

Collaboration and Productivity: Google Drive and JAWS

What We'll Cover

- Overview of Google Drive
- Access the Navigation panel
- Open a folder, subfolder, or file
- Save a file
- Upload and download files
- Sort files
- Search for files
- Use keyboard shortcuts
- Use Google Backup and Sync
- Share folders and files



Why Google Drive

- Google Drive is Google's cloud storage and file sharing platform
- It integrates with Docs, Slides, and Sheets to enable real-time collaboration
- Access Google apps quickly from Drive
- Requires a Google account
- Accounts include 15 GB of free storage
- Purchase additional storage or upgrade to Google One for added benefits



Access the Navigation Panel

- The Navigation Panel contains views and folders in Google Drive
- Press **G** then **N** to go to the Navigation Panel
- Press **UP ARROW** or **DOWN ARROW** to navigate through this panel



Open a Folder, Subfolder, or File

- Press **ENTER** to open a folder, file or view
- Press **RIGHT ARROW** to open a subfolder



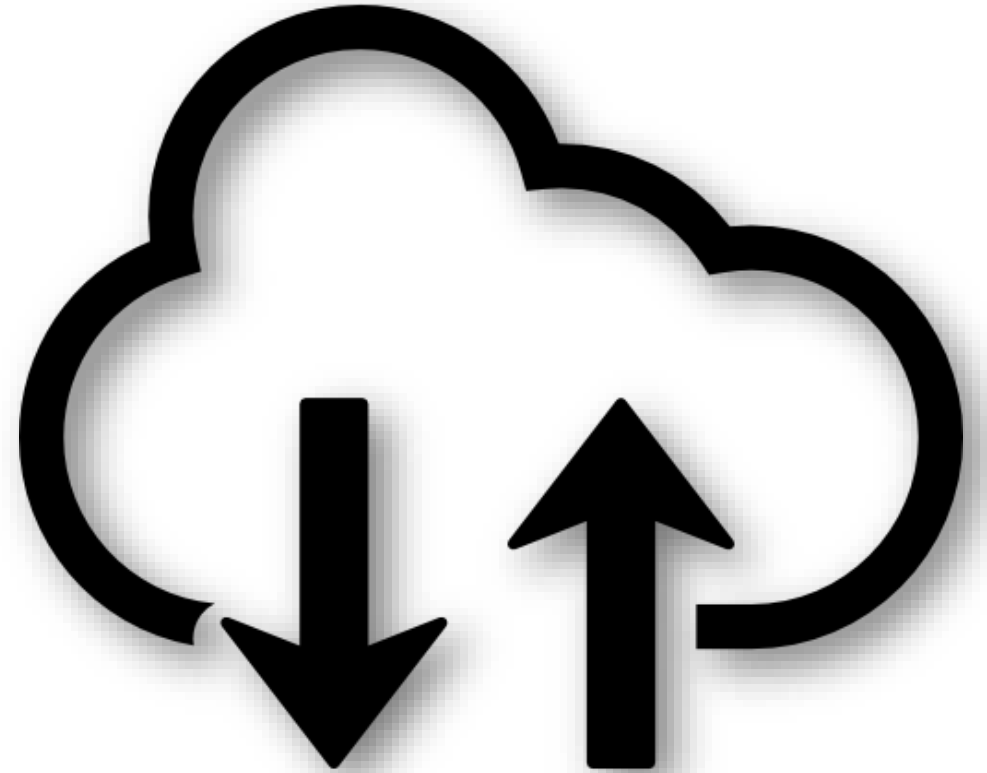
Save a File

- Documents created in a Google Workspace application save automatically
- Rename a Google document to match its content
- Documents that are not renamed are listed as untitled
- Save files to specific folders to organize them
- Save files that have been shared in Google Drive



Upload and Download Files

- Upload files from your computer to share or for backup
- Download files from Google Drive to your computer
- View Google documents in desktop applications like Office 365

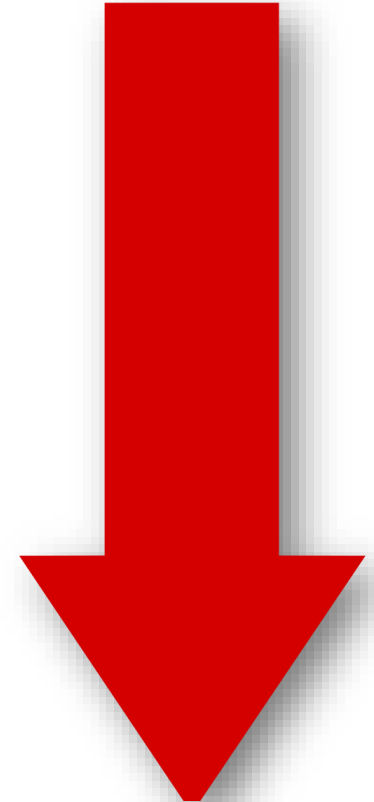


Sort Files

- Sort files to locate them quickly
- Sort by options such as file name and last modified

A

Z



Search for Files

- Press **SLASH (/)** to access the search box
- Type search terms and press **ENTER**
- Focus moves to the search results
- Use the advanced search feature to refine your results



Use Keyboard Shortcuts

- Use keyboard shortcuts to perform tasks
- Press **CTRL+SLASH** to access a list of available shortcuts

Keyboard shortcuts

Search keyboard shortcuts

Selection

Select down item	j or ↓
Select up item	k or ↑
Select right item	l or →
Select left item	h or ←
Select/unselect item	Ctrl+Space or x
Extend selection down	Shift+↓
Extend selection up	Shift+↑
Extend selection right	Shift+→
Extend selection left	Shift+←
Move down without changing selection	Ctrl+↓
Move up without changing selection	Ctrl+↑

[View all in help center](#)

Share Folders and Files

- Share folders and files with others
- Users can organize folders, plus edit and add files
- Set permissions for users
- If view-only, can access folders and open files
- If signed in, can move, delete, and edit files



Resources

- Visit the Freedom Scientific Resources page for Google Drive resources.
- <https://www.freedomscientific.com/resources>

