# Up In the Clouds with Google Drive and JAWS

Introduction

Google Drive is a cloud-based storage solution for backing up and storing files. Create and sign into your free Google account to use it.

You will receive 15GB of free storage which you can use across Drive, Gmail, and Google Photos. You can choose to purchase additional storage or upgrade to Google One for added benefits. Visit the [Google One](https://one.google.com/about) page for details.

When navigating Google Drive with JAWS, press **INSERT+Z** to toggle the JAWS Virtual PC cursor off. This allows you to navigate through folders and files as you would on your computer.

## Objectives

After working through this material, you will be able to:

* Identify the six views available in Google Drive
* Review two keyboard commands for accessing the Navigation Panel
* Review two ways of opening a folder or file
* Identify one keyboard command to access a list of shortcut keys
* Review four steps to search for files

## Access the Navigation Panel

The Navigation Panel contains views, folders, and files saved to Drive. The six views are:

* My Drive
* Shared with Me
* Google Photos
* Recent
* Starred
* Trash

Press **G** followed by **N** to go to the Navigation Panel. Press the **UP ARROW** or **DOWN ARROW** keys to navigate through this panel.

## Open a folder, subfolder, or file

Press **O** or **ENTER** to open a folder or file. When on a subfolder, press **RIGHT ARROW** to open it and **DOWN ARROW** to close it.

Press **ALT+LEFT ARROW** to close an open folder and return to the main list of views, folders, and files.

## Save a File

Documents created in a Google Workspace application save automatically. By default, these documents aren’t named, so are listed as untitled. To rename a document:

1. Locate the document.
2. Press **SHIFT+F10** or the **Applications key** to right click on the file.
3. Focus will move to the rename field.
4. Type a name for the untitled document and press **ENTER**. The new name will take effect.

To move a file to a different folder in Drive:

1. Locate the file you want to move.
2. Press **SHIFT+F10** or the **Applications key** to right click the folder.
3. Press **DOWN ARROW** to “move” and press **ENTER** to activate this option.
4. A list of folders will be displayed. Press **DOWN ARROW** to navigate to the new location for the file.
5. Press **ENTER** to move the file to the chosen folder. If the folder contains subfolders or files, press ENTER on a subfolder to select it. To move the file to the main folder, press **TAB** to “Move Here,” press **ENTER**.
6. You can create a new folder for files and move them directly to it. When in the list of folders, press **TAB** to New Folder, then press **ENTER** to activate this option.
7. Type a name for the new folder and press **ENTER**. JAWS will speak the folder name and indicate it is empty.
8. Press **ENTER** to move the file into your new folder.

To save a document someone has shared with you:

1. Press **G** followed by **N** to go to the Navigation Panel.
2. Press DOWN ARROW to locate “Shared with Me,” and press ENTER to move to this view.
3. Locate the file you want to save.
4. Press **SHIFT+F10** or the **Applications key** to right click on the file.
5. Press **DOWN ARROW** to locate “Make a Copy,” and press **ENTER** to activate this option. A copy of the file is saved in “My Drive” with the word “copy” added to the beginning of the file name.

(Note: The copy of your file may be saved to the “Shared with Me” folder. If so, navigate to it and rename the file as described below. If not, complete steps 6 and 7 before renaming.)

1. Press **G** followed by **N** to navigate to the Navigation Panel.
2. Press DOWN ARROW to locate the Recent view. Press ENTER to navigate to this view.
3. Locate the copy of your file and press **SHIFT+F10** or the **Applications key** to right click it.
4. Press DOWN ARROW to Rename and press ENTER to activate this option.
5. Remove the word “copy” And press ENTER. You can rename the file or leave it as-is. Press ENTER to complete the rename task.

(Note: Once the file is renamed, follow the steps above on moving files to relocate it to a specific folder.)

## Upload and Download Files

To upload a folder or file to Drive:

1. Press SHIFT+TAB to navigate to the New menu. JAWS will speak “New button menu.”
2. Press **ENTER** or the **SPACEBAR** to activate this menu.
3. Press **DOWN ARROW** to locate folder or file, then press **ENTER**. A dialog opens containing a list of folders and files on your computer.
4. Press **SHIFT+TAB** twice to navigate to the folders and files list.
5. Press the **UP ARROW** or **DOWN ARROW** keys to navigate to the folder or file you want to upload.
6. Press **ENTER** to upload the file. The folders and files dialog will close and focus will return to Drive. A dialog confirming the upload is displayed. Press **TAB** to navigate to Close and press **ENTER**. You may move the file to a specific location once it is uploaded by following the steps above on moving files.

To download a folder or file from Drive to your computer:

1. Locate the folder or file you want to download in Drive.
2. Press **SHIFT+F10** or the **Applications key** to right click the folder or file.
3. Press **DOWN ARROW** to locate Download, then press **ENTER** to activate this option.
4. The folder or file will be downloaded to the default download location on your computer. Folders will be zipped, into a zip file. Locate the folder on your computer and press **ENTER** to unzip it.
5. To delete a folder or file:
6. Locate the folder or file you want to delete.
7. Press **SHIFT+F10** or the **Applications key** to right click the folder or file.
8. Press **DOWN ARROW** to locate Remove and press **ENTER** to activate the option. The folder or file will be removed.

