



Share and Collaborate in Real-Time with Google Docs and JAWS

Presented by

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Why Google Docs

- Google Docs is a part of Google Workspace.
- Google Workspace is Google's suite of cloud-hosted tools.
- Google Docs is widely used in schools and in the workplace for sharing and collaborating.
- Use it to create, edit, and share documents.
- Files are stored in the Cloud.
- Access them via Google Docs or Google Drive.



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

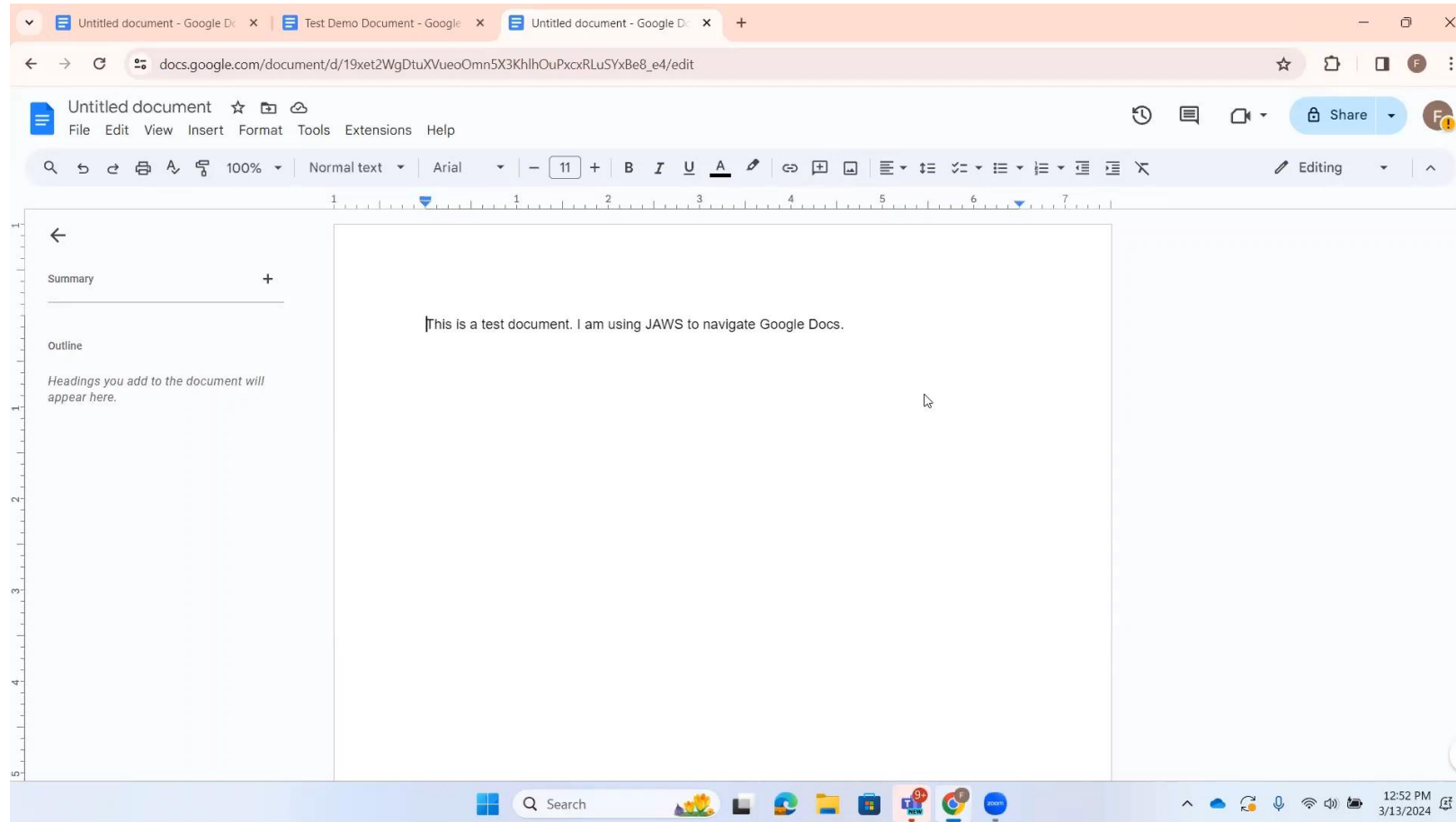
CTRL+ALT+Z

Turn on screen reader support

CTRL+ALT+H

Turn on braille support

Enable Accessibility Settings Demo

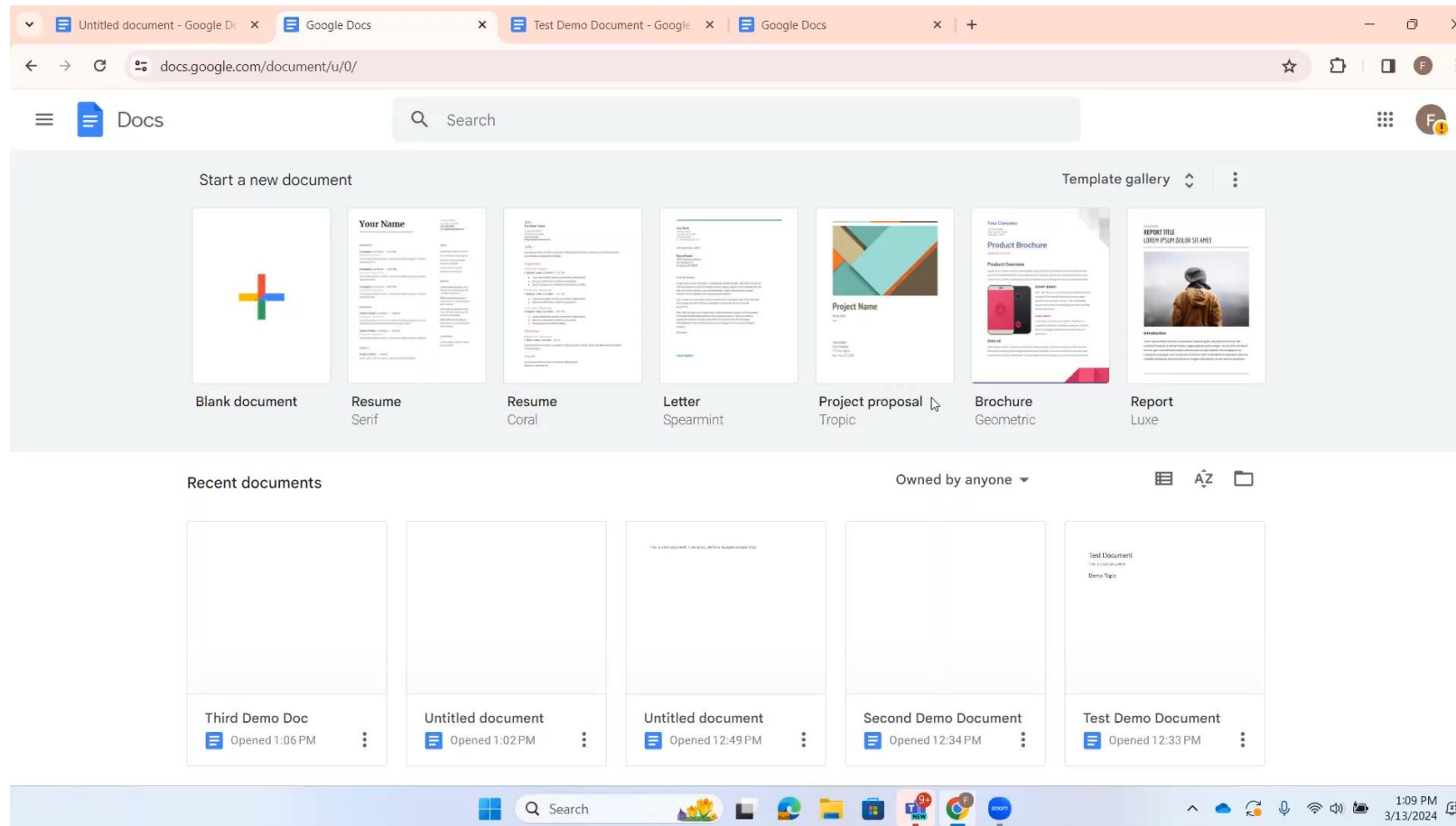


Create a New Document

- From Docs, press **ALT+F** to access the file menu, then **N** to create a new document.
- From Drive, press **SHIFT+T** to create a new Google document.

