



## Google Docs with Screen Reader

# Shortcut Tips and Tricks

Who doesn't like a shortcut? Here's how to use some keyboard shortcuts and other time-saving tricks.

These tips help you make your Google Docs experience even better and more efficient. **Check them 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.

## Navigating the Google Docs Homepage

1. Open the **Chrome** browser and type **docs.google.com** in the address bar. Your list of recent documents appears in a grid view.

**Tip:** Grid view shows multiple documents as thumbnail images. You can use the Right Arrow key to move through the list. But as the list grows, it might be easier to navigate if the layout is changed to a list format.

2. Press **NVDA + Spacebar** to exit **Applications** mode.
3. Press **Shift + B**, for “button,” to move backward through all the buttons until you reach the **List View** button. Then press the **Spacebar**. Your documents are now in **List View**.

**Tip: You can also use the Up Arrow to navigate to the List View button.**

**Tip: As you move through the available buttons, you’ll find the Sort Options button. This lets you sort your files by options like Last Opened or By Title, which sorts alphabetically.**

4. Now use the **Down Arrow** key to move through your recent documents list. List view stays active each time you open Google Docs, so you don’t have to switch to it every time.

## Dictionary and Spelling

5. Press **ALT + D** to go to the address bar. Then type **docs.new** and press **Enter**. A blank document opens, ready for you to type.
6. Type the text: **Google Docs is fantabulous.**

7. Press **CTRL + Left Arrow** to move back to the word “fantabulous” so you can use the dictionary to make sure “fantabulous” is really a word.
8. Press **CTRL + Shift + Y**. This opens the dictionary results for “fantabulous” in a sidebar outside of your document.
9. Press **NVDA + Spacebar** to exit **Applications** mode so you can review the dictionary results.
10. Press the **Down Arrow** until you reach the definition of “fantabulous.”  
**Tip: Use the CTRL + Shift + Y keyboard shortcut anytime you are not sure about a word and want to look it up.**
11. Press **Shift + B** to go to the **Close** button. Then press the **Spacebar** to close the sidebar. This places you back in your document.
12. Type the text: **Ill keep using it.**
13. Press **CTRL + ALT + X** to start the **Spelling and Grammar** check.

14. The suggestion to change **III** to **I'll** appears. Since the **I'll** button is active, and you want to make this change, press the **Spacebar**.

You can also tab through the dialog for options to ignore this particular word, or find other suggestions if there are any.

**Tip: If the Spelling and Grammar check first stops on the word “fantabulous,” tab through until you reach the Ignore button, and then press the Spacebar.**

## Access More Shortcuts

You’ve learned a lot of keyboard shortcuts that may be hard to remember. While you’ll start to remember the ones you use most often, you don’t have to remember them all. Google Docs offers a shortcut that takes you to a list of shortcuts.

15. Press **CTRL + /** to open a list of the most frequently used shortcuts.
16. Have fun exploring the list!

**Now you know some helpful shortcuts to use in Google Docs. Be sure to explore the other workshops in this series to learn even more.**

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