

# Using Google Slides with JAWS

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# Disclosure

I have no relevant financial or nonfinancial relationships to disclose other than being an employee of Easterseals Crossroads.



# Virtual PC Cursor

The Virtual PC Cursor is primarily used on webpages and HTML documents and it allows the user to navigate with arrows and other navigation commands. Some web applications do not work well with the Virtual PC Cursor toggled on (which is the default when you enter a webpage).

Using **JAWS Key + Z** to turn off the Virtual PC Cursor allows you to:

1. Use Google Slides' built-in keyboard shortcuts
2. Navigate and edit slides, speaker notes, and other controls more reliably

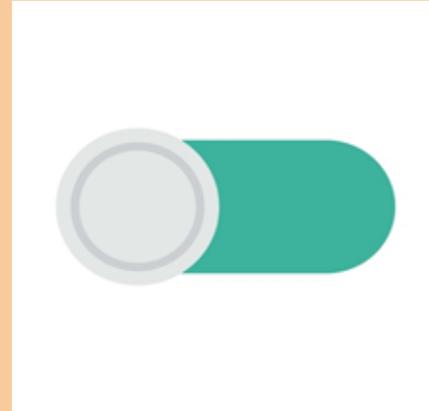
# How to Toggle on Screen Reader Support

To quickly toggle on Screen Reader support in the Tools menu then accessibility tab, you can press:

**Alt + Control + Z**

Toggle Braille Support

**Alt + Control + H**



\* Important to have this toggled on - it allows JAWS to work to the best of its ability

# How to Access Menu Options

To access all menu options with a simple command press **Alt + /** to open menu.

Then you can search for any tools (changing fonts, adding new slides, formatting, etc.).

There are also quick commands that work too, for example pressing **Control + M** to add a new slide. You can find a list of these commands by pressing **Control + /** which we will cover more in another slide.

# Getting to the Upper Ribbon

So you want to get to the upper ribbon without having to search for the function you are looking for...

**Alt + S opens up Slide**

**Alt + V opens View**

**Alt + A opens Accessibility**

**Alt + N opens Extensions**

**Alt + H opens Help  
Insert**

**Alt + I opens**

**Alt + T opens Tools**

**Alt + O opens Format**

**Alt + F opens File  
opens Edit**

**Alt + E**



# How to Move Between the Canvas and Film Strip



The Canvas is the big single slide that is located in the middle of the screen, the Film Strip shows all the slides in a vertical line on the left of the screen.

You will press **Control + Alt + Shift + C/F** to move between the two regions. C stands for Canvas and F stands for Film Strip.

I have found that using **Tab** and **Escape** can also move you between the film strip and the canvas.

## Adding and Editing Objects

Objects in Google slides refers to things like text boxes, pictures, diagrams, and shapes.

You can also use the arrows to move the image left, right, up and down on the slide. **Add shift to the arrows to move the object by a larger increment.**

When your focus is on an object you can also use **Shift + F10** to open a context menu which gives you more options to edit and change an object.

# How to Move Between Objects in a Slide



In order to move between objects (images, text boxes, etc.) you can use tab but you need to remember to press **Escape** if you have been editing in one of the objects. To return to the title text box of this slide I would first have to press **Escape** and then I could use **Shift + Tab** to move back up. Let me do that now to practice.

Once you are on an object, press **spacebar** or **enter** to start editing.

To change the location of a object, make sure you are not in edit mode for the object (if you are, press **Escape**), then using the arrow keys it will change the location.

## Insertion Toolbar

The **Insertion Toolbar** is a small vertical menu ribbon on the right side of the screen. This allows you to access **Templates, Building Blocks, Stock and Web, and Drive and Photos**. There is not a quick way to get there. My best advice to navigating around the entire screen without getting stuck in the canvas and film strip, is to press **Alt + F** to get your focus to the upper ribbon, and then use **Tab** to move around the window. Eventually you will hear Insertion Toolbar, press **Tab** again until you hear “To move through toolbar, use up and down arrows”.

# Other Google Slide Commands and How to Find Them

## Use Control + / to open list of commands

### Some examples:

- **Control + K** to insert or edit a link (Alt + Enter to open a link)
- **Control + Alt + M** to insert a comment
- **Control + Alt + Shift + J** to hide a comment
- **Control + Alt + K/J** to increase or decrease object size
- **Control + Shift + 8** to create bullet list (or 7 for numbered list)
- **Control + Shift + >/<** to increase/decrease font size
- **Control + Shift + L/R/E** for left/right/center alignment

## More About the Context Menu

Opening the context menu while on any object whether it's an image or text box, gives you even more options to edit and create changes.

