Accessibility Navigating with the Keyboard

Understanding Keyboard Shortcuts

Working in a browser-based environment can often be mouse intensive. However, PeopleSoft applications offer keyboard navigation alternatives to using a mouse. These shortcuts are classified into two categories: hot keys and access keys. Hot keys perform immediate actions. Access keys move your cursor to a particular location.

To view a printable list of all shortcuts while on a search or transaction page, press **Shift+Ctrl+K.**

Note: Certain browsers may treat access keys and hot keys differently.

Using Hot Keys

Hot keys perform immediate actions. When you press one, the designated action occurs. Note that several hot keys perform different functions, depending on the page that you are on, such as a transaction page or a search page.

Note: Certain PeopleSoft hot keys do not work as expected on alternate, non-U.S. keyboard layouts.
For example, **Alt + '**, **Alt + ** and **Alt + /** do not produce the expected results on the AZERTY keyboard. This occurs because some keys on non-U.S. keyboards produce different key codes than the same key on a U.S. keyboard (also known as a QWERTY keyboard).

Key or Key Combination	Result
Alt + 1	Saves a page in a transaction. Moves to the **Search** or **Add** button on a search or lookup page. Moves to the **OK** button on a secondary page.
Alt + 2	Returns to the search page from a transaction page.
Alt + 3	Views the next row in the list when the button is active.
Alt + 4	Views the previous row in the list when the button is active.
Alt + 5	Accesses the Look Up page that lists the valid values for a field. Opens the calendar prompt.
Alt + 6	Opens the pop-up window on a page.

Key or Key Combination	Result
Alt + 7	Inserts a row in a grid or scroll area.
Alt + 8	Deletes a row in a grid or scroll area.
Alt + 0	In Expert Entry mode, activates the **Refresh** button, which validates the data that you enter on a page.
Alt + 0	Views the next set of rows in a grid or scroll area.
Alt+ ,	Views a previous set of rows in a grid or scroll area.
Alt+ /	Finds data in a grid or scroll area.
Alt + '	Views all rows of data in a grid, scroll area, or search page results list.
**Alt + **	Toggles between the **Add a New Value** and **Find an Existing Value** fields on a search page.
Alt + ;	Displays the context menu.
Alt + J	Displays the system information page if it is configured by an administrator to appear.
Ctrl + K	On a search or transaction page, displays a list of keyboard navigation hot keys and access keys.
Ctrl + M	Activates drag mode for the selected object.
Ctrl + Alt + M	Places (drops) an object that was moved in drag mode.
Ctrl + Y	Toggles the Main Menu drop-down menu between expand and collapse. Toggles the Menu pagelet between minimize and maximize.
Ctrl + Alt + P	When Screen Reader Mode is not enabled, opens mouse over pop-up pages. Hit the **Esc** key to close these page. When Screen Reader Mode is enabled, you can continue to use the (i) button to open the pop-up page.
Ctrl + Tab	Moves the focus through the frame set.
Enter	Activates the **OK** button, where appropriate. On a search page, activates the **Search** button.

Key or Key Combination	Result
	On a lookup page, activates the **Lookup** button.
Esc	Activates the **Cancel** button, where appropriate.

Using Access Keys

Access keys move your cursor to a particular place on a page (such as a button or link), to another page in a component, or to another tab in a grid.

Note: Some access keys have multiple actions assigned to them, and their usage depends on the currently active page.

To identify the access key that you use to move to another page tab in a component or to another tab in a grid, look for the underlined letter in the tab name. To access the page, press **Alt** plus the underlined letter, and then press **Enter**.

In addition, you can use the following general access keys:

Key or Key Combination	Result
Alt + 9	Accesses page bar elements, such as **Help**.
**Alt + **	Toggles between Update/Display, Include History, and Correct History action modes on the toolbar on a transaction page.
Ctrl + Alt + S	Moves focus to the **Skip to Main Content** link. **Note:** The **Tab Over Header Icons** option must be enabled.
Alt + Z	Accesses the menu search field if it is enabled.

Skip to Main Content Link

The **Tab Over Header Icons** user preference setting, when enabled, activates a **Skip to Main Content** link at the top of transaction pages. This option provides a convenient way for keyboard users to quickly navigate to the main content

and skip repetitive navigation.

The link can be activated when you initially access a page, and focus is set on the link. To skip repetitive navigation in a Classic environment, press **Enter**. To access the **Skip to Main Content** link in a Fluid environment, press **Ctrl + Alt + S**. Press **Enter** and then **Tab** to jump to the main content.

Note: This does not apply to homepages.

Menu Pagelet Access Keys

Navigate between menus by pressing **Alt + Z,** which moves the focus of your cursor to the menu pagelet. From the menu, press **Tab** (or **Shift + Tab** for reverse direction) to navigate through the menu.

Navigating Drop-Down Menus Using Keyboard Shortcuts

This table lists the key or key combinations that you use to navigate the drop-down menu structure and the results of using those keys:

Key or Key Combination	Result
Ctrl + Y	Expands the Main Menu.
Alt + Z	If the search field is configured to appear in the Main Menu, expands the Main Menu and moves the cursor to a search field.
Tab	If the search field is configured to appear in the Main Menu, press **Tab** to move past the search field and sort icons to access the menu items.
Up Arrow	Varies based on context: • In an expanded menu, moves one item upward through a list of folders and content references. • When moving through the navigation path, collapses a drop-down menu item.
Down Arrow	Varies based on context: • In an expanded menu, moves one item downward through a list of folders and content references.

