

RapidExamTM **v3.0** **Deluxe**

508 Compliance

December 2006



Contents

| | |
|--|-----------|
| Introduction | 4 |
| General RapidExam Shortcut Keys | 4 |
| Windows Accessibility Options | 5 |
| Keyboard Accessibility Options | 5 |
| Sound Accessibility Options | 5 |
| Display Accessibility Options..... | 6 |
| Windows MouseKeys | 6 |
| Enabling MouseKeys | 6 |
| Using MouseKeys | 6 |
| Drawing an Object on a Frame Using MouseKeys..... | 7 |
| General Accessibility Options..... | 7 |
| Tabbing Between Different RapidExam Objects | 7 |
| Customizing the Playback Tabbing Key | 8 |
| Navigating Between Different RapidExam GUI Components | 9 |
| Customizing the Breakout Key | 10 |
| Customizing the Edit Tabbing Key | 12 |
| Menu Bar – Keyboard Functionality | 14 |
| Tool Bar – Keyboard Functionality | 14 |
| Navigation Bar – Keyboard Functionality | 14 |
| Exam Side Bar – Keyboard Functionality | 14 |
| Object Palettes – Keyboard Functionality..... | 14 |
| Color Palette – Keyboard Functionality | 14 |
| Sound Recorder – Keyboard Functionality..... | 15 |
| Template Bar – Keyboard Functionality..... | 15 |
| Object Editing – Keyboard Functionality | 15 |
| Properties Window – Keyboard Functionality | 16 |
| Video Stage and Flash Stage Objects – Keyboard Functionality..... | 16 |
| Status Bar Object – Keyboard Functionality | 17 |
| Resource Editor – Keyboard Functionality..... | 17 |
| Print Preview Window – Keyboard Functionality | 17 |

- Playback Language Selector – Keyboard Functionality 17**
- Answer Properties Dialog – Keyboard Functionality 17**
- Selection Options Dialog – Keyboard Functionality 18**
- Text Formatting – Keyboard Functionality 18**
- Volume Control Display 18**
- Playback Keyboard Functionality 19**
 - Object Tabbing/Selection 19
 - Report Frame – Keyboard Functionality 19
- Contact Information 20**

Introduction

RapidExam v3.0 Deluxe 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 **RapidExam v3.0 Deluxe** supports the use of keyboard equivalents for all mouse actions. The various RapidExam 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 **RapidExam v3.0 Deluxe**.

General RapidExam Shortcut Keys

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

- Create a new exam (.EXM) file = **<CTRL + N>**
- Open an existing exam (.EXM) file = **<CTRL + O>**
- Undo the previous action = **<CTRL + Z>**
- Cut selected object(s) = **<SHIFT + DELETE>**
- Copy selected object(s) = **<CTRL + INSERT>**
- Paste cut/copied object(s) = **<SHIFT + INSERT>**
- Delete selected object(s) = **<DELETE>**
- Select all objects on the frame = **<CTRL + A>**
- Append Frame = **<F5>**
- Insert Frame = **<F6>**
- Delete Frame = **<F7>**
- Bring selected object to the front of the order = **<CTRL + J>**
- Send selected object to the back of the order = **<CTRL + K>**
- Align selected objects along the left = **<CTRL + SHIFT + LEFT ARROW>**

- Align selected objects along the right = <CTRL + SHIFT + RIGHT ARROW>
- Align selected objects along the top = <CTRL + SHIFT + UP ARROW>
- Align selected objects along the bottom = <CTRL + SHIFT + DOWN ARROW>
- Space selected objects evenly across (horizontally) = <ALT + SHIFT + RIGHT ARROW>
- Space selected objects evenly down (vertically) = <ALT + SHIFT + UP ARROW>

Windows Accessibility Options

RapidExam v3.0 Deluxe 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 **RapidExam v3.0 Deluxe**, 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**, **Draw**, or **Done Button** 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**, **Draw**, or **Done Button** object on a frame using **MouseKeys**, perform the following steps:

1. Apply focus to the **Edit Palette**, **Draw Palette**, or **Done Palette** by pressing **<CTRL + TAB>** (or whichever key has been specified as the breakout key).
2. Use the tabbing key (i.e., **<TAB>** or another designated key) to navigate to the desired palette button. Press **<SPACE BAR>** to select the palette button.
3. 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.
4. 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.
5. 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 RapidExam Objects

RapidExam v3.0 Deluxe 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.