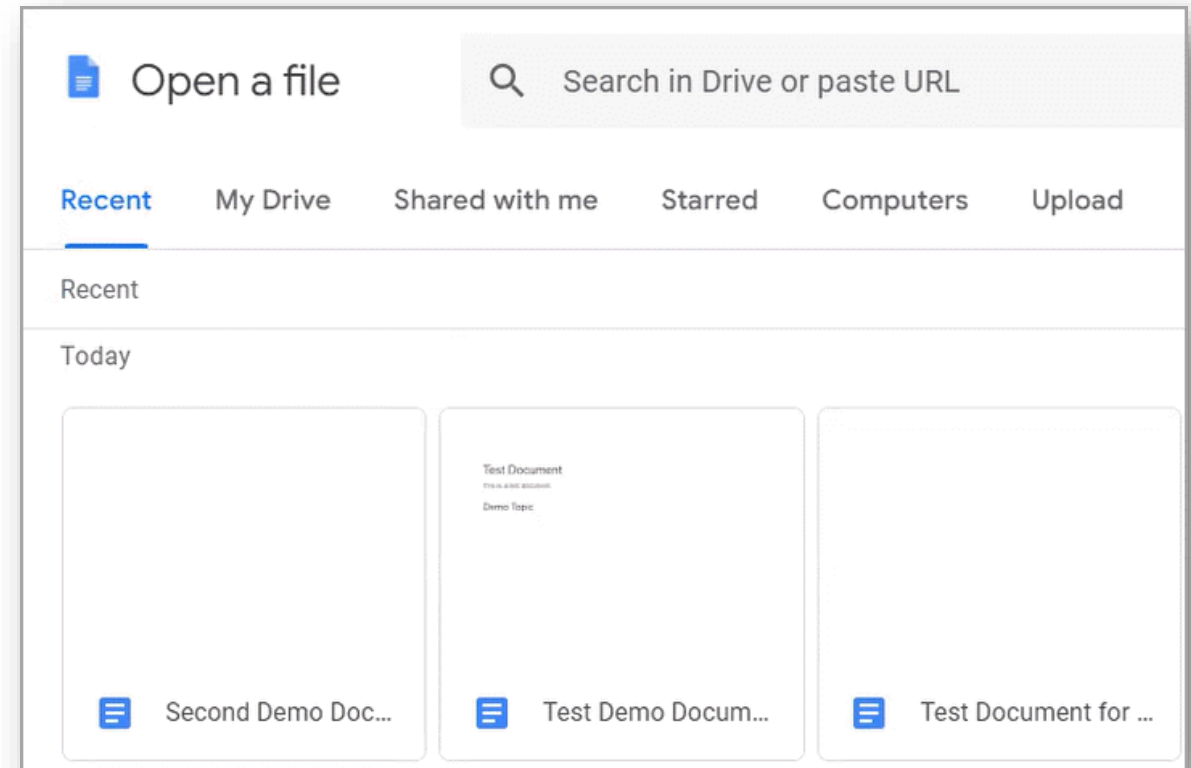


Create a New Document Demo

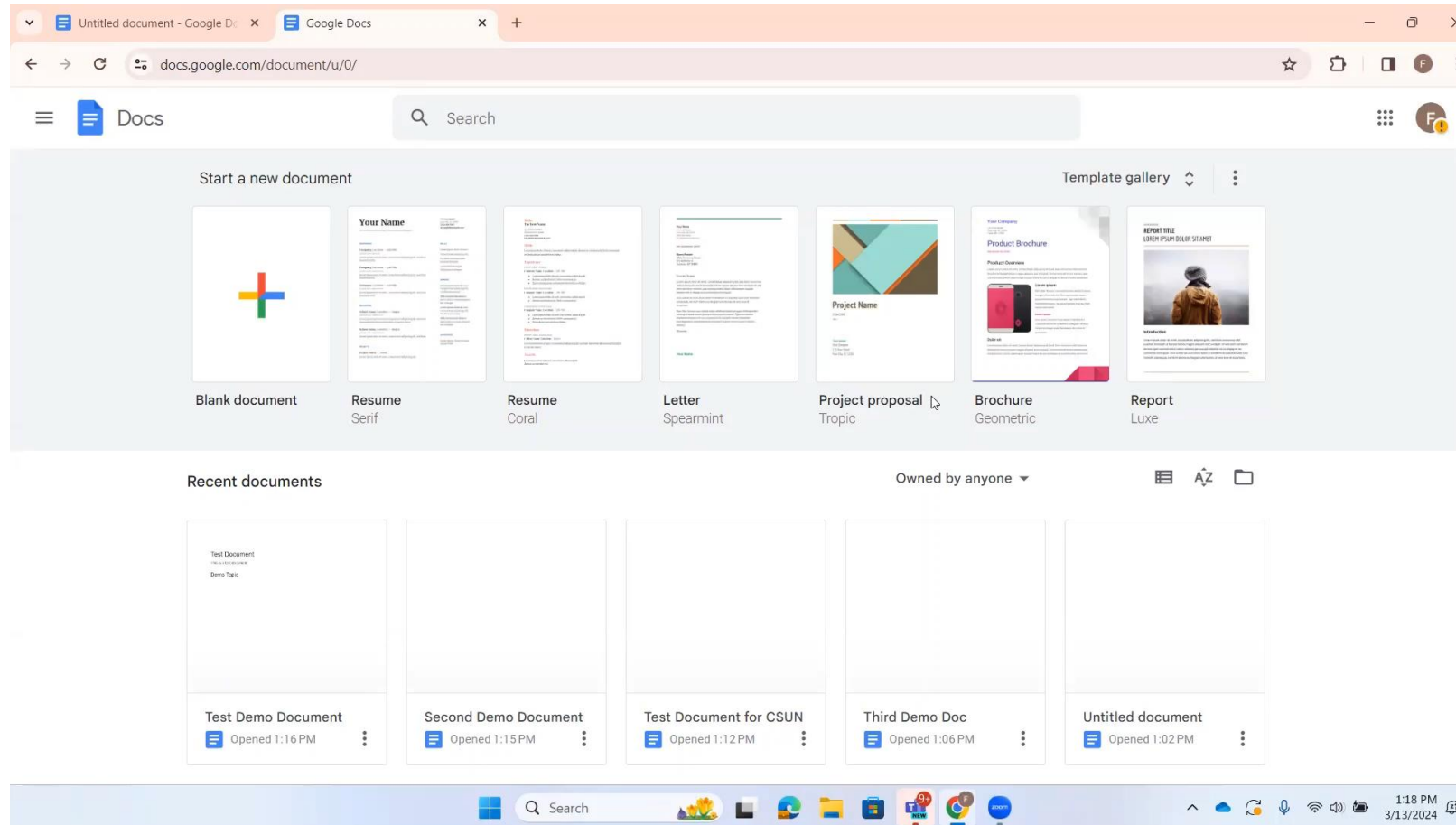


Open an Existing Document

- From Docs, press **CTRL+O** to open an existing document.
- From Drive, locate the file you want to open and press **ENTER**.

