

Edit presentations with a screen reader

You can edit presentations on your computer using a screen reader for text-to-speech feedback, such as ChromeVox, NVDA, JAWS, or VoiceOver.

First, make sure that you've [turned on Docs screen reader support](#).

If you're using a Windows computer or Chromebook with touch input, follow the tips for [using touch input with a screen reader](#).

Recommended browser & screen readers

Docs Editors recommends Chrome and:

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

Move around in your presentation

When you open a presentation in Google Slides, the first slide of your presentation is in focus.

Use keyboard shortcuts

Slides is different from a typical website, so some standard screen reader shortcuts don't apply. For the best experience, use [Slides shortcuts](#) while editing your presentation.

For example, use the shortcuts below to move within the presentation editor:

- Slide canvas: To get to the slide canvas from any other area, press **Ctrl + Alt + Shift + c** (Windows, Chrome OS) or **⌘ + Option + Shift + c** (Mac).
- Film strip: The presentation editor contains a film strip listing all slides in the presentation. To move focus to the film strip, press **Ctrl + Alt + Shift + f** (Windows, Chrome OS) or **⌘ + Option + Shift + f** (Mac). Once you're in the film strip, move between slides using the up and down arrows.
- Animations pane: To add animations to a slide, open the animations pane by pressing **Ctrl + Alt + Shift + b** (Windows, Chrome OS) or **⌘ + Option + Shift + b** (Mac). Your screen reader announces options to add animations to shapes and objects, or to add transitions to your slides.
- Speaker notes: To move to the speaker notes, press **Ctrl + Alt + Shift + s** (Windows, Chrome OS) or **Ctrl + ⌘ + Shift + s** (Mac). As you type speaker notes, you'll hear screen reader feedback.

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

Present your slides

The following browsers and screen readers work best for presenting and reading slides:

- On Chrome OS, use ChromeVox with Chrome.
- On Windows, use NVDA or JAWS with Chrome.
- On Mac, use VoiceOver with Chrome.

To present your slides:

1. Use the shortcut key for your browser to start presenting:
 - Chrome OS: **Ctrl + Search + 5**
 - Windows: **Ctrl + F5**
 - Mac: **⌘ + Shift + Enter**
2. To navigate the content of your slides, press **Tab** until the focus is on the slide content.
3. To go to the next or previous slide, press the down or up arrow.
4. To exit presentation mode, press **Escape**.

Tip: You can display your presentation as a single, scrollable page that you can navigate as you would a normal webpage. To switch to HTML view, press **Ctrl + Alt + Shift + p** (Windows or Chrome OS), or **⌘ + Option + Shift + p** (Mac).

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, Slide, Format, Arrange, Tools, Table, Help, and Accessibility.

Tip: To get help, open the Help menu and select **Slides Help**. 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 presentation, press **Escape**.

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

- **Top-level buttons:** These buttons are for presentation-level actions, such as renaming, starring, sharing, or moving the presentation 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 presentation

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 Verbalize to screen reader, 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 presentation, you can add or change content and formatting.

Add a text box, image, or table

1. Go to the slide where you'd like to add a text box, image, or table.
2. Press **Alt + /** (Windows, Chrome OS) or **Option + /** (Mac) to search the menus.
3. Type `insert` to get a list of items you can add.
4. Use the arrow keys to explore the list.
5. Press **Enter** to make your selection.

Announce or change formatting

To announce the text or paragraph formatting at your cursor's current location, press **Ctrl + Alt + a** then **f** (Windows, Chrome OS) or **Ctrl + ⌘ + a** then **f** (Mac).

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.

Learn more about how to [create, edit, and customize slides](#).

Change the layout of a slide

Slide layouts are formats for individual slides in your presentation, such as "Title and body" or "Title and two columns." When you move through the film strip view, you'll hear layout information about each slide in the presentation.

1. In the film strip, select the slide where you want to change the layout.
2. Open the Slide menu using the shortcut key for your browser:
 - Windows with Chrome browser: **Alt + s**
 - Windows with other browsers: **Alt + Shift + s**
 - Chrome OS: **Alt + s**
 - Mac: First press the pass-through keys **Ctrl + Option + Tab**, then **Ctrl + Option + s**
3. Select **Apply layout**, then press the right arrow to hear the layout options. You'll hear "selected" for the current slide's layout, and you'll hear "not selected" for the other layout options.
4. To select a different layout option for the current slide, press **Enter**.

Change the order of slides

1. To go to the film strip, press **Ctrl + Alt + Shift + f** (Windows, Chrome OS) or **⌘ + Option + Shift + f** (Mac).
2. To find the slide that you want to move, press the up and down arrows. To select multiple slides to move, press **Shift** as you press the arrow keys.
3. To move the selected slides up or down, hold **Ctrl** (Windows, Chrome OS) or **⌘** (Mac) and press the up or down arrow.

Spell-check a presentation

Slides automatically finds misspellings in your presentation.

1. To go to the next misspelling, press **Ctrl + apostrophe** (Windows, Chrome OS) or **⌘ + apostrophe** (Mac).
2. To go to the previous misspelling, press **Ctrl + semicolon** (Windows, Chrome OS) or **⌘ + semicolon** (Mac).
3. To correct a misspelling, open the context menu by pressing **Ctrl + Shift + x** (Windows, Chrome OS) or **⌘ + Shift + x** (Mac). From the context menu, select the correctly spelled suggestion, and press **Enter**.

Learn more about [spell-check and automatic corrections](#).

Add alt text for an image or drawing

1. Select the image or 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**.

Find suggested content in your presentation

1. Open the Explore region in your presentation, press **Ctrl + Alt + Shift + i** (Windows, Chrome OS) or **⌘ + Option + Shift + i** (Mac).
2. To find suggested layouts, use your screen reader keystrokes to navigate through the Explore region.
3. To search your documents and the web, enter a search in the search bar and press **Enter**.

View Calendar, Keep & Tasks

You can use Google Calendar, Keep, and Tasks in a side panel while using Docs, Sheets, and Slides. The tools in the side panel are collapsed, by default. To go to the side panel and expand one of the tools, follow these steps:

1. To go to the side panel, use these shortcuts:
 - Windows: **Ctrl + Alt + . (period)** or **Ctrl + Alt + , (comma)**
 - Chromebook: **Alt + Shift + . (period)** or **Alt + Shift + , (comma)**
 - Mac: **⌘ + Option + . (period)** or **⌘ + Option + , (comma)**
2. In the side panel, press the **up or down arrow** to move through the list of tools: Calendar, Keep, and Tasks.
3. Press **Enter** to expand the tool that you want to use.
4. In the side panel, you can now do the following actions, without leaving your presentation:
 - Calendar: View your daily schedule, click events to edit them, create new events, and jump to upcoming events.
 - Keep: Create checklists and take notes.
 - Tasks: Add to-do's and deadlines.
5. To move back to your presentation while the side panel is open, use these shortcuts:
 - Windows: **Ctrl + Alt + . (period)** or **Ctrl + Alt + , (comma)**
 - Chromebook: **Alt + Shift + . (period)** or **Alt + Shift + , (comma)**
 - Mac: **⌘ + Option + . (period)** or **⌘ + Option + , (comma)**
6. To close the side panel, press **Shift + Tab** until you reach **Close**, then press **Enter**.

Learn more about how to use [Calendar, Keep, and Tasks](#) with Docs, Sheets, and Slides.