

Collaboration and Productivity: Google Workspace and JAWS

Why Google Workspace?

- Google Workspace is Google's suite of cloud-hosted tools.
- These apps are designed to facilitate enterprise creation, collaboration, productivity and mobility.
- Google Workspace apps include Drive, Calendar, Gmail, Docs, Sheets, Slides, and Forms.
- Create and collaborate effectively on projects and assignments.



Google Workspace and Accessibility

- Google provides several accessibility settings in their suite of applications.
- Enable Screen Reader and Braille support to read and navigate the document.
- Braille Support must be enabled for all navigation commands to work.
- This is true even if you are not using refreshable braille.



Enable Accessibility Settings

- Toggle off JAWS Virtual PC cursor with **INSERT+Z** when in the apps for the best navigation experience.
- Toggle on Screen Reader Support with **CTRL+ALT+Z**.
- Toggle on Braille Support with **CTRL+ALT+H**.
- Locate these settings under Accessibility in the Tools menu.
- Options include Screen Reader Support, Braille Support, and Collaborator announcements.



INSERT+Z

Toggle off/on Virtual PC Cursor

CTRL+ALT+Z

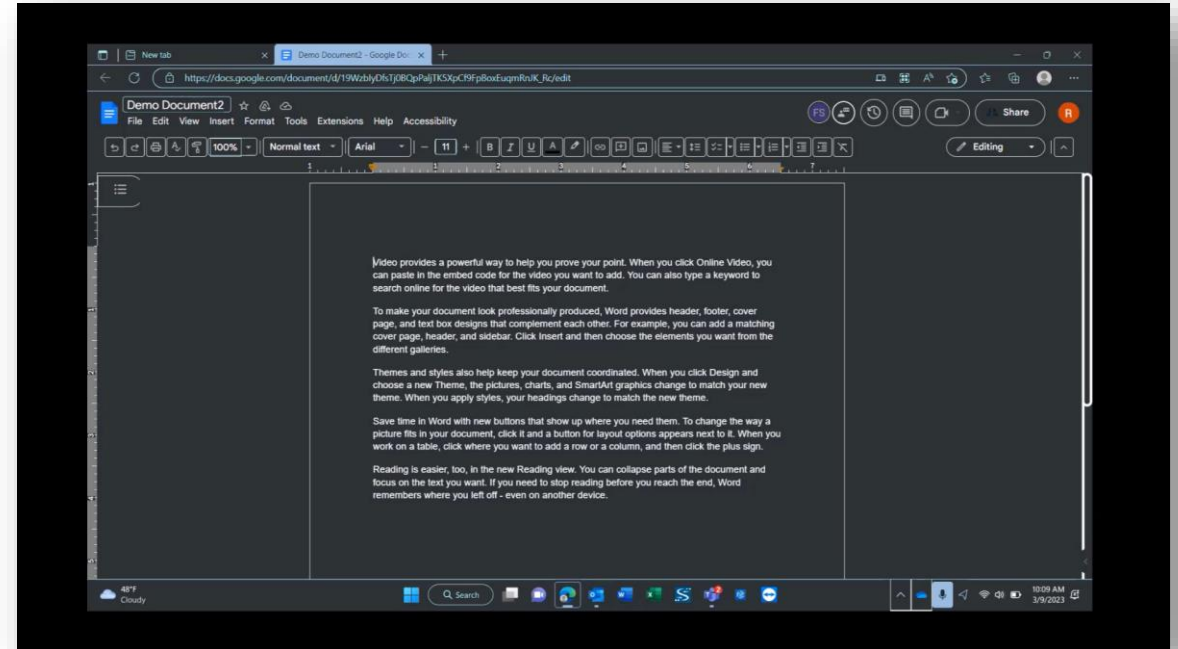
Turn on screen reader support

CTRL+ALT+H

Turn on braille support

Navigation and Collaboration

- Use your Google login to securely store files and access all apps.
- Work closer with students, classmates, or colleagues.
- Boost creativity through engaged collaboration.
- Manage projects and communicate with others.



Tips for Creating Accessible Documents

- Include alt text for images.
- Present data in tables.
- Use comments and suggestions.
- Check for high color contrast.
- Link URLs to meaningful text.
- Use numbered and bulleted lists.
- Organize topics under headings.
- Include navigation landmarks in your document.



Resources

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