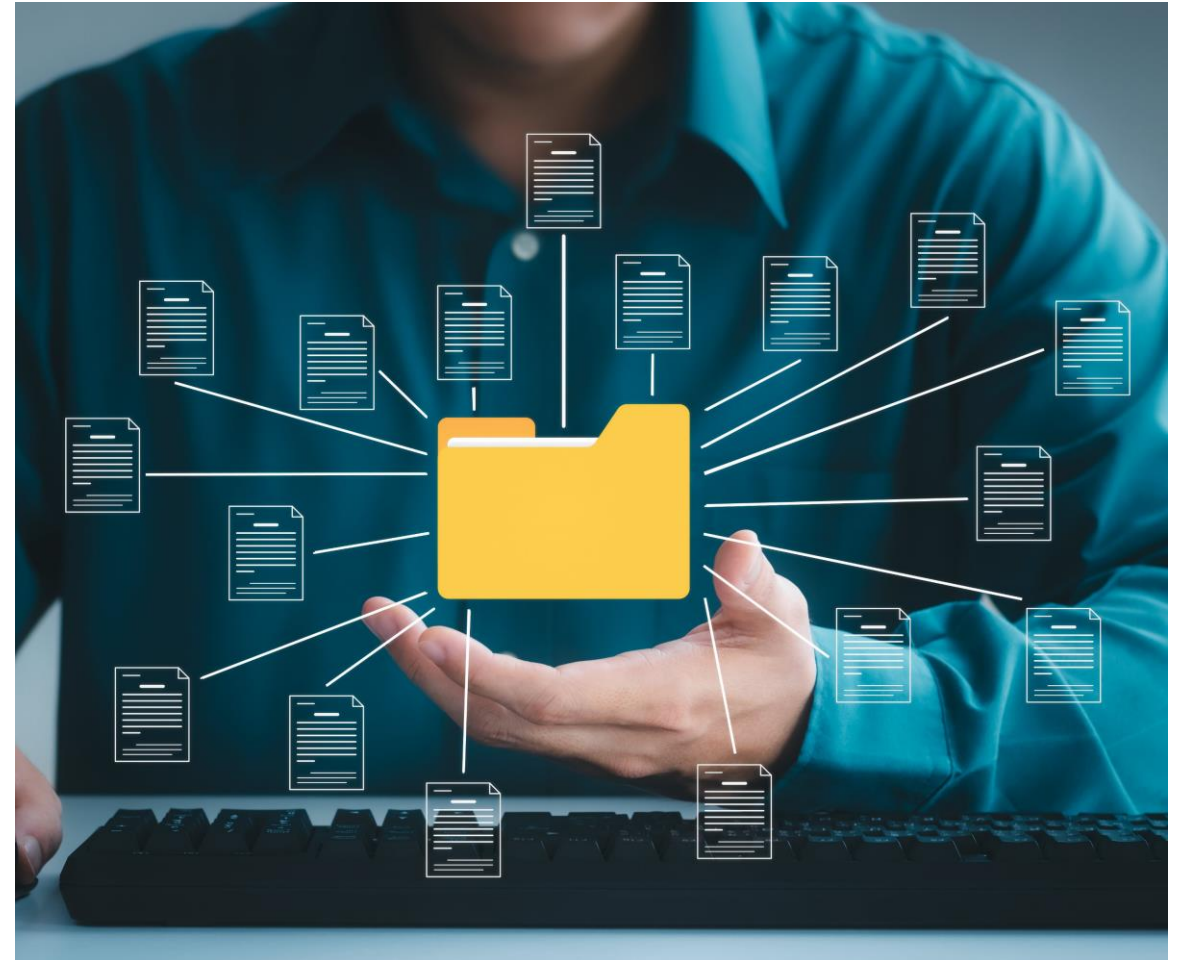


Open an Existing Document Demo

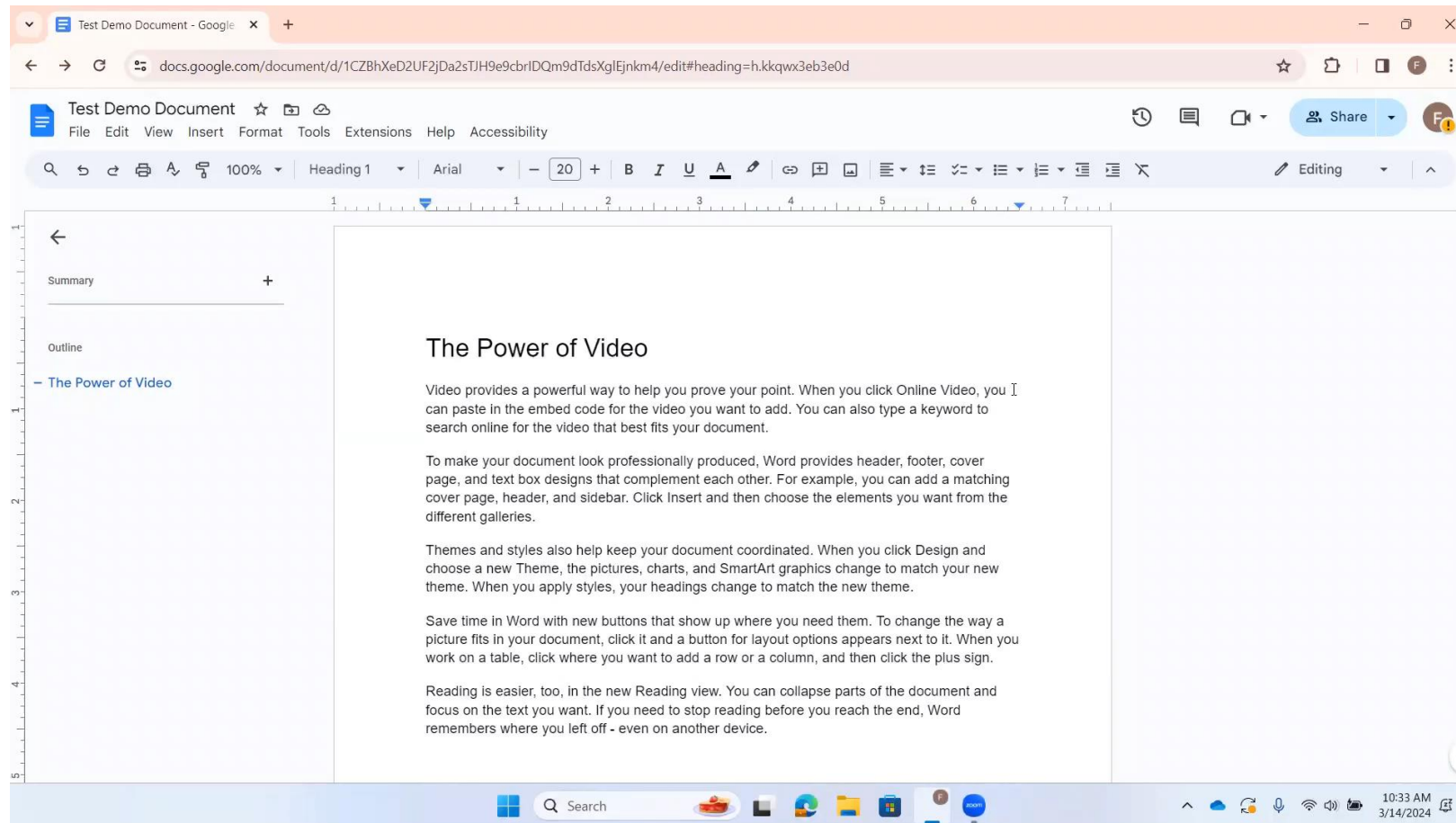


Share a Document

- Press **ALT+F**, then **S** to navigate to the Share with Others Menu.
- If the document is unnamed, you will be prompted to name it.
- Use the Share dialog to add collaborators and set permissions.
- Choices include view, comment, and edit.
- Send the share request.
- Recipients will receive an email with a link to access the document.



