



Google Docs with Screen Reader

Creating and Opening Documents

Now that you have created a Google account, all the Google Docs features are available to you.

Learn how to create, open, rename, and work on the docs you want. **Try it now!**

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.

Creating a New Document

1. To begin, open your **Chrome** web browser.
2. Use the **ALT + D**, for “delta,” shortcut to go to the address bar.
3. To access the Google Docs home page, type **docs.google.com** in the address bar, then press **Enter**.

4. Press **ALT + D** to go back to the address bar. Type **docs.new** and then press **Enter**. This opens a blank new document.

Tip: If you did not hear, “Screen reader support enabled,” press **CTRL + ALT + Z**. This is a toggle that turns screen reader support on and off.

5. To enable braille support, press **CTRL + ALT + H**, as in Hadley.

Tip: Once screen reader and braille support have been enabled, you don’t need to enable them again for each new document.

6. Now type anything you want. Try “Woohoo!” or “Google Docs is great!” Google Docs saves your work in the cloud in real time.

Renaming and Opening Your Document

7. To see your list of recent documents, go back to the Google Docs homepage using the keyboard shortcut to the menu bar:
CTRL + Shift + ALT + M.
8. Once you’re at the menu bar, press **Tab** to get to the **Docs Home** link. Then press **Enter**.

9. Press the **Right Arrow** key to get to your new document, which will be the first document in your list.
10. Your new document is untitled. Press your **Applications** key to open a **Context** menu. If you don't have that key, press **Shift + F10** instead.
11. Use the **Down Arrow** until you reach **Rename**. Then press **Enter**.
12. Type "Practice doc" in the **Rename** dialog box, and then press **Enter**.

Tip: Another option in the Context menu is Remove. So, when you want to delete a file, you can press Enter on that option instead.

13. Press the **Right Arrow** to move through your document list. When you reach your "Practice doc" document, press **Enter** to open it.

Naming a New Document

14. To open a new document, press **ALT + F** to open the **File** menu. Then press **N** for "New."

15. Press **Enter** to open a blank document.
16. To name this document, use the menu bar shortcut: **CTRL + Shift + ALT + M**. Then press the **Tab** key twice to reach the **Rename** field.
17. Type “More practice” as this file name. Then press **Enter**. You can now start typing in your newly named document.

Now you know how to create, open, and rename documents using Google Docs. Check out the rest of the workshops in this series to learn more.

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