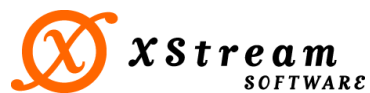


# RapidBuilder®

## 508 Compliance



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## Introduction

RapidBuilder is a 508-compliant software technology. This means that the software meets certain accessibility requirements (as specified in **Section 508** of the **U.S Rehabilitation Act**) so that all users, including users with disabilities, may effectively utilize it.

**Section 508** of the **U.S Rehabilitation Act** requires that departments and agencies of the U.S government develop, procure, maintain, or use electronic and information technology that enables users with disabilities to access and use information/data in a way that is comparable to that of all other users. Accordingly, in order to comply with the technical requirements of **Section 508**, a particular software technology must enable users to customize display, keyboard, mouse, and sound settings to meet their individual needs.

The universal accessibility obtained through 508 compliancy is a significant advantage because it makes the technology more user friendly and enables more users within an organization to take advantage of the technology.

The 508-compliant technology of RapidBuilder supports the use of keyboard equivalents for all mouse actions. The various RapidBuilder objects, dialog boxes, buttons, pop-up menus, and other features may be accessed and manipulated using designated keyboard keys or key combinations (instead of using the “point and click” functionality of the mouse device). These keyboard equivalents provide an alternative for visually impaired users or physically disabled users who may not be able to utilize the mouse device.

This document outlines and describes the 508-compliant features supported in RapidBuilder.

## General RapidBuilder Shortcut Keys

The following are keyboard commands for various general functions in RapidBuilder:

- Create a new simulation (.RBX) file = **<CTRL + N>**
- Open an existing simulation (.RBX) file = **<CTRL + O>**
- Save the current file = **<CTRL + S>**
- Print the current file = **<CTRL + P>**
- Start desktop capturing = **<ALT + C>**
- Stop desktop capturing = **<ALT + X>**
- Pause/Resume desktop capturing = **<ALT + P>**
- Turn off validation capturing = **<ALT + U>**
- Turn on validation capturing = **<ALT + S>**
- Undo the previous action = **<CTRL + Z>**
- Redo the previous undone action = **<CTRL + Y>**

## Windows Accessibility Options

RapidBuilder fully supports the **Windows Accessibility Options**, which are special Windows system settings that help users with specific disabilities make full use of the computer.

**NOTE: Microsoft Active Accessibility 1.3 Redistributable** (available from Microsoft's web site) is required for full 508 compliance on **Windows 95** systems.

If the **Windows Accessibility Options** are installed on your system\*, they may be accessed through the **Control Panel**. Click **Start | Settings | Control Panel**, and then double-click **Accessibility Options** to display the **Accessibility Properties** dialog box. The following options may be configured through this dialog box:

- Keyboard accessibility options (including **StickyKeys**, **FilterKeys**, and **ToggleKeys**)
- Sound accessibility options (including **SoundSentry** and **ShowSounds**)
- Display accessibility options (i.e., **High Contrast**)
- Windows MouseKeys
- General accessibility options

\***NOTE:** For information on installing the **Windows Accessibility Options**, consult **Windows Help** (accessed by clicking **Start | Help**).

### **Keyboard Accessibility Options**

The **Keyboard Accessibility Options** may be enabled/configured on the **Keyboard** tab of the **Accessibility Properties** dialog box. The following options are available:

- **StickyKeys** – Enables you to use SHIFT, CTRL, and ALT key combinations by pressing one key at a time (rather than multiple keys simultaneously).
- **FilterKeys** – Causes the system to ignore quick or repeated keystrokes.
- **ToggleKeys** – Causes an audio tone to be played when the CAPS LOCK, NUM LOCK, or SCROLL LOCK key is pressed.

### **Sound Accessibility Options**

The **Sound Accessibility Options** may be enabled/configured on the **Sound** tab of the **Accessibility Properties** dialog box. The following options are available:

- **SoundSentry** – Causes a visual warning to be displayed whenever the system makes a sound.
- **ShowSounds** – Causes programs to display captions for the speech and sounds they make.

### **Display Accessibility Options**

The **Display Accessibility Options** may be enabled/configured on the **Display** tab of the **Accessibility Properties** dialog box. The following options are available:

- **High Contrast** – Specifies that Windows will use colors and fonts designed for easy reading (e.g., black on white or white on black).

### **Windows MouseKeys**

The **Windows MouseKeys** feature enables you to use the numeric keypad (on the right side of the keyboard) to control the mouse device. You may use certain designated keypad keys to move the mouse pointer and use the mouse buttons.

By using the **MouseKeys** in RapidBuilder, you may perform certain “mouse action only” editing tasks (which would normally only be performed by using the mouse device). For example, you may use the **MouseKeys** to draw an **Edit**, **Button**, or **Draw** object on a frame

### Enabling MouseKeys

To enable **MouseKeys** on your system, perform the following steps:

1. In the **Accessibility Properties** dialog box, click the **Mouse** tab.
2. Select the **Use MouseKeys** option to enable the **MouseKeys** feature. You may also customize various other **MouseKey** settings. Click the **Settings** button to display the **Settings for MouseKeys** dialog box, which includes the following options:
  - By enabling the **Use Shortcut** option, you may use the **<Left ALT + Left SHIFT + NUM LOCK>** shortcut key to turn the **MouseKeys** feature on or off at any time.
 

