**Keyboard and Web Accessibility**

**The Base**

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| **Interaction** | **Keystroke** | **Notes** |
| Navigate to most Elements or Components | * **Tab** * **Shift** + **Tab** | * Keyboard focus indicators must be present * Navigation order should be logical and intuitive. (should follow language direction ie left to right and top to bottom). |
| Link | Enter |  |
| Button | * **Enter** or * **Spacebar** | Ensure elements with ARIA role - “button” can’t be activated with both key commands. |
| Checkbox | **Spacebar** | Check or uncheck a checkbox. Used when one or more options can be selected. |
| Radio Buttons | * **↑/↓** or **←/→** - Select an option * **Tab** – Move to next element | Radios should only be used when only one option from a group can be selected. |
| Select (dropdown) menu | * **↑/↓** - Navigate between menu items * **Spacebar** - Expand | You can also filter by typing in letters, but this depends on browser. Some will filter as you type while others will filter by first letter only. |
| Autocomplete | * Type to begin filtering * **↑/↓** - Navigate to an option * **Enter** – Select an option |  |
| Dialog | Esc – Close | * Modal dialogs should maintain focus. * Non-modal dialogs should close automatically when they lose focus. * When a dialog closes, focus should be returned to the element that opened the dialog. |
| Slider | * **↑/↓** or **←/→** - Increase or decrease slider value * **Home** / **End** – Beginning or end | * For double slider (to set a range), **Tab** / **Shift Tab** should toggle between each end * On some sliders **PageUp** / **PageDown** can move by larger increments. |
| Menu bar | * **↑/↓** - Previous/next menu option * **Enter** – Expand the menu (optional) and select an option * **←/→** - Expand / collapse submenu |  |
| Tab panel | * **Tab** – Once to navigate into the group of the tabs and once to navigate out the group of tabs * **↑/↓** or **←/→** - Previous / next tab | * This is for 'application' tabs that change without loading a new page. If a menu looks like a group of tabs, but is actually a group of links to different pages, Tab and Enter are more appropriate. * The tab content should update automatically when pressing the arrow keys. You should not hit Enter to activate the tab. |
| ‘Tree’ menu | * **↑/↓** - Navigate previous / next menu option * **←/→** - Expand / collapse submenu, move up / down one level |  |
| Scroll | * **↑/↓** - Scroll vertically * **←/→** - Scroll horizontally * **Spacebar / Shift** + **Spacebar** - Scroll by page | Minimize horizontal scrolling. |

**Grid**

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| --- | --- | --- |
| **Keystroke** | **Notes** | **Status** |
| **→**  **Right Arrow** | Moves focus one cell to the right. If focus is on the right-most cell in the row, focus does not move. |  |
| **←**  **Left Arrow** | Moves focus one cell to the left. If focus is on the left-most cell in the row, focus does not move. |  |
| **↓**  **Down Arrow** | Moves focus one cell down. If focus is on the bottom cell in the column, focus  does not move. |  |
| **↑**  **Up Arrow** | Moves focus one cell Up. If focus is on the top cell in the column, focus does  not move. |  |
| **PageDown** | Moves focus down an author-determined number of rows, typically scrolling so the bottom row in the currently visible set of rows becomes one of the first visible rows. If focus is in the last row of the grid, focus does not move. |  |
| **PageUp** | Moves focus up an author-determined number of rows, typically scrolling so the top row in the currently visible set of rows becomes one of the last visible rows. If focus is in the first row of the grid, focus does not move. |  |
| **Home** | Moves focus to the first cell in the row that contains focus. |  |
| **End** | Moves focus to the last cell in the row that contains focus. |  |
| **Ctrl + Home** | Moves focus to the first cell in the first row. |  |
| **Ctrl + End** | Moves focus to the last cell in the last row. |  |
| **Ctrl + Space** | selects the column that contains the focus. |  |
| **Shift + Space** | Selects the row that contains the focus. If the grid includes a column with checkboxes for selecting rows, this key can serve as a shortcut for checking the box when focus is not on the checkbox. |  |
| **Ctrl + A** | Selects all cells. |  |
| **Shift +**  **Right Arrow** | Extends selection one cell to the right. |  |
| **Shift +**  **Left Arrow** | Extends selection one cell to the left. |  |
| **Shift +**  **Down Arrow** | Extends selection one cell to the down. |  |
| **Shift +**  **Up Arrow** | Extends selection one cell to the up. |  |