Share a Document Demo



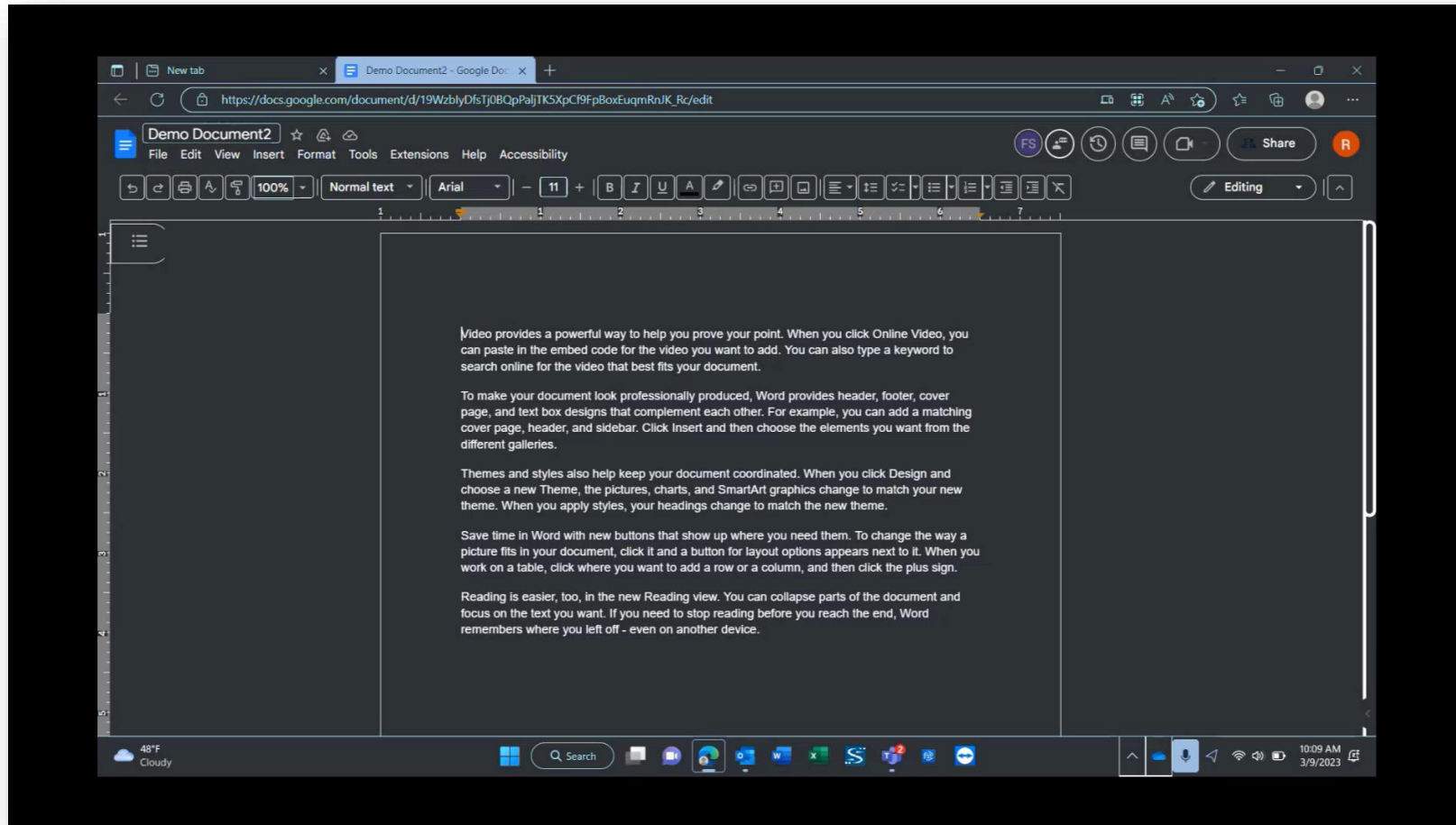
Open a Shared File

- Open the email containing the link to the shared document.
- Activate the link to navigate to Docs and open the document.
- From Drive, navigate to the Shared with Me folder to access a list of documents shared with you.