**NOTE:** When the **MouseKeys** feature is turned on, there is a **MouseKeys** icon visible in the system tray of the Windows Task Bar. You may double-click this icon (or right-click it and select **Adjust MouseKey Settings** from the pop-up menu) to display the **Accessibility Properties** dialog box with the **Mouse** tab selected.
  - The **Pointer Speed** horizontal sliders enable you to customize the speed and acceleration of the mouse pointer controlled by the **MouseKeys**.
  - By enabling the “**Hold down Ctrl to speed up and Shift to slow down**” option, you may press and hold the **<CTRL>** key to speed up the movement of the mouse pointer controlled by the **MouseKeys**. Likewise, you may press and hold the **<SHIFT>** key to slow down the movement of the mouse pointer controlled by the **MouseKeys**.
3. Click **OK** to close the **Settings for MouseKeys** dialog box.
4. Click **OK** to close the **Accessibility Properties** dialog box.

### Using MouseKeys

Once the **MouseKeys** feature is enabled, you may use designated keys on the numeric keypad to control mouse movement and mouse clicking. Mouse actions may be controlled as follows:

- Move the mouse pointer up, down, left, and right = **Keypad Arrow Keys**
- Move the mouse pointer diagonally = **HOME, END, PgUp, and PgDn**
- Left Mouse Button Down = **INS**
- Left Mouse Button Up = **DEL**
- Single Left Click = “**5**” key
- Double Left Click = **Plus key (+)**
- Single Right Click = **Minus key (-)** followed by the “**5**” key
- Display the pop-up context menu for the current window/object = **Minus key (-)** followed by the **Plus key (+)**

**NOTE:** All of the items listed above refer to keys on the numeric keypad (i.e., the group of 17 keys located on the right side of the keyboard).

## Drawing an Object on a Frame Using MouseKeys

To draw an **Edit**, **Button**, or **Draw** object on a frame using **MouseKeys**, perform the following steps:

1. Apply focus to the **Objects Bar** by pressing **<CTRL + TAB>** (or whichever key has been specified as the breakout key).
2. Using the Left or Right arrow key, select the **Edit**, **Buttons**, or **Draw** tab.
3. On the selected tab, use the tabbing key (i.e., **<TAB>** or another designated key) to navigate to the desired palette button. Press **<ENTER>** to select the palette button.
4. Using the arrow keys on the numeric keypad, position the mouse pointer over the area of the frame where you want to draw the object.
5. Press the **INS** key on the keypad, and then use the keypad arrow keys (as well as the **HOME**, **END**, **PgUp**, and **PgDn** keys on the keypad) to draw the object.
6. Press the **DEL** key on the keypad. The drawn object will now appear on the frame.

## General Accessibility Options

The **General Accessibility Options** may be enabled/configured on the **General** tab of the **Accessibility Properties** dialog box. The following options are available:

- **Automatic Reset** – Specifies that the accessibility features will be automatically turned off once they have been idle for a specified number of minutes.
- **Notification** – Allows you to specify that a warning message will be displayed whenever an accessibility feature is turned on. You may also specify that a sound will be played whenever an accessibility feature is turned on or off.
- **SerialKey devices** – If enabled, this option allows you to connect and use an alternative input device for accessing keyboard and mouse features.

## **Tabbing Between Different RapidBuilder Objects**

RapidBuilder enables you to apply focus to different objects on the frame (i.e., allow each object to be selected/highlighted in turn) by repeatedly pressing a designated tabbing key or key combination.

The **<SPACE BAR>** key serves as the default object tabbing key for tabbing between objects during editing (and this key may not be changed). Although you may not customize the object tabbing key used during editing, you may customize the tabbing key that is used to navigate between controls in the currently selected interface component (e.g., Navigation Bar, Tool Bar, etc.). In addition, you may also customize the playback tabbing key (which is **<TAB>** by default). The playback tabbing key is used to apply focus to different objects on the frame during playback.

Tabbing functionality is supported both during editing and during playback:

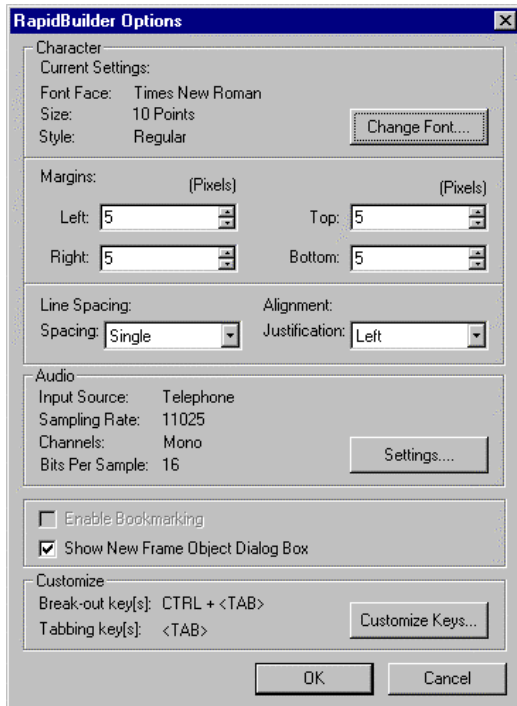
- During editing in RapidBuilder, you may repeatedly press **<SPACE BAR>** to alternately select the different objects on the current frame. In addition, a customized tabbing key may be used to navigate between the various buttons/controls on the currently selected interface component (e.g., Navigation Bar, Tool Bar, Objects Bar, etc.).
- During playback in RapidPlayer, you may repeatedly press **<TAB>** (or another designated playback tabbing key) to alternately apply focus to the different Text Field, Instruction Box, Validation Field, Menu Builder, Video Stage, Flash Stage, Hyperlink, Check Box, Radio Button, Bitmap, Progress Button, Combo Box, Terminal Object, Highlighter, Drag and Drop, Animated GIF, and Sound Track

Selector objects on the frame. Note that the playback tab order (i.e., the order in which focus is applied to the different objects as the tabbing key is pressed during playback) may be customized by the developer.

