

Oracle® Cloud

Accessibility Guide for Oracle Cloud Services



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Preface

This document describes the accessibility and assistive technology features of Oracle cloud services.

Audience

This document is intended for anyone who wants to use the accessibility and assistive technology features of many Oracle cloud services.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Conventions

The text conventions used in this document are described in this topic.

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Common Accessibility Modes and Features for Oracle Cloud Services

Oracle cloud services that are accessed through Oracle Cloud Service Console share common accessibility access modes.

Setting User Preferences to Enable Accessibility Mode

Use this procedure to enable personal accessibility modes for many cloud services.

The following procedure describes how to set your accessibility mode preference for these services:

- Oracle Big Data Cloud
 - Oracle Cloud Stack
 - Oracle Database Classic Cloud Service
 - Oracle Exadata Cloud Service
 - Oracle Java Cloud Service
 - Oracle MySQL Cloud Service
 - Oracle Platform Services
 - Oracle SOA Cloud Service
1. Log in to your Oracle cloud service.
 2. Select your user name (located at the top of the page).
 3. On the **Preferences** menu, select **Accessibility**.
 4. Select an option:
 - To improve screen reader behavior by adding accessibility-specific structure, select **I use a screen reader**.
 - To display fonts using high contrast (an HTML stylesheet action), select **I use high contrast**.
 - To enable large fonts by default, and to enable the interface to work with browser zoom capabilities, select **I use large fonts**.

After you select an option, the **Accessibility** menu closes. You can select only one option at a time, but you can add options after your initial selection.

5. If needed, select the **Accessibility** menu again, and select additional options, or deselect options until you obtain the access that you require.

The accessibility features that you selected are enabled.

2

Accessibility Features and Tips for Oracle Application Container Cloud Service

These topics describe accessibility features and information for Oracle Application Container Cloud Service.

Enabling Accessibility Mode for Oracle Application Container Cloud Service

The Oracle Application Container Cloud Service user interface design is screen reader friendly by default, which means the user doesn't have to turn on screen reader setting.

The following procedure describes how to set other accessibility options in Oracle Application Container Cloud Service:

1. Log in to your Oracle Application Container Cloud Service instance.
2. Select your user name (located at the top of the page).
3. On the **Preferences** menu, select **Accessibility**.
4. Select an option:
 - To display fonts using high contrast (an HTML stylesheet action), select **I use high contrast**.
 - To enable large fonts by default, and to enable the interface to work with browser zoom capabilities, select **I use large fonts**.
5. If needed, select the **Accessibility** menu again, and select additional options, or deselect options until you obtain the access that you require.

Keyboard Shortcuts for Tables

You can use keyboard shortcuts to navigate and to perform actions inside the tables as described below.

Task	Keyboard Shortcut
Enters Actionable mode. This enables keyboard action on elements inside the item, including navigation between focusable elements inside the item.	F2
Exits Actionable mode.	Esc
When in Actionable Mode, navigates to next focusable element within the item. If the last focusable element is reached, shift focus back to the first focusable element. When not in Actionable Mode, navigates to next focusable element on page (outside ListView).	Tab

Task	Keyboard Shortcut
When in Actionable Mode, navigates to previous focusable element within the item. If the first focusable element is reached, shift focus back to the last focusable element. When not in Actionable Mode, navigates to previous focusable element on page (outside ListView).	Shift+Tab
Move focus to the item below.	DownArrow
Move focus to the item above.	UpArrow
When display in card layout, move focus to the item on the left.	LeftArrow
When display in card layout, move focus to the item on the right.	RightArrow
Extend the selection to the item below.	Shift+DownArrow
Extend the selection to the item above.	Shift+UpArrow
When display in card layout, extend the selection to the item on the left.	Shift+LeftArrow
When display in card layout, extend the selection to the item on the right.	Shift+RightArrow
Launch the context menu if there is one associated with the current item.	Shift+F10
Selects the current item.	Enter
Toggles to select and deselect the current item. If previous items have been selected, deselects them and selects the current item.	Space
Selects contiguous items from the last selected item to the current item.	Shift+Space
Toggles to select and deselect the current item while maintaining previous selected items.	Ctrl + Space
Marks the selected items to move if reorder is enabled.	Ctrl + X
Marks the selected items to copy if reorder is enabled.	Ctrl + C
Paste the items that are marked to directly before the current item (or as the last item if the current item is a folder).	Ctrl + V

3

Accessibility Features and Tips for Oracle Analytics Cloud

These topics describe accessibility features and information for Oracle Analytics Cloud.

Enabling Accessibility Mode for Oracle Analytics Cloud

Enable accessibility mode so that you can navigate Oracle Analytics Cloud using keyboard shortcuts and related accessibility features.

1. At the login dialog, click **Accessibility Mode**.
2. To modify your accessibility settings:
 - a. In the Classic Home, click <Username>, then **My Account**, and use the **Accessibility Mode** options on the **Preferences** tab.
 - b. In BI Publisher, click the **General** tab and use the **Accessibility Mode** options.

In accessibility mode, you use BI Composer to edit analyses (see 'Keyboard Shortcuts for BI Composer').

If you're not using a Windows system, use the keystroke equivalent to the Alt key on your platform. For example if you're using a Mac, use the Command key instead of the Control (Ctrl) key. To select multiple data elements or columns, use Ctrl + right-click (on Windows systems) or Command key + right-click (on Mac systems).

Keyboard Shortcuts for Visualizations

You can use keyboard shortcuts to navigate and to perform actions in visualizations.

Use these keyboard shortcuts for working with a workbook in the Visualize Canvas.

Task	Keyboard Shortcut
Add data columns to a workbook.	Shift + F10
Export content to PDF.	Ctrl + Shift + E (Win) Command + Shift + E (Mac)
Export content to PPT.	Ctrl + Shift + X (Win) Command + Shift + X (Mac)
Print content.	Ctrl + P (Win) Command + Shift + P (Mac)
Reverse the last undo.	Ctrl + Y
Save a newly created workbook with a specific name.	Ctrl + Shift + S
Save a workbook with the changes.	Ctrl + S
Undo the last change.	Ctrl + Z

Use these keyboard shortcuts while working on a visualization in the Visualize canvas.

Task	Keyboard Shortcut
Copy a visualization to paste it to another canvas in the workbook or to a canvas in another workbook.	Ctrl + C
Paste the visualization into a canvas in the workbook or into a canvas in another workbook.	Ctrl + V
Duplicate a visualization.	Ctrl + D
Delete a visualization.	Delete key

Use these keyboard shortcuts while working with a filter in the filter panel on the filter bar.

Task	Keyboard Shortcut
Add the search string to the selection list.	Ctrl + Enter

Use these keyboard shortcuts when you want to open, create, or edit artifacts such as datasets, workbooks, data flows, and sequences in a new tab or window.

Task	Keyboard Shortcut
Open an artifact in a new browser tab.	Ctrl + Click the artifact
Open an artifact in a new browser window.	Shift + Click the artifact

Keyboard Shortcuts for Dashboards and Agents

You can use keyboard shortcuts to navigate and to perform actions in Dashboards and Agents.

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Navigate to the first focusable element in the global header, which is the Skip to Content link. This link enables you to bypass the options that are available in the global header and to move to the features that available in the main part of the Home page.	Ctrl+Alt+G	Dashboard

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		boards only

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Navigate to the Dashboards popup menu in the global header. You can then press ENTER to display a menu from which you select a dashboard to display.	Ctrl+Alt+D	Dashboards

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		n l y

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Navigate to the current dashboard page Tab, if the Tab is displayed. If there is only one page in the dashboard, then the page Tab is not displayed.	Ctrl+Alt+P	Dashboards and Agents?

