Google Sheets Synthesis Matrix Checklist

☐ Create new sheet from Google Drive

☐ Title matrix (Note: sheets automatically saves as cells are changed)

☐ Fill in matrix borders with color (color choice are optional)
  - Fill row 2 (gray)
  - Fill column 2 (black)
  - Fill row 1 (green)
  - Fill column 1 (blue)

☐ Add cell titles
  - Cell A1: Synthesis Matrix (make this in a white background)
  - Cell B1: Themes (bold)
  - Cell A2: REFERENCES (bold)

☐ Add borders to all cells

☐ Freeze panes for references and themes
  - Go to view
  - Freeze
  - Select 2 rows
  - Select 2 columns

☐ Center justify and middle justify all cells

☐ Add text wrap to all cells

☐ Adjust width size on references column

☐ Add references and themes (for pasting use Ctrl-V, CMD-V, or right click and paste special)

☐ Insert quotes or paraphrase comments

☐ Insert reference links