The **<SPACE BAR>** key serves as the object tabbing key for tabbing between objects during editing (and this key may not be changed). During editing in RapidExam, you may repeatedly press **<SPACE BAR>** to alternately select the different objects on the current frame. The sequence of object selection is based on the order in which the objects were added to the frame.

The **<TAB>** key serves as the default object tabbing key for tabbing between objects during playback (and this key may be changed by the developer). During playback in RapidPlayer, you may repeatedly press **<TAB>** (or another designated playback tabbing key) to alternately apply focus to different objects* on the frame. The sequence of object selection is based on the order in which the objects were added to the frame. For more information, see **Customizing the Playback Tabbing Key** below.

***NOTE:** The following objects may have focus during playback: Video Stage, Flash Stage, Hyperlink, Fill-in-the Blanks, Short Answer Field, Instruction Box, Login Field, Radio Button, Check Box, Combo Box, Edit Combo Box, List Box, Flag Box, Status Bar, Done Button, Text Field (with the “Dragdrop” or “Matchside” property enabled), Image (with the “Dragdrop” or “Matchside” property enabled), and Animated GIF (with the “Dragdrop” or “Matchside” property enabled).

Customizing the Playback Tabbing Key

The playback tabbing key is the key that is used to tab between objects during playback. Objects that may have focus during playback include the following: Video Stage, Flash Stage, Hyperlink, Fill-in-the Blanks, Short Answer Field, Instruction Box, Login Field, Radio Button, Check Box, Combo Box, Edit Combo Box, List Box, Flag Box, Status Bar, Done Button, Text Field (with the “Dragdrop” or “Matchside” property enabled), Image (with the “Dragdrop” or “Matchside” property enabled), and Animated GIF (with the “Dragdrop” or “Matchside” property enabled). The sequence of object selection is based on the order in which the objects were added to the frame.

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

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

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

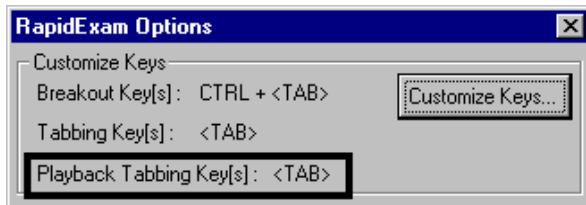


Figure 1: RapidExam Options Dialog Box (for Customizing Playback Tabbing Key)

2. Notice that the **Playback Tabbing Key** is specified as “**<TAB>**”. This is the default playback tabbing key. To change it to a different key, click the **Customize Keys** button to display the **Customize Keys** dialog box.

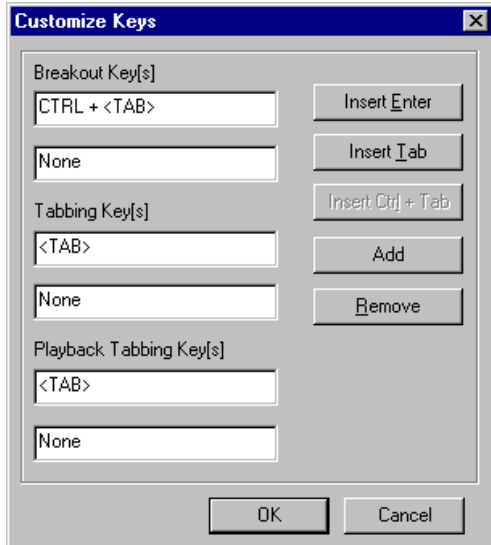


Figure 2: Customize Keys Dialog Box

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

NOTES

- To remove the current playback tabbing key, click inside the first text field under “**Playback Tabbing Key(s)**”, and then click the **Remove** button. If you do not specify a new playback tabbing key, the playback tabbing key will revert back to the default <TAB> key. It is important to note that <TAB> always serves as the default playback tabbing key unless a customized playback tabbing key is specified.
- 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).
 - Any combination using <SHIFT>
 - Any combination using <ALT>
 - Any combination using <CTRL>

