Adjusting Font Colours in Google Docs

Step 1

Select the word or phrase that needs to be adjusted.
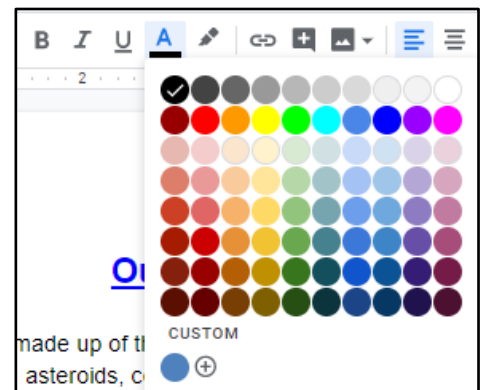
Step 2

In the main toolbar, click on the **Text Colour** button.

OR

Press **ALT** then **F** to navigate to the menu. Press **TAB** twice to navigate to the main toolbar. Use the **RIGHT ARROW** key to navigate to the Text Colour button. Press **ENTER** to expand the palette.
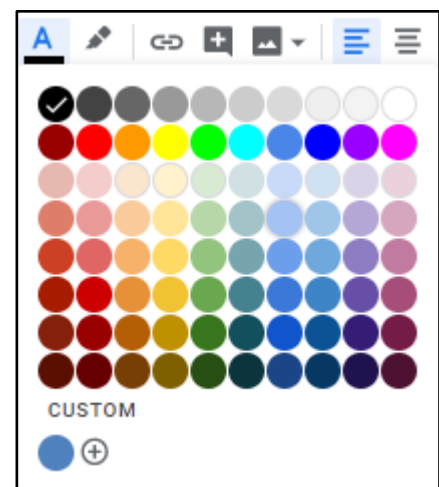
Step 3

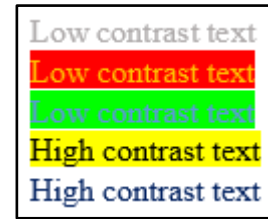In the drop-down list, select the font colour to use.

OR

Use the **LEFT**, **RIGHT**, **UP**, and **DOWN ARROWS** to navigate the drop-down list of colours and advanced options. Press **ENTER** to select a colour.

Step 4

Ensure that the text and background have good contrast. Keep in mind that monitor settings or printing may cause text to lose contrast.

Step 5

Add a font attribute **other than colour**, such as bold text or an increased font size.

Select a font attribute button (such as **bold**) from the **main toolbar.**

OR

Press **ALT** then **F** to navigate to the menu. Press **TAB** twice to navigate to the main toolbar. Use the **right arrow key** to navigate to the Bold button. Press **ENTER** to apply the attribute.