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		n l y

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Navigate to the first focusable element in the next section. For a dashboard page, the first element is the collapse icon.	Ctrl+Shift+S	Dashboards O

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		n l y

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Navigate to the first focusable element in the previous section. For a dashboard page, the first element is the collapse icon.	Ctrl+Shift+U	Dashboards O

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		n l y

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Navigate to the next focusable element.	Tab	Dashboards

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		nd Agents

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Navigate to the previous focusable element.	Shift + Tab	Dashboards

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		nd Agents

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Navigate to the next menu option.	Down Arrow	Dashboards

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		nd Agents

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Navigate to the previous menu option.	Up Arrow	Dashboards

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		nd Agents

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Trigger the activity, when the focus is on a link, an image, or a button with an associated URL or activity.	Enter	Dashboards

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		nd Agents

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Close the menu that has the focus.	Esc	Dashboards

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		nd Agents

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Open drop-down and combo boxes.	Alt + Up or Down Arrow	Dashboards

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		nd Agents

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
Show the next or previous item in a combo box.	Ctrl + Up or Down Arrow	Dashboards

Task	Keyboard Shortcut	Keyboard Shortcuts Available for Dashboards and Agents?
		nd Agents

Keyboard Shortcuts for BI Modeler

You can use keyboard shortcuts to navigate and to perform actions in BI Modeler.

Using Keyboard Shortcuts for Common Components

Use these general keyboard shortcuts for working with common components such as the Menu, Menu bar, Multi-Select Choice List, Multi-Select List Box, and so on.

Task	Keyboard Shortcut	Use In These Components
Activate the component or the component element that has the focus.	Enter + Spacebar	All
Move focus to the next or previous editable component.	Tab Shift + Tab	All, including Flash components such as ThematicMap, Graph, and Gauge.
Select all.	Ctrl + A	All
Open a list and use arrow keys to navigate, and press Enter or Spacebar to select.	Alt + Arrow Down	Multi-Select Choice List and Multi-Select List Box
Select all items from the top to the current selection, or select all items from the current selection to the bottom.	Ctrl+Shift+Home Ctrl+Shift+End	Multi-Select Choice List and Multi-Select List Box
Move focus to a different menu on a menu bar.	Arrow Left	Menu Bar
Move the splitter to the left or right when it's in focus.	Arrow Right	Splitter
Move the slider to the left or right when an input number slider or input range slide is in focus.		Input Number Slider Input Range Slider
Increment or decrement the value when the input number spin box is in focus.		Input Number Spinbox
Move focus to a different menu item on a menu bar.	Arrow Up	Menu Bar
Move the splitter up or down when it's in focus.	Arrow Down	Splitter
Move the slider up or down when the input number slider or input range slider is in focus.		Input Number Slider Input Range Slider

Using Keyboard Shortcuts in Table, Tree and Tree Table Components

Use these general keyboard shortcuts for working with Table, Tree, and Tree Table Components.

Task	Keyboard Shortcut	Use In These Components
Move focus to the next or the previous cell or editable component.	Tab Shift+Tab	Table Tree Table
In a table, navigate to the next or the previous editable content in cells. If the focus is on the last cell of a row in the table, the Tab key moves focus to the first editable cell in the next row. Similarly, Shift + Tab moves focus to the previous row.		

Task	Keyboard Shortcut	Use In These Components
Select all components, including column headers, row headers, and data area.	Ctrl + A	Table Tree Table
Launch the context menu. You can also launch the context menu by pressing Ctrl+Alt+B.	Ctrl+Alt+M	Table Tree Tree Table
Go up one level.	Ctrl+Shift+^	Tree Tree Table
Navigate to the next editable cell or the previous editable cell of the column. If focus is on the column header, sort table data in ascending order. Press Enter again to sort the column in descending order. If the focus is on the filter cell, perform table filtering. In a click-to-edit table, if the focus is on a cell, enable edit mode.	Enter Shift+Enter	Table Tree Tree Table
Move focus.	Arrow Left Arrow Right	Table Tree Table
Move focus. If a row is selected, move focus to the previous row or the next row. If no row is selected, scroll the table one row up or down. If the first row is selected, move focus to the column header.	Arrow Up Arrow Down	Table Tree Table
Move focus and add to selection.	Shift+Arrow Left Shift+Arrow Right	Table Tree Table
Move the selected column to the left or right.	Ctrl+Shift+Arrow Left Ctrl+Shift+Arrow Right	Table Tree Table
Select multiple rows.	Shift+Arrow Up Shift+Arrow Down	Table Tree Table Tree
If a row is selected, scroll and select the same row of the next or previous page. If no row is selected, scroll by one page.	Page Up Page Down	Table Tree Table
Horizontally scroll the table to the right or left.	Alt+Page Up Alt+Page Down	Table Tree Table
Select the node. To select or remove multiple nodes, press Ctrl+Space Bar.	Space Bar Ctrl+Space Bar	Table Tree Tree Table
Select multiple rows.	Shift+Space Bar	Table Tree Table
Remove selection. If the focus is on the cell, exit click-to-edit mode, revert the cell value to original value, and return focus to the cell. Press Esc key again to move focus to the row header.	Esc	Table Tree Table

Task	Keyboard Shortcut	Use In These Components
Activate click-to-edit mode for the row. Press F2 again to disable cell navigation mode.	F2	Table Tree Table

Using Keyboard Shortcuts in Table, Tree, and Tree Table Components in Screen Reader Mode

Use these general keyboard shortcuts for working with Table, Tree, and Tree Table Components in Screen Reader Mode.

Task	Keyboard Shortcut	Use In These Components
Select the component. To select a node, press Tab and move focus to the component or its radio control. Press Spacebar when the component is in focus. You can also use the Spacebar for multiple selection. Pressing Spacebar on a selected component, unselects it.	Spacebar	Table Tree Tree Table
If the focus is on the column header, sort the column in ascending order. Press Enter again to sort the column in descending order.	Enter	Table Tree
If the focus is on the disclosure icon of a tree, open or close that node.		
If the focus is on the filter cell, perform table filtering.		
Move the focus to the next or previous cell or editable component.	Tab Shift+Tab	Table
Move focus.	Arrow Up Arrow Down Arrow Left Arrow Right	Table
Move the selected column to the left or right.	Ctrl+Shift+Arrow Left Ctrl+Shift+Arrow Right	Table Tree Table
Resize the selected column by 25 pixels from the left or right.	Shift+Arrow Left Shift+Arrow Right	Table Tree Table
If the focus is on the Hierarchical Selector icon, show the Hierarchical Selector popup.	Ctrl+Shift+^	Tree
Launch body context menu.	Ctrl+Alt+M Ctrl+Alt+B	Table Tree Tree Table

Navigation Quick Keys

Use these general keyboard shortcuts for navigation quick keys.

Task	Keyboard Shortcut
Next Radio Button	A
Previous Radio Button	Shift+A
List Radio Buttons	Ctrl+Insert+A
Next Region	R
Previous Region	Shift+R
List Regions	Ctrl+Insert+R
Move to the main region of a page	Q
Next OnMouseOver	Semicolon
Previous OnMouseOver	Shift+Semicolon
List OnmouseOvers	Ctrl+Insert+Semicolon

Headings in HTML

Use these general keyboard shortcuts for headings in HTML.