Navigating Between Different RapidExam GUI Components

In **RapidExam v3.0 Deluxe**, the developer may use a designated key or key combination (known as the breakout key) to apply focus to different components of the RapidExam 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. Navigation Bar
3. Exam Side Bar
4. Edit Palette
5. Done Palette
6. Draw Palette
7. Color Palette
8. Sound Recorder
9. Properties Window
10. Frame

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

Once focus has been applied to the Tool Bar, Exam Side Bar, Edit Palette, Draw Palette, Done Palette, or another interface component, the developer may use the edit tabbing key (i.e., **<TAB>** or another designated key) to tab between the buttons/controls within the selected interface component. For more information, see **Customizing the Edit Tabbing Key** later in this document.

Customizing the Breakout Key

By default, the breakout key is **<CTRL + TAB>**. However, you may specify an alternate key.

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

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

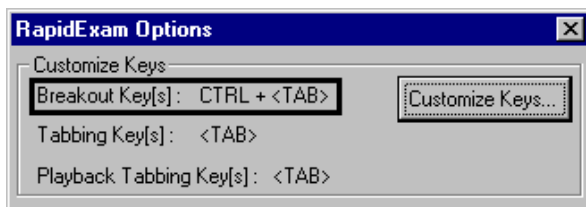


Figure 3: RapidExam Options Dialog Box (for Customizing Breakout Key)

2. Notice that the **Breakout Key** is specified as “**<CTRL + TAB>**”. This is the default breakout key. To change it to a different key, click the **Customize Keys** button to display the **Customize Keys** dialog box.

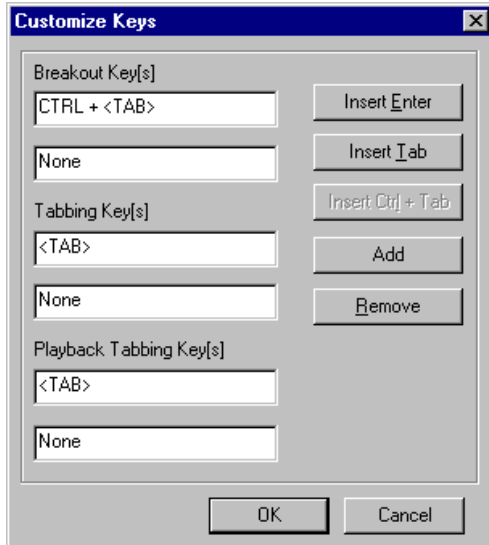


Figure 4: Customize Keys Dialog Box

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 <CTRL + T>, then “Ctrl + 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 breakout key cannot be the same as the edit tabbing key.
- The following keys may **NOT** be specified as the breakout key:
 - Any key combination using <SHIFT>
 - Any key combination using <ALT>
 - <CTRL + A>
 - <CTRL + J>
 - <CTRL + K>
 - <CTRL + N>
 - <CTRL + O>
 - <CTRL + Z>

- <CTRL + INSERT>
- <CTRL + Arrow Key>
- <CTRL + F4>
- <CTRL + PAGE UP>
- <CTRL + PAGE DOWN>
- <CTRL + HOME>
- <CTRL + END>
- <CTRL + PAUSE>
- <ESC>
- <F5>
- <F6>
- <F7>
- <F10>
- Arrow Keys

Customizing the Edit Tabbing Key

You may customize the key that is used to tab between buttons/controls within the currently selected Tool Bar, Exam Side Bar, Edit Palette, Draw Palette, Done Palette, and other components during editing.