The context menu gives you options like **Copy and Paste or Cut, adding Alt Text, adding links, or rotating and order**. It gives users a quick way to edit objects on a slide without searching through the menus.

To activate a context menu, you use the **Shift + F10** command. This is equivalent to a “right” mouse click.

# Adding Images and Alt Text

First step is to add an image. To do this we can use **Alt + I** (i for insert)

Move down to **Image**, to expand it use the **Right Arrow** which then gives me more options. Press enter on Stock Images. This pulls up a vertical panel on the right side of the window. Our cursor focus is moved to this panel and you can use Tab and arrows to navigate through.



## Images and Alt Text Cont.

Once you find an image you like, press **Enter** and the image will appear on the slide.

To add **Alt Text** make sure your focus is on the image, then you can either use **Control + Alt + Y** or you can use **Shift + F10** to open a context menu where you can find an option to add Alt Text.

# Accessing Speaker Notes

Speaker notes are included in Google Slides, visually they appear on the bottom of the screen just below the Canvas slide. To move to the speaker notes use this command:

**Control + Shift + Alt + S**

To return from speaker notes to the Canvas slide or the Film Strip you will use the commands we learned earlier:

**Control + Shift + Alt + C** (C for Canvas)

**Control + Shift + Alt + F** (F for Film Strip)

## Presentation Mode with JAWS

When Google Slides is in full-screen presentation mode, it will not read out the entire slide, however it will read the title of the slide in view.

*If you need all the info read in each slide there is another option (info on next slide).*

To start a slideshow from the beginning, press **Control + Shift + F5**

Use **spacebar, enter, up/down arrows** to move between slides or animations

# Utilizing HTML View

If you press **Alt + /** and then type in HTML. It will give you the option to open the powerpoint in HTML View mode. With this, you are able to move through with your arrows the way you would navigate on a web page or document.

**\*Note\*** Formatting does not stay consistent when showing presentation in HTML view. To exit HTML view, use **Alt + Left Arrow**

## Using Google Slides with JAWS

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### Virtual PC Cursor

The Virtual PC Cursor is primarily used on webpages and HTML documents and it allows the user to navigate with arrows and other navigation commands. Some web applications do not work well with the Virtual PC Cursor toggled on (which happens automatically when you enter a webpage).

When working with Google applications such as Slides, Docs, or Gmail you will first turn off the Virtual PC Cursor by pressing:  
**Insert + Z**

### How to Toggle on Screen Reader Support

To quickly toggle on Screen Reader support in the Tools menu then accessibility tab, you can press:

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### How to Access Menu Options

So I'm going to show you how to access all menu options with a simple command. Press **Alt + /** to open menu.

Then you can search for any tools (changing fonts, adding new slides, formatting, etc.)

There are also quick commands that work too, for example pressing **Control + M** to add a new slide.

To look at all the Google Slides commands, just press **Control + /** to look through them.

## Google Docs and JAWS

If you're using Google Slides, you are most likely using Google Docs, too. Everything we've done here in Google Slides can be done in Google Docs. You will want to make sure you're Virtual PC cursor is toggled off, and that the accessibility settings are turned on.

I've included a link to a Google Document in this slide that I will access by pressing **Alt + Enter**.

[Google Docs](#)

## Mouse-Overs

A “**mouse-over**” is when you move your mouse pointer over an item on the screen, such as a button, link, or image, without clicking it. When you do this, something may change or appear, like a tooltip (a small box with extra information), a color change, or a menu popping up.

For JAWS users, you can access the information or actions that appear on mouse-over by using a keyboard command to simulate the mouse-over and then keyboard navigation to move around the new options that pop up.

The command to simulate a mouse-over with JAWS is:

**JAWS Key + Control + Enter**

## Utilizing FSCompanion

FSCompanion is an AI-powered assistant from Freedom Scientific that allows you to quickly find information about using JAWS and other applications like ZoomText and Fusion. You can ask FSCompanion questions about JAWS features, keystrokes, Windows navigation, web browsing, Microsoft Office, and Google Workspace apps. It gives users step-by-step answers and information. Users can ask follow up questions to get more specific information. This is an amazing resource for JAWS users.

You can get to FSCompanion by going to [FSCompanion.FreedomScientific.com](https://FSCompanion.FreedomScientific.com) or you can use the layered command **JAWS Key + Spacebar** followed by **F1**. It is also available within the JAWS interface. This feature is available to anyone, you don't need to have a subscription.