



**A DocMoto guide to tabbing (moving) through tags  
without using a mouse.**

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# Introduction

This document illustrates how users can tab (or move) between tag fields when importing or creating a document in DocMoto.

## Prerequisites

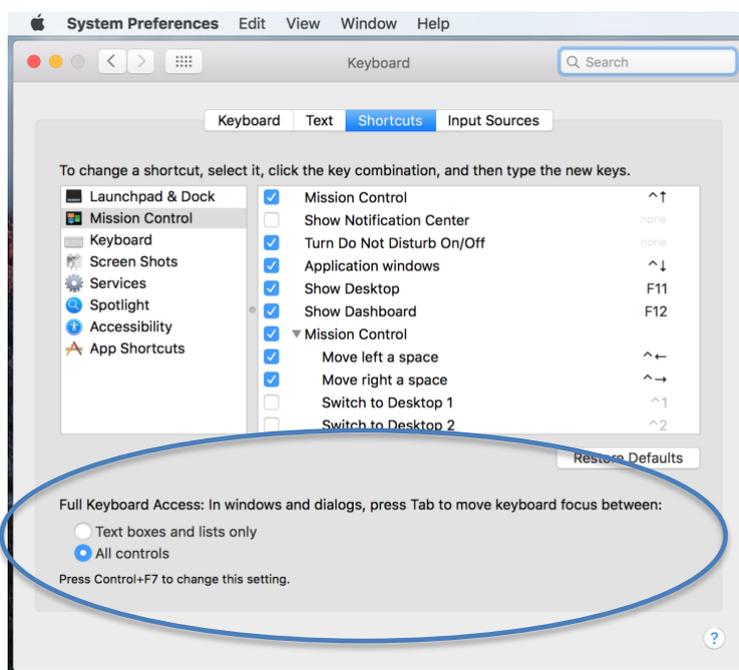
Mac OS X & OS System Preferences enables users to set keyboard access. By default, the System Preferences for **“Full Keyboard Access:”** is set to **“Text boxes and lists only”**. DocMoto uses a variety of different controls, if users want to make full use of keyboard shortcuts and move between different controls this setting needs to be changed.

Instructions for changing the keyboard access:

## Changing Keyboard Access

1. Select **“System Preferences”** from:
  - a. Apple Dock.
  - b. Apple Menu.
  - c. Applications folder.
2. Select **“Keyboard”** item.
3. Select the **“Shortcuts”** tab.
4. Select the **“All Controls”** option is selected – located in the section **“Full Keyboard Access”**. Please refer to [Fig. System Preferences – Keyboard](#)

