

JAWS – Navigating Google Drive

Learning Objectives

This tutorial will give you experience:

- Finding files in Google Drive.
- Creating a new file (Docs, Slides, Sheets).
- Uploading a file from your computer.

This tutorial assumes that you:

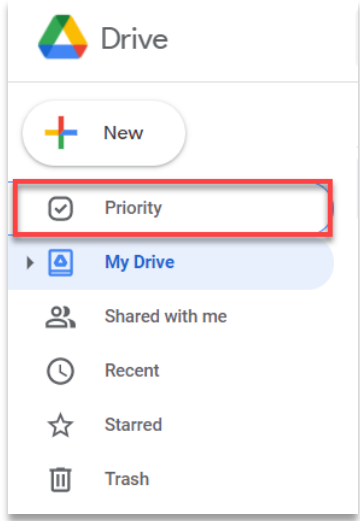
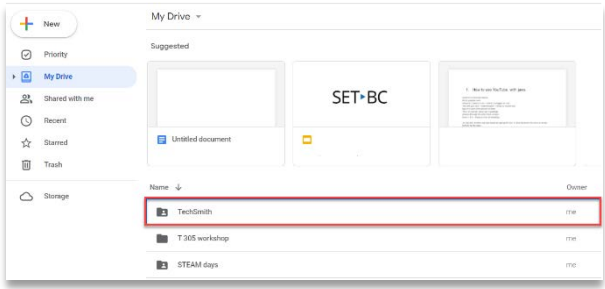
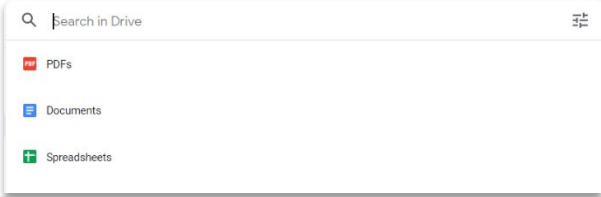
- Have a Google account.
- Use Chrome internet browser.
- Have a basic knowledge of website navigation using JAWS.

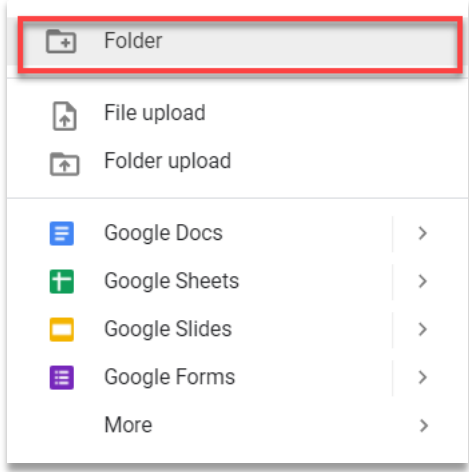
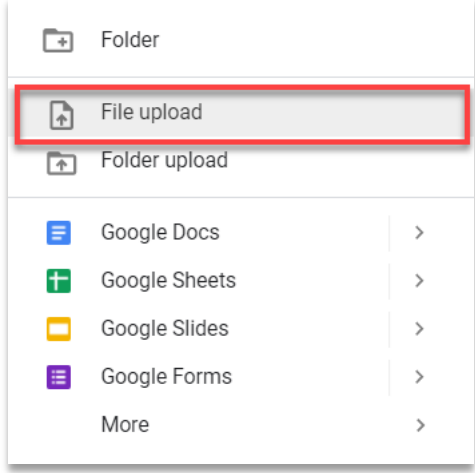
Case Study

