



Google Docs with Low Vision Home Page

Learn where to go to find and open documents, change settings, and much more.

It only takes a few minutes to look around the Google Docs home page and discover the many great features available. **Start exploring!**

1. To begin, open a tab in your web browser.
2. To access the Google Docs home page, type **docs.google.com** in the address bar, then press **Enter**.

Search Field

3. The Search field is at the top of the document. Use this field to search for a Google Doc by name.

Start a New Document

Below the Search field is the **Start a new document** pane.

4. To open a new document, select the **Blank** icon, or select one of the options from the template gallery.
5. To see more templates, select the **Template gallery** button at the right side of the pane, just above the template options.

Then scroll down the page to view the options available.

To close the Template gallery, select the back arrow at the top left corner of the page.

6. You can also hide the templates from view. Select the icon with 3 vertical dots—at the top right side of the **Start a new document** pane—and select **Hide all templates**.

To unhide the templates, select the main menu icon—3 horizontal lines in a gray circle at the top left area of the page—then select **Settings**. In the popup window, select the checkbox for **Display recent templates on home screens**.

To close the pop-up, select the **OK** button in the lower right area of the window.

Recent Documents

Below the template options is a pane called **Recent documents**.

7. The default setting is a grid view. To change to a list view, select the **List view** button in the top right area of the pane.

Tip: The List view button is the first of three icons in the top right corner of the pane. When you hover over this icon, the words “List view” pop up.

This button lets you easily toggle, or switch, between Grid view and List view.

8. To sort your recent documents, select the **Sort options** button in the top right area of the **Recent documents** pane, and select the option you want.

Tip: The Sort button is the middle icon in this area. It shows the letters “AZ.”

9. To open a pop-up window with all your available files, select the **Open file picker** button in the top right area of this section of the screen.

Tip: The Open file picker button is the last of the three icons in this area. It’s shaped like a file folder.

To close the file picker window, select the **X** in the top right corner, or press **ESC**.

Main Menu

10. To open the main menu, select the **Main menu** button—an icon with three horizontal lines—in the top left corner.

Tip: The Main menu button is to the left of the Docs home button, which looks like a page with a folded corner.

11. You can use the first four buttons in this menu to launch the four Google Suite applications:
 - **Docs** for word processing
 - **Sheets** for spreadsheets
 - **Slides** for presentations
 - **Forms** for different types of forms
12. To change your settings, select **Settings** from the main menu. Here you can:
 - Change the language
 - Hide or display the templates
 - Choose to work offline
 - And more

To return to the main menu, select **OK** or press **ESC**.

13. To search for help using Google Docs, select **Help & Feedback** from the main menu.

In the pop-up window, type your question into the edit field, and press **Enter**. Then scroll down to find the answer and directions.

To close the help window, select the **X** in the top right corner, or press **ESC**.

14. To access Google Drive, select **Drive** from the main menu.

A new tab opens in your browser with a list of folders in the left pane:

- My Drive
- Shared with me
- Recent
- Starred
- Trash

Select a folder in the left pane to see the files listed in the right pane. Then scroll through the file names and double-click a file to open it.

Now you know how to move around the Home Page, and you're ready to discover all the handy features Google Docs has to offer. Keep exploring the workshops in this series to learn more.

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