**Fig. System Preferences – Keyboard**



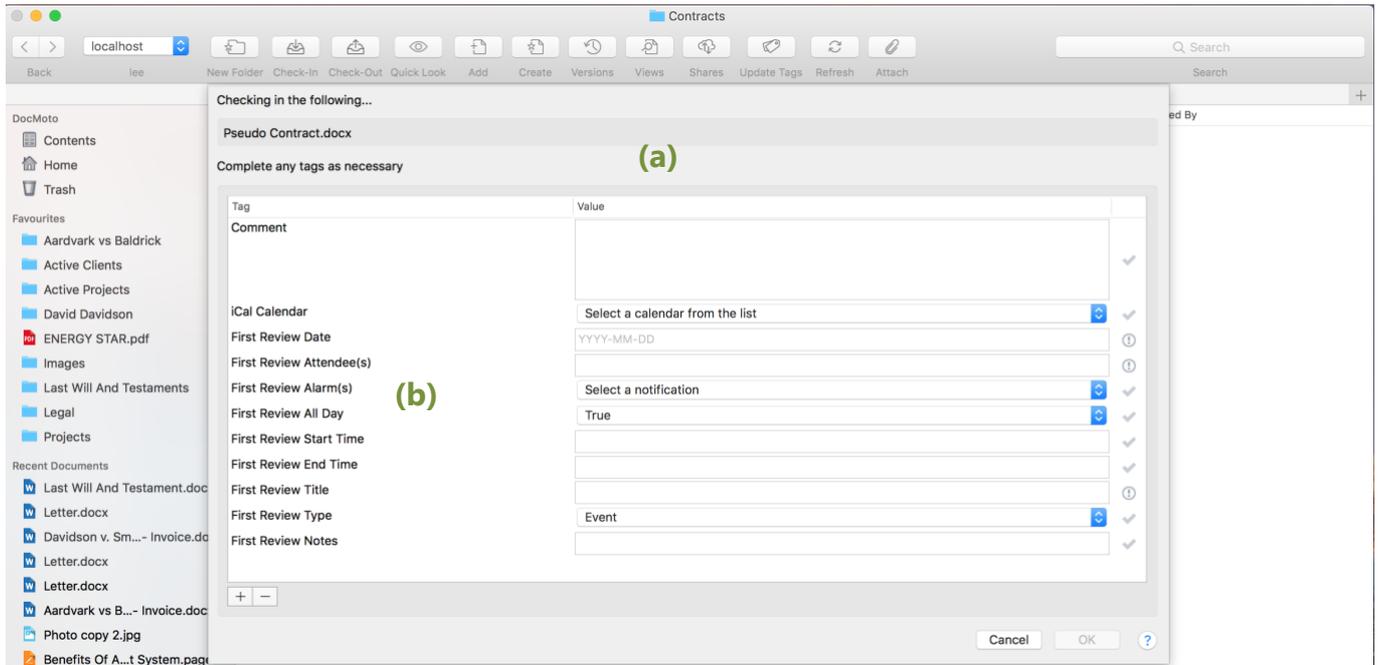
## Moving through tag lists within DocMoto

Now you have changed the System Preferences you will be able to make use of the keyboard controls. Listed below is an example of how to navigate through tags.

### Example tag navigation

In this example, a user will import a document into a folder labelled **“Contracts”**. The folder **“Contracts”** has document tags registered to the folder. These tags are associated to a shared calendar.

User imports **“Pseudo Contract.docx”** into the folder **“Contracts”**.

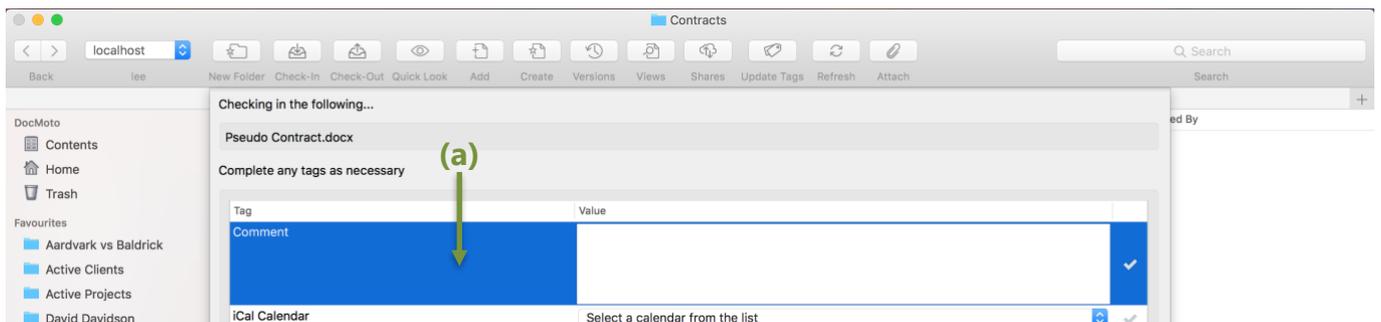


The DocMoto **“Check-In”** (& import) dialog is made up of two controls:

