Title: Turning On Screen Reader and Braille Support in Google Docs, Teacher's Lesson Plan

1. Version application: Google Docs
2. Audience
   1. This lesson is intended for all users who are new to Google Docs or need to learn how to turn on the accessibility features. Understanding the concept of executing keyboard commands is helpful since they will be used throughout this lesson.
3. Key Vocabulary
   1. See vocabulary attachment.
4. Description:
   1. This lesson instructs students on how to enable screen reader and braille support in Google Docs.
5. Objectives:
   1. Students will understand how to enable screen reader and braille support in Google Docs and learn why these steps are crucial to creating and editing documents effectively.
6. Introduction:
   1. For this lesson, you’ll learn how to turn on screen reader and braille support in Google Docs so you can gain access to document content and features.
7. Step-by- Step Procedures:
   1. Turn on screen reader and braille support
   2. When using Google Docs, you will need to enable screen reader and braille support to gain accessibility to document content and features. These steps are essential for reading and editing documents effectively. Even if you do not use a braille display, turning on braille support improves JAWS functionality in some areas where certain JAWS commands don’t work unless braille support is on.

In order to turn on screen reader and braille support, you must first be in a document. There are several ways to open a file or create a new one. You can go straight to Google Docs by opening your web browser and typing docs.google.com in the address bar or access it from Google Drive by typing drive.google.com. Here, you’ll navigate there from Google Drive.

If you aren’t already signed into your Google account, you can do so in Drive. If you need to create a Google account, go to gmail.com to do this first.

Once you’re signed into Google Drive, a list of files you have stored there will be displayed. You’ll create a new one, then enable screen reader and braille support.

If your Virtual PC Cursor is on, you will need to turn it off. Use the toggle command **INSERT+Z** to do this.

Press the letter **C** to activate the ‘Create’ menu, down arrow until you reach the Google Docs submenu, and press ENTER again. Navigate to ‘blank document’ using down arrow and press **ENTER** on this option. A blank document is now displayed on the screen that will function much like any other document once you enable the accessibility features.

Screen reader support may already be enabled by default, but if not, press **ALT+CTRL+Z** to enable it. JAWS should speak "Screen reader support enabled." Now press **ALT+T** to activate the Tools menu, then the letter **C** to open the accessibility settings dialog. Use the tab key to navigate through these settings. Screen reader support can also be enabled by pressing **SPACE** to check the corresponding checkbox.

Tab to the braille support option and press **SPACE** to enable it. Tab to Okay and press **ENTER** to close the Accessibility Settings dialog. You will only need to do this once as both settings will remain on for all future documents.

8.0 Preparation Notes:

8.1 If your student has used Google Docs in the past, enabling screen reader and braille support may be familiar.

* 1. For this lesson, we are assuming a Google account has already been created. If not, assist your students with this task before accessing Docs.

8.3 It will be helpful if your students can locate letters, numbers on the number row, modifier keys, the enter key and arrow keys with relative ease.

1. Teacher’s Notes:

9.1 Check in with your students as they’re becoming oriented with the Google Docs layout and navigating through documents and menus. As they work through the lesson, take note of how well they grasp the concepts while moving through the recommended exercises.

9.2 Additional practice will help reinforce an understanding of the Google Docs layout as well as various navigation features and commands.