## **Customizing the Tabbing Key for Editing**

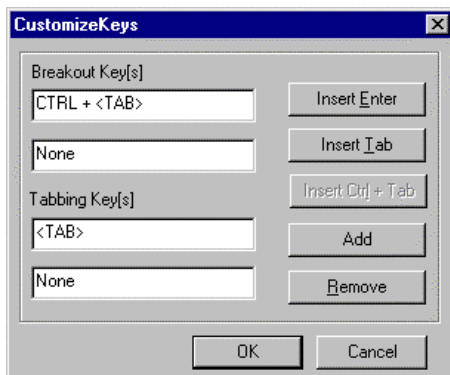
You may customize the key or key combination that is used to tab between buttons/controls within the currently selected Tool Bar, Objects Bar, Navigation Bar, and other components during editing. To customize the tabbing key, perform the following steps:

1. On the **Menu Bar**, select **Preferences | Options** to display the **RapidBuilder Options** dialog box.



**Figure 1: RapidBuilder Options Dialog Box**

2. In the **Customize** section at the bottom of the dialog box, notice that the **Tabbing Key** is specified as “<TAB>”. This is the default tabbing key. To change it to a different key or key combination, click the **Customize Keys** button to display the **Customize Keys** dialog box.



**Figure 2: Customize Keys Dialog Box**

3. There are two ways to change the tabbing key:
  - Click inside the first text field under “**Tabbing Key(s)**”, and then click the **Insert Enter** or **Insert Tab** button (to specify <ENTER> or <TAB> as the tabbing key). Notice that “<ENTER>” or “<TAB>” now appears in the text field. Click **OK**.
  - Click inside the second text field under “**Tabbing Key(s)**”, which displays the word “**None**”. Press any key or key combination (except <ENTER> or <TAB>), and notice that the key or key combination you pressed is now displayed in the text field. For example, if you pressed <ALT + T>, then “Alt + T” appears in the text field. Click the **Add** button to specify the key or key combination as the tabbing key. (Notice that the new key or key combination now appears in the first text field under “**Tabbing Key(s)**”). Click **OK**.

### **NOTES**

- To remove the current tabbing key, click inside the first text field under “**Tabbing Key(s)**”, and then click the **Remove** button. Note that if you do not add a new tabbing key, there will be no tabbing key specified.
  - You should specify a single key (e.g., <TAB>) as the edit tabbing key rather than a key combination. The following keys may **NOT** be specified as the edit tabbing key:
    - Any key combination using <SHIFT>
    - Any key combination using <ALT>
    - Any key combination using <CTRL>
    - The following registered hot keys:
      - <CTRL + N> (Create new .RBX file)
      - <CTRL + O> (Open .RBX file)
      - <CTRL + S> (Save current file)
      - <ALT + C> (Start desktop capturing)
      - <ALT + X> (Stop desktop capturing)
      - <ALT + P> (Pause/Resume desktop capturing)
      - <ALT + U> (Turn off validation capturing)
      - <ALT + S> (Turn on validation capturing)
      - <CTRL + Z> (Undo previous action)
      - <CTRL + Y> (Redo previous undone action)
      - <CTRL + M> (Display volume control)
4. Once you have customized the tabbing key as desired, click **OK** to close the **RapidBuilder Options** dialog box. It may be used to navigate between buttons/controls within the currently selected Tool Bar, Objects Bar, Navigation Bar and other components.

### **Customizing the Tabbing Key for Playback**

The playback tabbing key is the key that is used to tab between Text Field, Instruction Box, Validation Field, Menu Builder, Video Stage, Flash Stage, Hyperlink, Check Box, Radio Button, Bitmap, Progress Button, Combo Box, Terminal Object, Highlighter, Drag and Drop, Animated GIF, and Sound Track Selector objects on the screen during playback.

By default, the playback tabbing key is **<TAB>**, but you may specify an alternate key or key combination.

To customize the playback tabbing key, perform the following steps:

1. On the **Menu Bar**, select **Preferences | Capture Settings** to display the **Capture Settings** dialog box.
2. Select the **Playback Options** tab.
3. In the **Customize** section, click inside the **Tabbing Key(s)** text field. By default, this text field displays "**None**", which indicates that **<TAB>** is the default playback tabbing key (because there is no customized playback tabbing key currently specified). It is important to note that **<TAB>** always serves as the default playback tabbing key unless a customized playback tabbing key is specified.
4. With the cursor activated inside the text field, press a key or key combination\*. Notice that the key or key combination you pressed is now displayed in the text field, indicating that it is now set as the playback tabbing key.

