



Google Docs with Low Vision

Creating and Opening Documents

Learn how to open a new or existing file in Google Docs.

There are several ways to open and work on the docs you want, whether you prefer using the mouse or learning some handy keyboard shortcuts.

Try it now!

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

Let's start with several ways to open a new document:

From Google Docs: Using the Mouse

3. Move your mouse pointer to the top pane on the page, called **Start a new document**.

4. To open a new blank document, select the icon with the plus sign, called **Blank**.
5. To open a new document based on a template, select one of the icons in the template gallery, such as a **Resume** or **Letter**.

From Within a Google Doc: Keyboard Shortcut

6. From any Google Doc, press **ALT + F** to open the file menu.
7. Press the down arrow to highlight **New**, then press **Enter** twice.

From Chrome: Keyboard Shortcut

8. In any Chrome browser window, press **ALT + D** to move your cursor to the address bar.
9. Type **doc.new** and press **Enter**.

From Google Drive: Using the Mouse

10. To go to Google Drive, type **drive.google.com** in the address bar.
11. From the Google Drive screen, select the **New** button in the top left corner.
12. In the new menu that opens, use your mouse pointer to hover over Google Docs, and move it to the > sign to open the submenu—or press the **Down arrow** key to move to Google Docs and press the **Right arrow** to open the submenu.
13. Select Blank document or From a template—and click or press **Enter**.

From Google Drive: Keyboard Shortcut

14. To go to Google Drive, type **drive.google.com** in the address bar.
15. From the Google Drive screen, press **Shift + T**. A new document opens in a new browser tab.

There's also an easy shortcut to work with a file you've created in the past:

Open an Existing File from Google Drive

16. To go to Google Drive, type **drive.google.com** in the address bar.
17. If you know the title of your document, you can type it into the **Search** field at the top of the window.
18. In the **Suggested** area (below the Search field), you can select among your most recently used documents.
19. Below that, all your files are listed in alphabetical order.

Tip: In this section, you can toggle between a list view and a grid view by selecting the rectangular icon to the right of the words “My Drive.”

To open a document in this section, double-click the document name or icon. The document opens in a new browser tab.

Now you have several ways to create or open a file and get all the great benefits of using Google Docs. Check out the rest of the workshops in this series to learn more.

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