

Choice Board Demo for Google Docs

Using [Ditch that Textbook Explore Board Template](#)

Getting the template

1. Go to [Ditch that Textbook Explore Board Template](#)
<https://ditchthattextbook.com/infographic/explore-board-template/>
2. Click on [Get the 3x3 Template](#)
<https://docs.google.com/document/d/1eEvJtssXnxWh1o5ecqG7hFf0hllqFCK36utBjvRD-7w/template/preview>
3. Click on **Use Template**.
4. At the top left, after **Saved to drive** disappears, you can click on the little folder icon to save it where you want to or create a new folder. You can do this later if you wish. You can start it to make it easier to find it in your Drive.

Modifying the template colours

- **Change the page colour**
Go to **File** → **Page Set up** to choose a new background colour.
- **Change the table border colour**
Right-click inside the table → **Choose table properties** → Look in the side panel that opens up and choose **Color** to choose a new table border colour.
Or select the whole table → Click the **three dots** to open the formatting menu → Click on the **pencil icon** to choose a new table border colour.
- **Change the cell border colour**
Click in a cell → Click the **three dots** to open the formatting menu → Click on the **pencil icon** to choose a new cell border colour.

- **Change the table background colour**

Select the whole table → Click the **three dots** to open the formatting menu → Click on the **bucket icon** to choose a new table background colour.

- **Change a cell background colour**

Click in a cell → Click the **three dots** to open the formatting menu → Click on the **bucket icon** to choose a new cell background colour.

Modifying the text

- **Change the text colour**

Highlight the text → Click on the **A** to choose a new text colour.

- **Change the font**

Highlight the text → Use the **font drop down menu** to choose a new font.

- **Format the font**

Highlight the text → Click on the **B, I or U** to choose Bold, Italic or Underline.

- **Change the text size**

Highlight the text → Click on the **+ or –** or choose a number from the drop down menu to choose a different font size.

Changing the image

Right-click on the image placeholder → Choose **Replace image** and choose your image source from the drop down menu.

Adding a link

Highlight the text → **Right-click** on the text → Choose **Insert link** → Paste in your link or choose a file from your Drive.

If you are linking to a file from your Drive, paste the link and you will be prompted to choose to paste the link with a chip if you wish.