest of the general information as shown below in 12-pt. font (we often used previously filled pages for reference here). To include the website link, click on the insert link button on the toolbar: . Then, click on “Web address”, copy and paste the URL into the lower box, and type what text you want the link to display in the first box.

### Seven Hills Community Outings

- Home
- Community Service
- In-house
- Museums
- Other
- Outdoor Venues
- Shopping
- Sporting Events/Concerts
- Theaters
- Zoos/Animals

#### Perkins Museum



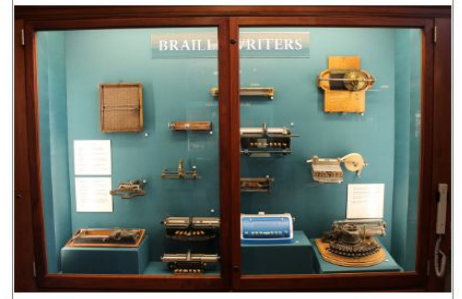
#### General Information

**Address:** 175 North Beacon St  
Watertown, MA 02472

**Cost:** Free

**Phone #:** 617-972-7233  
(for tour scheduling)

**Website:** [Perkins Museum](#)



### Seven Hills Community Outings

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#### Perkins Museum



**Create Link** ✕

Sites page

Web address

Apps Script

**Text to display:**

**Link to this URL:**  
  
Example: www.google.com

Open this link in a new window

OK Cancel

#### Mobility Accommodations

7 handicap parking spaces\*

#### Sensory Information

Braille available

#### Additional Information

Outside food allowed\*\*\*

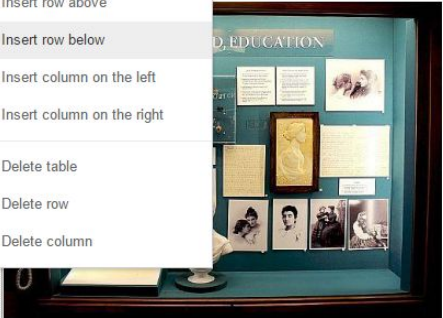
Now create a 3-column table in the main body, and put the headings “Mobility Accommodations”, “Sensory Information”, and “Additional Information” in 16-pt. font in the top row. Since the number of rows will depend on the number of mobility accommodations, the table size may need to be adjusted while editing. To delete an extra row, click on a cell in the row you want to delete and select Table > Delete Row. Similarly, to add a row at the bottom of the table, highlight the last row and select Table > Insert Row Below.

Perkins Museum draft saved at 3:27 PM [Save](#) [Cancel](#)

Insert Format **Table** Layout Help

Museums  
Other  
Outdoor Venues  
Shopping  
Sporting Events/Concerts  
Theaters  
Zoos/Animals

Insert table  
Insert row above  
Insert row below  
Insert column on the left  
Insert column on the right  
Delete table  
Delete row  
Delete column



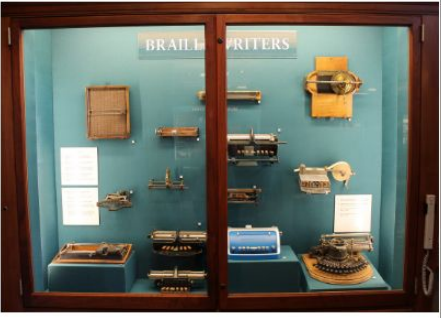
### General Information

**Address:** 175 North Beacon St  
Watertown, MA 02472

**Cost:** Free

**Phone #:** 617-972-7233  
(for tour scheduling)

**Website:** [Perkins Museum](#)



<b>Mobility Accommodations</b>	<b>Sensory Information</b>	<b>Additional Information</b>
7 handicap parking spaces*	Braille available	Outside food allowed***
Van accessible parking*	Audio description of displays	First aid kit available
Curb ramps at all entrances	Many exhibits with tactile element**	
Handrails provided in elevator	Average level of brightness: <b>Medium</b>	
Unobstructed path of travel	Average level of noise: <b>Medium</b>	
All doorways accessible		
Maneuverability in all hallways		
<b>Public Elevator and Ramps available</b>		

Fill in each column with all of the appropriate information, in 12-point font and adjust the width as appropriate. Finally, add any more specific important information about the venue in the footer.

Perkins Museum draft saved at 3:29 PM Save Cancel

Insert Format Table Layout Help

Normal 12 pt B I U A- A+ <HTML>

Public Elevator and Ramps available		
1 handicap accessible restroom		

The Perkins Museum is located in the Howe Building which also serves as the secondary school building and houses a number of administrative offices and other functions. Paths leading to the building have curb cuts and are generally smooth (the path from the [Beechwood](#) lot involves a moderate slope with no handrails.)

The Museum itself is in the central area between the two halves of the building. The side aisles have a lower stone ceiling (deliberately designed to allow students to navigate the space more easily.)

When school is in session, students are regularly moving in the halls, both between classes and as part of their learning. Many students at Perkins also use mobility devices, so all entry doors and hallways accommodate the necessary space.

At times when students are moving between classes or a student is doing an activity that takes them into the central area of the Howe Building, it can be fairly noisy. The building materials are tile and brick, so noise can echo. Please consult about good times to schedule if the noise is a concern.