**\*NOTE:** The following keys may **NOT** be specified as the custom playback tabbing key:

- **<TAB>** (Note that **<TAB>** is the default playback tabbing key that is used if no custom playback tabbing key is specified).
  - **<SPACE BAR>**
  - **<ENTER>**
  - Any combination using **<SHIFT>**
  - The following registered RapidBuilder hot keys:
    - **<ALT + C>** (Start desktop capturing)
    - **<ALT + X>** (Stop desktop capturing)
    - **<ALT + P>** (Pause/Resume desktop capturing)
    - **<ALT + U>** (Turn off validation capturing)
    - **<ALT + S>** (Turn on validation capturing)
  - The following registered RapidPlayer hot keys:
    - **<CTRL + S>** (Show Playback Bar)
    - **<CTRL + P>** (Pause/Resume playback)
    - **<CTRL + R>** (Release the mouse pointer)
    - **<CTRL + M>** (Show volume control)
    - **<CTRL + O>** (Open file)
    - **<CTRL + U>** (Open URL)
5. Click **OK** to close the **Capture Settings** dialog box. The newly specified tabbing key may now be used to alternate the current focus among the different Text Field, Instruction Box, Validation Field, Menu Builder, Video Stage, Flash Stage, Hyperlink, Check Box, Radio Button, Bitmap, Progress Button, Combo Box, Terminal Object, Highlighter, Drag and Drop, Animated GIF, and Sound Track Selector objects on screen during playback.

## **NOTES**

- To remove the customized playback tabbing key, simply click inside the **Tabbing Key(s)** text field and then press the **<BACKSPACE>** key. Notice that the text field once again displays "**None**". This

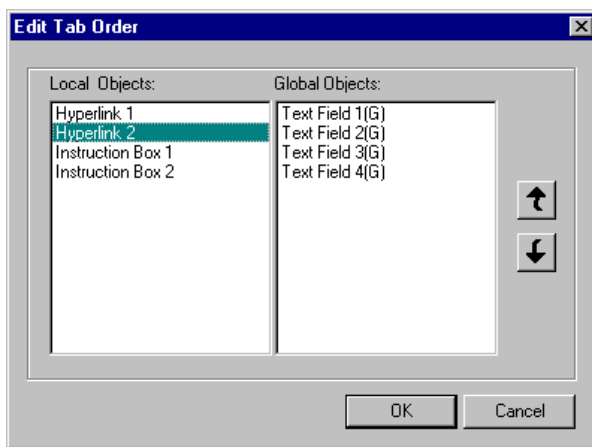
means that there is no custom playback tabbing key specified, and **<TAB>** serves as the default playback tabbing key.

- The playback tabbing order (i.e., the order in which focus is applied to the different objects on the screen as the tabbing key is pressed during playback) may be customized by the developer. For more information, see **Customizing the Playback Tabbing Order** below.

## **Customizing the Playback Tabbing Order**

To customize the order in which focus will be applied to different objects on the screen as the end user presses **<TAB>** (or another designated tabbing key) during playback, perform the following steps:

1. Using the **Navigation Bar**, go to the frame containing the objects for which you want to customize the tabbing order.
2. On the **Menu Bar**, select **Preferences | Tab Order Settings** to display the **Edit Tab Order** dialog box.



**Figure 3: Edit Tab Order Dialog Box**

Notice that the dialog box lists all Text Field, Instruction Box, Validation Field, Menu Builder, Video Stage, Flash Stage, Hyperlink, Check Box, Radio Button, Bitmap, Progress Button, Combo Box, Terminal Object, Highlighter, Drag and Drop, Animated GIF, and Sound Track Selector objects present on the current frame. The local objects and global objects are listed separately, and you may define the tabbing order for each. During playback, local objects will be sequenced first, followed by global objects.

**NOTE:** Any other objects on the frame (such as Mouse Plots, Draw Objects, etc.) are not listed because they are inapplicable. Tabbing does not apply to them as they do not need to be selected during playback.

3. The various objects are listed according to the order in which they were added to the frame by the developer. By default, this is the tabbing order for the objects. To customize the order, you may select any object in the **Local Objects** or **Global Objects** list and then click the **Up** or **Down** arrow button to alternate its position in the list.
4. Once you have finished customizing the playback tabbing order for the objects, click **OK** to apply the changes and close the dialog box.

## Navigating Between Different RapidBuilder GUI Components

In RapidBuilder, the developer may use a designated key or key combination (known as the breakout key) to apply focus to different components of the RapidBuilder interface. By default, the breakout key is **<CTRL + TAB>**, but it may be changed to an alternative key or key combination by the developer.

As the developer repeatedly presses **<CTRL + TAB>** (or another designated breakout key), the focus is applied to interface components in the following order:

1. Tool Bar
2. Objects Bar
3. Navigation Bar
4. Color Palette
5. Sound Recorder
6. Course Navigator
7. Template Bar
8. Properties Window
9. Frame

**NOTE:** When the focus is applied to the Properties window, you must press the **<ESC>** key to switch the focus to the frame.

