



Docs

1. Click on “New”, choose Google Docs and title.
2. Share it with everyone in your group.
****To find a shared document, go to Drive > Shared with me**
3. Insert a table with information about animal traits fur, feathers, and scales
4. Have group members edit the table at the same time
 - a. Use bullets or numbers
 - b. Insert an image with a link to a webpage
5. View revision history
6. Make a comment
7. On your own Doc: **Select Add-ons > Get add-on > search for Highlight Tool > Free +**
8. Explore how to use the highlight tool