

# 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
<b>boldface</b>	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

Enable accessibility mode so that you can navigate Oracle Analytics 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**, then on the **Preferences** tab set **Accessibility Mode to On**.
  - b. In BI Publisher, click the **General** tab and use the **Accessibility Mode** options.

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 in the Visualize canvas.

Task	Keyboard Shortcut
Display the context menu. From the context menu, you can access the Export File option, and add columns to a workbook.	Shift+F10
Print content.	Ctrl+P (Windows) 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 for working in tables and pivot tables in the Visualize canvas.

**Information for screen reader users:** Table and pivot table visualizations are interactive data grids. These data visualizations are not static table views, and therefore screen readers won't recognize these visualizations as table objects.

Task	Keyboard Shortcut
Display context menu.	SHIFT+F10

Task	Keyboard Shortcut
Move accessibility focus to the cell to the left.	Left Arrow
Move accessibility focus to the cell to the right.	Right Arrow
Move focus to first row.	HOME
Move focus to last row.	END
Move focus to the column header.	CTRL+Up Arrow
Move focus to the next row.	Down Arrow
Move focus to the previous row. If at the first data row then move to the column header.	Up Arrow
Move the focus in a table. The first Shift+Tab into the Table moves focus to the first column header. The second Shift+Tab moves focus to the previous focusable element outside of the Table data visualization.	SHIFT+TAB
Move the focus in a table or pivot table. The first Tab into the Table or Pivot Table moves focus to the first column header. The second Tab moves focus to the next focusable element outside of the Table data visualization.	TAB
Select and move focus to the next row or data cell.	SHIFT+Down Arrow
Select and move focus to the previous row.	SHIFT+Up Arrow

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
Delete a visualization.	Delete key
Duplicate a visualization.	Ctrl+D
Paste the visualization into a canvas in the workbook or into a canvas in another workbook.	Ctrl+V

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

Use these keyboard shortcuts for working in the Grammar Panel.

Task	Keyboard Shortcut
Copy	Ctrl/Cmd+C
Cut	Ctrl/Cmd+X
Navigate backwards	Shift+tab
Navigate forwards	Tab
Paste	Ctrl/Cmd+V

## 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 Shortcut available for Dashboards and Agents?
Close the menu that has the focus.	Esc	Dashboards and agents
Open Classic analysis from the data visualization catalog using the <b>Explore as Workbook</b> option.	Shift+F10	Dashboards only
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 only
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 only
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	Dashboards only
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 only
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 only
Navigate to the next focusable element.	Tab	Dashboards and agents
Navigate to the next menu option.	Down Arrow	Dashboards and agents
Navigate to the previous focusable element.	Shift+Tab	Dashboards and agents
Navigate to the previous menu option.	Up Arrow	Dashboards and agents
Open drop-down and combo boxes.	Alt+Up or Down Arrow	Dashboards and agents
Show the next or previous item in a combo box.	Ctrl+Up or Down Arrow	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 and agents

## Keyboard Shortcuts for Semantic Modeler

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

### Using Keyboard Shortcuts in Semantic Modeler

Use these general keyboard shortcuts for working with Semantic Modeler.

Task	Keyboard Shortcut
Close active tab	Ctrl+Shift+X (Windows) Command+Shift+X (Mac)

Task	Keyboard Shortcut
Copy	Ctrl+C (Windows) Command+C (Mac)
Cut	Ctrl+X (Windows) Command+X (Mac)
Delete	Backspace (Windows) Delete (Mac)
Edit	Enter (Windows) Enter (Mac)
Global Check Consistency	Ctrl+K (Windows) Command+K (Mac)
Global Search	Ctrl+Shift+F (Windows) Command+Shift+F (Mac)
Go to Connection Tab in Finger pane	Ctrl+Alt+0 (Windows) Command+Option+0 (Mac)
Go to Invalid Tab in Finger pane	Ctrl+Alt+5 (Windows) Command+Option+5 (Mac)
Go to Logical Tab in Finger pane	Ctrl+Alt+2 (Windows) Command+Option+2 (Mac)
Go to Physical Tab in Finger pane	Ctrl+Alt+1 (Windows) Command+Option+1 (Mac)
Go to Presentation Tab in Finger pane	Ctrl+Alt+3 (Windows) Command+Option+3 (Mac)
Go to Variables Tab in Finger pane	Ctrl+Alt+4 (Windows) Command+Option+4 (Mac)
Paste	Ctrl+V (Windows) Command+V (Mac)
Save the Model	Ctrl+S (Windows) Command+S (Mac)
Show/Hide Finger pane	Ctrl+Alt+H (Windows) Command+Option+H (Mac)
Show/Hide Git pane	Ctrl+Alt+G (Windows) Command+Option+G (Mac)
View Lineage	Ctrl+Shift+L (Windows) Command+Shift+L (Mac)
View Source (SMML)	Shift+Enter (Windows) Shift+Enter (Mac)