### Customizing the Breakout Key

To customize the breakout key that is used to apply focus to the different components of the RapidBuilder interface, perform the following steps:

1. On the **Menu Bar**, select **Preferences | Options** to display the **RapidBuilder Options** dialog box.
2. In the **Customize** section at the bottom of the dialog box, notice that the **Breakout Key** is specified as "**<CTRL + TAB>**". This is the default breakout key. To change it to a different key or key combination, click the **Customize Keys** button to display the **Customize Keys** dialog box.
3. There are two ways to change the breakout key:
  - Click inside the first text field under "**Breakout Key(s)**", and then click the **Insert Enter**, **Insert Tab**, or **Insert Ctrl + Tab** button (to specify **<ENTER>**, **<TAB>**, or **<CTRL + TAB>** as the breakout key). Notice that "**<ENTER>**", "**<TAB>**", or "**<CTRL + TAB>**" now appears in the text field. Click **OK**.
  - Click inside the second text field under "**Breakout Key(s)**", which displays the word "**None**". Press any key or key combination (except **<ENTER>**, **<TAB>**, or **<CTRL + TAB>**), and notice that the key or key combination you pressed is now displayed in the text field. For example, if you pressed **<ALT + T>**, then "Alt + T" appears in the text field. Click the **Add** button to specify the key or key combination as the breakout key. (Notice that the new key or key combination now appears in the first text field under "**Breakout Key(s)**"). Click **OK**.

#### NOTES

- To remove the current breakout key, click inside the first text field under "**Breakout Key(s)**", and then click the **Remove** button. Note that if you do not add a new breakout key, there will be no breakout key specified.
- The following keys may **NOT** be specified as the breakout key:

- Any key combination using <SHIFT>
  - Any key combination using <ALT>
  - The following registered hot keys:
    - <CTRL + N> (Create new .RBX file)
    - <CTRL + O> (Open .RBX file)
    - <CTRL + S> (Save current file)
    - <ALT + C> (Start desktop capturing)
    - <ALT + X> (Stop desktop capturing)
    - <ALT + P> (Pause/Resume desktop capturing)
    - <ALT + U> (Turn off validation capturing)
    - <ALT + S> (Turn on validation capturing)
    - <CTRL + Z> (Undo previous action)
    - <CTRL + Y> (Redo previous undone action)
    - <CTRL + M> (Display volume control)
4. Once you have customized the breakout key as desired, click **OK** to close the **RapidBuilder Options** dialog box. The newly specified breakout key may now be used to apply focus to the different components of the RapidBuilder interface.

## Menu Bar – Keyboard Functionality

To access the **Menu Bar** using the keyboard, press the <ALT> key, and then use the arrow keys to navigate through the various menu items. To access a selected menu function, press <ENTER>.

## Tool Bar – Keyboard Functionality

Once you have applied focus to the **Tool Bar** using the breakout key (i.e., <CTRL + TAB> or another designated key), you may navigate through the various **Tool Bar** buttons using the tabbing key (i.e., <TAB> or another designated key). To activate a selected button, press <ENTER>.

## Objects Bar – Keyboard Functionality

Once you have applied focus to the **Objects Bar** using the breakout key (i.e., <CTRL + TAB> or another designated key), you may use the arrow keys to navigate between the **Edit**, **Buttons**, and **Draw** tabs. On any selected tab, you may navigate through the various object buttons using the tabbing key (i.e., <TAB> or another designated key). To activate a selected object button, press <ENTER>.

## Navigation Bar – Keyboard Functionality

Once you have applied focus to the **Navigation Bar** using the breakout key (i.e., <CTRL + TAB> or another designated key), you may navigate through the various **Navigation Bar** controls using the

tabbing key (i.e., <TAB> or another designated key). Focus is applied to the **Navigation Bar** controls in the following order:

1. Frame Bar 1 (All Frames)
2. Scale Bar
3. Thumbnails Button
4. Frame Bar 2 (All User Action/Sound Frames)
5. Open Sound Bar Button
6. Sound Bar
7. Track Selector Button
8. Play Button
9. Stop Button
10. Sound Track Notes Window
11. Sound Notes Button

To activate (or bring focus to) a selected **Navigation Bar** control, press <ENTER>.

**NOTE:** When focus is applied to Frame Bar 1, Scale Bar, or Frame Bar 2, you may press the **Application** key to display the related pop-up menu. Use the **Up** and **Down arrow** keys to navigate through the menu items, and press <ENTER> to access a selected menu function.

## Frame Navigation/Editing Tasks on the Navigation Bar

The following keyboard functionality may be used to navigate/edit frames on the Frame Bars:

- Navigate between frames = <CTRL + Left Arrow Key> or <CTRL + Right Arrow Key>
- Select a range of frames = <ALT + Left Arrow Key> or <CTRL + ALT + Left Arrow Key> or <ALT + Right Arrow Key>
- Select All Frames = <CTRL + ALT + A>
- Select All Sound or Action Frames = <CTRL + ALT + S>
- Copy selected frames = <CTRL + ALT + C>
- Cut selected frames = <CTRL + ALT + X>
- Paste copied/cut frames = <CTRL + ALT + V>
- Append a new frame after the last frame = <F5>
- Insert a new frame before the current frame = <F6>
- Delete the current frame = <F7>

## Color Palette – Keyboard Functionality

Once you have applied focus to the **Color Palette** using the breakout key (i.e., <CTRL + TAB> or another designated key), you may use the tabbing key (i.e., <TAB> or another designated key) to set focus to the current tab and then use the **Left** and **Right arrow** keys to navigate between the **Palette** and **Color Selector** tabs.

- On the **Palette** tab, you may use the tabbing key (i.e., **<TAB>** or another designated key) to switch focus between the drop-down box and the palette grid. For the drop-down box, you may use the Up and Down arrow keys to switch between “Default” and “Custom”. For the palette grid, you may use the arrow keys to navigate though the palette.
- On the **Color Selector** tab, you may use the tabbing key to apply focus to the Red, Green, and Blue spin boxes. For each selected spin box, you may use the Up and Down arrow keys to increase or decrease the specified numeric values.