Key or Key Combination	Result
	• When moving through the navigation path, expands a drop-down menu item.
Right Arrow **Note:** This functionality applies only to languages read from left to right.	Varies based on context: • In an expanded menu, opens a folder to the right so that subfolders or content references appear. • When moving through the navigation path, accesses the next menu item to the right.
Right Arrow **Note:** This functionality applies only to languages read from right to left.	Varies based on context: • In an expanded menu, closes the current folder and sets the focus on its parent folder. • When moving through the navigation path, accesses the next menu item to the right.
Left Arrow **Note:** This functionality applies only to languages read from left to right.	Varies based on context: • In an expanded menu, closes the current folder and sets the focus on its parent folder. • When moving through the navigation path, accesses the next menu item to the left.
Left Arrow **Note:** This functionality applies only to languages read from right to left.	Varies based on context: • In an expanded menu, opens a folder to the right so that subfolders or content references appear. • When moving through the navigation path, accesses the next menu item to the left.
Esc	Closes all open menu items. Collapses all expanded menus.

Using the Keyboard with the NavBar

The navigation bar (NavBar) is a control that provides quick access to pages and folders in your PeopleSoft system. The NavBar contains buttons on the left that, when activated, display a list of associated items to the right. The list items can be links, folders, or other objects. Users can use the list items to access a page or folder, without having to navigate through the main menu.

Image: Navigation Bar (NavBar) This example illustrates the appearance of the NavBar

You can use the following keys within the NavBar:

Key or Key Combination	Result
Tab **Shift + Tab**	Moves the focus through the NavBar buttons and list items.
Enter	When focus is on a NavBar button: activates the selected button, displaying the associated list items. When focus is on a NavBar list item: activates the selected item, accessing the associated page or folder.

Navigating Charts Using Keyboard Shortcuts

This table lists the key or key combinations that you use to navigate through charts and the results of using those keys:

Note: These keyboard shortcuts apply to charts beginning with PeopleTools release 8.55. Charts from previous releases, and some specific charts do not support these keyboard shortcuts.

Key or Key Combination	Result
Tab	Moves focus to next component.
Shift + Tab	Moves focus to the previous component.
Up Arrow	Moves focus and selection to previous data item.
Down Arrow	Moves focus and selection to next data item.
Left Arrow	Moves focus and selection to previous data item (on left).
Right Arrow	Moves focus and selection to next data item (on right).
Shift + Up Arrow	Moves focus and multi-selects previous data item.
Shift + Down Arrow	Moves focus and multi-selects next data item.
Shift + Left Arrow	Moves focus and multi-selects previous data item (on left).
Shift + Right Arrow	Moves focus and multi-selects next data item (on right).
Ctrl + Up Arrow	Moves focus to previous data item, without changing the current selection.
Ctrl + Down Arrow	Moves focus to next data item, without changing the current selection.
Ctrl + Left Arrow	Moves focus to previous data item (on left), without changing the current selection.
Ctrl + Right Arrow	Moves focus to next data item (on right), without changing the current selection.
Ctrl + Spacebar	Multi-selects data item with focus.
= or **+**	Zooms in one level if zooming is enabled.
- or **_**	Zooms out one level if zooming is enabled.

Key or Key Combination	Result
Page Up	Pans up if scrolling is enabled.
Page Down	Pans down if scrolling is enabled.
Shift + Page Up	Pans left in left-to-right locales. Pans right in right-to-left locales.
Shift + Page Down	Pans right in left-to-right locales. Pans left in right-to-left locales.

Navigating Calendar Controls Using Keyboard Shortcuts

This table lists the key or key combinations that you use to navigate through calendar controls and the results of using those keys:

Note: Screen reader users, use the table command to change the date.

Key or Key Combination	Result
Tab	Moves focus to the next object within the calendar control. When you initially open a calendar control, the focus is on the Close button. Press **tab** to navigate through the controls in this order: **Month** combobox, **Year** combobox, Date table, **Previous Month** button, **Current Date** link, **Next Month** button.
Enter	Selects the current item. In the Date table, pressing **Enter** on a date selects that date and closes the calendar control. On the **Current Date** link, pressing **Enter**selects the current date and closes the calendar control.
Esc	Closes the calendar without any action.
Up Arrow	Moves to the same day of the week in the previous week.
Down Arrow	Moves to the same day of the week in the next week.
Left Arrow	Moves to the previous day.
Right Arrow	Moves to the next day.

Setting Navigation Personalizations

If you frequently use the tab key to navigate, you can skip page elements that you know you will not need to access. For example, if you always type the date into a date field and then press **Tab** to move quickly to the next field rather than opening the calendar prompt, selecting the date, and then closing the prompt, then you can set your navigation personalizations to always tab over the calendar prompt. To do this:

1. Select **My Preferences** from the Actions List.

   The My Preferences page appears.

2. The appearance of this page may differ depending on the application that you are using. If multiple preference categories appear, select General Settings.
3. Expand the **Navigation Personalizations** section.

4. Configure the navigation options as you prefer.

5. Save your changes; your selections will be active the next time you log on to the system.