# Navigating Google Drive

## Lesson 3

## Overview

The student will need to demonstrate how to create files and folders. These files and folders will be deleted during this lesson. The student will need to understand the hierarchy system of Google Drive.

It is much easier for blind students to do as much as possible from Google Drive. At this point the student should know how to create new tabs, close tabs, and navigate among tabs. The student should know how to navigate to the Google Apps in a new tab.

There are two views in Google Drive, Grid and List View. Google Drive should always be in List View. Switch between Views with the letter V.

Ctrl+/ will list all the keyboard shortcuts for Google Drive. It is much easier to use the Go To commands to navigate Google Drive. One example would be a student who would need to access a file that had just been downloaded from Gmail into Google Drive. This file would be in “Suggested” and the fastest way to locate this file would be by entering “gq”

## Keystrokes for this Lesson

* C then hit down arrow to navigate: Use this command to create new Google Docs, Sheets, Slides files, etc. Also use this command to create new folders.
* gn: Moves to Folders and Views
* gl: Moves to List View
* gp: Moves back one folder level
* gq: Suggested
* ChromeVox+M: Opens context sensitive menu
* Settings: t
* Search Drive: /
* Delete file or folder: #
* Delete Multiple Files: Hold down the shift key when navigating
* Tree Item: Expand or collapse with the left or right arrow keys
* Clear Selected Text: Shift+N
* Create Folder: Shift+F (Or go to New button, then down arrow)

## Activity

* Able to navigate between Grid and List View, and always stay in List View
* Able to navigate into and out of folders, and move through levels
* Able to create and delete files
* Able to create and delete folders
* Demonstrate an understanding of the organization of Google Drive. Demonstrate the importance of creating files from within specific folders
* Demonstrate the Context Menu command, ChromeVox+M. Demonstrate at least 4 uses for this command, such as Open With, Move To, Rename, and Delete.
* Student can demonstrate that sometimes inaccessible files can be opened in Google Docs with ChromeVox+M and then they may be more accessible.