## 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

## 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
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
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 <b>Rename</b> 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 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
Go to Components page.	ga

Task	Keyboard Shortcut
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

Task	Keyboard Shortcut
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

Task	Keyboard Shortcut in Microsoft Edge and Google Chrome	Keyboard Shortcut in Mozilla Firefox
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

Task	Keyboard Shortcut
Depending on which mode is visible: <b>Unlock</b> or <b>Release</b> , this key performs one of the following actions: <ul style="list-style-type: none"> <li>Unlock one or more selected batches to synchronize their data with Oracle Content Management.</li> <li>Release a batch after choosing a release process.</li> </ul>	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.

# 10

## 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 10-1 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 10-2 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.

# 11

## 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 11-1 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 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
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 11-3 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.

# 12

## 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 2.1 at the AA level (WCAG 2.1 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.

# 13

## 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 13-1 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 13-2 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.

# 14

## Accessibility Features and Tips for Oracle Integration

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



### Keyboard Shortcuts in the Integration Canvas

Use keyboard shortcuts to navigate and select options in the integration canvas in Oracle Integration.











**Note**

These keyboard shortcuts are available only in Oracle Integration 3. They are not supported in Oracle Integration Generation 2.



**Table 14-1 General Keyboard Shortcuts**

Task	Keyboard Shortcut
Open keyboard shortcuts reference	Shift + ?
Focus canvas	Shift + C
Change focus between tool bars	Shift + T
Navigate toolbar	Tab or  

**Table 14-2 Canvas Keyboard Shortcuts**

Task	Keyboard Shortcut
Save integration	Shift + S
Open integrations page	Shift + B
Zoom in	+
Zoom out	-
Scroll	Alt +     fn +     Home Page Up Page Down End
Navigate: Focus action to the left	
Navigate: Focus action to the right	

**Table 14-2 (Cont.) Canvas Keyboard Shortcuts**

Task	Keyboard Shortcut
Navigate: Focus action above	
Navigate: Focus action after	
Go to: First action	1
Go to: Last action	2
Go to: Selected action	3
Design: Select or deselect action	Enter
Design: Open action menu	M
Design: Insert action before	B
Design: Insert action after	A
Design: Insert action into	I
Design: Cut	Ctrl + X
Design: Paste	Ctrl + V
Design: Cancel cut and paste	Esc

## Keyboard Shortcuts for Processes

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 14-3 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.	

**Table 14-3 (Cont.) Keyboard Shortcuts for the Process Editor**

Task	Keyboard Shortcut
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
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

## Visual Builder: Keyboard Shortcuts in the Designer

Use keyboard shortcuts for common Designer operations and code editor tasks in Visual Builder in Oracle Integration.

### Keyboard Shortcuts for Common Operations in the Designer

Use these keyboard shortcuts for common operations in the Designer. Except for common Windows shortcuts such as cut, copy, and paste, Visual Builder in Oracle Integration does *not* support shortcuts like the ones described [here](#).

**Table 14-4 General Designer Keyboard Shortcuts**

Task	Keyboard Shortcut
Find and open a file in a web or mobile app	Ctrl+P (Windows) Command+P (Mac)
Find a given string in a file (or in the Code editor)	Ctrl+F (Windows) Command+Shift+F (Mac)
Undo/redo	Ctrl+Z (Windows) Command+Shift+Z (Mac)

## Keyboard Shortcuts for Code Editors

Use these keyboard shortcuts when working with code editors: HTML, JSON, JavaScript, and Code view in the Page Designer.