## Sound Recorder – Keyboard Functionality

Once you have applied focus to the **Sound Recorder** using the breakout key (i.e., **<CTRL + TAB>** or another designated key), you may access the Sound Recorder functionalities as follows:

- Start Recording = **<F9>**
- Stop Recording = **<F10>**
- Navigate between enabled buttons = **Left and Right arrow keys**
- Move/drag progress indicator in enabled progress bar = **Page Up, Page Down, and Left and Right arrow keys**
- Activate currently selected button = **<ENTER>** or **<SPACE BAR>**

## Course Navigator – Keyboard Functionality

Once you have applied focus to the **Course Navigator** using the breakout key (i.e., **<CTRL + TAB>** or another designated key), you may access the Course Navigator functionalities as follows:

- Navigate upwards through the nodes of the Course Tree = **Up arrow key**
- Navigate downwards through the nodes of the Course Tree = **Down arrow key**
- Collapse the current node (if it has child nodes) or navigate to the related parent node = **Left arrow key**
- Expand the current node (if it has child nodes) or navigate to the related child node = **Right arrow key**
- Select multiple nodes (at the same level as the current node) in an upward direction = **<SHIFT> + Up arrow**
- Select multiple nodes (at the same level as the current node) in a downward direction = **<SHIFT> + Down arrow**
- Display the pop-up menu for the selected node = **Application key**

## Template Bar – Keyboard Functionality

Once you have applied focus to the **Template Bar** using the breakout key (i.e., **<CTRL + TAB>** or another designated key), you may navigate between the buttons on the Standard or Custom tab using the **Up** and **Down arrow** keys.

**NOTE:** If you press the **Up arrow** key when the focus is on first button of the current tab, you may then use the **Left arrow** and **Right arrow** keys to navigate between the Standard and Custom tabs.

## Properties Window – Keyboard Functionality

Once you have applied focus to the **Properties** window using the breakout key (i.e., **<CTRL + TAB>** or another designated key), the initial focus will be on the “**General**” item on the **Properties** tab. You may access the **Properties** window functionalities as follows:

- Use the tabbing key (i.e., **<TAB>** or another designated key) to navigate between the properties list, the list box at the top of the window, and the current tab (**Properties** or **Events**).
- If the focus is on the list box (at the top of the window), use the **Up** and **Down arrow** keys to navigate between the various list box items.
- If the focus is on the current tab, use the **Left** and **Right arrow** keys to navigate between **Properties** and **Events** tabs.
- If the focus is on the properties list, use the **Up** and **Down arrow** keys to navigate between the various property items. In addition, you may perform the following functions when the focus is on the properties list:
  - Use the **Right** and **Left arrow** keys to expand and collapse a selected property category (e.g., **General**, **Margin Settings**, etc.).
  - For the currently selected property item, press **<ENTER>** to display its child control (i.e., button, list box, text entry box), which is used for property data entry or selection.

If the child control is a button, press **<CTRL + ENTER>** to display the subsequent dialog box (e.g., Font, Color, Resource Editor, etc.).

If the child control is a drop-down list box, press **<CTRL + ENTER>** to display the list box. Within the list box, use the **Up** and **Down arrow** keys to navigate between the items, and press **<ENTER>** to select a given item. If the list box is a multiple-selection list box, use the **<SPACE BAR>** to select and deselect the items.

**NOTE:** Press **<ESC>** to switch the focus back from the child control item to the **Properties** window.

- Use **<CTRL + Left or Right arrow key>** to adjust the position of the separator between the two property columns.
- Use **<CTRL + Letter>** to jump to the first property item beginning with that letter. Note that the search will start from the currently selected property item.

## Frame – Keyboard Functionality

You may apply focus to the current frame by using the breakout key (i.e., **<CTRL + TAB>** or another designated key) or by pressing **<ESC>** when the focus is on another interface component (such as the Navigation Bar, Tool Bar, etc.). Frame functionalities may be accessed with the keyboard as follows:

- Access the frame pop-up menu = **Application key**
- Scroll upwards through the frame view = **Up arrow key**
- Scroll downwards through the frame view = **Down arrow key**
- Scroll towards the left of the frame view = **Left arrow key**
- Scroll towards the right of the frame view = **Right arrow key**

## Thumbnail Frame View – Keyboard Functionality

You may access the **Thumbnail Frame View** through the **Thumbnails Button** on the **Navigation Bar** or the **View | Thumbnails** option on the **Menu Bar**. (For information on accessing these options with the keyboard, see **Menu Bar – Keyboard Functionality** and **Navigation Bar – Keyboard Functionality** earlier in this document.)

