



Google Docs with Low Vision

Accessibility Features

Google Docs has several helpful built-in accessibility features. Take a look at these helpful tools.

Voice Typing

This feature lets you dictate into your Google document. The keyboard shortcut of **Control + Shift + S** turns on and off Voice Typing.

1. Inside a Google doc, open the **Tools** menu.
2. Select **Voice Typing**. A dictation tool with a microphone icon appears in the left margin.
3. Grab the upper part of the tool with your mouse pointer to move to your desired location.
4. To activate, select the microphone with your mouse pointer.
5. Speak your desired text. It will appear in your document pane.

6. Speak all punctuation and new line commands.
7. Select the microphone to stop dictation.
8. Select the X in top-right corner of icon to close **Voice Typing**.

Accessibility Settings

This feature enhances the functionality of your assistive technology applications.

9. Inside a Google doc, open the **Tools** menu.
10. At the bottom of the menu, select **Accessibility Settings**.
11. If you use a screen reader, check the **Turn On Screen Reader Support** checkbox.
12. If you use a braille display, check the **Turn On Braille Display** checkbox.
13. Check the **Turn On Collaborator** checkbox. This lets you know when people enter and exit your files.
14. If you use a screen magnifier, check the **Turn On Screen Magnifier** checkbox.

15. Select the **OK** button.

Keyboard Shortcuts

These handy shortcuts let you use your keyboard for functions within Google docs.

16. Inside a Google doc, open the **Help** menu.
17. Select **Keyboard Shortcuts**.
18. Select the element you want in the left pane, for example, **Editing**.
19. Find the shortcut you want in the right pane.
20. For a complete list of keyboard shortcuts, select **View All** in the **Help Center** link in the bottom left pane.

Zoom Tool

This tool lets you make the items on your screen bigger.

21. Inside a Google doc, select the **Zoom** tool in the toolbar. The default displays 100 percent.
22. Select the Zoom option you want.

Font Size

In addition to zooming in to enlarge the viewing area, you can use the **Font** tool to increase the size of the letters.

23. At the beginning of a Google doc, select the plus sign in the **Increase Font** tool. With each mouse click, the font enlarges in increments of one. If you prefer, use the keyboard shortcut of **Control + Shift + period**.
24. To decrease the size of the font, select the minus sign. If you prefer, use the keyboard shortcut of **Control + Shift + comma**.
25. To vary the size of an existing document, select the text with **Control + A** for all.
26. Select the desired plus/minus tool or appropriate shortcut to increase or decrease the font size.