**Table 14-5 Keyboard Shortcut to Change TAB Key Behavior**

Task	Keyboard Shortcut
Change the code editor's default behavior for the TAB key; pressing TAB adds four spaces in the editor by default	Ctrl+M (Windows) Control+Shift+M (Mac)

**Table 14-6 Keyboard Shortcuts to Show Command Palette and Save**

Task	Keyboard Shortcut
Show Command Palette	F1 (Windows and Mac)
Save	Ctrl+S (Windows) Command+S

**Table 14-7 Keyboard Shortcuts for Basic Editing**

Task	Keyboard Shortcut
Cut line if there is no selection; cut selection if there is one	Ctrl+X (Windows) Command+X (Mac)
Copy line if there is no selection; copy selection if there is one	Ctrl+C (Windows) Command+C (Mac)
Move line up	Alt+Up (Windows) Option+Up (Mac)
Move line up	Alt+Up (Windows) Option+Up (Mac)
Move line down	Alt+Down (Windows) Option+Down (Mac)
Copy line up	Shift+Alt+Up (Windows) Shift+Option+Up (Mac)
Copy line down	Shift+Alt+Down (Windows) Shift+Option+Down (Mac)
Delete line	Ctrl+Shift+K (Windows) Shift+Command+K (Mac)
Insert line below	Ctrl+Enter (Windows) Command+Enter (Mac)
Insert line above	Ctrl+Shift+Enter (Windows) Shift+Command+Enter (Mac)
Jump to matching bracket	Ctrl+Shift+\ (Windows) Shift+Command+\ (Mac)
Indent line	Ctrl+] (Windows) Command+] (Mac)

**Table 14-7 (Cont.) Keyboard Shortcuts for Basic Editing**

Task	Keyboard Shortcut
Outdent line	Ctrl+[ (Windows) Command+[ (Mac)
Go to beginning of line	Home (Windows) Home or Fn+Left (Mac)
Go to end of line	End (Windows) End or Fn+Right (Mac)
Go to beginning of file	Ctrl+Home (Windows) Command+Home (Mac)
Go to end of file	Ctrl+End (Windows) Command+End (Mac)
Scroll line up	Ctrl+Up (Windows) Command+Up (Mac)
Scroll line down	Ctrl+Down (Windows) Command+Down (Mac)
Scroll page up	Alt+PgUp (Windows) Option+PgUp (Mac)
Scroll page down	Alt+PgDn (Windows) Option+PgDn (Mac)
Fold (collapse) region	Ctrl+Shift+[ (Windows) Command+Shift+[ (Mac)
Unfold region	Ctrl+Shift+] (Windows) Command+Shift+] (Mac)
Toggle line comment	Ctrl+/ (Windows) Command+/ (Mac)
Toggle block comment	Shift+Alt+A (Windows) Shift+Option+A (Mac)
Toggle word wrap	Alt+Z (Windows) Option+Z (Mac)

**Table 14-8 Keyboard Shortcuts for Navigation**

Task	Keyboard Shortcut
Go to line ...	Ctrl+G (Windows) Command+G (Mac)
Go to symbol ...	Ctrl+Shift+O (Windows) Shift+Command+O (Mac)
Go to next error or warning	F8 (Windows and Mac)
Go to previous error or warning	Shift+F8 (Windows and Mac)
Go back	Alt+Left (Windows) Control+- (Mac)

**Table 14-8 (Cont.) Keyboard Shortcuts for Navigation**

Task	Keyboard Shortcut
Go forward	Alt+Right (Windows) Control+Shift+ (Mac)

**Table 14-9 Keyboard Shortcuts for Search and Replace**

Task	Keyboard Shortcut
Find	Ctrl+F (Windows) Command+F (Mac)
Replace	Ctrl+H (Windows) Option+Command+F (Mac)
Find next	F3 (Windows) Command+G (Mac)
Find previous	Shift+F3 (Windows) Shift+Command+G (Mac)
Select all occurrences of Find match	Alt+Enter (Windows) Option+Enter (Mac)
Add selection to find matches	Ctrl+D (Windows) Command+D (Mac)