If the Thumbnail Frame View is open, you may apply focus to it by pressing **<CTRL + SHIFT + M>**. Thumbnail Frame View functionalities may be accessed with the keyboard as follows:

- Select the next thumbnail image = **Right arrow key**
- Select the previous thumbnail image = **Left arrow key**
- Select the thumbnail image just above the current thumbnail = **Up arrow key**
- Select the thumbnail image just below the current thumbnail = **Down arrow key**
- Switch the focus between the thumbnails, the Notes button, and the Notes text field = **Tabbing key**
- Close the Thumbnail Frame View window = **<ESC>**

## Object Editing – Keyboard Functionality

RapidBuilder provides a set of designated keys and key combinations that may be used to edit/manipulate the **Edit**, **Button**, and **Draw** objects present on the current frame. These keyboard controls are as follows:

- Select an object = **<SPACE BAR>**
  - Select multiple objects = **<CTRL + SPACE BAR>**
  - Select all objects on the frame = **<CTRL + A>**
  - Move selected object(s) = **Arrow keys**
- NOTE:** If no objects are selected, the **Arrow keys** may be used to scroll up, down, left, and right through the current frame.
- Resize selected object(s) = **<SHIFT> + Arrow keys**.
  - Cut selected object(s) on the frame = **<SHIFT + DELETE>**
  - Copy selected object(s) on the frame = **<CTRL + INSERT>**
  - Paste cut/copied object(s) on the frame = **<SHIFT + INSERT>**
  - Delete selected object(s) on the frame = **<DELETE>**
  - Display the pop-up menu for a selected object = **Application key**
  - Group/Ungroup selected objects = **<CTRL + G>**
  - Display the Properties window for the selected group = **F8**
  - Display the common properties of selected objects = **F12**
  - Bring a selected object to the front of other objects on the frame = **<CTRL + J>**
  - Send a selected object to the back of other objects on the frame = **<CTRL + K>**
  - Rotate a selected Rotated Text Field or Bitmap object = **<SHIFT + R>**

## Capture Settings Area Selector – Keyboard Functionality

You may access the **Capture Settings** dialog box through the **Preferences | Capture Settings** option on the **Menu Bar**. (For information on accessing this option with the keyboard, see **Menu Bar – Keyboard Functionality** earlier in this document.)

Within the **Capture Settings** dialog box, the **Capture Entire Desktop** radio button is selected by default. You may click the **Up** or **Down arrow** key to select any of the three capture options, and you may use the tabbing key to set focus to the various controls within the dialog box.

With the **Capture Selected Screen Area** radio button selected, and the focus set to the Area Selector window, you may use the following keyboard controls to move/resize the Area Selector control:

- Move to the left = **Left arrow key**
- Move to the right = **Right arrow key**
- Move upwards = **Up arrow key**
- Move downwards = **Down arrow key**
- Expand left side (towards the left) = **<CTRL + Left arrow key>**
- Shrink left side (towards the right) = **<CTRL + Right arrow key>**
- Expand top side (towards the top) = **<CTRL + Up arrow key>**
- Shrink top side (towards the bottom) = **<CTRL + Down arrow key>**
- Expand right side (towards the right) = **<SHIFT + Right arrow key>**
- Shrink right side (towards the left) = **<SHIFT + Left arrow key>**
- Expand bottom side (towards the bottom) = **<SHIFT + Down arrow key>**
- Shrink bottom side (towards the top) = **<SHIFT + Up arrow key>**

## Highlighter Object – Select Accuracy Keyboard Controls

For the **Highlighter** object, the **Select Accuracy** dialog box is used to define the selection percentage (i.e., the area within the **Highlighter** object that must be covered when performing the highlighting action).

The **Select Accuracy** dialog box is accessed through the **Select Accuracy** property in the **Highlighter Properties** window. Within the dialog box, the default focus is applied to the range selector (i.e., the white rectangle). The keyboard functionalities for the range selector are as follows:

- Move the range selector to the left = **Left arrow key**
- Move the range selector to the right = **Right arrow key**
- Move the range selector upwards = **Up arrow key**
- Move the range selector downwards = **Down arrow key**

You may use the **<TAB>** key to apply focus to the **Selection Percentage** spin box at the bottom of the dialog box. You may then use the **Up** or **Down arrow** key to increase or decrease the selection percentage value, thus automatically resizing the range selector according to the percentage value.

## Drag and Drop Object – Select Accuracy Keyboard Controls

For the **Drag and Drop** object, the **Select Accuracy** dialog box is used to define the destination range (i.e., the area of the frame where the dragged object must be dropped).

The **Select Accuracy** dialog box is accessed through the **Select Accuracy** property in the **Drag and Drop Properties** window. Within the dialog box, the default focus is applied to the grid control area. The keyboard functionalities for the grid control area are as follows:

- Create a destination range selector and node target – Using the tabbing key, you may set focus to the **+** button, and then press **<ENTER>** or **<SPACE BAR>** to create a destination range selector and node target.
- Resize a destination range selector – Using the **Left, Right, Up, and Down arrow** keys, move the mouse cursor to the tip of the arrow at the end of the destination range selector, and then press **<CTRL>** to select the target. This will generate a tracker (black rectangle). Using the arrow keys, move the cursor to the black rectangle, and then press **<CTRL + Arrow keys>** to resize the selector.
- Move a node target – Using the **Left, Right, Up, and Down arrow** keys, move the mouse cursor over the node target, and then press **<CTRL>** to select the node target (surround it with a circle). Using the arrow keys, move the cursor over the selected node target, and then press **<CTRL + Up/Down arrow key>** to move the node target.

