

Accessibility for Google Docs, Sheets, Slides & Drawings

Google Docs, Sheets, Slides, and Drawings are designed to work with screen readers, braille devices, screen magnification, and more.

Computer

Use a screen reader

If you already use screen reader software on your computer, such as ChromeVox, NVDA, JAWS, or VoiceOver, follow these steps to get started.

Step 1: Turn on screen reader support

The first time you use Google [Docs](#), [Sheets](#), or [Slides](#) with a screen reader, you need to turn on screen reader support:

1. Go to Google [Docs](#), [Sheets](#), or [Slides](#), and open a file.
2. In the Tools menu, select **Accessibility settings**.
3. Select **Turn on screen reader support**.

Step 2: Check your screen reader settings

For some screen readers, you might need to adjust your settings when you use Google Docs, Sheets, Slides, or Drawings. Check your screen reader instructions below.

ChromeVox

If you use ChromeVox on Chrome OS, you don't need to do any additional setup.

NVDA

On Windows, for the best experience, use the latest version of NVDA with the latest version of Chrome.

Docs, Slides, and Drawings

1. Go to Google [Docs](#), [Slides](#), or [Drawings](#) and open a file.
2. Listen for these words: "Screen reader support enabled." If you don't hear anything, go to the Tools menu, select **Accessibility settings**, then select **Turn on screen reader support**. You should hear "Screen reader support enabled."
3. Press **NVDA + Ctrl + k**, then turn off **Speak typed characters** and **Speak typed words**.
4. Optional: Change your NVDA startup keyboard shortcut so that it doesn't conflict with Docs, Slides, or Drawings. The default NVDA keyboard shortcut, **Ctrl + Alt + n**, is commonly used

in Docs, Slides, or Drawings (for example, **Ctrl + Alt + n** then **g** navigates to the next image in a document). To change your NVDA keyboard shortcut, open **Properties** from the NVDA shortcut. On the Shortcut tab, edit the **Shortcut key** so it doesn't conflict with Docs, Slides, or Drawings (for example, **Ctrl + Alt + **).

Sheets

To get started in Sheets, simply turn on screen reader support as described in Step 1 above.

Tip: Focus mode generally provides a better experience than browse mode. To switch between focus and browse modes, press **NVDA + Spacebar**.

JAWS

On Windows, for the best experience, use the latest version of JAWS with the latest version of Chrome.

Docs, Slides, and Drawings

For Docs, Slides, and Drawings, follow these steps to adjust your JAWS settings:

1. Go to Google [Docs](#), [Slides](#), or [Drawings](#) and open a file.
2. Listen for these words: "Screen reader support enabled." If you don't hear anything, go to the Tools menu, select **Accessibility settings**, then select **Turn on screen reader support**. You should hear "Screen reader support enabled."

Sheets

To get started in Sheets, simply turn on screen reader support as described in Step 1 above.

Tip: Forms mode generally provides a better experience than virtual mode.

VoiceOver

Google Docs, Sheets, Slides, and Drawings are compatible with VoiceOver on the latest version of macOS. The recommended browser is Google Chrome.

For the best experience, turn off VoiceOver's Quick Nav feature by pressing the left and right arrows at the same time.

Docs, Slides, and Drawings

1. Go to [Google Docs](#) and open a document.
2. Listen for these words: "Screen reader support enabled." If you don't hear anything, go to the Tools menu, select **Accessibility settings**, then select **Turn on screen reader support**. You should hear "Screen reader support enabled."
3. If you've turned on "Automatically speak the webpage" in VoiceOver, you'll hear the screen reader. Press **Escape** to return your focus to the editing area.
4. Press **VoiceOver + Shift + down arrow** to interact with the editable text.

Sheets

To get started in Sheets, simply turn on screen reader support as described in Step 1 above.

Keyboard shortcuts and VoiceOver

VoiceOver shortcuts conflict with menu shortcuts for Google Docs, Sheets, Slides, and Drawings. To open the menus, first use the VoiceOver pass-through keys **Ctrl + Option + Tab**, then type the menu shortcut, such as **Ctrl + Option + f** for the File menu. You can also quickly search the menus by pressing **Option + /** then searching for a term such as [File](#).

If VoiceOver doesn't automatically focus on the correct part of the page (for example, if a dialog window appears), press **Escape** to return your focus to the editing area. Then press **VoiceOver + Shift + down arrow** to return to the editing area.

Recommended browser & screen readers

Docs Editors recommends Chrome and:

- NVDA or JAWS on Windows
- ChromeVox on ChromeOS
- VoiceOver on macOS

Step 3: Start editing

Learn more about using Google Docs, Sheets, Slides, and Drawings with a screen reader in the following help pages and videos.