**Table 14-10 Keyboard Shortcuts for Multi-cursor and Selection**

Task	Keyboard Shortcut
Insert cursor	Alt+Click (Windows) Option+Click (Mac)
Insert cursor above	Ctrl+Alt+Up (Windows) Option+Command+Up (Mac)
Insert cursor below	Ctrl+Alt+Down (Windows) Option+Command+Down (Mac)
Undo last cursor operation	Ctrl+U (Windows) Command+U (Mac)
Insert cursor at end of each line selected	Shift+Alt+I (Windows) Shift+Option+I (Mac)
Select current line	Ctrl+L (Windows) Command+L (Mac)
Select all occurrences of current selection	Ctrl+Shift+L (Windows) Shift+Command+L (Mac)
Select all occurrences of current word	Ctrl+F2 (Windows) Command+F2 (Mac)
Expand selection	Shift+Alt+Right (Windows) Control+Shift+Command+Right (Mac)

**Table 14-10 (Cont.) Keyboard Shortcuts for Multi-cursor and Selection**

Task	Keyboard Shortcut
Shrink selection	Shift+Alt+Left (Windows)
	Control+Shift+Command+Left (Mac)
Column (box) selection	Shift+Alt + (drag mouse) (Windows)
	Ctrl+Shift+Alt+(arrow key) (Windows)
	Shift+Option+ (drag mouse) (Mac)
Column (box) selection page up	Ctrl+Shift+Alt+PgUp (Windows)
	Shift+Option+Command+PgUp (Mac)
Column (box) selection page down	Ctrl+Shift+Alt+PgDn (Windows)
	Shift+Option+Command+PgDn (Mac)

**Table 14-11 Keyboard Shortcuts for Rich Languages Editing**

Task	Keyboard Shortcut
Trigger suggestion	Ctrl+Space (Windows)
	Command+Space (Mac)
Format document	Shift+Alt+F (Windows)
	Shift+Option+F (Mac)
Go to definition	F12 (Windows and Mac)
Peek definition	Alt+F12 (Windows)
	Option+F12 (Mac)
Show references	Shift+F12 (Windows and Mac)
Rename symbol	F2 (Windows and Mac)

## 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.

For more information, see Accessibility Features of Oracle JET Components in *Developing Oracle JET Apps Using MVVM Architecture*.

Further, if your application uses Redwood components and page templates (which can be added from your environment's Component Exchange), many accessibility requirements are handled for you, as follows:

- Focus order and keyboard interactivity
  - Pages have defined, accessible tab order
  - Focus location has a visual indication
  - All functionality is available using keyboard only
- Images and links
  - All non-decorative images have alternative text or an API provided
  - Link text is defined
- Color contrast

- Text, icons, and backgrounds have accessible contrast ratio of 4.5:1 for text and 3:1 for other elements
- Structure
  - Heading levels follow the appropriate hierarchy ensuring no duplicate H1 headers
- Reflow
  - Components and pages require only one direction of scrolling while at 400% zoom

## Visual Builder: Using the Redwood Theme for Accessibility

Because Visual Builder applications in Oracle Integration are JET applications, they can use JET's Redwood theme, which is designed to provide a luminosity contrast ratio of at least 4.5:1. All visual apps created using Visual Builder 21.07 or later by default use the Redwood theme.

To check if your visual app uses the Redwood theme:

1. Locate your app, then open the app-level Settings editor.
2. Check if the **Theme** field is set to **Redwood** or **Redwood Stable**.

If you're not using a Redwood theme, it is recommended that you transition your app to use the Redwood theme. After you set the Redwood theme as the new default and run your app, the look and feel of your app will change considerably. You'll need to make manual updates to your app for new fonts, sizes, and patterns to adjust to the Redwood theme.

# 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.

# 16

## Accessibility Features and Tips for Oracle Visual Builder

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

### Keyboard Shortcuts for Oracle Visual Builder

Use keyboard shortcuts for common Designer operations and code editor tasks in Oracle Visual Builder.

