



Google Docs with Low Vision

Shortcut Tips and Tricks

Who doesn't like a shortcut? Here's how to use many of the keyboard shortcuts and other time-saving tricks provided in the Google suite.

These tips help you quickly create a document, change the viewing size, navigate more quickly, and more. **Check them out!**

Create a New Document

Google Docs offers a couple of handy ways to quickly open a new file.

1. Type **doc.new** in the address bar from any page in your browser, then press **Enter** to create a new Google Doc.

Tip: This same trick works for the other applications in the Google Suite.

- **sheet.new** opens a new Google spreadsheet
- **slide.new** creates a new Google presentation
- **forms.new** creates a new Google form.

2. If you're already working in Google Drive, type **Shift + T** to launch a blank Doc in a new tab.

Change the Size

You can view your document at a different size by zooming in and out, and you can change the font size from the 12-point default.

3. To enlarge the viewing size of text and graphics in your document, use your mouse to select the dropdown box in the zoom tool—the small box in the toolbar that shows a number and a percentage sign.

Then select the desired size with your mouse, or use the down arrow and press **Enter**.

4. To change the font size itself:
 - Press **CTRL + A** to select all the text.
 - Press **CTRL + Shift + .** (period) to increase the text size, and **CTRL + Shift + ,** (comma) to decrease the text size.

Tip: To remember these keyboard shortcuts, notice that the period key also has a greater-than sign, and the comma key has a less-than sign.

Access More Shortcuts

Google Docs offers a shortcut that takes you to more shortcuts.

5. Press **CTRL + /** to display a list of the most frequently used shortcuts.

When the list appears in a new window, select one of the categories in the left pane, and the focus moves to those shortcuts in the right pane.

6. Select **View all in help center**, in the lower left corner of the window, for a more complete listing of all the shortcuts available.

A new tab opens with an extensive list of shortcuts for PC, Mac, and Chrome OS, as well as Android or iPhone and iPad devices.

Select the **down caret** next to a category name to expand the group. You can move up and down the page by scrolling with your mouse or using the **Up** and **Down Arrow** keys.

Search for Menu Commands

Google Docs also has a shortcut that helps you quickly locate—and apply—menu commands.

7. Press **Alt + /** to access the **Search** edit field.
8. Type the name of a command into the edit field—for example, **bold**.

The keyboard shortcut appears—for example, **CTRL + B**.

Tip: You can also use this feature to apply a command to a section of text. First, highlight the text, then use the search function to find the command you want. When the command is highlighted in the search box—such as **Bold**—press **Enter** to apply that function to the highlighted text.

Move a Paragraph of Text

When you want to move an entire paragraph, Google docs has a time-saving trick that's easier than cutting and pasting.

9. Place your cursor anywhere within the paragraph you want to move.

10. Hold down the **Alt** and **Shift** keys, and tap the **Up** or **Down Arrow** key.

The paragraph will move up or down to its new location.

Show Document Outline

If your Google Doc has headings for different sections, you can display a handy outline that makes it easier to move around the document.

11. Type **ALT + V** to open the **View** menu.
12. Use your mouse or the down arrow key to select **Show document outline**, and press **Enter**.

A checkmark appears next to the option, and Google Docs creates an outline in the left pane of your screen.

13. Once the outline pane appears, you can select a heading in the left pane, and the focus jumps to that spot in the document, in the right pane.

Research a Topic

You can do some quick research on the Web without leaving your document, and even add a footnote instantly.

14. Press **CTRL + ALT + Shift + I** (for “information”) to open Google’s Explore tool.

The Explore window opens on the right side of the screen, with a search field you can use to search the Web for information.

The window also shows items mentioned in your document. When you select an item, the window shows search results on that topic.

Tip: You can also click on one of the following headers to direct your search.

- **WEB** lets you search the entire internet.
- **IMAGES** lets you find pictures that match your search.
- **DRIVE** lets you search Google Drive for information on the topic.

15. To add a search result as a footnote in your document:
 - Hover your mouse over the item.
 - Select the button to the right that shows a large set of quotation marks.
 - A footnote appears at the bottom of the page in your document.
16. To close the Explore tool, select the **X** in the top right corner of the Explore tool window.

Look Up a Word

Google Docs includes another handy research tool to help you check on a word's meaning.

17. Place your cursor on a word and press **CTRL + Shift + Y**.

The Dictionary tool opens on the right side of the screen, showing the definition of the selected word.

18. To close the Dictionary tool, select the **X** in the top right corner of the Dictionary tool window.

Translate a Doc into Another Language

19. Press **Alt + T** to open the Tools menu.
20. Press **T**—or use your mouse, or down arrow and **Enter**—to select **Translate document**.

The **Translate document** window appears, with a suggested title for the new document.

21. In the **Choose a language** field, select the dropdown list, and choose the language you want.
22. Select the **Translate** button.

A new tab opens in your browser with the translated Google Doc.

Now you can use these tips to move around your Google Docs more quickly and easily. And if you already use Microsoft Word, many Google Docs shortcuts will be familiar, making it easier to move from one to the other. Give it a try—and be sure to explore the other workshops in this series to learn even more.

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