By default, the edit tabbing key is <TAB>. However, you may specify an alternate key.

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

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

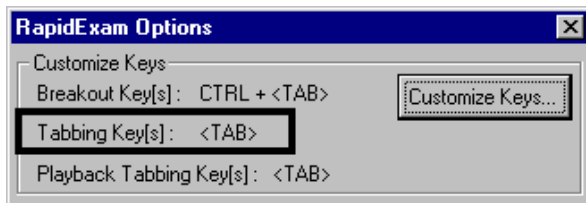


Figure 5: RapidExam Options Dialog Box (for Customizing Edit Tabbing Key)

2. Notice that the **Tabbing Key** is specified as “<TAB>”. This is the default tabbing key. To change it to a different key, click the **Customize Keys** button to display the **Customize Keys** dialog box.

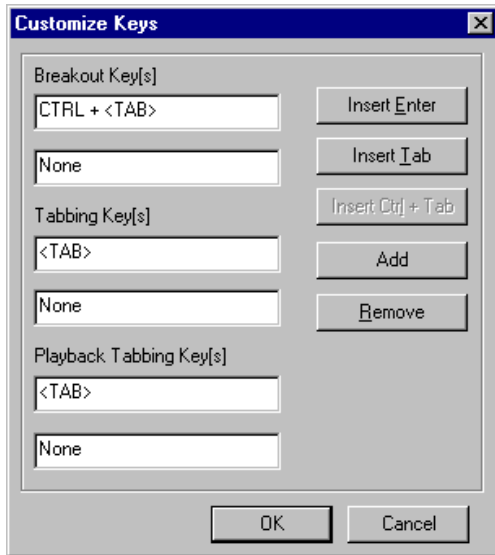


Figure 6: Customize Keys Dialog Box

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 (except <ENTER> or <TAB>), and notice that the key you pressed is now displayed in the text field. For example, if you pressed <F8>, then “F8” appears in the text field. Click the **Add** button to specify the key as the tabbing key. (Notice that the new key 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.
- The edit tabbing key cannot be the same as the breakout key.
- 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>
 - <ESC>
 - <F5>
 - <F6>
 - <F7>
 - <F10>
 - Arrow Keys

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) or the **Arrow Keys**. To activate a selected button, press **<SPACE BAR>**.

Navigation Bar – Keyboard Functionality

The following keyboard functionality may be used to navigate/edit frames on the **Navigation Bar**:

- Navigate between frames = **<CTRL + Left Arrow Key>** or **<CTRL + Right Arrow Key>**
- Select a range of frames = **<ALT + Left Arrow Key>** or **<ALT + Right Arrow Key>**
- 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>**

Exam Side Bar – Keyboard Functionality

Once you have applied focus to the **Exam Side Bar** using the breakout key (i.e., **<CTRL + TAB>** or another designated key), you may navigate through the various category buttons (to access different sections of the exam) using the **Up and Down Arrow Keys**.

Object Palettes – Keyboard Functionality

Once you have applied focus to the **Edit Palette**, **Draw Palette**, or **Done Palette** using the breakout key (i.e., **<CTRL + TAB>** or another designated key), you may navigate through the various object buttons using the tabbing key (i.e., **<TAB>** or another designated key) or the **Arrow Keys**. To activate a selected object button, press **<SPACE BAR>**.

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 **Arrow Keys** to select the foreground color or background color:

- Navigate to select foreground color = **Arrow Keys**

- Navigate to select background color = **<SHIFT + Arrow Keys>**

NOTE: Navigating through the Color Palette (to select a color) can only be done from left to right or right to left using the **Arrow Keys**. Therefore, the **Up Arrow Key** will move the focus to the left, and the **Down Arrow Key** will move the focus to the right.

