

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

System Preferences	Edit View Window Help	
	Keyboard	Q Search
To change a shortcut, s	Keyboard         Text         Shortcuts         Input Source           elect it, click the key combination, and then type         Image: Mission Control         Image: Mission Control	s e the new keys.
<ul> <li>Mission Control</li> <li>Keyboard</li> <li>Screen Shots</li> <li>Services</li> <li>Spotlight</li> <li>Accessibility</li> <li>App Shortcuts</li> </ul>	<ul> <li>Show Notification Center</li> <li>Turn Do Not Disturb On/Off</li> <li>Application windows</li> <li>Show Desktop</li> <li>Show Dashboard</li> <li>Mission Control</li> <li>Move left a space</li> <li>Move right a space</li> <li>Switch to Desktop 1</li> <li>Switch to Desktop 2</li> </ul>	none none ^↓ F11 F12 ^← ^1 ^1
Full Keyboard Access: I Text boxes and lis All controls Press Control+F7 to change	windows and dialogs, press Tab to move keybo s only this setting.	Restore Defaults hard focus between:

# 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".

• • •		Contracts		
< > localhost 🗘				Q Search
Back lee I	New Folder Check-In Check-Out Quick Look Add Create	Versions Views Shares Update Tags Refresh Attach		Search
	Checking in the following			+
DocMoto	Pseudo Contract.docx			ed By
Home	Complete any tags as necessary	(a)		
Trash				
Favourites	Tag	Value		
Aardvark vs Baldrick	Comment			
Active Clients			~	
Active Projects				
David Davidson	iCal Calendar	Select a calendar from the list	~	
ENERGY STAR.pdf	First Review Date	YYYY-MM-DD	(!)	
Images	First Review Attendee(s)		()	
Last Will And Testaments	First Review Alarm(s) (b)	Select a notification	~	
Legal	First Review All Day	True	~	
	First Review Start Time		×.	
Last Will And Testament.doc	First Review End Time			
Letter.docx	First Review Type	Event	•	
Davidson v. Sm Invoice.do	First Review Notes	Lvent	Č.	
Letter.docx			× .	
Letter.docx	+ -			
Aardvark vs B Invoice.doc				
Photo copy 2.jpg		Cancel OK	?	
Benefits Of At System.page				

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:



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#### (a) "Comment" field (row) – active.

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

		Contracts	
< > localhost ᅌ		3 A C C C	Q Search
Back lee	New Folder Check-In Check-Out Quick Look Add Create	Versions Views Shares Update Tags Refresh Attach	Search
DocMoto	Checking in the following		ed By
Contents	Pseudo Contract.docx	(2)	
🟠 Home	Complete any tags as necessary	(a)	
🔽 Trash			
Favourites	Tag	Value	
Aardvark vs Baldrick	Comment	Edit box is enabled and highlighted in blue	
Active Clients		× ×	
Active Projects			
David Davidson	iCal Calendar	Select a calendar from the list	

(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.

0 0		Contracts	
< > localhost ᅌ			Q Search
Back lee	New Folder Check-In Check-Out Quick Look Add Create	Versions Views Shares Update Tags Refresh Attach	Search
DocMoto	Checking in the following		+ ed By
Contents	Pseudo Contract.docx		
合 Home	Complete any tags as necessary		
i liasii	Tag	Value	
Favourites Aardvark vs Baldrick	Comment	Edit box is enabled and highlighted in blue	
Active Clients			×
Active Projects			
David Davidson	iCal Calendar	docmoto	✓
ENERGY STAR.pdf	First Review Date	YYYY-MM-DD	1

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.

Contracts					
< > localhost 🗘			Q Search		
Back lee	New Folder Check-In Check-Out Quick Look Add Create	Versions Views Shares Update Tags Refresh Attach	Search		
	Checking in the following		+		
DocMoto	Pseudo Contract.docx		ed By		
🟠 Home	Complete any tags as necessary				
Trash					
Favourites	Tag	Value			
Aardvark vs Baldrick	Comment	Edit box is enabled and highlighted in blue			
Active Clients			×		
Active Projects					
David Davidson	iCal Calendar	docmoto	×		
ENERGY STAR.pdf	First Review Date	2018-12-31	✓		
Images	First Review Attendee(s)		0		

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

Last Will And Testament.doc	First Review Title	Demonstration of moving between tag fields.			
M Letter.docx	First Review Type	Event	- v	/	
Davidson v. Sm Invoice.do	First Review Notes	For demonstration only.	.	/	
Letter.docx					
Letter.docx					
Aardvark vs B Invoice.doc					
Photo copy 2.jpg	(a)	Cancel OK		?	
Benefits Of At System.page	(4)				

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

## Fig. Cancel and OK – buttons

<ul> <li>Davidson v. Sm Invoice.do</li> <li>Letter.docx</li> </ul>	First Review Notes	For demonstration only.		~	>	
Letter.docx						
Aardvark vs B Invoice.doc	+ -					
Photo copy 2.jpg			(a) Cancel	ОК	?	
Benefits Of At System.page			(a)			
DocMoto TrainPlan.doc.docx						
	0					
	U ← ∧ ∨ → ₩ Root >	Contents > Contracts				

(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.