Task	Keyboard Shortcut
List Headings	Insert+F6
Next Heading	H
Prior Heading	Shift+H
First Heading	Insert+Alt+Home
Last Heading	Insert+Alt+End
Next Heading at Level	1 through 6
Prior Heading at Level	Shift+1 through 6
First Heading at Level	Insert+Alt+Ctrl+1 through 6
Last Heading at Level	Insert+Alt+Ctrl+Shift+1 through 6
List of Form Fields	Insert+F5
List Buttons	Insert+Ctrl+B
List Combo Boxes	Insert+Ctrl+C
List Edit Boxes	Insert+Ctrl+E
List Radio Buttons	Insert+Ctrl+A
List Check Boxes	Insert+Ctrl+X
List Tables	Insert+Ctrl+T

Keyboard Shortcuts for BI Publisher

You can use keyboard shortcuts to navigate and to perform actions in BI Publisher.

Accessibility Support in BI Publisher Report Output

BI Publisher can generate accessible HTML and PDF reports. Reports with accessibility design features include the following report properties:

- Document title.
- Alternative text property to describe images such as charts.
- Table summary property to summarize Table content.

- Header level property to specify the order in which the Table header rows are read in accessibility mode.

Using Keyboard Shortcuts in BI Publisher

Use these general keyboard shortcuts for working with BI Publisher.

Task	Keyboard Shortcut
Navigate to the next focusable element.	Tab
Navigate to the previous focusable element.	Shift + Tab
Navigate to the next menu option.	Down Arrow
Navigate to the previous menu option.	Up Arrow
Trigger the activity, when the focus is on a link, an image, or a button with an associated URL or activity	Enter
Close the menu that has the focus.	Esc
Open drop-down and combo boxes.	Alt + Up or Down Arrow
Show the next or previous item in a combo box.	Ctrl + Up or Down Arrow

Keyboard Shortcuts for BI Composer

You can use keyboard shortcuts to navigate and to perform actions in BI Composer.

Task	Keyboard Shortcut
Navigate to the Back button.	Alt + Shift + B
Navigate to the Cancel button.	Alt + Shift + C
Navigate to the Submit button.	Alt + Shift + L
Navigate to the Next button.	Alt + Shift + X
Navigate to the context menu. For example, selecting an item in the Catalog tree and pressing Alt + Ctrl + m displays a menu with options to expand and collapse menu items.	Alt + Ctrl + M
Read the messages in a pop-up window, one by one.	Alt + Down Arrow

Note:

The Catalog tree that is displayed in the Catalog tab of the BI Composer wizard is interpreted as a table. To navigate the tree, use the table keystrokes for your screen reader program.

Accessibility Features and Tips for Oracle Analytics Cloud Essbase

For accessibility features and information for Oracle Analytics Cloud Essbase, see *Oracle Essbase Accessibility Guide*.

4

Accessibility Features and Tips for Oracle Blockchain Platform

These topics describe accessibility features and information for Oracle Blockchain Platform.

Keyboard Shortcuts for Oracle Blockchain Platform

To select buttons in Oracle Blockchain Platform, use the keystroke shortcuts described in this topic.

Table 4-1 Keyboard Shortcuts for Oracle Blockchain Platform

Task	Keyboard Shortcut
Create a Oracle Blockchain Platform instance.	Alt+Shift+C

If you are not using a Windows system, then use the keystroke equivalent to the Alt key on your platform.

5

Accessibility Features and Tips for Oracle Autonomous Database

These topics describe accessibility features and information for Oracle Autonomous Database.

Keyboard Shortcuts for Graph Studio

To select buttons in Graph Studio, use the keyboard shortcuts listed in this topic.

If the focus is in a paragraph on the Notebooks page, a selected paragraph can be in one of the two following modes:

- Edit mode (green highlight): You can edit the code section of the paragraph and any keystrokes will be passed onto the code editor. You can switch to edit mode by pressing Enter key.
- Command mode (blue highlight): You cannot edit the code section and keystrokes will be checked for keyboard shortcuts. You can switch to command mode by pressing Esc key.

Table 5-1 Keyboard Shortcuts for Paragraph Execution

Action	Keyboard Shortcut
Run paragraph	Ctrl+Enter
Run paragraph and select the one below	Shift+Enter
Run paragraph and insert new one below	Alt+Enter
Run all paragraphs sequentially	Ctrl+Shift+Enter

Table 5-2 Keyboard Shortcuts for Paragraph Actions

Action	Keyboard Shortcut
Clear the result of the paragraph	Ctrl+Alt+C
Delete the paragraph	Ctrl+Alt+D
Move the paragraph up in the notebook view	Ctrl+Alt+K
Move the paragraph down in the notebook view	Ctrl+Alt+J
Collapse/expand the paragraph	Ctrl+Alt+E
Show/hide line numbers of the paragraph	Ctrl+Alt+M

Table 5-3 Keyboard Shortcuts for Paragraph Selection

Action	Keyboard Shortcut
Select paragraph below current	J
Select paragraph above current	K
Insert paragraph below current	B

Table 5-3 (Cont.) Keyboard Shortcuts for Paragraph Selection

Action	Keyboard Shortcut
Insert paragraph above current	A

Table 5-4 Keyboard Shortcuts For Code Editor

Action	Keyboard Shortcut
Open autocompletion search	Ctrl+Space

Table 5-5 Keyboard Shortcuts Within a Notebook

Action	Keyboard Shortcut
Clear all results	Ctrl+Shift+C
Reset all sessions	Ctrl+Shift+S
Hide all paragraph code	Ctrl+Shift+D
Hide all paragraph results	Ctrl+Shift+H
Toggle read-only state	Ctrl+Shift+R

Table 5-6 Keyboard Shortcuts For Entire Notebook

Action	Keyboard Shortcut
Delete notebook	Ctrl+Shift+U
Export notebook	Ctrl+Shift+E
Share notebook	Ctrl+Shift+B
Clone notebook	Ctrl+Shift+L
Open notebook in iframe	Ctrl+Shift+I
Publish notebook	Ctrl+Shift+O

Keyboard Shortcuts for Oracle Machine Learning

To select buttons in Oracle Machine Learning, use the keyboard shortcuts listed in this topic.

Table 5-7 Keyboard Shortcuts on the Notebooks Page

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
Create notebook	Alt + C Ctrl + Opt + C (in Mac)	Alt + Shift + C
Duplicate notebook	Alt + P Ctrl + Opt +P (in Mac)	Alt + Shift +P
Share notebook as template	Alt + T Ctrl + Opt + T (in Mac)	Alt + Shift +T

Table 5-7 (Cont.) Keyboard Shortcuts on the Notebooks Page

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
Delete notebook	Alt + D Ctrl + Opt + D (in Mac)	Alt + Shift + D
Import notebook	Alt + I Ctrl + Opt + I (in Mac)	Alt + Shift + I
Create version of notebook	Alt + V Ctrl + Opt + V (in Mac)	Alt + Shift + V

Table 5-8 Keyboard Shortcuts on the Library, Shared, and Gallery Pages

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
Create a new notebook	Alt + N Ctrl + Opt + N (in Mac)	Alt + Shift + N
Edit settings	Alt + E Ctrl + Opt + E (in Mac)	Alt + Shift + E
Share templates	Alt + T Ctrl + Opt + T (in Mac)	Alt + Shift + T
Delete templates	Alt + D Ctrl + Opt + D (in Mac)	Alt + Shift + D

Table 5-9 Keyboard Shortcuts on the Jobs and Jobs Log Pages

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
Edit a job	Alt + E Ctrl + Opt + E (in Mac)	Alt + Shift + E
Create a job	Alt + C Ctrl + Opt + C (in Mac)	Alt + Shift + C
Duplicate a job	Alt + P Ctrl + Opt + P (in Mac)	Alt + Shift + P
Stop a job	Alt + X Ctrl + Opt + X (in Mac)	Alt + Shift + X
Delete a job	Alt + D Ctrl + Opt + D (in Mac)	Alt + Shift + D
View	Alt + W Ctrl + Opt + W (in Mac)	Alt + Shift + W
Go back to Jobs page	Alt + B Ctrl + Opt + B (in Mac)	Alt + Shift + B

