



Google Docs with Screen Reader

Converting Word and PDF Files to Google Docs

Here's how to turn familiar document types into files you can use with Google Docs.

Being able to open different file formats in Google Docs is very useful. And Google Docs has a feature that is helpful even when a PDF has not been saved as an accessible file. **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.

Upload a File

1. To begin, you need a file to work with. Open your **Chrome** browser and type the following: <https://bit.ly/3nzslK6>. This opens the PDF file of a restaurant menu.

Tip: Your screen reader may alert you that this appears to be an empty document. The document is basically a picture of the menu instead of text that the screen reader can handle. Google Docs can solve this problem.

2. Press **CTRL + S** to save the file to your **Downloads** folder.

Tip: When you save a file from the internet to your computer, it's a download. When you save a file from your computer to the internet or cloud—Google Drive, for example—it's an upload.

3. Press **CTRL + L** to move to the address bar. Go to the Google Drive home page by typing **drive.google.com** in the browser address bar, then press **Enter**. This opens the Google Drive homepage which shows the files you used most recently.

Tip: Google Drive is a cloud-based hard drive where you can create folders to store many types of Google Docs files, as well as photos and videos.

4. To upload the menu file to Google Drive, press **Shift + U**, for “upload.”
5. The browser opens the **Downloads** folder by default, which is fine because that's where your PDF is.

Tip: You can use this browse dialog to point to any folder where you've stored a file to be uploaded. Just navigate the dialog the same way you do when opening a file in any other program.

6. Press **Shift + Tab** a couple of times until you get to your list of files. Press **Enter** when you get to your file. This uploads the file to your Google Drive.
7. Once you hear that the file has been uploaded, press **Tab** until you hear, "**Show file location button.**"
8. Press the **Spacebar** to go to the location in Google Drive where your file has been uploaded and stored.

Convert the File

9. Next, press your **Applications** key—or **Shift + F10** if you don't have that key. A menu appears with a few options for handling this file.
10. Press the **Down Arrow** until you reach the **Open with** option. Then press the **Right Arrow** to expand the menu.

11. When you hear **Google Docs**, press **Enter**. Your screen reader now reads the menu text because Google Docs converted the PDF image to a text document.

Once you've opened this in Google Docs, you don't have to do anything else. It's a document in the Google Docs format, automatically saved on your Google Drive, just like others that you've created.

Tip: Use this same method for other files that you'd like to upload and access in Google Docs.

Congratulations! You've learned how to open PDFs and other files in Google Docs. Keep exploring the workshops in this series to learn even more.

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