- Press **ENTER** on a document to open it.

Access Collaboration Details

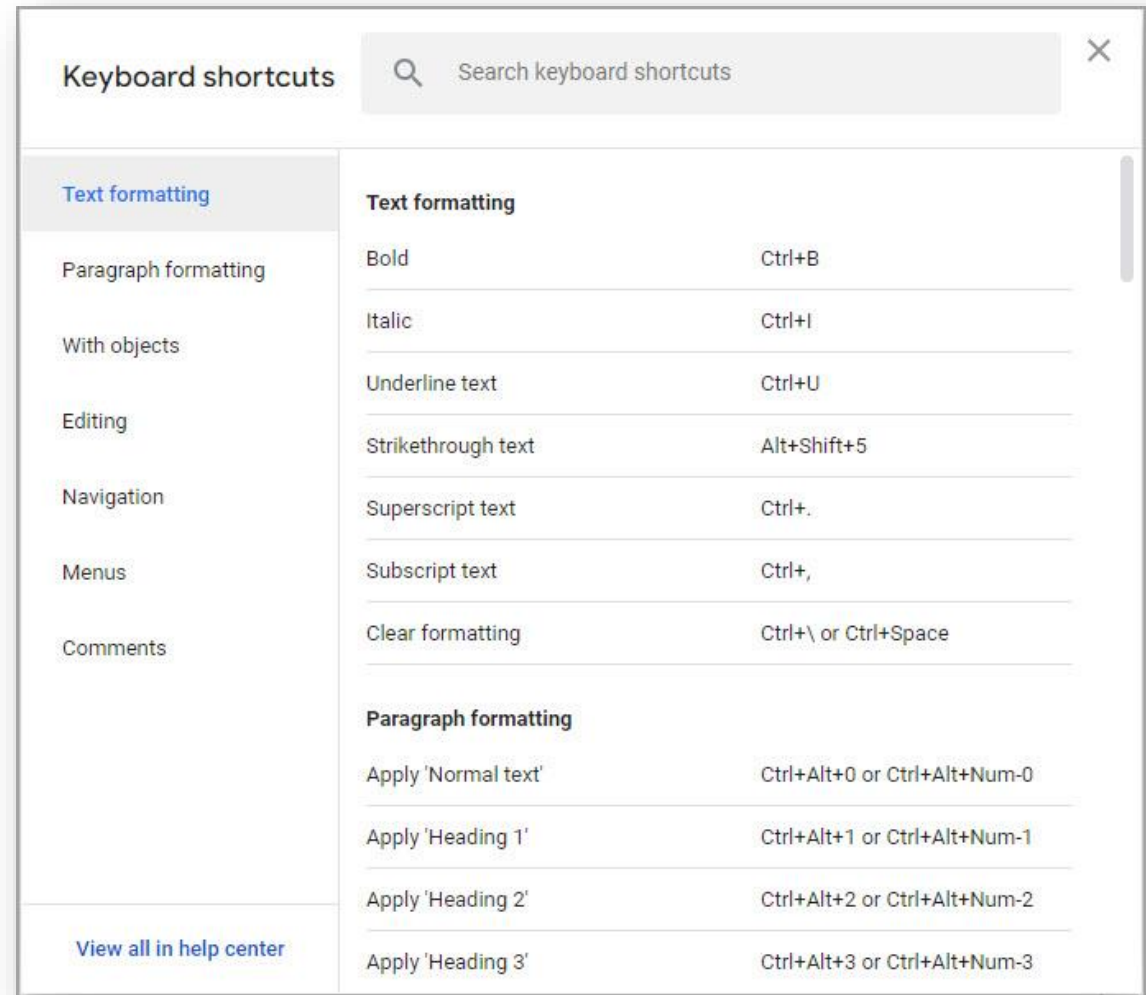
- Real-time collaboration information will be spoken by JAWS.
- Use Suggesting Mode to propose changes for other collaborators to review.
- Use Comments to ask questions, include notes, or communicate with other collaborators.