- [Edit documents with a screen reader](#)
- [Edit spreadsheets with a screen reader](#)
- [Edit presentations with a screen reader](#)
- [Edit drawings with a screen reader](#)
- [Comment and collaborate with a screen reader](#)

Tip: In Docs, Sheets, and Slides, you can turn off the screen reader announcements about other people entering, editing, or leaving the file. Learn how to [turn off collaborator announcements](#).

Video tutorials

Screen reader videos for Docs, Sheets, and Slides

[Getting started with Google Docs](#)

In this video, you'll learn how to get started with Google Docs, using NVDA with Firefox.

[Get started with Google Sheets](#)

In this video, you'll learn how to get started with Google Sheets, using NVDA with Firefox.

[Get started with Google Slides](#)

In this video, you'll learn how to get started with Google Slides, using NVDA with Firefox.

Use a braille display

You can [use a braille display](#) to read and edit documents, spreadsheets, presentations, and drawings.

View files in high contrast mode

You can view your documents, spreadsheets, and presentations in high contrast mode:

- On ChromeOS, with high contrast mode
- On Windows in Chrome, Firefox, or Edge browsers, with any of the Windows contrast themes

Use Google Docs with a screen magnifier

You can use a screen magnifier to zoom in as you move on a screen.

Important: Screen magnifiers are available in Chrome.

Mac:

1. In the Chrome browser, open Google Docs.
2. Under "Tools," select **Accessibility settings** > **Turn on screen magnifier support**.

If the magnifier doesn't follow where you are onscreen, you might need to adjust your computer settings. To turn on the magnifier on your computer:

1. In "System preferences," select **Accessibility** > **Zoom** > **Advanced**.
2. Turn on **Zoom follows the keyboard focus**.

For more information, visit the Apple support article [How to zoom in or out on Mac](#).

Chrome OS:

1. In the Chrome browser, open Google Docs.
2. Under "Tools," select **Accessibility settings** > **Turn on screen magnifier support**.

To turn on the magnifier on your computer:

1. In “Settings,” select **Advanced** > **Accessibility** > **Manage accessibility features**.
2. Turn on **Enable fullscreen magnifier** or **Enable docked magnifier**. [Learn more about Chromebook magnification](#).

Windows: To find out how to use the screen magnifier, visit the Microsoft support article [Setting up and using Magnifier](#).

Type with your voice

You can [type with your voice](#) in documents or in presentation speaker notes. (This feature is only available in Chrome browsers.)

Use keyboard shortcuts

Google Docs, Sheets, and Slides include keyboard shortcuts for navigation and editing.

To open a list of keyboard shortcuts while you're editing a file, press **Ctrl + /** (Windows, Chrome OS) or **⌘ + /** (Mac).

More keyboard shortcuts:

- [Docs shortcuts](#)
- [Sheets shortcuts](#)
- [Slides shortcuts](#)

Use touch input with a screen reader

With some computers and screen readers, you can touch the computer screen to move the cursor and enter text.

Touch input works in Docs, Sheets, and Slides using the following screen readers and browsers:

- On Chromebooks, use the ChromeVox screen reader with Chrome 67 or later.
- On Windows, use the JAWS screen reader with Firefox or the latest version of Chrome.

Touch input with ChromeVox

To use touch input with ChromeVox on a Chromebook:

1. Check your Chromebook accessibility features for the following settings:
 - Turn off **Enable select-to-speak**.
 - Turn on **Enable on-screen keyboard**.
2. Open a document, spreadsheet, or presentation.
3. In the Tools menu, select **Accessibility settings**.
4. Select **Turn on braille support**.
5. In the editing area, use the [on-screen keyboard](#).

6. Outside the editing area, swipe and touch the screen as you would normally. Learn about using [Chromebook touch screen accessibility](#).

Touch input with JAWS

To use touch input with JAWS on Windows with Firefox or the latest version of Chrome:

1. Open a document, spreadsheet, or presentation.
2. In the Tools menu, select **Accessibility settings**.
3. Select **Turn on braille support**.
4. In the editing area, use JAWS Text Reading mode.
 - To cycle through the touch modes to Text Reading mode, use a two-finger rotate gesture. Learn about [JAWS touch support](#).
5. To move focus to the application menus, double-tap on the top of the screen. Use a three-finger swipe or touch exploration to navigate.

Android

You can use [Android accessibility features](#) with Docs editors, including the TalkBack screen reader, screen magnification, and more.

Use the TalkBack screen reader

If TalkBack isn't already turned on for your Android device, [learn how to turn on TalkBack](#). After you turn on TalkBack, use the tips below.

