



Google Docs with Screen Reader

Sharing Your Files with Others

One of the most useful features of Google Docs is sharing your files with others.

With Google Docs, you can work with friends, family members, and colleagues on the exact same document, instead of sending files back and forth. You can even make changes at the same time and see each other's work. **Learn how it works!**

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.

Share a File Directly

1. To begin, open the Google Doc you want to share.

Tip: If you need help or a quick refresher, check out the workshop on creating and opening files in this series.

2. The **Share** option is found under the **File** menu. Press **ALT + F**, for “file.”
3. Press **S** for “share.” This puts your cursor in an **Edit** field.
4. Type the email address of the person you want to share the file with. Then press **Enter**.
5. Press **Tab** to reach the **Permissions** dropdown menu. **Editor** is the default permission and the option you want. If you want to see the other options, press the **Spacebar**.
 - **Viewers**—can view the file, but can’t make any changes or comments and can’t share the file with others.
 - **Commenters**—can add comments to the document, but can’t change the file or share it with others.
 - **Editors**—have full access to the document, and can make changes, accept or reject suggestions, and share the file with others.
6. With **Editor** still selected, press **Tab** to get out of this menu.
7. The **Notify people** check box is checked. Google will send that person an email to notify them that a document has been shared.

8. Press **Tab** to enter the **Message** field. Type a brief message about the shared document. This message will be included in the email Google sends.
9. Press **Tab** again to confirm the name of the file you are sharing.
10. Press **Tab** until you reach the **Cancel** button. If you change your mind about sharing a file, you can cancel it here.
11. Press **Tab** once more to reach the **Send** button. Then press **Spacebar** to send the invitation for sharing your file.

Tip: If someone you are sharing the file with is not using a Gmail account, a window pops up to let you know they will have access without signing in. To send the email and share the document, press **Tab** to **Share anyway** and then press the **Spacebar**.

Make Changes in Real Time

12. Anyone with **Editor** access can make changes in the document—such as adding or deleting words—and you can see those changes as they happen.

To make changes, simply open the document and type, delete, or move text as usual.

13. You will receive a warning if someone else is editing in the same place you are, as well as when that person leaves the document.

Tip: Sharing a file this way is much easier and faster than sending it back and forth and working on it one at a time.

Now you're ready to share your files easily and work with others while Google Docs takes care of the details. Keep exploring the workshops in this series and learn to use even more great features.

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Next Steps:

Do you have other specific questions about Google Docs?

Would you like to know what other workshops might interest you?

A learning expert at Hadley would be happy to talk with you. To reach one of us, call 800.323.4238 or email us at info@hadley.edu.

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