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:

- Navigate between controls = **<TAB>** (or another designated tabbing key)
- Navigate between enabled buttons = **Left and Right Arrow Keys or Tabbing key**
- Activate currently selected button = **<SPACE BAR>**
- Move/drag progress indicator in enabled progress bar = **Page Up, Page Down, and Left and Right Arrow Keys**

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 category buttons using the **Up and Down Arrow Keys**, and you may navigate between the Standard and Custom tabs using the **Left and Right Arrow Keys**.

Object Editing – Keyboard Functionality

RapidExam v3.0 Deluxe provides a set of designated keys and key combinations that may be used to edit/manipulate the **Edit** 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>**
- NOTE:** The sequence of object selection is based on the order in which the objects were added to the frame (with the first object created being selected first, the second object created being selected second, and so on).
- Select all objects on the frame = **<CTRL + A>**
 - Deselect objects = **<ESC>**
 - Move selected object(s) = **Arrow Keys**
 - Resize selected object(s) = **<SHIFT> + Arrow Keys**
 - Cut selected object(s) = **<SHIFT + DELETE>**
 - Copy selected object(s) = **<CTRL + INSERT>**
 - Paste cut/copied object(s) = **<SHIFT + INSERT>**
 - Delete selected object(s) = **<DELETE>**
 - Bring selected object to the front of the order = **<CTRL + J>**

- Send selected object to the back of the order = **<CTRL + K>**
- Align selected objects along the left = **<CTRL + SHIFT + LEFT ARROW>**
- Align selected objects along the right = **<CTRL + SHIFT + RIGHT ARROW>**
- Align selected objects along the top = **<CTRL + SHIFT + UP ARROW>**
- Align selected objects along the bottom = **<CTRL + SHIFT + DOWN ARROW>**
- Space selected objects evenly across (horizontally) = **<ALT + SHIFT + RIGHT ARROW>**
- Space selected objects evenly down (vertically) = **<ALT + SHIFT + UP ARROW>**
- Display the Properties window for a selected object = **Context menu key**

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 combo box (listing the current frame and the objects on the current frame, or listing “Grid”, “Audio Settings”, or “Global Properties”) at the top of the **Properties** window. You may access the **Properties** window functionalities as follows:

- Use the **<TAB>** key to navigate between the combo box (at the top of the window), the properties list, and the current tab (**Properties** or **Events**).
- If the focus is on the combo box (at the top of the window), use the **Up** and **Down Arrow Keys** to navigate between the various combo box items.
- If the focus is on the current tab, use the **Left** and **Right Arrow Keys** to navigate between the **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:
 - 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 + Letter>** to jump to the first property item beginning with that letter. Note that the search will start from the currently selected property item.

Video Stage and Flash Stage Objects – Keyboard Functionality

Once you have selected a **Video Stage** or **Flash Stage*** object on the frame (using the **<SPACE BAR>**), you may utilize the following keyboard controls in the **Video Stage/Flash Stage**:

- Navigate through the enabled buttons = **<CTRL + SHIFT + Q>**

- Execute the selected button = **<CTRL + SHIFT + ENTER>**
- Move the progress slider to the right = **<CTRL + SHIFT + Right Arrow>**
- Move the progress slider to the left = **<CTRL + SHIFT + Left Arrow>**

***NOTE:** After selecting a **Flash Stage** object, you must press **<ENTER>** (to bring focus to the object) before you can utilize the keyboard controls.

Status Bar Object – Keyboard Functionality

Once you have selected the **Status Bar** object on the frame (using the **<SPACE BAR>**), you may utilize the following keyboard controls in the **Status Bar**:

Press **<ENTER>** to select the **Status Bar** object, and then press **<TAB>** to navigate between the different fields displayed on the **Status Bar**. You may resize a selected field using the **Left** and **Right Arrow Keys**.

Resource Editor – Keyboard Functionality

Once the **Resource Editor** is displayed (through a button control in the Properties window), the **Up** and **Down Arrow Keys** may be used to navigate up and down through the nodes of the resource tree. The **Right Arrow Key** may be used to expand a node, and the **Left Arrow Key** may be used to collapse a node.

