

JAWS – Create and Edit Google Docs

Introduction

This tutorial explains how to use the Google Docs word processor with the JAWS screen reader.

Learning Objectives

Completion of this tutorial will give you experience:

- Creating a new Google Doc.
- Editing and formatting a Google Doc.

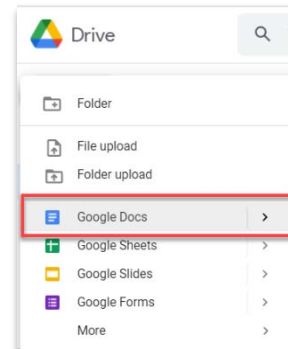
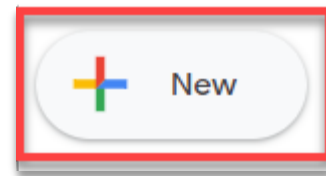
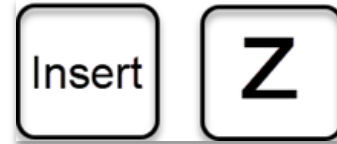
This tutorial assumes that you have:

- A Google account.
- Basic keyboarding skills.
- The latest version of JAWS installed.
- Google Chrome as your internet browser.
- Basic internet navigation skills using JAWS.

Case Study

Hannah is a grade 8 student in a school that uses Google Workspace for Education apps. She has access to her own Google Drive account. From Google Drive, she will create a new Google Doc to write an essay for an English class.

Create a new document	
1	<p>Launch Google Chrome.</p> <p>Go to drive.google.com</p> <p>Toggle Insert + Z – Virtual PC cursor ON. This will allow you to use JAWS navigation keys.</p> <p>Press Tab – From Google Drive, move focus until you find the New button.</p>
2	<p>Press Enter or Spacebar to expand the New menu.</p> <p>Use the down arrow to select Google Docs to create a new document.</p> <p>Press Enter.</p>



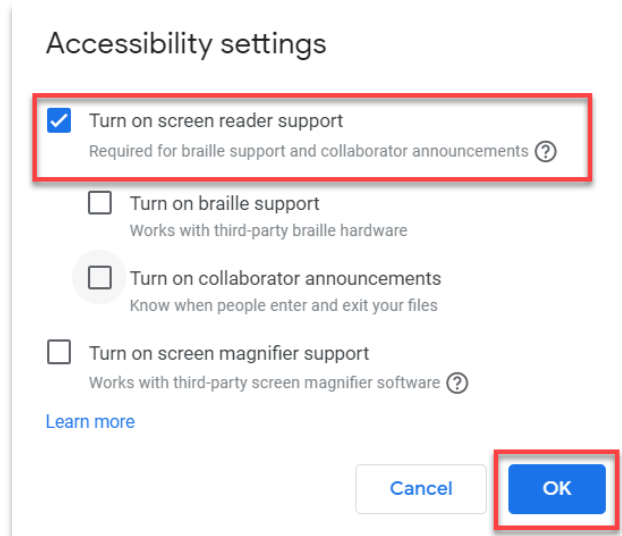
Turn on Google Docs screen reader support

3

The first time you use Google Docs to create a document, you must turn on Docs screen reader support.

- a. Open a document.
- b. Tools menu → Accessibility settings → Turn on screen reader support.
- c. Press **Tab** until you reach the OK button.
- d. Press **Enter**.

You will hear “screen reader support enabled.”



Use Google Docs top-level menus

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Toggle **Insert + Z** - Virtual PC cursor **OFF**.

This will allow you to use Google keyboard shortcuts.

To browse the top level menus:

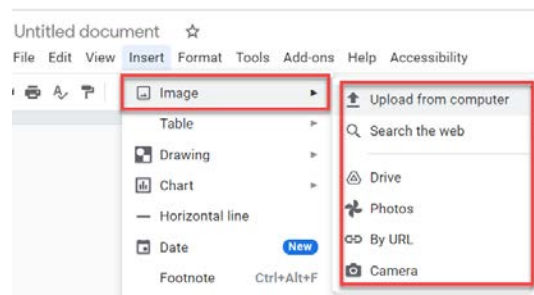
Press **Alt+F** – Open File menu.

Use **right arrow** – Explore other menus (Edit, View, Insert, etc.).

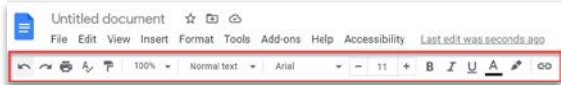
Use **down arrow** – browse the submenu options.

Press **Enter** – Expand the submenu options.

Press **Esc** – Close menu.



Use the Google Docs formatting toolbars

5	<p>Press Alt+F to move focus to top-level menu.</p> <p>From the top-level menu, press Tab, then Tab again.</p> <p>This will move the focus to the formatting toolbar.</p> <p>Press right arrow – Hear the formatting options.</p> <p>Press Enter or Spacebar– Select a formatting option.</p>	
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