#### Keyboard Shortcuts for Common Operations in the Designer

Use these keyboard shortcuts for common operations in the Designer. Except for common Windows shortcuts such as cut, copy, and paste, Oracle Visual Builder does *not* support shortcuts like the ones described [here](#).

**Table 16-1 General Designer Keyboard Shortcuts**

Task	Keyboard Shortcut
Find and open a file in a web or mobile app	Ctrl+P (Windows) Command+P (Mac)
Find a given string in a file (or in the Code editor)	Ctrl+F (Windows) Command+Shift+F (Mac)
Undo/redo	Ctrl+Z (Windows) Command+Shift+Z (Mac)

#### Keyboard Shortcuts for Code Editors

Use these keyboard shortcuts when working with code editors: HTML, JSON, JavaScript, and Code view in the Page Designer.

**Table 16-2 Keyboard Shortcut to Change TAB Key Behavior**

Task	Keyboard Shortcut
Change the code editor's default behavior for the TAB key; pressing TAB adds four spaces in the editor by default	Ctrl+M (Windows) Control+Shift+M (Mac)

**Table 16-3 Keyboard Shortcuts to Show Command Palette and Save**

Task	Keyboard Shortcut
Show Command Palette	F1 (Windows and Mac)
Save	Ctrl+S (Windows) Command+S

**Table 16-4 Keyboard Shortcuts for Basic Editing**

Task	Keyboard Shortcut
Cut line if there is no selection; cut selection if there is one	Ctrl+X (Windows) Command+X (Mac)
Copy line if there is no selection; copy selection if there is one	Ctrl+C (Windows) Command+C (Mac)
Move line up	Alt+Up (Windows) Option+Up (Mac)
Move line up	Alt+Up (Windows) Option+Up (Mac)
Move line down	Alt+Down (Windows) Option+Down (Mac)
Copy line up	Shift+Alt+Up (Windows) Shift+Option+Up (Mac)
Copy line down	Shift+Alt+Down (Windows) Shift+Option+Down (Mac)
Delete line	Ctrl+Shift+K (Windows) Shift+Command+K (Mac)
Insert line below	Ctrl+Enter (Windows) Command+Enter (Mac)
Insert line above	Ctrl+Shift+Enter (Windows) Shift+Command+Enter (Mac)
Jump to matching bracket	Ctrl+Shift+\ (Windows) Shift+Command+\ (Mac)
Indent line	Ctrl+] (Windows) Command+] (Mac)
Outdent line	Ctrl+[ (Windows) Command+[ (Mac)
Go to beginning of line	Home (Windows) Home or Fn+Left (Mac)
Go to end of line	End (Windows) End or Fn+Right (Mac)
Go to beginning of file	Ctrl+Home (Windows) Command+Home (Mac)
Go to end of file	Ctrl+End (Windows) Command+End (Mac)
Scroll line up	Ctrl+Up (Windows) Command+Up (Mac)
Scroll line down	Ctrl+Down (Windows) Command+Down (Mac)
Scroll page up	Alt+PgUp (Windows) Option+PgUp (Mac)

**Table 16-4 (Cont.) Keyboard Shortcuts for Basic Editing**

Task	Keyboard Shortcut
Scroll page down	Alt+PgDn (Windows) Option+PgDn (Mac)
Fold (collapse) region	Ctrl+Shift+[ (Windows) Command+Shift+[ (Mac)
Unfold region	Ctrl+Shift+] (Windows) Command+Shift+] (Mac)
Toggle line comment	Ctrl+/ (Windows) Command+/ (Mac)
Toggle block comment	Shift+Alt+A (Windows) Shift+Option+A (Mac)
Toggle word wrap	Alt+Z (Windows) Option+Z (Mac)

**Table 16-5 Keyboard Shortcuts for Navigation**

Task	Keyboard Shortcut
Go to line ...	Ctrl+G (Windows) Command+G (Mac)
Go to symbol ...	Ctrl+Shift+O (Windows) Shift+Command+O (Mac)
Go to next error or warning	F8 (Windows and Mac)
Go to previous error or warning	Shift+F8 (Windows and Mac)
Go back	Alt+Left (Windows) Control+- (Mac)
Go forward	Alt+Right (Windows) Control+Shift+- (Mac)