Access Collaboration Details Demo

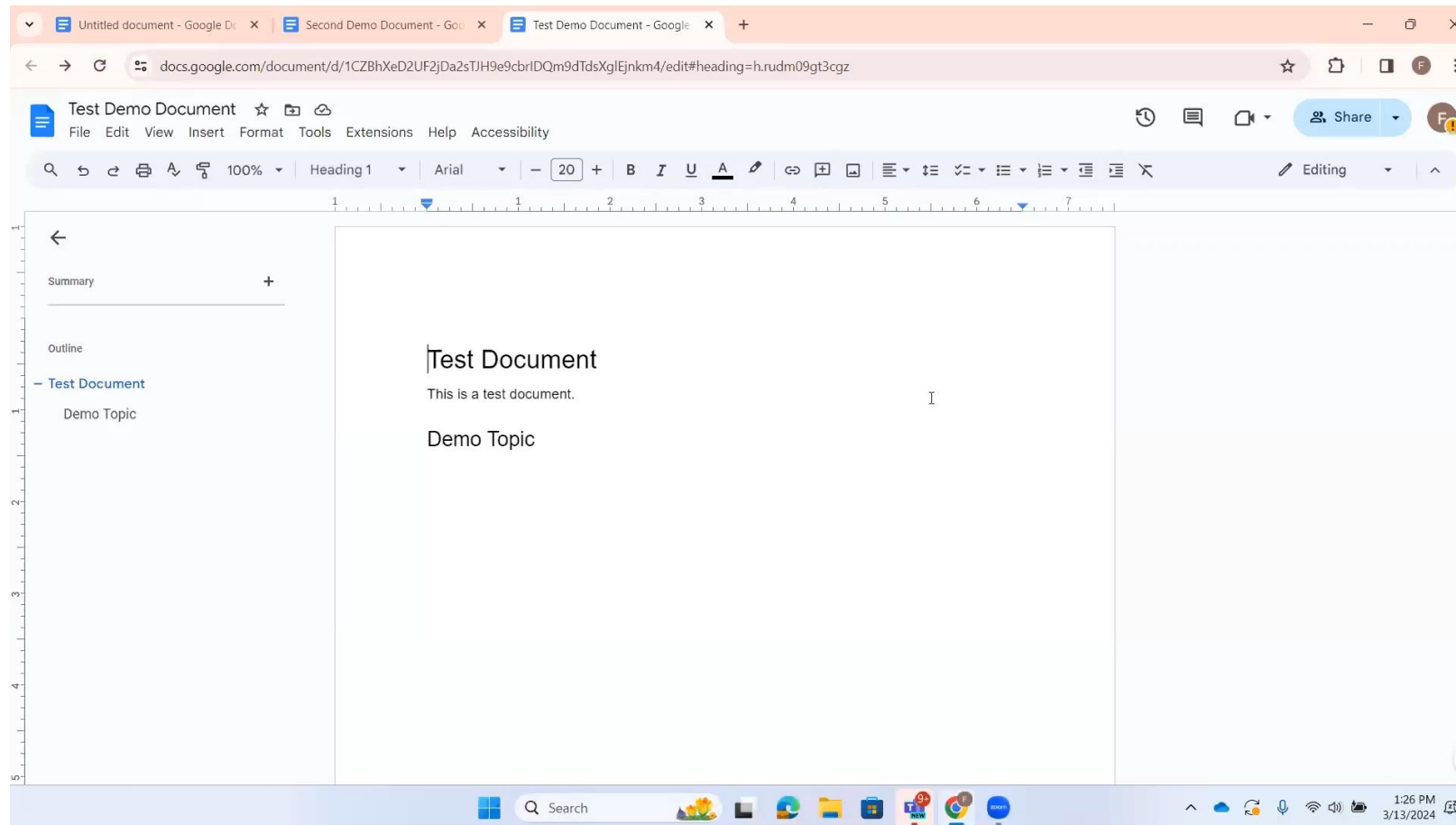


Access a List of Keyboard Commands

- Press **CTRL+SLASH (/)** to access a list of keyboard commands.
- Use the JAWS layered command **INSERT+SPACEBAR, G** to turn on Quick Keys.
- Press **ESC** to turn them off.



Access a List of Keyboard Commands Demo



Resources

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