Files can also be deleted by pressing the **DELETE key, which sends them to the Trash folder**. To delete the file permanently, locate it in Trash and press the **DELETE key** again. A Delete Forever dialog will be displayed asking if you are sure you want to delete it. Press **ENTER** on Delete Forever to delete the file, or press **TAB** to navigate to Cancel and press **E**NTER to cancel the task.

Items in Trash are automatically deleted after 30 days. Press **SHIFT+TAB** to navigate to the Empty Trash button and press the **SPACEBAR** or **ENTER** to delete all items in this folder. The Delete Forever dialog will be displayed. Select Delete Forever to delete all files in Trash or Cancel to cancel the task.

## Sort Files

To sort files:

1. Select a folder containing files, then press **R** to open the Sort menu.
2. Press **UP ARROW** and **DOWN ARROW** to navigate this menu.
3. Press ENTER on a sorting criteria to select it. For example, you can sort by:
   * + - Date
       - Name
       - Last modified
       - Last modified by me
       - Last opened by me
4. If focus does not move to the folder, press **TAB** to locate it.
5. Use the Reverse Sort Direction button to reverse the order in which the files are displayed. For example, when sorting by name, the files will be displayed in alphabetical order. If they are sorted from A to Z, reverse the direction to sort them from /Z to A. Press the **SPACEBAR** or **ENTER** on the Sort Direction button to reverse the order.

## Search for Files

To search for files in Drive:

1. Press **/** to access the search box.
2. Type your search terms and press **ENTER**. **Focus is placed in a list of** folders and files that match your search.
3. Press **UP ARROW** and **DOWN ARROW** to navigate the results.
4. Press **ENTER** on a result to open it.

To use the advanced search feature:

1. Press **/** to access the search box.
2. Press **TAB** to navigate to the Search Options menu, then press the **SPACEBAR** or **ENTER** to open it.
3. Navigate this menu by pressing **TAB**.
4. Select how you want to refine your search using the available fields. Navigate in list boxes and combo boxes by pressing **UP ARROW** and **DOWN ARROW**, press the **SPACEBAR** to check or uncheck checkboxes, and type search terms in the edit box.
5. Press the **SPACEBAR** or **ENTER** on the Search Google Drive button to activate it. Use the Reset Search Options button to start over, and the Close Search Options button to cancel.
6. Navigate the search results by pressing the **UP ARROW** and **DOWN ARROW** keys. Press **ENTER** on a result to open it.

## Use Keyboard Shortcuts

Use keyboard shortcuts to perform a wide range of tasks.

1. Press **CTRL+/** to access a list of available shortcuts.
2. Press **INSERT+Z** to toggle the JAWS Virtual PC cursor on. This enables you to navigate the keyboard shortcuts dialog and read the commands using the arrow keys.
3. Press **ENTER** on the Search edit box to type search terms, then press **DOWN ARROW** to navigate through the results. Press **ENTER** on a result to select it.
4. The shortcut keys are arranged in categories which are designated by headings. Press **H** to navigate forward by heading and **SHIFT+H** to move backward.
5. Press DOWN ARROW to read the commands under a heading.
6. Press **ESC** to exit the Keyboard Shortcuts dialog and return to Drive.

## Use Google’s Backup and Sync App

Sync files in Drive to your computer with the Backup and Sync desktop app. It enables you to:

* Access files on and offline
* Update files in native desktop applications like Word or Excel

Files updated on your computer automatically sync in Drive. You can also continuously backup folders on your computer to the cloud.

Visit the [Google Drive Download](https://www.google.com/intl/en_cy/drive/download/) page for details and to download the desktop app.

## Share Folders and Files

When sharing folders and files, you can set permissions for users so they can:

* Only view folders and open files
* Comment on a file
* Edit a file
* All of the above

To share a folder or file:

1. Select the folder you want to share.
2. Press **SHIFT+F10** or the **Applications key** to right click on the folder.
3. Press **DOWN ARROW** to locate Share, and press **ENTER** to select this option.
4. Type a name or email address in the Add People and Groups edit box. If you’ve previously shared folders or files with this group or recipient, the group name or email address will be displayed. Press **DOWN ARROW** to navigate through the results, which may be a group you’ve created or individual email addresses.
5. Press **ENTER** on an email address to select it.
6. Press **TAB** to navigate through the Share dialog.
7. Press the **SPACEBAR** or **ENTER** on the Change Permission button menu to set permissions.
8. Press **DOWN ARROW** to navigate through the options which are Viewer, Commenter, and editor. Editors can add, organize, and edit files.
9. Press **ENTER** on an option to select it.
10. Check the Notify People box if you want recipients to be notified you are sharing a folder or file.
11. Type a message in the Message edit box if you want to include information about the folder or file you are sharing. The recipients will receive an email at the address you selected once the folder or file is shared.
12. You can also choose to share a link to the folder or file. The Share dialog includes a Copy Link option.
13. Press the **SPACEBAR** or **ENTER** on it to copy the link.
14. Use the Change Link button menu to determine who can access the folder or file via the link.
15. Press **DOWN ARROW** to cycle through the choices.
16. The two choices are Restricted and Anyone with the Link.
17. Press the **SPACEBAR** or **ENTER** to select an option.
18. Press the **SPACEBAR** or **ENTER** on the Send button to share the file. Press **ESC** or select the Cancel button to cancel the task.