



Google Docs with Low Vision

Creating an Account

Here's how to sign up to use Google's free web-based word processing program and more.

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 now!**

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.

Tip: If you want to set up a Google account with your current email address—one that isn't a Gmail account—go to step 12.

New Google and Gmail Account

1. Open a tab in your browser.
2. In the address bar, type:
accounts.google.com/signup and press **Enter**.

Tip: The keyboard shortcut to go to the address bar is ALT + D.

3. Enter your name and username:
 - 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.

Tip: Your username can be your own name, or you can make one up. If the name you choose is already taken, the system prompts you to select another.

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.

4. Create a password:

- In the **Password** field, type a password, then press **Tab**.

Tip: Your password must have 8 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 **Enter** or select the **Next** button.

You will be prompted to verify your account in one of two ways—via a text message or a phone call. You only need to choose one.

5. If you choose a text message to your mobile phone:

- Enter your mobile phone number, then press **Enter** or select the **Next** button.
- After Google sends you a text message with a 6-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.

- After you enter the code, select **Verify** or press **Enter**.

6. If you choose a phone call:

- Enter a phone number.
- Select the **Call Instead** option. This is below the Enter verification code field, to the left of the **Verify** button.

7. Enter a recovery email address if you choose, then press **Tab**.

Tip: A recovery email address isn't required, but it's a good idea. This lets Google reach you in case they detect unusual activity in your account, or if you accidentally get locked out.

8. Enter your birthday information.

Tip: Google requires this information because some of their services have age requirements.

- Select your birth month from the dropdown options, then **Tab** to the next field.
- Type in the day, then **Tab** to the next field.
- Type in the year, then **Tab** to the next field.

9. Select your gender, or the option "Rather not say," using the drop-down box.

Then select **Next** or press **Enter**.

10. You can add your phone number to your account to use across Google services—such as receiving video calls and messages—and for targeting advertisements.
 - To opt out, select the **Skip** button
 - To add your phone number, select the **Yes, I'm in** button.
11. On the Privacy and Terms page, move to the bottom and select the **I agree** button, after reading the terms.

Non-Gmail Email Address

Tip: If you have completed steps 3 through 11, you can skip this section.

12. After entering your first and last name on the signup page, select the option **Use my current email address**.
13. Enter the email address you want to use in the **Your email address** field.

14. Create a password:

- In the **Password** field, type a password, then press **Tab**.

Tip: Your password must have 8 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 **Enter** or select the **Next** button.

15. To verify your email address, Google sends a verification code to the address you provided.

Type the 6-digit code into the **Enter code** field, then select **Verify** or press **Enter**.

16. In the **Phone number (optional)** field, you can enter your phone number, which Google uses for account security—or you can choose to skip this step.

17. Next, follow Steps 8 through 11.

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 Google Docs' low vision features—and much more.

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