Google Slides with JAWS

Introduction

Google Slides is a free online presentation application included in the Google Workspace suite of products. It allows you to read, create, edit, and collaborate on presentations from anywhere an internet connection is available.

Google Slides is accessible with the JAWS screen reader, and includes keyboard commands for quickly navigating presentations and performing tasks.

Objectives

This training provides an overview of using JAWS with Google Slides, and delves into basic tasks, tips, and keyboard commands. Learn how to:

- Turn on accessibility settings for Google Workspace applications
- Explore the Accessibility menu
- Navigate the menus
- Open and read a presentation
- Create and save a new presentation
- Insert and delete slides
- Add content to a slide
- Edit and format content on a slide

Overview of Using Google Slides with JAWS

Google Slides can be used in web browsers such as: Google Chrome, Microsoft Edge Chromium, and Mozilla Firefox. Accessibility features include:

- Screen reader support
- Braille support
- The inclusion of alternate text to describe images
- The use of keyboard commands

As with other Google Workspace applications like Docs and Sheets, the JAWS Virtual PC cursor used to read web pages is automatically turned off when a presentation opens. This is so JAWS users can navigate and edit using the PC cursor. The PC cursor is needed because it provides an insertion point, which allows a JAWS user to manipulate text and objects.

If the Virtual PC cursor does not automatically turn off when a presentation opens, press **INSERT+Z** to toggle it off. If you navigate away from the presentation to a web page, the Virtual PC cursor should automatically turn on so the web page content can be read with JAWS. If this does not occur, press **INSERT+Z** to toggle it on.

Turn on accessibility settings for Google Workspace applications

Turn on accessibility settings for best results when using any of the Google Workspace applications.

1. Open a document in any of the Google Workspace applications.

2. Press **CTRL+ALT+Z** to toggle Screen Reader Support on, and press **CTRL+ALT+H** to toggle Braille Support on. Because these are toggle commands, pressing them again will toggle their respective settings off.

Alternatively:

1. Press **ALT+T** to access the Tools menu, then press **C** to access the Accessibility settings.
2. Press **TAB** to navigate to Turn on Screen Reader Support and press the **SPACEBAR** to check this box.
3. Press **TAB** to navigate to Turn On Braille Support, and press the **SPACEBAR** to check the box.
4. Press **TAB** to navigate to OK and press **ENTER**. Once these settings are turned on in one Google application, they will be turned on in all of them. They will remain on unless you turn them off.

Note: Even if you do not use a refreshable braille display, turning on Braille Support provides increased access to these applications. For example, you will experience better results when reading tables if Braille Support is turned on.

One exception is when editing the contents of a slide with JAWS in Google Slides. When Braille Support is on, JAWS does not speak when navigating text by character, word, line, or paragraph. Turning Braille Support off allows you to receive verbal feedback from JAWS and edit text as you would in any other document.

Explore the Accessibility Menu

1. Press **ALT+A** to access the Accessibility menu. This menu contains options for quickly navigating and editing the presentation.
2. Press **DOWN ARROW** to navigate through choices including::
   - Headings
   - Footnotes
   - Tables
   - Formatting
3. These are submenus. Press **RIGHT ARROW** to open a submenu, then press **DOWN ARROW** to navigate through the items.
4. Press **LEFT ARROW** to close a submenu and return to the main part of the Accessibility Menu. Each submenu contains options for performing related tasks, such as:
   - Open comment history
   - Open current comment
   - Move to next heading
   - Move to next misspelling

   Corresponding keyboard commands are also provided for performing these tasks.
5. Press **ESC** to exit the Accessibility Menu and return to your open presentation.

Navigate the Menus

1. Press ALT plus the corresponding letter to access a menu. For example, ALT+A for accessibility or ALT+T for tools.

   Pressing ALT by itself will access the browser menu bar rather than the menu bar for Google applications such as Slides.

2. When in a menu, navigate the menu bar for Slides and other Google applications by pressing **RIGHT ARROW** or **LEFT ARROW**.
3. Navigate each menu by pressing **UP ARROW** or **DOWN ARROW**.
4. Press **RIGHT ARROW** on a submenu to open it, and **LEFT arrow** to close it.
5. Navigate a submenu by pressing **UP ARROW** or **DOWN ARROW**.
6. Press **ESC** to exit a menu and return to your presentation.

Note: When using Google Chrome, the keyboard command to access a menu in Slides is ALT+ the corresponding letter as described above. In other browsers such as Edge and Firefox, press ALT+SHIFT+ the corresponding letter. For example, press **ALT+F** to access the File Menu in Chrome, **and ALT+SHIFT+F** to access this menu in other browsers. If using a Windows browser besides Chrome, add shift to the commands listed in this document for accessing menus.

Open and Navigate a Presentation

1. Go to slides.google.com. If focus isn't automatically in the Recent Files area, press **TAB** to navigate there.
2. Locate a presentation in the Recent Files list by pressing **UP ARROW** or **DOWN ARROW**.
3. Press **ENTER** to open the presentation.

   To choose a presentation from Google Drive:

1. Go to slides.google.com and press the JAWS Navigation Quick Key **B** to locate the Open File Picker button.
2. Press **ENTER** to activate this button.
3. A Google Drive dialog will open. Navigate the folders and files by pressing **UP ARROW** or **DOWN ARROW**.
4. Press **ENTER** on a presentation to open it.

   From within an open presentation:

   1. Press **CTRL+O** to access a Google Drive dialog.
   2. Press **UP ARROW** or **DOWN ARROW** to navigate the folders and files list, then press **ENTER** on a presentation to open it.

