Using Google drive on the web with NVDA

To perform any of the following shortcuts NVDA will need to be in Focus Mode. To toggle between browser and focus modes press NVDA + Spacebar.

This is a basic, non-exhaustive, list of shortcuts to get you started. To bring up a full list of shortcuts press Shift + /.

Go to Navigation = G + N

- Here you can use your arrow keys to search through your folders and drives. Use up and down arrows to move through lists of folders and files, and left and right arrows to expand and collapse folders.

Go to Items list = G + L

- This displays the items in your currently open folder/drive.
- To switch between grid and list view, press V
- List view is simpler to navigate with a screen reader. You can navigate by using your up and down arrow keys
- To select an item press X
- To open an item press O
- To rename an item press N
- To share an item press .
- To move an item to a new folder press Z

Creating new items in drive

- Doc = shift + T
- Slides presentation = shift + P
- Spreadsheet = shift + S
- Folder = shift + f

SSP Staff (September 2023)