**Table 16-6 Keyboard Shortcuts for Search and Replace**

Task	Keyboard Shortcut
Find	Ctrl+F (Windows) Command+F (Mac)
Replace	Ctrl+H (Windows) Option+Command+F (Mac)
Find next	F3 (Windows) Command+G (Mac)
Find previous	Shift+F3 (Windows) Shift+Command+G (Mac)
Select all occurrences of Find match	Alt+Enter (Windows) Option+Enter (Mac)

**Table 16-6 (Cont.) Keyboard Shortcuts for Search and Replace**

Task	Keyboard Shortcut
Add selection to find matches	Ctrl+D (Windows) Command+D (Mac)

**Table 16-7 Keyboard Shortcuts for Multi-cursor and Selection**

Task	Keyboard Shortcut
Insert cursor	Alt+Click (Windows) Option+Click (Mac)
Insert cursor above	Ctrl+Alt+Up (Windows) Option+Command+Up (Mac)
Insert cursor below	Ctrl+Alt+Down (Windows) Option+Command+Down (Mac)
Undo last cursor operation	Ctrl+U (Windows) Command+U (Mac)
Insert cursor at end of each line selected	Shift+Alt+I (Windows) Shift+Option+I (Mac)
Select current line	Ctrl+L (Windows) Command+L (Mac)
Select all occurrences of current selection	Ctrl+Shift+L (Windows) Shift+Command+L (Mac)
Select all occurrences of current word	Ctrl+F2 (Windows) Command+F2 (Mac)
Expand selection	Shift+Alt+Right (Windows) Control+Shift+Command+Right (Mac)
Shrink selection	Shift+Alt+Left (Windows) Control+Shift+Command+Left (Mac)
Column (box) selection	Shift+Alt + (drag mouse) (Windows) Ctrl+Shift+Alt+(arrow key) (Windows) Shift+Option+ (drag mouse) (Mac)
Column (box) selection page up	Ctrl+Shift+Alt+PgUp (Windows) Shift+Option+Command+PgUp (Mac)
Column (box) selection page down	Ctrl+Shift+Alt+PgDn (Windows) Shift+Option+Command+PgDn (Mac)

**Table 16-8 Keyboard Shortcuts for Rich Languages Editing**

Task	Keyboard Shortcut
Trigger suggestion	Ctrl+Space (Windows) Command+Space (Mac)
Format document	Shift+Alt+F (Windows) Shift+Option+F (Mac)

**Table 16-8 (Cont.) Keyboard Shortcuts for Rich Languages Editing**

Task	Keyboard Shortcut
Go to definition	F12 (Windows and Mac)
Peek definition	Alt+F12 (Windows) Option+F12 (Mac)
Show references	Shift+F12 (Windows and Mac)
Rename symbol	F2 (Windows and Mac)

## Using Component-Level Accessibility Features

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

For more information, see Accessibility Features of Oracle JET Components in *Developing Oracle JET Apps Using MVVM Architecture*.

Further, if your application uses Redwood components and page templates (which can be added from your environment's Component Exchange), many accessibility requirements are handled for you, as follows:

- Focus order and keyboard interactivity
  - Pages have defined, accessible tab order
  - Focus location has a visual indication
  - All functionality is available using keyboard only
- Images and links
  - All non-decorative images have alternative text or an API provided
  - Link text is defined
- Color contrast
  - Text, icons, and backgrounds have accessible contrast ratio of 4.5:1 for text and 3:1 for other elements
- Structure
  - Heading levels follow the appropriate hierarchy ensuring no duplicate H1 headers
- Reflow
  - Components and pages require only one direction of scrolling while at 400% zoom

## Using the Redwood Theme for Accessibility

Because visual applications in Oracle Visual Builder are JET applications, they can use JET's Redwood theme, which is designed to provide a luminosity contrast ratio of at least 4.5:1. All visual apps created using Visual Builder 21.07 or later by default use the Redwood theme.

To check if your visual app uses the Redwood theme:

1. Locate your app, then open the app-level Settings editor.
2. Check if the **Theme** field is set to **Redwood** or **Redwood Stable**.