Table 5-10 Keyboard Shortcuts on the Connection Groups Main Page

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
Edit connection groups	Alt + E Ctrl + Opt + E (in Mac)	Alt + Shift + E
Stop connection groups	Alt + X Ctrl + Opt + X (in Mac)	Alt + Shift + X

Table 5-11 Keyboard Shortcuts on the Connection Groups Page

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
Go back to Connection Groups page	Alt + B Ctrl + Opt + B (in Mac)	Alt + Shift + B

Table 5-12 Keyboard Shortcuts on the Notebook Sessions Page

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
Stop session	Alt + X Ctrl + Opt + X (in Mac)	Alt + Shift + X
Unload session	Alt + U Ctrl + Opt + U (in Mac)	Alt + Shift + U

Table 5-13 Keyboard Shortcuts on the Preference Main Page

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
Cancel	Alt + C Ctrl + Opt + C (in Mac)	Alt + Shift + C
Save	Alt + S Ctrl + Opt + S (in Mac)	Alt + Shift + S

Table 5-14 Keyboard Shortcuts on the Change Password Page

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
OK	Alt + O Ctrl + Opt + O (in Mac)	Alt + Shift + O
Cancel	Alt + C Ctrl + Opt + C (in Mac)	Alt + Shift + C

Table 5-15 Keyboard Shortcuts on the User Management Main Page

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
Delete user data	Alt + D Ctrl + Opt + D (in Mac)	Alt + Shift + D

Table 5-16 Keyboard Shortcuts on the Versions Main page

Action	Keyboard Shortcuts in Google Chrome, Internet Explorer, Microsoft Edge	Keyboard Shortcuts in Mozilla Firefox
Go back to the Notebooks page	Alt + B Ctrl + Opt + B (in Mac)	Alt + Shift + B
Create versions	Alt + V Ctrl + Opt + V (in Mac)	Alt + Shift + V
Create a new notebook	Alt + N Ctrl + Opt + N (in Mac)	Alt + Shift + N
Revert	Alt + R Ctrl + Opt + R (in Mac)	Alt + Shift + R
Delete	Alt + D Ctrl + Opt + D (in Mac)	Alt + Shift + D

6

Accessibility Features and Tips for Oracle API Platform Cloud Service

These topics describe accessibility features and information for Oracle API Platform Cloud Service.

Configuring Accessibility Preferences for Oracle API Platform Cloud Service

You can enable features to make the interface more accessible.

To configure accessibility settings:

1. Click the **User Menu**, and then click **Preferences**.

The Preferences page appears.

2. Select the accessibility features that you want to enable:

- **High Contrast:** Enables high-contrast in the UI.

 **Note:**

Select this option, and enable high contrast in your operating system to enable high contrast display.

- **Large Fonts:** Enables large fonts in the UI.

3. Click **Apply**.

The accessibility features you selected are enabled.

7

Accessibility Features and Tips for Oracle Big Data Cloud

Use these tips to improve your experience with accessibility features for Oracle Big Data Cloud.

Keyboard Shortcuts for Oracle Big Data Cloud

To select buttons in Oracle Big Data Cloud, use the keystroke shortcuts described here.

Table 7-1 Keyboard Shortcuts on the Services Page

Task	Keyboard Shortcut
Create a Big Data Cloud cluster.	Alt+Shift+C

If you are not using a Windows system, then use the keystroke equivalent to the Alt key on your platform.

8

Accessibility Features and Tips for Oracle Big Data Cloud Service

This topic describes accessibility features and information for Oracle Big Data Cloud Service.

Keyboard Shortcuts for Oracle Big Data Cloud Service

Oracle Big Data Cloud Service includes keyboard shortcuts for the Big Data Manager Data Explorer. You can use the keystroke shortcuts to perform actions, as described below.

Table 8-1 Keyboard Shortcuts in the Big Data Manager Date Explorer

Task	Keyboard Shortcut
Change the currently selected item	Up/Down/Left/Right Arrow
Open the selected directory/container	Enter
Navigate back to parent directory/container	Backspace
Select the first item in list	Home or PageUp
Select the last item in list	End or PageDown
Switch between left and right panel in the Data Explorer	Tab
Deselect the currently selected item	Esc
Open the Rename dialog (supported only on HDFS)	F2
Reload the content of the current panel (same as the Refresh button)	F5 or Ctrl+R
Invokes copy/move/paste actions	Ctrl+C/X/V

If you're using a Mac, use the Command key instead of the Control (Ctrl) key.

9

Accessibility Features and Tips for Oracle Business Intelligence Cloud Service

These topics describe accessibility features and information for Oracle Business Intelligence Cloud Service.

Enabling Accessibility Mode for Oracle Business Intelligence Cloud Service

Use this procedure to enable accessibility mode in Oracle Business Intelligence Cloud Service.

1. Log in to Oracle Business Intelligence Cloud Service.
2. In the Classic Home page, click *<Username>*, then **My Account**, and use the **Accessibility Mode** options on the **Preferences** tab.

When you enable accessibility mode, you can navigate using keyboard shortcuts and related accessibility features.

Keyboard Shortcuts for Oracle Business Intelligence Cloud Service

You can use keyboard shortcuts to navigate and to perform actions in Oracle Business Intelligence Cloud Service.

See:

- [Keyboard Shortcuts for Dashboards and Agents](#)
- [Keyboard Shortcuts for Visualizations](#)
- [Keyboard Shortcuts for BI Composer](#)

10

Accessibility Features and Tips for Oracle Content Management

These topics describe accessibility features and information for Oracle Content Management.

Global Keyboard Shortcuts for Oracle Content Management

Use these keyboard shortcuts throughout the Oracle Content Management web client.

The desktop app, Android mobile app, and web browser interface support the standard accessibility features and assistive technologies of the operating system that they run on, such as keyboard shortcuts, voice assistance, and so on. Consult your operating system help for details.

When using a Safari browser, you might need to configure tabbing behavior which might not be set by default. Access your Safari preferences and select **Press Tab to highlight each item on web page**.

When using Firefox with the macOS/OS X operating system, you might need to set tabbing behavior as well. Open your operating system preferences and choose **Keyboard Preferences**. Select the **Shortcuts** tab. In the **Full Keyboard Access** section, set the option to **All Controls**.

Note:

When you play audio or video in accessibility mode, you can't navigate to the action bar to perform actions such as viewing file properties. You can only access the controls to play or pause the audio or video. To perform other actions on the file, go back to the file listing (using Backspace or Esc), where you can use the keyboard to access file actions.

Task	Keyboard Shortcut
Search for content.	/
Go to first item in list.	Home
Go to last loaded item in list.	End
Load more items in list.	.
Close active menu or dialog.	Esc
Expand/collapse navigation panel.	gn
Go to Flags page.	gf
Go to Conversations page.	gc
Go to People page.	gp
Go to Documents page.	gd
Go to Sites page.	gs
Go to Themes page.	gt

Task	Keyboard Shortcut
Go to Components page.	ga
Go back one page.	Backspace

Keyboard Shortcuts for Calendars

Use these keyboard shortcuts for calendars in the Oracle Content Management web client.

Task	Keyboard Shortcut
Move to previous/next month.	Page Up/Page Down
Move to the current month.	Ctrl+Command+Home
Close the calendar, and erase selections.	Ctrl+Command+End

Keyboard Shortcuts for Asset Type Editors

Use these keyboard shortcuts for asset type editors in the Oracle Content Management web client.

