



Google Docs with Screen Reader

Creating an Account

To use Google Docs, you must first create a Google account. Here's how to set one up.

With Google Docs, you can create your own documents or work online with others. And your updates are automatically saved, so you never have to worry about losing your work. All it takes to get started is a Google or Gmail account—or you can use an email address you already have. **Try it out!**

Tip: These instructions are for using the Google Chrome browser along with NVDA as a screen reader, but the concepts are similar no matter which screen reader and browser you're using.

Tip: If you already have your own Gmail address, you already have a Google account—so you can skip to the other workshops in this series.

New Google and Gmail Account

1. Open your **Chrome** browser.

2. Press **ALT + D**, as in “delta,” to go to the address bar. Then type: **accounts.google.com/signup** and press **Enter**.

This places your cursor in a forms box to sign in if you already have an account.

3. Since you don’t yet have an account and want to create one, press the **NVDA key + Spacebar** to exit forms mode.
4. Press the **Down Arrow** until you reach **Create Account**. Then press the **Spacebar**.
5. Press **Enter** to create an account for yourself.

Tip: If you wanted to create a business account instead of a personal account, you would press the Down Arrow once more.

Creating a Username

6. You can now start filling in the form fields.
 - In the **First name** field, enter your first name, then press **Tab**.
 - In the **Last name** field, enter your last name, then press **Tab**.

- In the **Username** field, enter a username with no spaces. You can use letters, numbers, and periods. Press **Tab**.

Tip: Your username can be your own name, or you can make one up. This name will also be your Gmail address. For example, if you choose terry.123 as your username, your Gmail address will be terry.123@gmail.com.

Tip: Google will let you know if the username you chose is available. This information is displayed just below the form field where you typed your username.

7. Press the **Up Arrow** to hear some of Google's username suggestions.
8. Press the **Up Arrow** again to find out if the username you chose is available.
9. If the username you chose is available, **skip to step 17**.
10. If the username you chose is not available, press the **Up Arrow** to hear a few of Google's username suggestions.
11. Press the **Up Arrow** again until you are back at **Username**.

Tip: The NVDA key is used quite a bit throughout the rest of this series. Your NVDA key is either your Insert key or the Caps Lock key, depending on how you have NVDA configured.

12. Press **NVDA + Spacebar** to get back into forms mode.
13. Press **CTRL + A** to select all the text in the **Username** form field. Then press **Delete**.
14. Type in a different username and press **Tab**.
15. Press the **Up Arrow** to find out if the username is available.
16. If your second username is not available, follow these steps again, or choose one of Google's suggestions.

Tip: To select one of the suggested usernames, press the **Tab** key to move through each name. Press **Spacebar** to select one.

17. Once you have a username, press the **Down Arrow** until you reach the **Use my current email address instead** button.

Tip: If you want a Google account but don't really want this new Gmail address, you can select this

button and Google will ask you to enter your current email address to use instead.

Creating a Password

18. Press the Down Arrow again until you reach Password.
19. Press **NVDA + Spacebar** to get back into forms mode.
 - In the **Password** field, type a password, then press **Tab**.

Tip: Your password must have eight or more characters. You can use a mix of letters, numbers, and symbols.

- In the **Confirm** field, type the same password to confirm it.
- Press **Tab** to go to the **Next** button. Then press the **Spacebar**.

Verifying Your Account

20. Next, you are prompted to **Verify your account** in one of two ways—via a six-digit text message or a phone call.

21. If you want a text message sent to your mobile phone, enter your mobile phone number, then press **Tab**.

Tip: On the next screen, you'll have an option to receive an automated phone call instead of a text.

22. If you have another email address, you can add it here for Google to contact you if you get locked out of your account. Press **Tab**.

23. Next, Google asks for your birthday to verify your access to any age-restricted services.

- Press the **Down Arrow** to select your birth month. Then press **Tab**.
- Use the **Down Arrow** to select the day. Press **Tab**.
- Type in your birth year. Press **Tab**.

24. Use the **Down Arrow** to select your **Gender** choice.

25. Press **Tab** until you reach the **Next** button. Then press the **Spacebar**.

26. Press **CTRL + Home** to go to the top of the page on this **Verify your phone number screen**.

27. Press the **Down Arrow** until you reach the **Send** button. Then press the **Spacebar**.

Tip: Do this even if you want to receive a call instead of a text. You will find that option on the next screen.

28. After Google sends you a text message with a six-digit code, type that code into the edit field.

Tip: The code begins with a G, but there's no need to type that in—it's already in the edit field.

Tip: If you choose to receive a phone call instead of a text message, press **Tab** until you reach the **Call instead** option. Then press the **Spacebar** to receive an automated call that provides the code.

29. After you enter the code, press **Tab** until you reach the **Verify** button. Then press the **Spacebar**.

30. Press **CTRL + Home** to go to the top of the **Get more from your number** screen.

Tip: You can add your phone number to your account to use across Google services—such as receiving video calls and messages—and for targeted advertisements.

31. Use **ALT + Down Arrow** to read all the text on the screen. Or press the letter **B**, for button, to just move through the buttons.
- To opt out, select the **Skip** button
 - To add your phone number, select the **Yes, I'm in button**.
32. Either choice brings you to the **Privacy and Terms** page. To read the page, press **NVDA + Down Arrow**. To move through the buttons, press **B**.
33. After reading the terms, or using **B** to skip through the buttons, move to the **I agree** button and press the **Spacebar**.
34. You've now created your Google account!

Now you know how to set up your own Google account, and you're ready to explore! Check out the other workshops in this series to learn about creating and sharing documents—and much more.

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