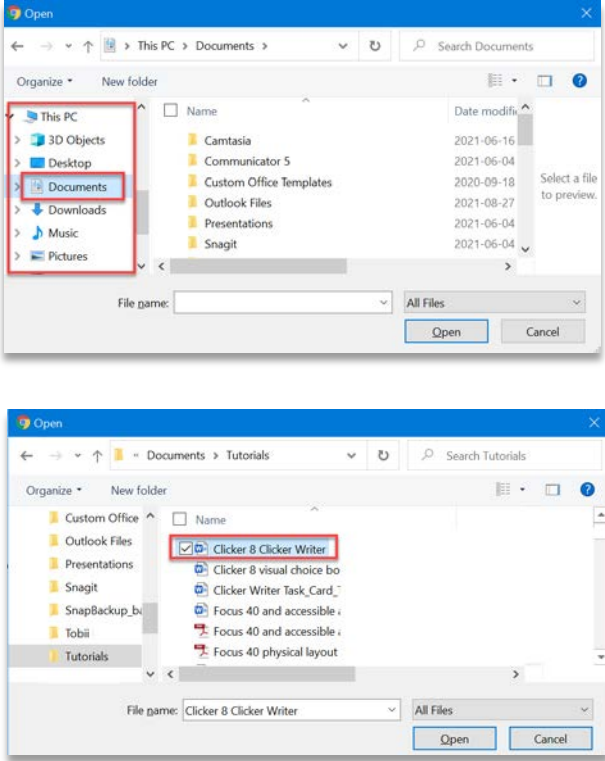
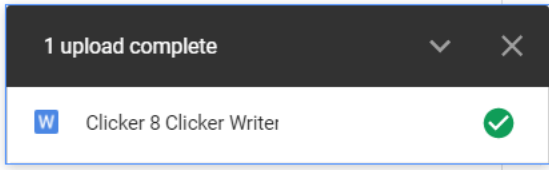
Hannah is a high school student who is learning to use JAWS to access and complete her school assignments. Since her school uses Google Workspace for Education apps, Hannah will use JAWS and Google Drive to upload files and create assignments.

Find a file	
1	<p>Launch Google Chrome</p> <p>Login to Google Drive.</p> <p>Press Insert + Z – Virtual PC cursor OFF</p> <p>Turning off the JAWS virtual PC cursor allows you to use Google’s keyboard commands.</p>



<p>2</p>	<p>Press G, then N – Keyboard command to move the focus to the Navigation Panel.</p>	 <p>A screenshot of the Google Drive navigation panel. The 'Priority' option is highlighted with a red rectangular box. Other options visible include 'New', 'My Drive', 'Shared with me', 'Recent', 'Starred', and 'Trash'.</p>
<p>3</p>	<p>Press G, then L – Moves focus to Items view (list of files and folders)</p>	 <p>A screenshot of the Google Drive items view. The 'TechSmith' file is highlighted with a red rectangular box. The view shows a list of files and folders under 'My Drive', including 'Untitled document', 'SET BC', and 'TechSmith'.</p>
<p>4</p>	<p>Press / - Moves focus to Search box.</p>	 <p>A screenshot of the Google Drive search box. The search box is active, and the results show categories like 'PDFs', 'Documents', and 'Spreadsheets'.</p>

Create a new file	
5	<p>Press C – New or create menu</p> <p>Use Up/ Down arrows to choose the type of file (Docs, Sheets, etc.)</p> <p>Press Enter.</p>
	 <p>A screenshot of a file creation menu. The 'Folder' option is highlighted with a red rectangular box. Other options include 'File upload', 'Folder upload', 'Google Docs', 'Google Sheets', 'Google Slides', 'Google Forms', and 'More'.</p>
Upload a file	
6	<p>Press C.</p> <p>Use the down arrow to navigate to "File upload."</p> <p>Press Enter.</p>
	 <p>A screenshot of a file upload menu. The 'File upload' option is highlighted with a red rectangular box. Other options include 'Folder', 'Folder upload', 'Google Docs', 'Google Sheets', 'Google Slides', 'Google Forms', and 'More'.</p>

<p>7</p>	<p>Windows File Explorer will appear.</p> <p>Press (Shift)+ Tab – Moves focus to the tree view on the left side of the dialog box where computer folders are visible.</p> <p>Press Down arrow to find the folder where the file is stored.</p> <p>Spacebar – Expand the folder.</p> <p>Tab – press Tab until the focus moves to the contents of the folder.</p> <p>Use Up/Down arrows – listen to file names.</p>	
<p>8</p>	<p>Press Enter.</p> <p>The file will upload to Drive.</p>	

Reference:

Google. (2021). *Keyboard shortcuts for Google Drive on the web*. Google Help. <https://support.google.com/drive/answer/2563044?hl=en>