Task	Keyboard Shortcut
Move focus to previous/next data field.	Up Arrow/Down Arrow
Select a data field to add to content type definition.	Enter
When data field is selected, place it as first item/last item in content type definition.	Alt+Up Arrow/Down Arrow
When focus is on item in content type definition, move data field up/down in definition list.	Alt+Up Arrow/Down Arrow

Keyboard Shortcuts for Conversations

Use these keyboard shortcuts for conversations in the Oracle Content Management web client.



Note:

To see all keyboard shortcuts in the web client, press the question mark (?) when viewing the Conversation page. A list of available shortcuts is shown.

There are keyboard shortcuts for various areas:

- [Conversation List Keyboard Shortcuts](#)
- [Message List Keyboard Shortcuts](#)
- [Posting or Replying Keyboard Shortcuts](#)

Conversation List Keyboard Shortcuts

Task	Keyboard Shortcut
Open selected conversation.	Enter
Move focus into conversation entry.	Shift+Enter
Create a new conversation.	n
Mark all messages in selected conversation as read.	m
Mark or clear selected conversation as favorite.	v

Message List Keyboard Shortcuts

Task	Keyboard Shortcut
Post a message.	t
Reply to selected message.	r
Edit selected message.	e
Like selected message.	l
Clear flag for you on selected message.	c
Manage flags for selected message.	f
Mark selected message as read.	m
Next message.	j
Find next item (based on selected find criteria).	x
Find previous item (based on selected find criteria).	p

Posting or Replying Keyboard Shortcuts

Task	Keyboard Shortcut
Applies bold style.	Ctrl+b
Applies italic style.	Ctrl+i
Applies underline style.	Ctrl+u
Remove formatting from selected text.	Ctrl+f
Upload document.	Ctrl+d
Send post or reply.	Ctrl+Enter
Clear your message text.	Esc

Keyboard Shortcuts for Content Capture Procedures Page

Use these keyboard shortcuts in the Content Capture Procedures page.

On the Content Capture Procedures page, click the user icon in the procedures pane on the left and specify if you are using a screen reader.

Task	Keyboard Shortcut in Microsoft Edge and Google Chrome	Keyboard Shortcut in Mozilla Firefox
Move forward to the next train stop.	Alt + X	Alt + Shift + X
Cancel the current operation.	Alt + C	Alt + Shift + C
Save changes and exit the window.	Alt + S	Alt + Shift + S
Return to a previous train stop.	Alt + B	Alt + Shift + B

Keyboard Shortcuts for Content Capture Client

Use these keyboard shortcuts in the Content Capture Client.

The Content Capture Client has the following accessibility features:

- Change the client display to high contrast:
 1. Click the drop-down list arrow in the upper right corner of the window and select **Preferences**.
 2. Select **I use Windows accessibility features** to change the client display to make use of accessibility settings provided by Windows for high contrast. You must have your Windows environment set to use high contrast for this setting to work.
 3. Click **Save**.

Note that after changing this setting, you may need to restart the Content Capture Client to restore the display.
- Change the font size displayed in the client:
 1. Click the drop-down list arrow in the upper right corner of the window and select **Preferences**.
 2. Select **I use Windows accessibility features** to change the client display to make use of accessibility settings provided by Windows for large fonts. You must have your Windows environment set to use large fonts for this setting to work.
 3. In the **Font Size for Client** field, select a new font size for client buttons, labels, and other client window items. The minimum size is 8 points and the maximum size is 18 points.
 4. In the **Font Size for Metadata Fields** field, select a new font size for metadata fields and labels. The minimum size is 8 points and the maximum size is 18 points.
 5. Click **Save**.
Note that after changing the Windows accessibility features setting, you may need to restart the Content Capture Client to restore the display.
- Press F1 to access help topics on the Content Capture Client.

Batch Pane Keyboard Shortcuts

Task	Keyboard Shortcut
Begin scanning or importing documents.	F9
Change Capture settings for the selected scanner or for the import source.	Ctrl+S
Change the Capture source to select a scanner or the import source.	Ctrl+Alt+S
Depending on which mode is visible: Unlock or Release , this key performs one of the following actions: <ul style="list-style-type: none"> Unlock one or more selected batches to synchronize their data with Oracle Content Management. Release a batch after choosing a release process. 	F10
Select a release process.	Ctrl+Alt+R
Specify search criteria for batches and filter the batch list.	F7
Reload the list of batches to reflect recent batch changes.	F5
Find a document within a batch where a displayed metadata field matches the criteria in the Find field.	Ctrl+F
Find the previous document within a batch where a displayed metadata field matches the criteria in the Find field.	Shift+F3
Find the next document within a batch where a displayed metadata field matches the criteria in the Find field.	F3
Perform asset lookup on a field.	Ctrl+L

Document Pane Keyboard Shortcuts

Task	Keyboard Shortcut
Split a document using the current page and all pages below it, until the next document.	Ctrl+E
Remove or delete the selected document.	Ctrl+Alt+D
Split an attachment using the current page and all pages below it. This feature is available when page 2 or greater is selected in a document attachment.	Ctrl+E
Delete the selected attachment and its pages from the batch.	Ctrl+Alt+D
Duplicate the selected document, page, or pages.	Ctrl+U
Go to a specific page in the current document.	Ctrl+G
Go to the previous page in the current document.	Ctrl+P
Go to the next page in the current document.	Ctrl+N
Scan or import pages to add to the batch (append pages).	Ctrl+Alt+A
Delete one or more pages.	Ctrl+D
Copy metadata values from the selected document.	Ctrl+Shift+C
Paste metadata values copied from another document into the current document.	Ctrl+Shift+V
Clear the metadata values for the selected document.	Ctrl+Shift+D
Increase the magnification level.	Ctrl+I
Decrease the magnification level.	Ctrl+O
Change the page display so that the entire page fits in the window.	Ctrl+W
Rotate the selected page to the right 90 degrees.	Ctrl+R

Metadata Pane Keyboard Shortcuts

To move between metadata fields using keyboard shortcuts, press Tab to move to the next metadata field, and Shift-Tab to move to the previous metadata field.

11

Accessibility Features and Tips for Oracle Data Hub Cloud Service

These topics describe accessibility features and information for Oracle Data Hub Cloud Service.

Keyboard Shortcuts for Oracle Data Hub Cloud Service

To select buttons in Oracle Data Hub Cloud Service, use the keystroke shortcuts described here.

Table 11-1 Keyboard Shortcuts on the Services Page

Task	Keyboard Shortcut
Create an Oracle Data Hub Cloud Service cluster.	Alt+Shift+C

If you are not using a Windows system, then use the keystroke equivalent to the Alt key on your platform.

Table 11-2 Keyboard Shortcuts on the Backup Page

Task	Keyboard Shortcut
Create a backup.	Alt+Shift+B
Recover to an existing backup.	Alt+Shift+R

If you are not using a Windows system, then use the keystroke equivalent to the Alt key on your platform.

12

Accessibility Features and Tips for Oracle Database Cloud Service

These topics describe accessibility features and information for Oracle Database Cloud Service.

Keyboard Shortcuts for Oracle Database Cloud Service

To select buttons in Oracle Database Cloud Service, you can use the keystroke shortcuts described in this topic.

Table 12-1 Keyboard Shortcuts on the Services Page

Task	Keyboard Shortcut
Create a database deployment.	Alt+Shift+C

If you are not using a Windows system, then use the keystroke equivalent to the Alt key on your platform.

Table 12-2 Keyboard Shortcuts on the Backup Page

Task	Keyboard Shortcut
Create a backup.	Alt+Shift+B
Recover to an existing backup.	Alt+Shift+R
Change the password of the Oracle Cloud user whose credentials are used to access the Oracle Storage Cloud Service container where backups are stored.	Alt+Shift+C

If you are not using a Windows system, then use the keystroke equivalent to the Alt key on your platform.

