Hadley

Google Docs: Home Page Sample

Hi, my name is Vikki Vaughan, and in today’s workshop, we’ll explore our Google Docs home page. If you haven’t yet set up your Google account, check out the first workshop in this series. It will take you step-by-step through the setup process.

Let’s open our Chrome browser and log in at

http colon forward slash forward slash docs dot google dot com (<http://docs.google.com>). At the top of our window, we see a Search edit field. This is a handy tool to use when we’re searching for that one special document. Moving down the page, we come to the Start a New Document pane. This is where we find our tools to start a new document. We have several options to choose from. On the left, we see an image of a Blank document with the plus sign. We select this icon to start a document from scratch.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you, your name, email address. How you heard about Hadley and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley Community and help sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?