



Google Documents

Google Documents is a web-based collaborative word processing tool. You can use it like a flipchart in an in-person meeting.

1. Pre-Meeting

- Try out Google Documents by following this link: <https://bit.ly/2yxsxYz>
- Practice by typing a greeting in the space provided.
- Introduce yourself in the table provided. Scroll to the bottom of the introductions list, right click and select "Insert Row Below."

This should take about 10 minutes.




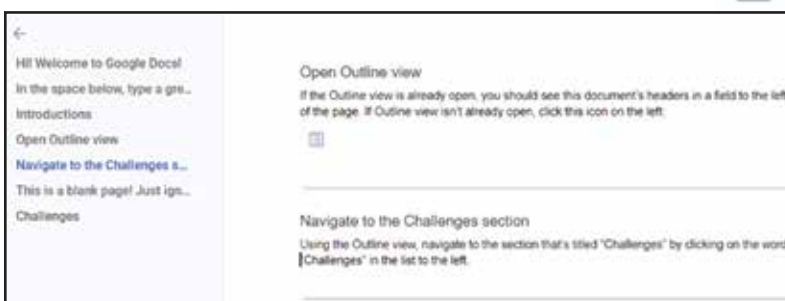
Introductions

In the table below, write your name, an outcome you'd like to get out of the upcoming workshop, and one interesting thing about yourself. If there's no space in the table, select the bottom row, right click, and click "Insert Row Below." Then, scroll down to the next section.

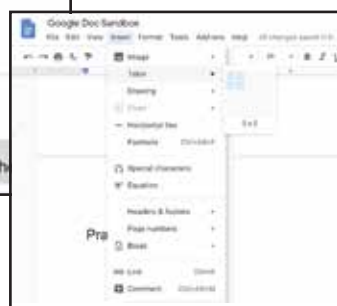
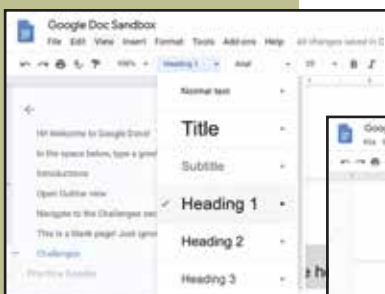
Name	Outcome	One interesting thing
Brian	Learn the format for collaborating virtually	I once built a canoe
Lauren	Learn to manage conflict virtually	I love to dance
Don	Capable of holding the virtual space for large groups, balance divergent perspectives	I teach yoga
Heidi	Learn how to balance technology with group process	I illustrate professionally
Devin	Pick up a few new methods for running good virtual meetings	I sing opera
Amy	Learn a new trick	I am (slightly) bi-racial
Jenni	As virtual meetings are the way of the now, I need to step up my game.	I broke my elbow not once, but twice going over the handrails of

2. Open Outline View

- Outline View makes it easy to click to other parts of the document.
- If the Outline View is already open, you should see this document's headers in a field to the left of the page. If Outline View isn't already open, click this icon  on the left.



- Once you have Outline View open, practice navigating through the document by clicking the links.



4. Creating a Title/Header

- In order to add something to the Outline View, i.e. make it a quick link, you need to create a header.
- Hit CTRL+ENTER to insert a page break. Type the text "Practice Header."
- Now the "Header" text will appear as a link in the Outline View menu.
- Another way to do this is to change the Styles menu to "Title" or another "Heading" option before you begin to type.
- If you create a header by mistake, change the text back to "Normal Text."

5. Creating a Table

- Adding a table is a quick way to organize content.
- Navigate to the Insert menu, select table, and indicate the number of rows and columns you would like to have using the guide. You can always add more later.
- Your table will appear, and you can start to add content.

This is a table:

Strengths <ul style="list-style-type: none"> • Our team • Leadership • Best athlete model 	Limitations <ul style="list-style-type: none"> • Corporate growth • Hours expectations
Opportunities <ul style="list-style-type: none"> • Work with organization to design a collaborative working model that works for everyone 	Risks <ul style="list-style-type: none"> • Lose team members • Can't meet organizational needs

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