- (a) View control
- (b) Table control

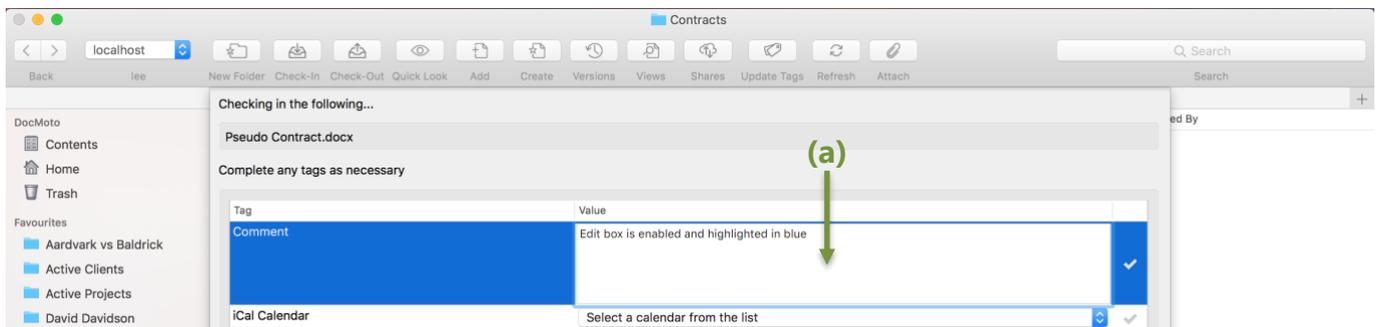
To make the controls active within the **“Check-In”** (& import) dialog (without using a mouse) - select the down arrow key on the keyboard.

This will bring the first row (**“Comment”**) within the **“Table”** control active, as confirmed by the blue shading surrounding the **“Comment”** field. As shown below:



(a) **“Comment”** field (row) – active.

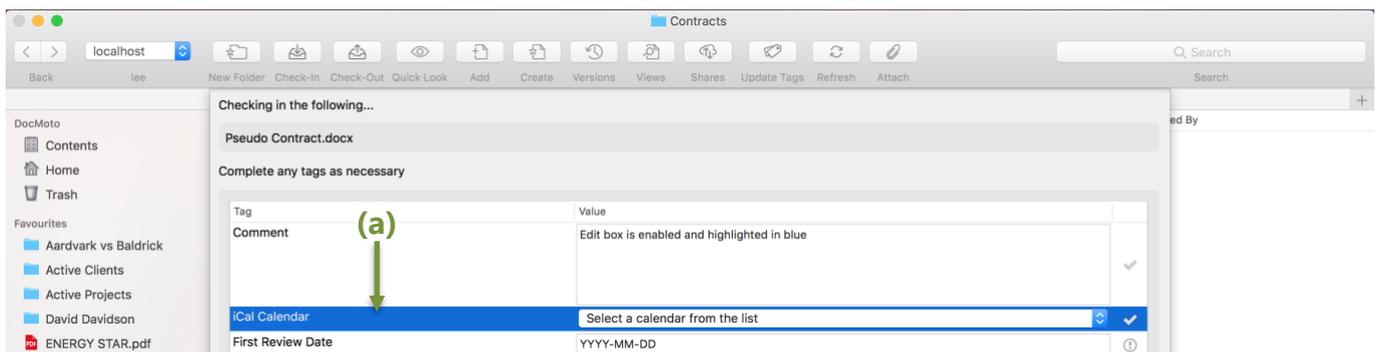
To make the **“Comment”** edit box active – select the tab key on the keyboard.



(a) **“Comment”** edit box – active. User has inserted some text.