Docs app

Find a document

1. Open the Docs app.
2. Explore the app to find the document you want to read or edit.
 - **New document menu:** Use this menu to create a blank document or use a template.
 - **Navigation drawer:** At the top left, you'll find the navigation drawer. Open to explore options such as **Recent** and **Shared with me**.
 - **Search:** Search for a document.
 - **Open document:** Open from Google Drive or from your device storage.
 - **More options:** Explore options such as **Sort by**, **Add new**, or **Refresh**.

Read a document

1. Open the Docs app.

2. Move focus to the document, then double-tap to select.
3. Swipe right to start reading the document.
4. Optional: Change the granularity of your navigation within the document.
 - To navigate by characters, words, or paragraphs, swipe up or down. Then swipe right to continue moving in your document.
 - To navigate by lines, go to **More options** and select **Print layout**. Move your focus back to the document text, then swipe up or down until you hear the option to navigate by line. Then swipe right to continue moving in your document.
5. To stop reading, tap the screen.

Edit a document

1. Open the Docs app.
2. Move focus to the document, then double-tap to select.
3. Move focus to the **Edit** button, then double-tap to activate.
4. Explore the app to use the following edit controls:
 - **Explore buttons and menus:** Swipe right, left, up or down.
 - **Adjust the granularity or control the cursor:** Move focus to the document text, then swipe up then right to open the local context menu.
 - **Use the on-screen keyboard:** Drag your finger over the keyboard, and lift your finger to enter a key.

Select and act on text

1. Go to **More options**, then **Selection control**.
2. From the menu, choose options such as **Select**, **Select all**, **Copy**, **Cut**, **Paste**, **Comment**, or **Speak selection formatting**. Options in the menu depend on what you've selected.

Turn off collaborator announcements

You can turn off the screen reader announcements about other people entering or leaving your document.

1. Go to **More options**.
2. Select **Mute entries and exits**.

Sheets app

Find a spreadsheet

1. Open the Sheets app.
2. Explore the app to find the spreadsheet you want to read or edit.

- **New spreadsheet menu:** Use this menu to create a blank spreadsheet or use a template.
- **Navigation drawer:** At the top left, you'll find the navigation drawer. Open to explore options such as **Recent** and **Shared with me**.
- **Search:** Search for a spreadsheet.
- **Open spreadsheet:** Open from Google Drive or from your device storage.
- **More options:** Explore options such as **Sort by**, **Add new**, or **Refresh**.

Edit a spreadsheet

1. Open the Sheets app.
2. Move focus to the spreadsheet, then double-tap to select.
3. Move focus to a cell to read it, then double-tap to edit.

Select a cell or range

1. Open the Sheets app.
2. Move focus to the spreadsheet, then double-tap to select.
3. Go to **More options**, then **Select cell or range**.
4. Double-tap to activate the edit field.
5. Enter a cell (C3) or a range separated by a colon (R4:R10) .
6. Select **OK**.

Change announcements

1. Open the Sheets app.
2. Move focus to the spreadsheet, then double-tap to select.
3. Go to **More options**, then **Accessibility settings**.
4. To choose which properties are announced, turn on **Read formatting properties**.
 - Optional: Turn on or off verbalization of text formatting, cell formatting, number formatting, and fonts.
5. To hear collaborator changes, turn on **Read collaborator changes**.

Change cell formatting

1. Open the Sheets app.
2. Move focus to the spreadsheet, then double-tap to select.
3. Move focus to the cell, then double-tap to select.
4. Explore by touch to use the formatting buttons in the toolbar.

Slides app

Find a presentation

1. Open the Slides app.

2. Explore the app to find the presentation you want to read or edit.
 - **New presentation menu:** Use this menu to create a blank presentation or use a template.
 - **Navigation drawer:** At the top left, you'll find the navigation drawer. Open to explore options such as **Recent** and **Shared with me**.
 - **Search:** Search for a presentation.
 - **Open presentation:** Open from Google Drive or from your device storage.
 - **More options:** Explore options such as **Sort by**, **Add new**, or **Refresh**.

Read a presentation

1. Open the Slides app.
2. Move focus to the presentation, then double-tap to select.
3. Swipe right to start reading the presentation.
4. Use these tips to navigate:
 - **Move focus:** Swipe right or left.
 - **Move to next or previous slide:** Two-finger swipe left or right.
 - **Zoom in or out:** Two-finger pinch.
 - **Pan the canvas:** Drag two fingers across the screen.