If you're not using a Redwood theme, it is recommended that you transition your app to use the Redwood theme. See *Style and Theme Visual Builder Applications in Developing Applications with Oracle Visual Builder*.

After you set the Redwood theme as the new default and run your app, the look and feel of your app will change considerably. You'll need to make manual updates to your app for new fonts, sizes, and patterns to adjust to the Redwood theme.

# 17

## Accessibility Features and Tips for Oracle Visual Builder Studio

These topics describe accessibility features and information for Oracle Visual Builder Studio (or VB Studio, for short).

### Keyboard Shortcuts for Oracle Visual Builder Studio

Use keyboard shortcuts for common Designer operations and code editor tasks in VB Studio.

#### Keyboard Shortcuts for Common Operations in the Designer

Use these keyboard shortcuts for common operations in the Designer. Except for common Windows shortcuts such as cut, copy, and paste, VB Studio does *not* support shortcuts like the ones described [here](#).

**Table 17-1 General Designer Keyboard Shortcuts**

Task	Keyboard Shortcut
Find and open a file in a web or mobile app	Ctrl+P (Windows) Command+P (Mac)
Find a given string in a file (or in the Code editor)	Ctrl+F (Windows) Command+Shift+F (Mac)
Undo/redo	Ctrl+Z (Windows) Command+Shift+Z (Mac)

#### Keyboard Shortcuts for Code Editors

Use these keyboard shortcuts when working with code editors: HTML, JSON, JavaScript, Code view in the Page Designer, and Git.

**Table 17-2 Keyboard Shortcut to Change TAB Key Behavior**

Task	Keyboard Shortcut
Change the code editor's default behavior for the TAB key; pressing TAB adds four spaces in the editor by default	Ctrl+M (Windows) Control+Shift+M (Mac)

**Table 17-3 Keyboard Shortcuts to Show Command Palette and Save**

Task	Keyboard Shortcut
Show Command Palette	F1 (Windows and Mac)
Save	Ctrl+S (Windows) Command+S

**Table 17-4 Keyboard Shortcuts for Basic Editing**

<b>Task</b>	<b>Keyboard Shortcut</b>
Cut line if there is no selection; cut selection if there is one	Ctrl+X (Windows) Command+X (Mac)
Copy line if there is no selection; copy selection if there is one	Ctrl+C (Windows) Command+C (Mac)
Move line up	Alt+Up (Windows) Option+Up (Mac)
Move line up	Alt+Up (Windows) Option+Up (Mac)
Move line down	Alt+Down (Windows) Option+Down (Mac)
Copy line up	Shift+Alt+Up (Windows) Shift+Option+Up (Mac)
Copy line down	Shift+Alt+Down (Windows) Shift+Option+Down (Mac)
Delete line	Ctrl+Shift+K (Windows) Shift+Command+K (Mac)
Insert line below	Ctrl+Enter (Windows) Command+Enter (Mac)
Insert line above	Ctrl+Shift+Enter (Windows) Shift+Command+Enter (Mac)
Jump to matching bracket	Ctrl+Shift+\ (Windows) Shift+Command+\ (Mac)
Indent line	Ctrl+] (Windows) Command+] (Mac)
Outdent line	Ctrl+[ (Windows) Command+[ (Mac)
Go to beginning of line	Home (Windows) Home or Fn+Left (Mac)
Go to end of line	End (Windows) End or Fn+Right (Mac)
Go to beginning of file	Ctrl+Home (Windows) Command+Home (Mac)
Go to end of file	Ctrl+End (Windows) Command+End (Mac)
Scroll line up	Ctrl+Up (Windows) Command+Up (Mac)
Scroll line down	Ctrl+Down (Windows) Command+Down (Mac)
Scroll page up	Alt+PgUp (Windows) Option+PgUp (Mac)

**Table 17-4 (Cont.) Keyboard Shortcuts for Basic Editing**

Task	Keyboard Shortcut
Scroll page down	Alt+PgDn (Windows) Option+PgDn (Mac)
Fold (collapse) region	Ctrl+Shift+[ (Windows) Command+Shift+[ (Mac)
Unfold region	Ctrl+Shift+] (Windows) Command+Shift+] (Mac)
Toggle line comment	Ctrl+/ (Windows) Command+/ (Mac)
Toggle block comment	Shift+Alt+A (Windows) Shift+Option+A (Mac)
Toggle word wrap	Alt+Z (Windows) Option+Z (Mac)