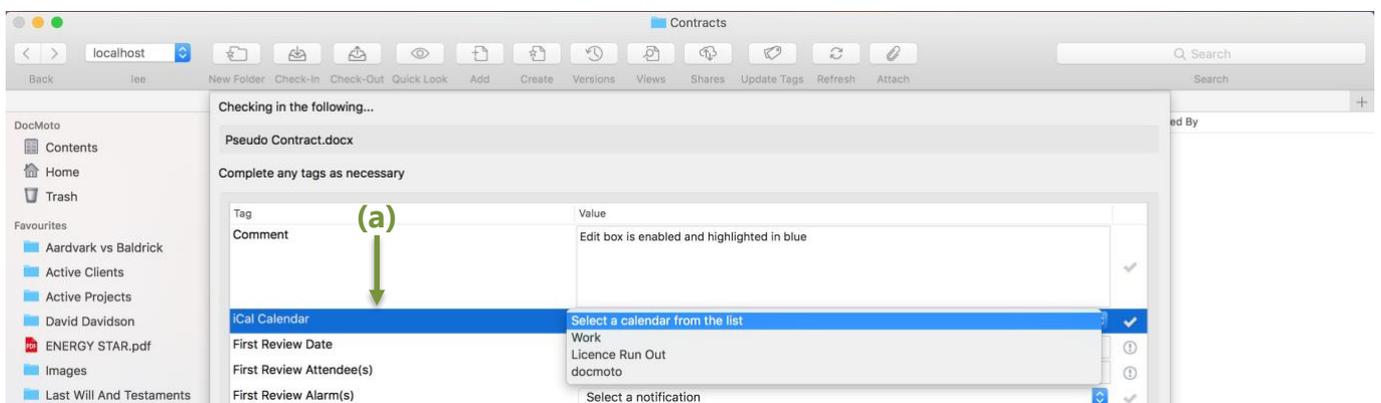
To make the **“Comment”** edit box inactive and subsequently make the **“Comment”** field row active – select the tab key on the keyboard.

To navigate to the next row within the table view – select the down arrow on the keyboard.

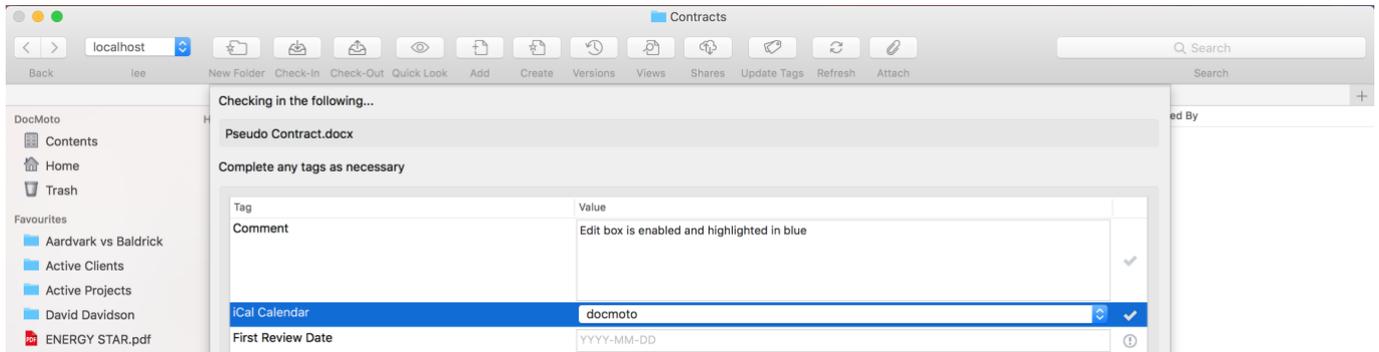


(a) **“iCal Calendar”** field (row) – active.

To make the **“iCal Calendar”** list box active – select the spacebar on the keyboard.