Select, edit, and deselect shapes

1. Open the Slides app.
2. Move focus to the presentation, then double-tap to select.
3. Move focus to the shape or group, then double-tap to select.
4. To edit the selected shape, double-tap again.
5. To deselect all shapes, move focus to the canvas, then double-tap.

Move a shape

1. Open the Slides app.
2. Move focus to the presentation, then double-tap to select.
3. Move focus to the shape.
4. Double-tap and hold until you hear "Drag to move shapes."
5. Drag your finger to move the shape.

Rotate a shape

1. Open the Slides app.
2. Move focus to the presentation, then double-tap to select.
3. Move focus to the shape, then double-tap to select.
4. Swipe right until focus reaches the rotation handle.
5. Double-tap and hold until you hear "Drag to rotate shapes."
6. Drag your finger to rotate the shape.

Turn off collaborator announcements

You can turn off the screen reader announcements about other people entering or leaving your presentation.

1. Go to **More options**.
2. Select **Mute entries and exits**.

Use keyboard shortcuts

If you use an attached keyboard with your device, you can use keyboard shortcuts with the Docs, Sheets, and Slides apps. For a list of Android shortcuts, refer to [Docs shortcuts](#), [Sheets shortcuts](#), and [Slides shortcuts](#).

Use a braille display

In the Docs and Slides apps, you can use a braille display to read and enter text. Learn about [braille support](#).

iPhone & iPad

Use the VoiceOver screen reader

You can use the VoiceOver screen reader with the Docs, Sheets, and Slides apps on iPhones and iPads.

If you haven't already turned on VoiceOver, visit the [Apple help site](#) for instructions.

After you turn on VoiceOver, use these common gestures to navigate in Docs, Sheets, and Slides apps:

- **Tab through controls:** Swipe left or right
- **Activate the focused item:** Double-tap
- **Move quickly to the top of the screen:** Two-finger swipe up
- **Close a pop-up window:** Swipe in a circle, then double-tap

Docs app

Use the rotor to navigate or edit

1. Rotate two fingers to hear options for navigating and editing.

2. Swipe up and down or double-tap, depending on the currently selected option.

Select and act on text

1. Go to **More options**, then **Selection control**.
2. From the menu, choose **Select**, **Select all**, **Copy**, **Cut**, **Paste**, **Comment**, or **Speak selection formatting**.

Sheets app

Select a row or column

1. Explore by touch until you hear the row or column number you want to select.
2. Double-tap to select the focused row or column.

Change announcements

1. In the toolbar, select **Accessibility settings**.
2. Turn on **Read formatting properties**.
3. Turn on or off verbalization of text formatting, cell formatting, number formatting, and font properties.

Slides app

Navigate in a presentation

- **Move focus:** Swipe right, left, up, or down
- **Move to next or previous slide:** Three-finger swipe left or right
- **Zoom in or out:** Two-finger pinch
- **Pan the canvas:** Drag two fingers across the screen

Select a shape or group

- **Select shape or group:** Move focus to the shape or group, then double-tap
- **Select a grouped shape:** Move focus to the shape, then triple-tap
- **Edit selected shape:** Double-tap
- **Edit text in a shape:** Select the shape, then double-tap (for ungrouped shapes) or triple-tap (for grouped shapes)
- **Deselect all shapes:** Move focus to the canvas, then double-tap

Select multiple shapes

1. Select a shape.
2. Double-tap and hold until you hear "Entered multi-select mode."

3. To add or remove a shape from the selection, move the focus to the shape, then double-tap.
4. To exit multi-select mode, go to the "Exit multi-select mode" button and double-tap.

Edit a grouped shape

1. Select the group.
2. To focus a shape within the group, touch the shape or swipe left and right to move through the shapes in sequence.

Move a shape

1. Select the shape.
2. Double-tap and hold anywhere until you hear "Drag to move shapes."
3. Drag your finger to move the shape.

Rotate or resize a shape

1. Select the shape.
2. Swipe to move focus to one of the handles.
3. Double-tap and hold until you hear the cue to drag to rotate or resize shapes.
4. Drag your finger to rotate or resize the shape, or scroll four fingers over the handle.

Crop an image

1. Swipe to move focus to the image.
2. Triple-tap to enter crop mode.
3. Swipe to move focus to the crop handles.
4. Double-tap and hold until you hear the cue to drag to crop the image.
5. Drag your finger to crop the image.

Use keyboard shortcuts

If you use an attached keyboard with your iPhone or iPad, you can use keyboard shortcuts to navigate in the Docs app. For a list of iPhone and iPad shortcuts, refer to [Docs shortcuts](#).

Use a braille display

In the Docs and Slides apps, you can use a braille display to read and enter text. Learn about [braille support](#).