The front doors of the Howe Building are very heavy (and do not have an automatic door opener installed) but are double doors that can be held open to allow wheelchair and mobility devices to enter.

Tours are recommended for ages 10 and above, but special arrangements may be made for younger children. Groups are limited to 20 or fewer visitors while our school is in session. Larger groups may be possible with special arrangements during weekends and school vacations.


No handicap-accessible drinking fountain, but water stations are available nearby (water dispenser with hot and cold water taps, paper cups available)

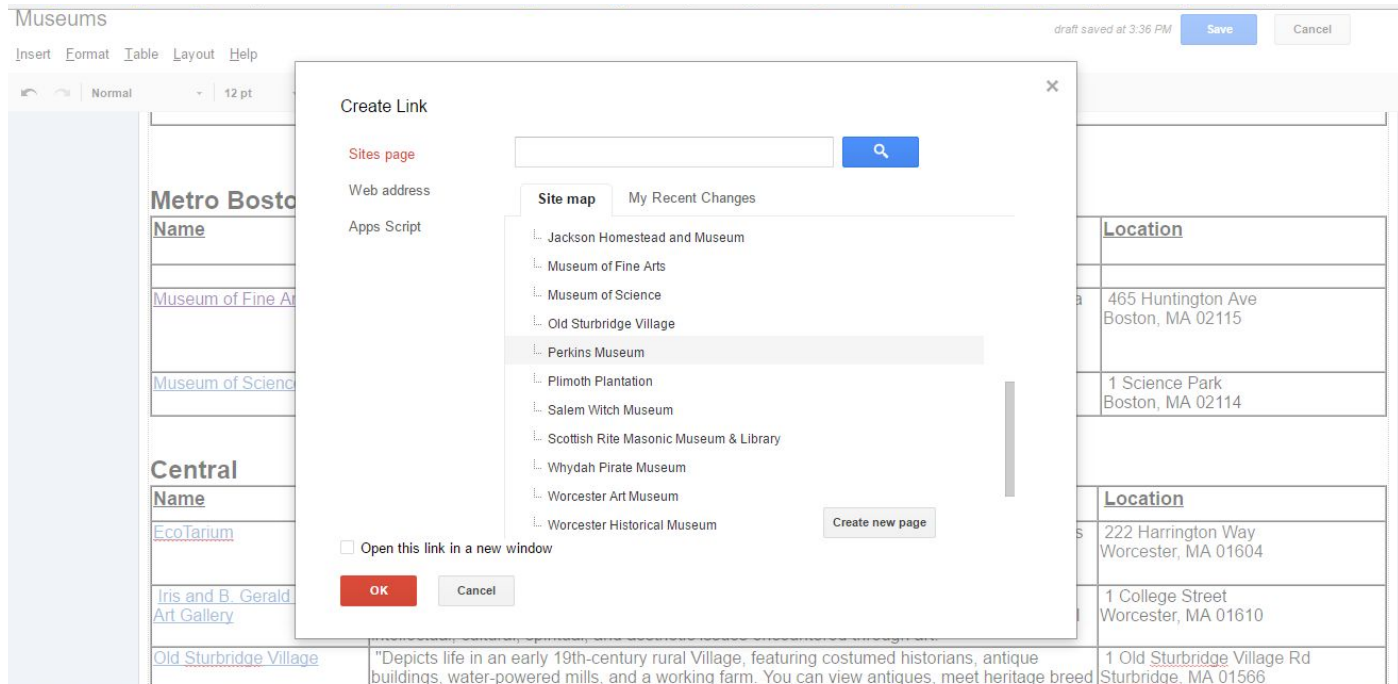
\* 2 in Perkins Library lot, one marked van space; 4 in [Beechwood](#) lot, 1 marked van space, and 2 other spots with empty space between them; 1 by east door of Howe Building, where the Museum is located

\*\* Most are fixed to a display space for safety reasons, so someone interested in touching the device must be able to position themselves where they can reach it. A number of displays were designed to be accessible at wheelchair height, but you cannot pull in under the display because the bottom is a solid case.

\*\*\* Perkins is a nut free campus. Food and drink are not allowed in the Museum itself. If weather allows, picnic tables (some accessible) are available. There is a snack bar area that might be available for visitors when it is not being used by our students.

Now, return to the venue type page (Museums for this example), and click the edit button and scroll to the region where the venue is located. Highlight the row above where the venue should be inserted (we've alphabetized venues within regions), and select Table > Add Row Below.

Click in the venue's "Name" cell and click on the insert link button, . Click the + button next to the appropriate venue type, find the venue you just added, and click OK. Finally, fill in the description and location of the venue.



The screenshot shows a Google Docs document titled "Museums" with a table containing venue information. A "Create Link" dialog box is open, displaying a search bar and a list of museum options under the "Site map" tab. The "Perkins Museum" is highlighted in the list. The background table has columns for "Name" and "Location".

Name	Location
Museum of Fine Arts	465 Huntington Ave Boston, MA 02115
Museum of Science	1 Science Park Boston, MA 02114
EcoTarium	222 Harrington Way Worcester, MA 01604
Iris and B. Gerald Art Gallery	1 College Street Worcester, MA 01610
Old Sturbridge Village	1 Old Sturbridge Village Rd Sturbridge, MA 01566