

## Keyboard Only Navigation Tips

This topic provides some basic advice for people who navigate CougarView using a keyboard or assistive technologies that emulate a keyboard.

Use the **Tab** key on your keyboard to navigate the options on a page. Use **Shift + Tab** to return to a previous option. CougarView highlights page elements that you can interact with (such as links, fields and buttons) as you Tab through them, to make it easier for you to complete tasks and select options.

Press the **Enter** or **Return** key to select a link or button.

Use the **Down Arrow** and **Up Arrow** keys to navigate drop-down menus that have an **Apply** or **Go** button beside them.

Use **Alt + Down Arrow** keys (Windows and Linux) or **Option + Down Arrow** keys (Mac) to open drop-down menus that do not have an **Apply** or **Go** button, and then use the **Down Arrow**, **Up Arrow** and **Enter** keys to select an item in the drop-down.

Use the **Enter** or **Return** key to open a context menu attached to a thumbnail image, and then use the **Down Arrow**, **Up Arrow** and **Enter** keys to select an item.

Use the **Space Bar** to select a radio button option.

**Warning:** Do not use **Alt + F4** to close pop-up windows or pages. This action closes your browser window.

## Navigating the HTML Editor

Use the **Tab** key and **Shift + Tab** keys to navigate through the options in the HTML Editor.

Use the **Shift + Arrow** keys to highlight content in the main content area of the editor.

Use the **Shift + Alt + Q** keys to jump to the top tool menu of the editor.

Use the **Shift + Alt + Z** keys to jump to the main content area of the editor.

Use the **Shift + Alt + X** keys to jump to the element path for the editor.

## Preferences

There are a number of settings in the Preferences tool that you may find useful when navigating CougarView by keyboard.

### Appearance and Accessibility Tab

- Select the **Show secondary windows as pop-ups** option to simplify secondary window navigation.
- Some keyboard dependent users find the HTML Editor cumbersome to use and prefer to create HTML content in external tools. There is an option to **Turn off the rich text editor and view source**. The HTML Editor is replaced with a text field that supports HTML content.

## Discussions Tab

- Clear the **Show the discussion topics list** and **Show the preview pane** options to simplify the layout of discussion lists.
- Some users also **Include original message text in replies** so they don't have to move between discussion messages as frequently.

## Email Tab

- Some users select **Include original message in email replies** so they do not have to move between messages as frequently.
- Clear the **Show the Message Preview pane** and **Show the Folder List pane** options to simplify the layout of your Inbox.

## Pager Tab

Please make sure you have Flash installed on your computer before previewing a pager sound. If you do not have Flash installed, CougarView uses your default media player to preview sounds. Many popular media players trap keyboard navigation.

## Getting Additional Support

If you are having difficulty using CougarView to complete your course work, consider seeking help from your instructor or the Center for Accommodation and Access. This office exists to help users learn new technology, seek special accommodations, and organize tutoring and other support.

Columbus State University is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the Center for Accommodation and Access.

Accommodations will be made based on eligibility determined by the Center for Accommodation and Access. Services can be requested at any time during the semester by clicking on this link. Requesting services well in advance will help to ensure that resources are available when needed. Please contact a Joy Norman office at 706-507-8755 or [norman\\_joy@columbusstate.edu](mailto:norman_joy@columbusstate.edu)