Google Docs with JAWS

The following instructions assume you are logged into Google Docs on your preferred web browser and using Jaws.

Navigate to the following address to enter Google Docs: https://docs.google.com/document/u/0/

Use quick key h to move by heading to locate your documents. Down arrow to your preferred document and press enter. Documents you have created or been invited to edit should appear here.

The following two commands are essential for successful document navigation within Google Docs with Jaws.

- Control + Alt + z – Enable screen reader support
- Insert + z – toggle virtual pc cursor on/off (must be off in Google Docs)

Within a document

- Control + Alt + z – enable screen reader support
- Insert + z – Turn virtual pc cursor off
- Note that if this command does not work, press Alt + t for the tools menu, c for accessibility and Tab to the "enable screen reader support" check box to check it
- Tab to the ok button and press Space.
- Arrow keys and editing commands should work as in other word processors.

Rename a document

- Alt + f for file menu, then press r
- Type your filename and then press Enter

Sharing a document

- Press Alt + f for file menu, then press s for share.
- Type the email address of your collaborator
- Press Tab to type your message
- Press Tab to send and press Enter

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