



Keyboard Shortcuts and Accessibility Features

Shortcuts

Tab: Move one option forward (move to the following menu, field, checkbox, or element displayed on screen).

Shift + Tab: Move one option backward (move to the previous menu, field, checkbox, or element displayed on screen).

Enter: Select/action the currently selected option (open the selected menu, press the selected button, check the selected box).

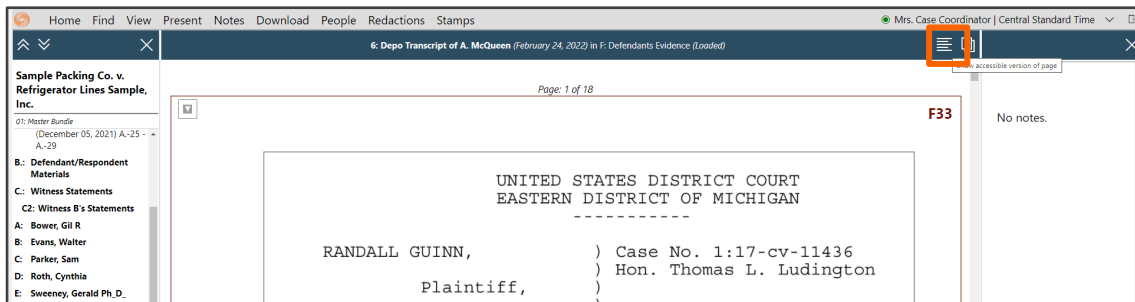
Down arrow: Move one option down within a drop-down menu.

Up arrow: Move one option up in a drop-down menu.

Escape: Close an opened drop-down menu or a window.

Activate document accessibility in the Review Workspace

Because documents in the Review Workspace are images, they cannot be read by a screen reader. Activate the accessible version of a page by selecting the icon in the top corner of the reading pane.



A second pane will open with a version that can be read with a screen reader. This pane with the burgundy header remains active as you move through pages or documents. To close this pane, select the X in the top right corner of the screen.

