



Quick Reference Sheet: #eSR2005 Ergonomic Tips: Navigation without a Mouse

Basic Keyboard Options

- Tab to move forward between fields.
- Shift Tab to move backwards between fields.
- Space bar to select drop-down options.
- Return key to select a URL, select the # of month on PoP, or next page in a Pop-up View.
- CTRL+P will print the window that is open.

Returning to eSRA

- Use mouse to click in white space near a value to get yourself back into eSRA.
- Tab to get to the nearest field.

Drop-down fields

- Use arrows to scroll through the list.
- Auto-fill typing can be used to skip in a drop-down.
- Example: "CA" in a state field.
- Then space bar to select.

Uploading Documents

- Space bar to add a document.
- Tab to "Browse."
- Space bar to select "Browse."
- Must use mouse to get into the menu.
- Up and down arrows to highlight the file.
- Tab to the "Open" button.
- Space bar to select "Open" and select the highlighted file.
- Tab to "OK."
- Space bar to select "OK" or "OK and Select Another."

"Select" fields

- Instead of typing the contents, tab to the select button and click space bar.
- Type your partial selection criteria.
- Tab to "Go."
- Space bar to select "Go."
- Tab to the radio button for your selection.
- Space bar to choose.
- Tab to "OK."
- Space bar to select "OK."

Multiple page in Pop-up View

- Tab to directional buttons for next page (or previous page).
- Use Return key to select the next page.

When keyboard options won't work

- Navigating Summary workspaces and selecting activities
- Changing the selection on a field with a pre-selected choice.
- Click into window when uploading documents.
- Starting the drop-down list (in months) on the Budget Periods.
- Clicking the "Update" for the Budget Periods on the Budget Summary page.
- Clicking the lightning bolt on View 9.2 to jump to the SF424 application budget.