## Hide and Show Dialog Box – Keyboard Functionality

The **Hide and Show** dialog box is accessed through the **Hide and Show** frame property. Within the dialog box, the default focus is applied to the **Source** combo box. The keyboard functionalities for the **Hide and Show** dialog box are as follows:

- Navigate between the various controls = **<TAB>**
- Move from the current control to the previous one = **<SHIFT + TAB>**
- Select an item from the current combo box = **Up and Down arrow keys**
- Display the drop-down list for the current combo box = **<ALT + Down arrow key>**

## Attempt/Hint Editor Dialog Box – Keyboard Functionality

The **Attempt/Hint Editor** dialog box is accessed through the **Attempts/Hint Properties** property of the **Frame** and **Validation Field** objects. Within the dialog box, the default focus is applied to the **Add** button. The keyboard functionalities for the **Hide and Show** dialog box are as follows:

- Navigate between the various controls = **<TAB>**
- Move from the current control to the previous one = **<SHIFT + TAB>**
- Navigate between the different cells = **Left, Right, Up, and Down arrow keys**
- For the current cell, open the Attempt/Hint Message dialog box, or select/deselect the Do it For Me check box = **<CTRL + ENTER>**

## Terminal Object – Keyboard Functionality in Validation String Dialog Box

For the **Terminal Object**, the **Validation String** dialog box is used to specify the command prompt text as well as the various validation strings and validation keys that will be inputted by the end user at runtime.

The **Validation String** dialog box is accessed through the **Validation String** property in the **Terminal Object Properties** window. Within the dialog box, the default focus is applied to the **Validation String** field. The keyboard functionalities for the **Validation String** dialog box are as follows:

- Navigate between the various controls = **<TAB>**
- Move from the current control to the previous one = **<SHIFT + TAB>**
- Navigate between the different cells = **Left, Right, Up, and Down arrow keys**
- For the selected cell, display the dialog button (or the “X” or check mark symbol in the case of a cell in the Current column) = **<SPACE BAR>**
- For the selected cell (with the dialog button displayed), open the related message dialog box = **<CTRL + ENTER>** or **<SPACE BAR>**

## Text Formatting – Keyboard Functionality

RapidBuilder supports the following keyboard shortcuts for formatting selected text within a **Text Field** or **Instruction Box**:

- Copy selected text = **<CTRL + C>**
- Cut selected text = **<CTRL + X>**
- Paste cut/copied text = **<CTRL + V>**
- Add/Remove Bolding from selected text = **<CTRL + B>**
- Add/Remove Underlining from selected text = **<CTRL + U>**
- Add/Remove Italics from selected text = **<CTRL + I>**
- Add/Remove Bulleting from selected text = **<CTRL + SHIFT + L>**
- Left-align selected text = **<CTRL + L>**
- Right-align selected text = **<CTRL + R>**
- Center selected text = **<CTRL + E>**
- Display the Font dialog box (to customize font settings for selected text) = **<CTRL + D>**
- Increase font size of selected text = **CTRL + SHIFT + >**
- Decrease font size of selected text = **CTRL + SHIFT + <**
- Display the Color dialog box (to set the color of the selected text) = **<CTRL + T>**
- Display the Hotword dialog box (to customize hotword settings for selected text) = **<CTRL + W>**
- Display the Find and Replace dialog box = **<CTRL + H>**
- Display pop-up context menu = **Application key**

## Video Stage and Flash Stage – Keyboard Functionality

The **Video Stage** and **Flash Stage** support the following keyboard controls:

- Navigate through the enabled buttons = **<CTRL + SHIFT + Q>**
- Execute the selected button = **<CTRL + SHIFT + ENTER>**
- Move the progress slider to the right = **<CTRL + SHIFT + X>**
- Move the progress slider to the left = **<CTRL + SHIFT + Z>**

## Volume Control Display

In RapidBuilder or RapidPlayer, you may press **<CTRL + M>** to display the **Volume Control** system component (used to adjust the volume setting).

With the **Volume Control** displayed, you may press **<TAB>** to apply focus to the volume setting slider, and then you may use the **Up** and **Down arrow** keys to adjust the slider (i.e., increase or decrease the volume setting). Press **<ESC>** to exit the **Volume Control**.

## RapidPlayer Keyboard Functionality

The following keyboard functionality has been implemented for the playback of RapidBuilder files in RapidPlayer:

### Playback Window

- Switch focus between the Playback Window and the Playback Bar = **<CTRL + TAB>**
- Display the System Menu (containing Restore, Move, Minimize, and Close) = **<ALT + SPACE BAR>**
- Pause/Resume playback = **<CTRL + P>**
- Release mouse pointer during playback = **<CTRL + R>**
- Redisplay the hidden Playback Bar = **<CTRL + S>**

### Playback Bar

- Set focus to the various Playback Bar controls = **<TAB>**
- Execute a selected Playback Bar control = **<ENTER>**
- Display the System Menu (containing Restore, Move, Minimize, and Close) = **<ALT + SPACE BAR>**
- Display the **Customize** pop-up menu = **Application key**

**NOTE:** Once the **Customize** pop-up menu is displayed, press the **Up arrow** key to select it, and then press **<ENTER>** to display the **Customize Playback Bar** dialog box. This dialog box enables you to choose the colors (Progress Color and Throughput Color) shown on the progress bar for the current playback session. Use the **Up** and **Down arrow** keys to select the **Progress Color** or **Throughput Color** button, and then press **<ENTER>** to open the **Color** dialog box (which enables you to select any desired color).

## Contact Information

For more information on the 508-compliant technology of RapidBuilder, please contact our sales team either by phone at (613) 731-9443 or by e-mail at [salesupport@xstreamsoftware.com](mailto:salesupport@xstreamsoftware.com).

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