Table 12-3 Keyboard Shortcuts on the Snapshots Page

Task	Keyboard Shortcut
Create a storage snapshot.	Alt+Shift+S

If you are not using a Windows system, then use the keystroke equivalent to the Alt key on your platform.

13

Accessibility Features and Tips for Oracle Data Visualization Cloud Service

These topics describe accessibility features and information for Oracle Data Visualization Cloud Service.

Enabling Accessibility Mode for Oracle Data Visualization Cloud Service

Use this procedure to enable accessibility mode in Oracle Data Visualization Cloud Service.

1. Log in to Oracle Data Visualization Cloud Service.
2. In the Classic Home page, click *<Username>*, then **My Account**, and use the **Accessibility Mode** options on the **Preferences** tab.

When you enable accessibility mode, you can navigate using keyboard shortcuts and related accessibility features.

Keyboard Shortcuts for Oracle Data Visualization Cloud Service

You can use keyboard shortcuts to navigate and to perform actions in Oracle Data Visualization Cloud Service.

See:

- [Keyboard Shortcuts for Visualizations](#)

14

Accessibility Features and Tips for Oracle Digital Assistant

These topics describe accessibility features and information for Oracle Digital Assistant and the Oracle Digital Assistant Web SDK.

Oracle Digital Assistant is predominantly based on Oracle JET, which has built-in accessibility support that conforms with the Web Content Accessibility Guidelines version 3.0 at the AA level (WCAG 3.0 AA). See Oracle JET and Accessibility for details.

Workaround for Exiting Code Editors

In some editors in the user interface, pressing the TAB key does not move focus to the next control on the page. Instead you need to use the ESC key.

Here are editors that this affects and what happens when you press the ESC key to navigate away:

- In the Dialog Flow editor, pressing the ESC key returns the focus to the **Add Component** button.
- In the Test Cases JSON editor (in the tester for either a skill or digital assistant), pressing the ESC key saves any changes and then moves the focus to the **Variables** read-only field above that editor.
- In the **Review Customization** dialog that is available for settings that have been customized in an extended skill or digital assistant, pressing the ESC key moves focus to the **Revert to Original** button.
- When in the **Advanced Input Mode** editor for example utterances or auto-complete suggestions, pressing the ESC key results in saving of the input and moving focus to the ensuing field.

15

Accessibility Features and Tips for Oracle Event Hub Cloud Service

Use these tips to improve your experience with accessibility features for Oracle Event Hub Cloud Service.

Keyboard Shortcuts for Oracle Event Hub Cloud Service - Platform

To select buttons in Oracle Event Hub Cloud Service - Platform, use the keystroke shortcuts described here.

Table 15-1 Keyboard Shortcuts on the Oracle Event Hub Cloud Service - Platform Services Page

Task	Keyboard Shortcut
Create an Event Hub cluster.	Alt+Shift+C

If you are not using a Windows system, then use the keystroke equivalent to the Alt key on your platform.

Keyboard Shortcuts for Oracle Event Hub Cloud Service - Topics

To select buttons in Oracle Event Hub Cloud Service - Topics, use the keystroke shortcuts described here.

Table 15-2 Keyboard Shortcuts on the Oracle Event Hub Cloud Service - Topics Services Page

Task	Keyboard Shortcut
Create an Event Hub topic.	Alt+Shift+C

If you are not using a Windows system, then use the keystroke equivalent to the Alt key on your platform.

16

Accessibility Features and Tips for Oracle Integration

Use these tips to improve your experience with accessibility features for Oracle Integration.

Integrations: Configuring Accessibility Preferences

Set preferences in the Integrations feature of Oracle Integration to make the interface more accessible.

To configure accessibility settings:

1. Click the **user name** menu in the upper right corner, and then click **Preferences**.
The Preferences page appears.
2. Select the accessibility features that you want to enable:
 - **Screen Reader:** Select this option to enhance the interface for use with screen readers.
 - **High Contrast:** Select this option to make the Oracle Integration user interface compatible with operating systems or browsers that have high-contrast features enabled. For example, Oracle Integration changes its use of background images and CSS styles in high-contrast mode to prevent the loss of visual information.

Note:

High-contrast mode is more beneficial if you use it in conjunction with your browser or operating system high-contrast mode. Also, you can find it beneficial to use large-font mode, in addition to high-contrast mode.

- **Large Fonts:** Select this option to enable browser zoom-friendly content. In default mode, most text and many containers have a fixed font size to provide a consistent and defined look. In large-font mode, text and containers are more scalable. Flexible scalability enables Oracle Integration to be compatible with browsers that are set to larger font sizes, and to work with browser zoom capabilities.
3. Click **Apply**.
The accessibility features you selected are enabled immediately.

Processes: Keyboard Shortcuts

Use keyboard shortcuts to select options in the process editor toolbar in Oracle Integration.



Note:

Processes is available in Oracle Integration Generation 2. It is not currently supported in Oracle Integration 3.

Table 16-1 Keyboard Shortcuts for the Process Editor

Task	Keyboard Shortcut
Zoom in to a more close-up view of the process flow.	Shift + +
Zoom out to a more distant view of the process flow.	Shift + -
Undo the last change made to your process.	Ctrl + Z
Reverse the last undo action you performed.	Ctrl + Y
Delete the selected items from your process.	Delete key
When you delete a flow element that contains an incoming and outgoing sequence flow, the incoming sequence flow is automatically connected to the outgoing sequence flow. However, you may need to manually re-configure the surrounding flow elements. Also, deleting a sequence flow from a business process removes any implementation details you configured for that sequence flow.	
Cut the selected items and copy them to the clipboard.	Ctrl + X
When you cut a flow element that contains an incoming and outgoing sequence flow, the incoming sequence flow is automatically connected to the outgoing sequence flow. However, you may need to manually re-configure the surrounding flow elements.	
Copy the selected items to the clipboard.	Ctrl + C
Paste the items currently in the clipboard.	Ctrl + V
Toggle the display of the grid in the process editor window on and off.	G
Snap the flow elements in your process to the closest grid axis. This shortcut is active only when the grid is shown.	S
Open the Data Objects window to define your data and create new data objects based on the business types that are defined for your process application.	D

Table 16-1 (Cont.) Keyboard Shortcuts for the Process Editor

Task	Keyboard Shortcut
Open the Data Association window to link data to the activity inputs and outputs.	A
Open the Properties pane to define implementation details for the selected element.	P

Visual Builder: Using Component-Level Accessibility Features

The Visual Builder Components palette in Oracle Integration uses Oracle JavaScript Extension Toolkit (JET) components that are designed to comply with accessibility requirements.



Note:

Visual Builder is available in Oracle Integration Generation 2. It is not currently supported in Oracle Integration 3.

To understand how to use Oracle JET to assist you with developing accessible applications, see the Oracle JET documentation:

- *Oracle JavaScript Extension Toolkit (JET) Developing Applications with Oracle JET*

Visual Builder: Using an Oracle JET Alta Theme in Your Application

Use Alta to increase the contrast ratio for elements in the web application that you build with Visual Builder in Oracle Integration.



Note:

Visual Builder is available in Oracle Integration Generation 2. It is not currently supported in Oracle Integration 3.

Oracle JET provides the Alta theme, which is designed to provide a luminosity contrast ratio of at least 4.5:1. When you are working with classic applications, if you did not select the Alta theme when you created your web application, then you can apply the theme to your application by selecting it in the Themes palette. This does not apply to visual applications.

1. Open your application in the Page Designer.
2. Open the Themes palette.
The Themes palette lists Alta and Fuse themes by default.
3. Select the Alta theme in the palette.

The theme is applied to your application when you select it.

