



Google Docs with Low Vision

Low Vision Features

Here's a look at the many features you can use in Google Docs to make your documents easier to see.

Google Docs gives you simple options to enlarge your display, work with screen readers and magnification programs, and even type with your voice. **Check out the options!**

1. To begin, go to the Google Docs home page by typing **docs.google.com** in the address bar, then press **Enter**.
2. Open any Google Doc—a new document, or an existing file.

Tip: Check out another workshop in this series to learn several ways to find and open the file you want.

Turn on Accessibility Settings

3. To open the Tools menu, select **Tools** in the menu bar.

Tip: You can also use the keyboard shortcut **ALT + T**.

4. Select the bottom item in the menu, **Accessibility settings**, and press **Enter**.

Tip: You can also move through the menu items using the down arrow, or you can use a keyboard shortcut.

The keyboard shortcut for Accessibility settings in this menu is C. To help you remember, the first “c” in “Accessibility” is underlined in the menu option.

A new window opens, showing the accessibility settings.

5. In the new window, check the boxes to turn on the accessibility settings you want. These include **Turn on screen reader support** and **Turn on screen magnifier support**.

Tip: If you use a screen reader, be sure the boxes within this option are also checked. These include **Turn on braille support** and **Turn on collaborator announcements**.

Tip: For more details on using Google Docs with a screen reader, select **Learn More** at the bottom of the pop-up window. And for a deeper dive into this topic, check out Hadley’s series on Google Docs for Screen Reader.

To confirm your choices, press **Enter** or select **OK**.

Find Keyboard Shortcuts

If you're looking for keyboard shortcuts in Google Docs, you can press **CTRL + /** at any time to open a handy list. But in case you forget that command, here's how to find all the keyboard shortcuts using the menus.

6. To open the Help menu, select **Help** in the menu bar.

Tip: You can also use the keyboard shortcut ALT + H.

7. Select the bottom item in the menu, **Keyboard shortcuts**, and press **Enter**.

Tip: You can also use the keyboard shortcut K, or you can move through the menu items using the Down arrow.

In the new window, you can view dozens of keyboard shortcuts listed by category.

8. Select an option from the list in the left pane to display the related shortcuts in the right pane.

9. For a complete list of keyboard shortcuts, select the **View all in help center** link, at the bottom left corner of the window.

A new browser tab displays the keyboard shortcuts for PC, Mac, and Chrome operating systems, as well as Android, iPhone, and iPad devices.

10. You can also view a special set of keyboard shortcuts for speech output when you're using a screen reader.

To access these shortcuts, select **Accessibility** from the Google Docs menu bar. Then select the first item in the list, **Speak**.

A list of keyboard shortcuts appears to the right. To close the list, press **ESC**.

Enlarge the Text and Display

You can increase the visibility of your document by zooming in on the text and graphics, or by increasing the size of the text.

11. To zoom in and increase the viewing size of the text and graphics:

- Move your cursor to the **Zoom** tool—this is the area in the toolbar that displays a number with a percentage sign.
- Select the dropdown button—the small triangle to the right—to display the options.
- Use your mouse to select a size, or use the down arrow and press **Enter**.

12. To change the font size of the text in your document:

- Select the text you want to enlarge.

Tip: You can quickly select all the text in your document using the keyboard shortcut CTRL + A (for “All”).

- Move your cursor to the **Font** tool in the toolbar. This is the area in the toolbar that displays a number with a minus sign (-) to the left and a plus sign (+) to the right.
- Select the **Plus** to increase the font size, or select the **Minus** to decrease it.

Tip: There’s also a handy keyboard shortcut to change the font size. After you highlight your text, press CTRL + Shift + . (period) to increase the size, and CTRL + Shift + , (comma) to decrease it.

Voice Typing

The voice typing feature lets you dictate words into a Google Doc, and your text will be typed into the document automatically.

13. Open the **Tools** menu, then select **Voice typing**.

Tip: You can also toggle Voice typing on and off with the keyboard shortcut **CTRL + Shift + S** (for “Speak”) anytime you’re working in a Google Doc.

When you begin speaking, Google Docs types your words into the document.

Tip: When the microphone is active, the icon on the left side of the screen turns orange and is displayed inside a circle. When it’s inactive, the icon is gray, without a circle.

14. To stop voice typing, press **ESC** or say, “Stop listening.”

Tip: For more information on voice typing commands, select the question mark button in the lower right corner of the microphone icon. In the voice typing Help window, you can search for commands and tips.

Now you know how to access and use the low vision features in Google Docs. For more tips and tricks on using Google Docs, be sure to check out the other great workshops in this series.

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