

Edit drawings with a screen reader

You can edit drawings on your computer using a screen reader.

Note: Before following the steps below, make sure you've [turned on Docs screen reader support](#).

Use keyboard shortcuts

To open a list of shortcuts in your drawing, press **Ctrl** + **/** (Windows, Chrome OS) or **⌘** + **/** (Mac). You can search for actions such as **insert** or **resize**. To return to your drawing, press **Escape**.

Take quick actions by searching the menus

1. Press **Alt** + **/** (Windows, Chrome OS) or **Option** + **/** (Mac).
2. Type a command, such as **Rename** or **Insert**.
3. Press the down arrow to hear search results. For example, if you type **Insert**, the options include adding an image, a comment, and other choices.
4. To choose an action, press **Enter**.

Use the menus, top-level buttons, and toolbar

Note: If there are no buttons and menus at the top, press **Ctrl** + **Shift** + **f** (Windows, Chrome OS, or Mac).

To browse the menus:

1. Open the File menu using the shortcut key for your browser:
 - Windows with Chrome browser: **Alt** + **f**
 - Windows with other browsers: **Alt** + **Shift** + **f**
 - Chrome OS: **Alt** + **f**
 - Mac: First press the pass-through keys **Ctrl** + **Option** + **Tab**, then **Ctrl** + **Option** + **f**
2. Press the right arrow to explore other menus, including Edit, View, Insert, Format, Arrange, Tools, Table, Help, and Accessibility.

Tip: To get help, open the Help menu and select **Get help with**. Press **Tab** to reach the search box, then type your search, such as **Images**, and press **Enter**. The help opens in a box where you can read or navigate to other topics. To return to the drawing, press **Escape**.

From the menus, you can move to two other sets of controls:

- **Top-level buttons:** These buttons are for drawing-level actions, such as renaming, starring, sharing, or moving the drawing to a different folder. From the menus, press **Shift + Tab**.
- **Toolbar:** The toolbar has options for editing and formatting, such as colors and borders. From the menus, press **Tab**.

Use the Accessibility menu to read or move around your drawing

1. Open the Accessibility menu using the shortcut key for your browser:
 - Windows with Chrome browser: **Alt + a**
 - Windows with other browsers: **Alt + Shift + a**
 - Chrome OS: **Alt + a**
 - Mac: First press the pass-through keys **Ctrl + Option + Tab**, then **Ctrl + Option + a**
2. Press the down arrow to hear options, such as Speak, Comments, and more.
3. Press the right arrow to open a sub-menu, and press the down arrow to explore options in the sub-menu.
4. Press **Enter** to select an option.

Editing and formatting basics

In your drawing, you can add or change content and formatting.

Add a text box, shape, or image

1. Press **Alt + /** (Windows, Chrome OS) or **Option + /** (Mac) to search the menus.
2. Type **insert** to get a list of items you can add.
3. Use the arrow keys to explore the list.
4. Press **Enter** to make your selection.

Change formatting

To explore the formatting styles that you can apply, open the Format menu in the menu bar:

1. Open the Format menu using the shortcut key for your browser:
 - Windows with Chrome browser: **Alt + o**
 - Windows with other browsers: **Alt + Shift + o**
 - Chrome OS: **Alt + o**
 - Mac: First press the pass-through keys **Ctrl + Option + Tab**, then **Ctrl + Option + o**
2. Press the down arrow to hear options, then press **Enter** to select.

Add alt text

1. Select the object in your drawing.
2. Press **Ctrl + Alt + y** (Windows, Chrome OS) or **⌘ + Option + y** (Mac).
3. In the Alt text dialog, enter a description for the image or drawing, then select **Enter**.