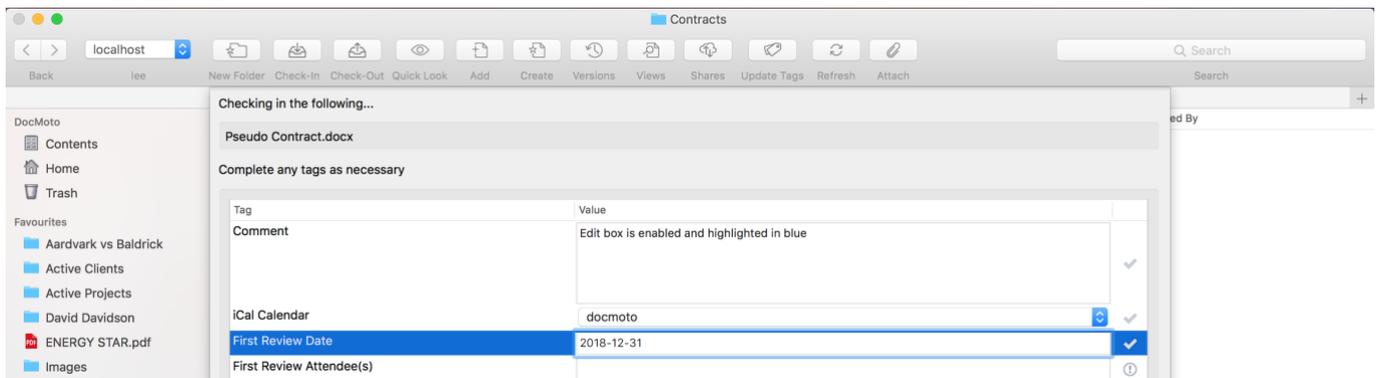


To navigate with the **“iCal Calendar”** list box – user either the arrow keys on the keyboard to move up and down the list OR type the name of the item within the list to auto navigate to the item. In this example, the user has typed **“docmoto”** and subsequently the list item **“docmoto”** is active.



To navigate to the next row within the table view – select the down arrow on the keyboard.

To make the **“First Review Date”** date edit box active – select the tab key on the keyboard.



To make the **“First Review”** date edit box inactive and subsequently make the **“First Review”** field row active – select the tab key on the keyboard.

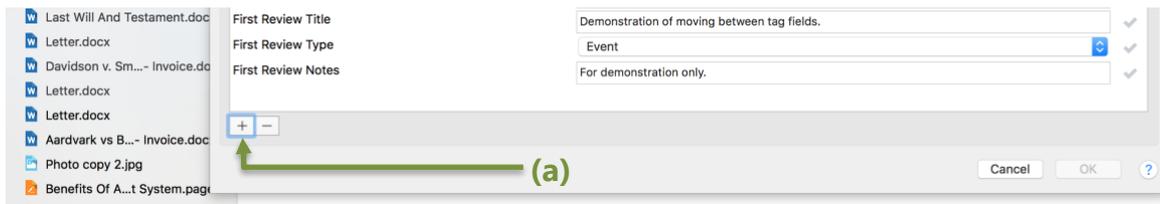
To navigate to the next row within the table view – select the down arrow on the keyboard.

Using the above methods, the user can navigate through any tag list without the use of the mouse.

Once the user has navigated their way to the end of the tag list, they can select the tab control to move focus to other items of the dialog such as:

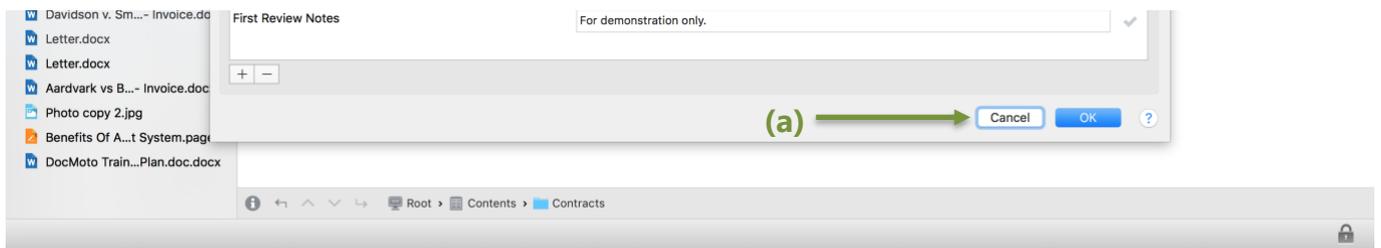
1. The **“+”** and **“-”** buttons. Refer to [Fig. Add tag - button](#)
2. The **“Cancel”** and **“OK”** buttons. Refer to [Fig. Cancel and OK - buttons](#)

## Fig. Add tag - button



(a) To move between the “+” and “-” buttons – select the left and right arrow keys on the keyboard.

## Fig. Cancel and OK – buttons



(a) To move between the “Cancel” and “OK” buttons – select the tab key on the keyboard.

**Note:** If a user needs to move backward from their last tab move – hold the shift key down and select the tab key.