Accessibility Features and Tips for Oracle Integration Cloud Service

Use these tips to improve your experience with accessibility features for Oracle Integration Cloud Service.

Configuring Accessibility Preferences

You can enable features in Oracle Integration Cloud Service to make the interface more accessible.

To configure accessibility settings:

1. Click the **user name** menu in the upper right corner, and then click **Preferences**.

The Preferences page appears.

2. Select the accessibility features that you want to enable:

- **Screen Reader:** Select this option to enhance the interface for use with screen readers.
- **High Contrast:** Select this option to make the Oracle Integration Cloud Service user interface compatible with operating systems or browsers that have high-contrast features enabled. For example, Oracle Integration Cloud Service changes its use of background images and CSS styles in high-contrast mode to prevent the loss of visual information.

 **Note:**

High-contrast mode is more beneficial if you use it in conjunction with your browser or operating system high-contrast mode. Also, you can find it beneficial to use large-font mode, in addition to high-contrast mode.

- **Large Fonts:** Select this option to enable browser zoom-friendly content. In default mode, most text and many containers have a fixed font size to provide a consistent and defined look. In large-font mode, text and containers are more scalable. Flexible scalability enables Oracle Integration Cloud Service to be compatible with browsers that are set to larger font sizes, and to work with browser zoom capabilities.

3. Click **Apply**.

The accessibility features you selected are enabled immediately.

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Accessibility Features and Tips for Oracle Java Cloud Service

These topics describe accessibility features and information for Oracle Java Cloud Service.

Keyboard Shortcuts for Oracle Java Cloud Service

To select buttons in Oracle Java Cloud Service, use the keystroke shortcuts described in this topic.

If the first letter of a button name is underlined, then you can select the button by using a keyboard shortcut.

Table 18-1 Keyboard Shortcut for Creating an Oracle Java Cloud Service Instance

Task	Keyboard Shortcut
Selects the Create Instance button on the Instances page of the Oracle Java Cloud Service console, opening a menu that enables you to select one of two options: <ul style="list-style-type: none">• Java. Enables you to create a custom Oracle Java Cloud Service instance.• AppToCloud. Enables you to migrate an on-premises application to Oracle Java Cloud Service.	Alt+Shift+C

If you are not using a Windows system, use the keystroke equivalent to the Alt key on your platform.

Table 18-2 Keyboard Shortcuts for Navigating the Create New Instance Provisioning Wizard

Task	Keyboard Shortcut
Selects the Cancel button to cancel provisioning.	Alt+Shift+C
Selects the Next button to open the next page.	Alt+Shift+N
Selects the Previous button to open the previous page.	Alt+Shift+P
Selects the Create button on the Confirmation page to start creating the service instance.	Alt+Shift+E

If you are not using a Windows system, use the keystroke equivalent to the Alt key on your platform.

Table 18-3 Keyboard Shortcuts for Creating an Instance Using QuickStart

Task	Keyboard Shortcut
Selects the QuickStarts link on the Instances page of the Oracle Java Cloud Service console, opening the QuickStarts Create Instance page.	Alt+Shift+Q
Selects the Cancel button to cancel provisioning using the QuickStarts Create Instance page.	Alt+Shift+C
Selects the Custom button on the QuickStarts Create Instance page to open the custom Create New Instance provisioning page.	Alt+Shift+U

If you are not using a Windows system, use the keystroke equivalent to the Alt key on your platform.

Table 18-4 Keyboard Shortcuts for Using the Instances Page of the Oracle Java Cloud Service Console

Task	Keyboard Shortcut
Selects the Search icon to search for the instance name containing the string or tags you provide.	Alt+Shift+S
Selects the Refresh icon to refresh the page.	Alt+Shift+R
Selects the Manage this Instance menu adjacent to an instance.	Alt+Shift+M

If you are not using a Windows system, use the keystroke equivalent to the Alt key on your platform.

Table 18-5 Keyboard Shortcuts for Navigating the Instance Overview and Administration Pages

Task	Keyboard Shortcut
If the Instance Overview page is in focus, selects the Administration tile to open the Administration page.	Alt+Shift+A
If the Administration page is in focus, selects the Overview tile to open the Overview page.	Alt+Shift+O

If you are not using a Windows system, use the keystroke equivalent to the Alt key on your platform.

Table 18-6 Keyboard Shortcuts for Creating Snapshots

Task	Keyboard Shortcut
Selects the Create button on the Snapshots page to open the Create Snapshot dialog box.	Alt+Shift+C
Selects the Refresh icon on the Snapshots page to refresh the page.	Alt+Shift+R
Selects the menu adjacent to the snapshot so you can create a clone or delete the snapshot.	Alt+Shift+M

If you are not using a Windows system, use the keystroke equivalent to the Alt key on your platform.

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Accessibility Features and Tips for Oracle Process Cloud Service

Use these tips to improve your experience with accessibility features for Oracle Process Cloud Service.

Keyboard Shortcuts for Oracle Process Cloud Service

Use keyboard shortcuts to select options in the process editor toolbar in Oracle Process Cloud Service.

Table 19-1 Keyboard Shortcuts for the Process Editor

Task	Keyboard Shortcut
Zoom in to a more close-up view of the process flow.	Shift + +
Zoom out to a more distant view of the process flow.	Shift + -
Undo the last change made to your process.	Ctrl + Z
Reverse the last undo action you performed.	Ctrl + Y
Delete the selected items from your process. When you delete a flow element that contains an incoming and outgoing sequence flow, the incoming sequence flow is automatically connected to the outgoing sequence flow. However, you may need to manually re-configure the surrounding flow elements. Also, deleting a sequence flow from a business process removes any implementation details you configured for that sequence flow.	Delete key
Cut the selected items and copy them to the clipboard. When you cut a flow element that contains an incoming and outgoing sequence flow, the incoming sequence flow is automatically connected to the outgoing sequence flow. However, you may need to manually re-configure the surrounding flow elements.	Ctrl + X
Copy the selected items to the clipboard.	Ctrl + C
Paste the items currently in the clipboard.	Ctrl + V
Toggle the display of the grid in the process editor window on and off.	G
Snap the flow elements in your process to the closest grid axis. This shortcut is active only when the grid is shown.	S

Table 19-1 (Cont.) Keyboard Shortcuts for the Process Editor

Task	Keyboard Shortcut
Open the Data Objects window to define your data and create new data objects based on the business types that are defined for your process application.	D
Open the Data Association window to link data to the activity inputs and outputs.	A
Open the Properties pane to define implementation details for the selected element.	P

Accessibility Features and Tips for Oracle Social Data and Insight Cloud Service

Use these tips to improve your experience with accessibility features for Oracle Social Data and Insight Cloud Service.

Configuring Accessibility Preferences

To set accessibility preferences, click **Accessibility** in the banner.

The Accessibility option is represented by the accessibility icon: 

The following accessibility options are available:

- **Accessibility:** Select Screen Reader only after you have configured your screen reader.
- **Color Contrast:** Select to use a high-contrast color scheme to make objects in the user interface easier to see.
- **Font Size:** Select to use a larger font to make text in the user interface easier to read.

Accessibility Features and Tips for Oracle Visual Builder Cloud Service

These topics describe accessibility features and information for Oracle Visual Builder Cloud Service.

Using Component-Level Accessibility Features

The Oracle Visual Builder Components palette uses Oracle JavaScript Extension Toolkit (JET) components that are designed to comply with accessibility requirements.

To understand how to use Oracle JET to assist you with developing accessible applications, see the Oracle JET documentation:

- *Oracle JavaScript Extension Toolkit (JET) Developing Applications with Oracle JET*

Using an Oracle JET Alta Theme in Your Application

To enhance accessibility, use Alta to increase the contrast ratio for elements in your web application that you build with Oracle Visual Builder Cloud Service.