      When you open a presentation in Slides, the title slide is in focus. To navigate a presentation:

      1. Press **TAB** to navigate forward between the title and object placeholders. Press **SHIFT+TAB** to reverse navigation.
      2. Press **ENTER** on a placeholder to enter Selection Mode. This is where you can edit existing information or add content. Read and navigate slide content using standard navigation commands like you would documents in other applications.
      3. Press **ESC** to exit Selection Mode and return to the slide area.
      4. Press **ALT+CTRL+SHIFT+F** to navigate to the filmstrip, which lists all the slides in a presentation.
      5. Press **UP ARROW** or **DOWN ARROW** to navigate through the slides in the filmstrip.
      6. When you locate a slide you want to edit, press **TAB** to navigate to the slide area.
      7. After editing a slide, press **ALT+CTRL+SHIFT+F** to return to the filmstrip.

         To read a presentation in Presenter Mode:

         1. Press **CTRL+F5** to activate Presenter Mode.
         2. Press **TAB** to locate the slide content.

3. Press **DOWN ARROW** to navigate to the next slide, and press **UP ARROW** to navigate to the previous slide.
4. Press **ESC** to exit Presentation Mode.

Create and Save a New Presentation

1. Go to slides.google.com.
2. Press TAB to locate the Create a New Presentation button.
3. Press **ENTER** to activate this button.
4. Press **UP ARROW** or **DOWN ARROW** to navigate through the template options.
5. Press **ENTER** on a template to select it. Choose Blank to create a blank presentation.

Note: Buttons on a web page are typically navigated by pressing the JAWS Navigation Quick Key **B,** however, this button isn't always located when using this command. The same is true when using other JAWS Navigation Quick Keys to display lists of button or other form field elements on a page.

From within an open presentation:

1. press **ALT+F** to access the File menu.
2. Press **N** to access the New submenu.
3. Press **ENTER** on presentation.

To rename an untitled presentation:

1. Press **ALT+F** to access the File menu.
2. Press **R** for Rename, then type the new name and press ENTER.
3. Press the JAWS command **INSERT+T** to read the window title, which will include the presentation name. This will verify it was renamed successfully.
4. Presentations are automatically saved as content is added.

Insert and Delete Slides

1. Press **CTRL+M** from anywhere in a presentation to insert a slide.

Insert a slide using the filmstrip:

1. Press **ALT+CTRL+SHIFT+F** to navigate to the filmstrip, which lists all slides in the presentation.
2. Navigate the filmstrip by pressing **UP ARROW** and **DOWN ARROW**.
3. Navigate to the slide above where you want to insert the new slide, and press **CTRL+M**. You can also press **ENTER** while focus is on the filmstrip to insert a new slide.

To delete a slide:

1. Press **DELETE** on a slide from within the filmstrip to delete it.

Add Content to a Slide

1. When on a blank slide, press **TAB** to navigate between the title and object placeholders.
2. Press **ENTER** on the title placeholder to enter Selection Mode and type a title.
3. Press **ESC** to exit Selection Mode.
4. Press **TAB** to navigate to the object placeholder and repeat the process.

To add other types of content:

1. Navigate to the slide where you'd like to add other types of content such as a text box, image, or table.
2. Press **ALT+/** to access the Search function.
3. Type **INSERT** for a list of items you can add.
4. Press **UP ARROW** and **DOWN ARROW** to explore the list.
5. Press **ENTER** to select the type of content you want to add. If you are inserting content from an external source such as Google Drive, you will be redirected to that source.

Edit and Format Content on a Slide

To edit slide content:

1. Press TAB to navigate between the title and object placeholders on a slide.
2. Press ENTER on an object to edit its contents.
3. Press **ALT+O** to access the Format menu.
4. Press **UP ARROW** or **DOWN ARROW** to navigate the options.
5. Press **ENTER** on an item to access it and apply a change. For example, to create a bulleted list:
    1. Select the text you want to bullet by pressing **SHIFT+DOWN ARROW**.
    2. Press **ALT+O** to open the Format menu.
    3. Press **DOWN ARROW** to locate the Bullets and Number submenu.
    4. Press **RIGHT ARROW** to open this submenu.
    5. Press **DOWN ARROW** to locate Bulleted List. This is also a submenu.
    6. Press **RIGHT ARROW** to access this option.
    7. Press **DOWN ARROW** to navigate through the options, and press ENTER on the type of bulleted list you want to create, i.e. hollow square, arrow diamond, etc.
    Use keyboard commands such as **CTRL+B** for bold and **CTRL+U** for underline to apply formatting attributes. Press **CTRL+/** for a comprehensive list of keyboard commands in Slides, or to search for a specific command.

Keyboard Commands

Function	Desktop command	Laptop command
Toggle Virtual PC Cursor on/off	**INSERT+Z**	**CAPS LOCK+Z**
Toggle Screen Reader Mode on/off	**CTRL+ALT+Z**	**CTRL+ALT+Z**
Toggle Braille Mode on/off	**CTRL+ALT+H**	**CTRL+ALT+H**
Open a presentation from within an existing presentation	**CTRL+O**	**CTRL+O**
Navigate to the filmstrip	**CTRL+ALT+SHIFT+F**	**CTRL+ALT+SHIFT+F**
Activate Presenter Mode	**CTRL+F5**	**CTRL+F5**
Insert a slide	**CTRL+M**	**CTRL+M**
Access the Search function	**ALT+/**	**ALT+/**

Function	Desktop command	Laptop command
Search and list available keyboard commands	**CTRL+/**	**CTRL+/**
Bold selected text	**CTRL+B**	**CTRL+B**
Italicize selected text	**CTRL+I**	**CTRL+I**
Underline selected text	**CTRL+U**	**CTRL+U**