# 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."
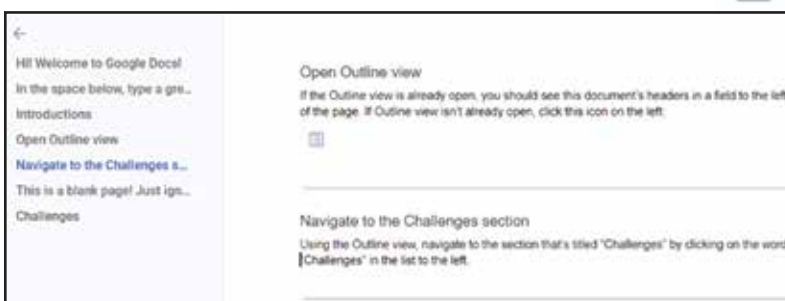
*This should take about 10 minutes.*

### 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.
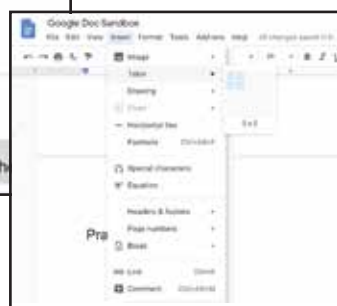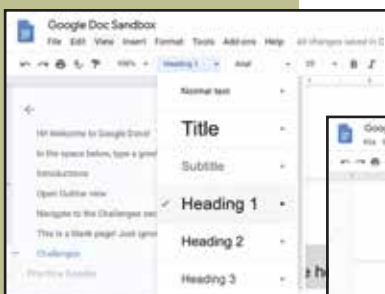
### 4. Creating a Title/Header
- In order to add something to the Outline View, i.e. make it a quick link, you need to create a header.
- Hit CTRL+ENTER to insert a page break. Type the text "Practice Header."
- Now the "Header" text will appear as a link in the Outline View menu.
- Another way to do 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.

## LIZARD BRAIN
## See your Ideas.
## Think with Ink.™