

## Enabling Accessibility for Screen Readers in Google Suite

When using Google Suite with a screen reader the user needs to initially enable screen reader support.

### Use a screen reader

If you already use screen reader software on your computer, such as ChromeVox, NVDA, JAWS or VoiceOver, follow these steps to get started.

#### Step 1: Turn on screen reader support

The first time you use Google [Docs](#), [Sheets](#) or [Slides](#) with a screen reader, you need to turn on screen reader support:

1. Go to Google [Docs](#), [Sheets](#) or [Slides](#) and open a file.
2. In the Tools menu, select Accessibility settings.
3. Select Turn on screen reader support.

#### Step 2: Check your screen reader settings

For some screen readers, you might need to adjust your settings when you use Google Docs, Sheets, Slides or Drawings. Check your screen reader instructions below.

#### NVDA

On Windows, for the best experience, use the latest version of NVDA with the latest version of Chrome or Firefox.

##### Docs, Slides and Drawings

1. Go to Google [Docs](#), [Slides](#) or [Drawings](#) and open a file.
2. Listen for these words: 'Screen reader support enabled'. If you don't hear anything, go to the Tools menu, select Accessibility settings, then select Turn on screen reader support. You should hear 'Screen reader support enabled'.
3. Press NVDA + Ctrl + K, then turn off Speak typed characters and Speak typed words.
4. Optional: Change your NVDA startup keyboard shortcut so that it doesn't conflict with Docs, Slides or Drawings. The default NVDA keyboard shortcut, Ctrl + Alt + n, is commonly used in Docs, Slides or Drawings (for example, Ctrl + Alt + n then g navigates to the next image in a document). To change your NVDA keyboard shortcut, open Properties from the NVDA shortcut. On the Shortcut tab, edit the Shortcut key so that it doesn't conflict with Docs, Slides or Drawings (for example, Ctrl + Alt + \).

##### Sheets

To get started in Sheets, simply turn on screen reader support as described in Step 1 above.

Tip: Focus mode generally provides a better experience than browse mode. To switch between focus and browse modes, press NVDA + Spacebar.

On Windows, for the best experience, use the latest version of NVDA with the latest version of Chrome or Firefox.

#### JAWS

##### Docs, Slides and Drawings

For Docs, Slides and Drawings, follow these steps to adjust your JAWS settings:

1. Go to Google [Docs](#), [Slides](#) or [Drawings](#) and open a file.
2. Listen for these words: 'Screen reader support enabled'. If you don't hear anything, go to the Tools menu, select Accessibility settings, then select Turn on screen reader support. You should hear 'Screen reader support enabled'.

3. If you use Firefox:
  - Set key echoing to no echoing: Press JAWS + 2 until you hear 'None'.
  - Turn off the virtual cursor: Press JAWS + Z until you hear 'Use virtual PC cursor off'. Then press JAWS + Z + Z until you hear 'The virtual cursor will be turned off for all applications'.
  - Adjust forms options: Make sure that the focus is on the top toolbar, then press JAWS + V. In the settings window, search for 'Forms options' and untick both 'Auto forms mode' and 'Forms mode off when new page loads'. Then press OK.
  - Tab from the address bar through the Docs toolbar controls until you hear application mode announced, then press Escape to return to the editing area.

### Sheets

To get started in Sheets, simply turn on screen reader support as described in Step 1 above.

Tip: Forms mode generally provides a better experience than virtual mode.

### VoiceOver

Google Docs, Sheets, Slides and Drawings are compatible with VoiceOver on the latest version of macOS. The recommended browser is Google Chrome.

For the best experience, turn off VoiceOver's quick nav feature by pressing the left and right arrows at the same time.

### Docs, Slides and Drawings

1. Go to [Google Docs](https://www.google.com/docs/) and open a document.
2. Listen for these words: 'Screen reader support enabled'. If you don't hear anything, go to the Tools menu, select Accessibility settings, then select Turn on screen reader support. You should hear 'Screen reader support enabled'.
3. If you've turned on 'Automatically speak the webpage' in VoiceOver, you'll hear the screen reader. Press Escape to return your focus to the editing area.
4. Press VoiceOver + Shift + Down arrow to interact with the editable text.

### Sheets

To get started in Sheets, simply turn on screen reader support as described in Step 1 above.

### Keyboard shortcuts and VoiceOver

VoiceOver shortcuts conflict with menu shortcuts for Google Docs, Sheets, Slides and Drawings. To open the menus, first use the VoiceOver pass-through keys Ctrl + Option + Tab, then type the menu shortcut, such as Ctrl + Option + f for the File menu. You can also quickly search the menus by pressing Option + / then searching for a term such as File.

If VoiceOver doesn't automatically focus on the correct part of the page (for example, if a dialogue window appears), press Escape to return your focus to the editing area. Then press VoiceOver + Shift + Down arrow to return to the editing area

### Step 3: Start editing

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