# Google Docs & ChromeVox

## Lesson 4

## Overview

Word processing and basic screen review commands in Google Docs. Access is always better with a Braille display. The APH Mantis Q40 is currently the best Braille display to use with ChromeVox, due to its QWERTY keyboard.

Configuring Google Docs, in an open Google Doc go to Tools, then hit up arrow once to go the Accessibility, Enter. Screen reader support and Braille support needs to be turned on. Even if you do not have a Braille display connected speech will work better when Braille support is turned on.

The first thing a student should do is Alt+F, then R for Rename. I have frequently seen students with many files that are named their first and last name.

Google Docs files can be downloaded to Microsoft Word, go to File, then D

Google underlines the keystrokes in the Menus, but it does not underline the keystrokes in the Menu Bar. Use the Alt key to access these options. Google Docs uses Standard Menus, so awesome not to have to deal with Toolbars.

File: F, Edit: E, View: V, Insert: I, Format: O, Tools: T, Extensions: N, Help: H, Accessibility: A

## Keystrokes for this Lesson

* Punctuation Echo: ChromeVox+A, then P
* Keyboarding Echo: ChromeVox+A, then T
* Navigate by Words: Ctrl+Left or Right Arrow
* Navigate by Lines: Ctrl+Up or Down Arrow
* PageUp or PageDown: Alt+Up Arrow or Down Arrow
* ChromeVox Panel: ChromeVox+.
* Move forward or backward by words: Ctrl+Left or Right Arrow
* Move down or up through the document by groups: Ctrl+Up or Down Arrow
* Top or bottom of document: ChromeVox+Ctrl+Left or Right Arrow
* Practice navigation with the Ctrl+left, right, up, and down arrow. Add the shift key to these keystrokes to practice selecting, deleting, and correcting text.
* Bold: Ctrl+B
* Underline: Ctrl+U
* Italic: Ctrl+I
* Heading Level 1: Ctrl+Alt+1
* Heading Level 2: Ctrl+Alt+2
* Heading Level 3: Ctrl+Alt+3

## Activity

* Demonstrate the ability to create a Google Docs file in Google Drive, use Shift+T
* Demonstrate the ability to rename a file.
* Demonstrate the ability to create several documents with correct capitalization and punctuation.
* Demonstrate the ability to insert and delete text
* Demonstrate the ability to close documents, open documents, and switch between documents.
* Demonstrate the ability to create correctly formatted documents with paragraph and heading styles
* Demonstrate the ability to download a document in Microsoft Word format so that it can be produced in Braille