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.
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](https://www.freedomscientific.com/resources)