**Table 17-5 Keyboard Shortcuts for Navigation**

Task	Keyboard Shortcut
Go to line ...	Ctrl+G (Windows) Command+G (Mac)
Go to symbol ...	Ctrl+Shift+O (Windows) Shift+Command+O (Mac)
Go to next error or warning	F8 (Windows and Mac)
Go to previous error or warning	Shift+F8 (Windows and Mac)
Go back	Alt+Left (Windows) Control+- (Mac)
Go forward	Alt+Right (Windows) Control+Shift+- (Mac)

**Table 17-6 Keyboard Shortcuts for Search and Replace**

Task	Keyboard Shortcut
Find	Ctrl+F (Windows) Command+F (Mac)
Replace	Ctrl+H (Windows) Option+Command+F (Mac)
Find next	F3 (Windows) Command+G (Mac)
Find previous	Shift+F3 (Windows) Shift+Command+G (Mac)
Select all occurrences of Find match	Alt+Enter (Windows) Option+Enter (Mac)

**Table 17-6 (Cont.) Keyboard Shortcuts for Search and Replace**

Task	Keyboard Shortcut
Add selection to find matches	Ctrl+D (Windows) Command+D (Mac)

**Table 17-7 Keyboard Shortcuts for Multi-cursor and Selection**

Task	Keyboard Shortcut
Insert cursor	Alt+Click (Windows) Option+Click (Mac)
Insert cursor above	Ctrl+Alt+Up (Windows) Option+Command+Up (Mac)
Insert cursor below	Ctrl+Alt+Down (Windows) Option+Command+Down (Mac)
Undo last cursor operation	Ctrl+U (Windows) Command+U (Mac)
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Select current line	Ctrl+L (Windows) Command+L (Mac)
Select all occurrences of current selection	Ctrl+Shift+L (Windows) Shift+Command+L (Mac)
Select all occurrences of current word	Ctrl+F2 (Windows) Command+F2 (Mac)
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Shrink selection	Shift+Alt+Left (Windows) Control+Shift+Command+Left (Mac)
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Column (box) selection page up	Ctrl+Shift+Alt+PgUp (Windows) Shift+Option+Command+PgUp (Mac)
Column (box) selection page down	Ctrl+Shift+Alt+PgDn (Windows) Shift+Option+Command+PgDn (Mac)

**Table 17-8 Keyboard Shortcuts for Rich Languages Editing**

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If you're not using a Redwood theme, it is recommended that you transition your app to use the Redwood theme. See *Style and Theme VB Studio Applications* in *Building Web and Mobile Applications with Visual Builder Studio*.

After you set the Redwood theme as the new default and run your app, you will find that the look and feel of your app had changed considerably. You will need to make manual updates to your app for new fonts, sizes, and patterns to adjust to the Redwood theme.

# 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 18-1 Components With Accessibility Attributes**

Purpose of Component	Component	Accessibility Attributes
Image link accessibility	<code>pe:imageLink</code>	<code>shortDesc</code> —Mandatory. This attribute transforms into an HTML <code>alt</code> attribute. <code>accessKey</code> —Optional. This attribute sets the mnemonic character used to gain quick access to the component.
Page layout accessibility	<code>pe:layoutCustomizable</code>	<code>shortDesc</code> —Mandatory. This attribute transforms into an HTML <code>alt</code> attribute. <code>accessKey</code> —Optional. This attribute sets the mnemonic character used to gain quick access to the component.
Frame layout accessibility	<code>cust:showDetailFrame</code>	<code>shortDesc</code> —Mandatory. This attribute transforms into an HTML <code>alt</code> 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 18-2 Keyboard Shortcut for Editing a Portal**

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

**Table 18-3 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 18-4 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
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

**Table 18-4 (Cont.) Keyboard Shortcut for Editing in Rich Text Editor**

Task	Keyboard Shortcut
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.