Oracle JET provides the Alta theme, which is designed to provide a luminosity contrast ratio of at least 4.5:1. If you did not select the Alta theme when you created your web application, then you can apply the theme to your application by selecting it in the Themes palette.

1. Open your application in the Page Designer.
2. Open the Themes palette.

The Themes palette lists Alta and Fuse themes by default.

3. Select the Alta theme in the palette.

The theme is applied to your application when you select it.

Accessibility Features and Tips for Oracle WebCenter Portal Cloud Service

Use these tips to improve your experience with accessibility features for Oracle WebCenter Portal Cloud Service.

Setting Your Accessibility Options for Oracle WebCenter Portal Cloud Service

Use accessibility options to optimize the application user interface (UI) for use with screen readers; to enable support of high-contrast colors; and to enable support for large fonts.

About Accessibility Options

When you use screen readers, there can be particular requirements for selecting menu items and resource catalog items.

Accessibility options appear on the **General** panel of the **Preferences** page. Accessibility options assist visually and non-visually impaired users in navigating the application user interface.

**Note:**

Disabled actions are indicated by that action shown with grey color on a white screen background. The contrast of this shade can be difficult to discern for some users.

Enabling Accessibility Modes

Use this procedure to enable accessibility modes for your interface.

1. From your user menu in the menu bar, select **Preferences**.
2. On the General page, select **Accessibility Settings**, and choose the option you require:
 - **I use a screen reader.** Select this option to enhance the interface for use with screen readers.
 - **I use high contrast colors.** Select this option to make the WebCenter Portal Cloud Service user interface compatible with operating systems or browsers that have high-contrast features enabled. For example, WebCenter Portal Cloud Service changes its use of background images and CSS styles in high-contrast mode to prevent the loss of visual information.

 **Note:**

High-contrast mode is more beneficial if you use it in conjunction with your browser or operating system high-contrast mode. Also, you can find it beneficial to use large-font mode, in addition to high-contrast mode.

The color contrast of disabled actions—which are gray—against a white screen may be difficult to discern for some users. Because disabled actions are not selectable, this issue does not affect the use of WebCenter Portal Cloud Service.

- **I use large fonts.** Select this option to enable browser zoom-friendly content. In default mode, most text and many containers have a fixed font size to provide a consistent and defined look. In large-font mode, text and containers are more scalable. Flexible scalability enables WebCenter Portal Cloud Service to be compatible with browsers that are set to larger font sizes, and to work with browser zoom capabilities.

 **Note:**

If you are not using large-font mode or browser zoom capabilities, then disable large-font mode. Also, you can find it beneficial to use high-contrast mode, in addition to the large-font mode.

After you make your selection, the changes are applied immediately.

Oracle WebCenter Portal Cloud Service Accessibility Features

Learn about the accessibility features of Oracle WebCenter Portal Cloud Service.

About Accessibility Features for Oracle WebCenter Portal Cloud Service

Enable your users to set the runtime accessibility modes that they require.

When you give users the ability to customize a page at runtime, you must ensure that any customizations your users make can be made accessible to all users. For all components that users can create at runtime, all accessibility-related attributes are shown in the properties dialog, where users can set them appropriately.

Component Accessibility Settings

You can set attributes for some components to generate accessible HTML.

You can add components to your application pages to make them editable at runtime. Refer to the following table to see which components you can use to generate accessible HTML.

Table 22-1 Components With Accessibility Attributes

Purpose of Component	Component	Accessibility Attributes
Image link accessibility	pe:imageLink	shortDesc—Mandatory. This attribute transforms into an HTML alt attribute. accessKey—Optional. This attribute sets the mnemonic character used to gain quick access to the component.
Page layout accessibility	pe:layoutCustomizable	shortDesc—Mandatory. This attribute transforms into an HTML alt attribute. accessKey—Optional. This attribute sets the mnemonic character used to gain quick access to the component.
Frame layout accessibility	cust:showDetailFrame	shortDesc—Mandatory. This attribute transforms into an HTML alt attribute.

The following components do not have accessibility attributes:

- pe:changeModeButton
- pe:changeModeLink
- pe:pageCustomizable
- cust:panelCustomizable

Understanding Portlet Accessibility Options

Use best practices for accessibility when you set portlet attributes.

Modern screen readers do not work well with IFrames. Some accessibility standards do not permit their use at all.

Note:

Portlets created using the Oracle JSF Portlet Bridge have the `requireIFrame` container runtime option set to `true`. This default is because, due to JavaScript issues, these portlets are too complex to render directly on Oracle ADF pages.

WebCenter Portal Cloud Service provides an optional attribute in the `adf:portlet` tag called `renderPortletInIFrame`. You can set this attribute to `false` to avoid ever using IFrames.

Keyboard Shortcuts for Oracle WebCenter Portal Cloud Service

To select and move server objects in Oracle WebCenter Portal Cloud Service, you can use the keyboard shortcuts.

Table 22-2 Keyboard Shortcut for Editing a Portal

Task	Keyboard Shortcut
Edit a portal from portal viewer	Ctrl+Shift+E

Table 22-3 Keyboard Shortcut for Editing Site Studio Files In-Context

Task	Keyboard Shortcut
Enter and exit contribution mode to edit a Site Studio file in-context	Ctrl+Shift+C

Table 22-4 Keyboard Shortcut for Editing in Rich Text Editor

Task	Keyboard Shortcut
Move to the toolbar.	Alt+F10
In the toolbar, move to the next button group.	Tab
In a dialog, move to the next element.	
In the toolbar, move to the previous button group.	Shift+Tab
In a dialog, move to the previous element.	
In the toolbar, move between buttons within a button group.	Left Arrow/Right Arrow
In a dialog, move within a field.	
In the toolbar, select the current button or menu item, or expand a drop-down list or menu.	Enter
In a dialog, confirm entry at current cursor location.	
Move between selections in a drop-down list.	Down Arrow/ Up Arrow
Close a menu without executing any command. When inside a submenu, close the submenu and return focus to the parent context menu. Press Esc again to close it. In a dialog, cancel entries and close dialog (equivalent to clicking Cancel or Close).	Esc
<i>In the editing area:</i>	
Open the context menu of the current element (use down arrow and up arrow to move between selections in the menu, and Enter to select an action).	Shift+F10

Table 22-4 (Cont.) Keyboard Shortcut for Editing in Rich Text Editor

Task	Keyboard Shortcut
Move to the tab selection in a dialog (use left and right arrow keys to move between tabs, and Enter to move to the fields on a tab).	Alt+F10
Select the entire content in the editing area.	Ctrl+A
Change the formatting of the selected text to bold or remove the bold formatting of the selected text.	Ctrl+B
Copy highlighted selections to the clipboard.	Ctrl+C
Change the formatting of the selected text to italics or remove the italics from the selected text.	Ctrl+I
Underline the selected text or remove the underline formatting of the selected text.	Ctrl+U
Paste the content on the clipboard at the current cursor location.	Ctrl+V or Shift+Insert
Cut highlighted selections to the clipboard.	Ctrl+X or Shift+Delete
Perform redo operation.	Ctrl+Y
Perform undo operation.	Ctrl+Z

Keyboard Workarounds for Oracle WebCenter Portal Cloud Service

The Feedback Posts and Favorites features have workarounds for keyboard shortcut issues.

Working with Feedback Posts

When working with feedback posts, you cannot use the keyboard to select a date from the calendar that pops up when you click the **Select Date** icon. Instead, manually enter the date into the field.

Working with Favorites

When working with favorites, you cannot move a favorite into an existing folder using only the keyboard. To work around this issue, create a duplicate favorite within the target folder, and then delete the original favorite.