Print Preview Window – Keyboard Functionality

In the **Print Preview** window (used for previewing the pages of an exam before printing it), the user may press **<CTRL + TAB>** to apply focus to the Tool Bar, Go To box, and page view. With the focus on the Tool Bar, the user may press **<TAB>** (or another designated tabbing key) to navigate through the various buttons. With the focus on the page view, the user may press the **Up** and **Down Arrow Keys** to scroll the page up or down.

Playback Language Selector – Keyboard Functionality

The following keyboard functionality may be used within the **Playback Language Selector** dialog box:

- Apply focus to the drop-down box, buttons, or current tab = **<TAB>**
- Navigate between the different tabs = **Left** and **Right Arrow Keys** or **<CTRL + TAB>**
- Navigate between items in the current string list = **Up** and **Down Arrow Keys**
- Select the current item in the string list = **<ENTER>**
- Invoke the **Change String** dialog box for the selected item = **<ENTER>**

Answer Properties Dialog – Keyboard Functionality

The following keyboard functionality may be used within the **Answer Properties** dialog box (accessed through the “**Answer Properties**” property of a **Done Button** object):

NOTE: Depending on the type of **Done Button** object, the **Answer Properties** dialog box may contain three columns (**Status**, **Object ID**, and **% of Mark**) or four columns (**Status**, **Source**, **Destination**, and **% of Weight**).

- You may navigate between the different cells in the columns by pressing **<TAB>** or the **Arrow Keys**.
- After selecting a cell in the **Status** column, you may change its status (from Incorrect to Correct or vice versa) by pressing **<ENTER>**.
- After selecting a cell in the **Destination** column, you may press **<ENTER>** to activate the combo box and then press **<CTRL + ENTER>** to display the drop-down list. Use the **Arrow Keys** to navigate through the items in the drop-down list, and then press **<ENTER>** to select the desired item and display it in the cell.
- For any row with “Correct” status, you may select the corresponding cell in the **% of Mark** or **% of Weight** column and press **<ENTER>** in order to activate the cursor within the cell (for editing purposes). Once you have finished editing the contents of the cell, press **<ENTER>** to deactivate the cursor.
- You may close the **Answer Properties** dialog box by pressing **<ESC>**.

Selection Options Dialog – Keyboard Functionality

The following keyboard functionality may be used within the **Selection Options** dialog box (accessed through the “**Selection Options**” property in the **Global Properties** window):

- You may press **<TAB>** to apply focus to the button controls and the **Used as % of Selection** column.
- With the focus applied to the **Used as % of Selection** column, you may navigate between the different cells in the column by pressing the **Up** and **Down Arrow Keys**. For any selected cell, you may press **<ENTER>** in order to activate the cursor within the cell (for editing purposes). Once you have finished editing the contents of the cell, press **<ENTER>** to deactivate the cursor.

Text Formatting – Keyboard Functionality

RapidExam v3.0 Deluxe 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>**

Volume Control Display

In **RapidExam** 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**.

Playback Keyboard Functionality

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

Object Tabbing/Selection

The end user may use the keyboard to tab between objects (i.e., shift the focus from one object to another) during playback.

The sequence of object selection is based on the order in which the objects were added to the frame by the developer. Objects that may have focus during playback include the following: Video Stage, Flash Stage, Hyperlink, Fill-in-the Blanks, Short Answer Field, Instruction Box, Login Field, Radio Button, Check Box, Combo Box, Edit Combo Box, List Box, Flag Box, Status Bar, Done Button, Text Field (with the “Dragdrop” or “Matchside” property enabled), Image (with the “Dragdrop” or “Matchside” property enabled), and Animated GIF (with the “Dragdrop” or “Matchside” property enabled).

- To switch the focus to the next object in the order, the end user presses **<TAB>** (or another designated tabbing key*).
***NOTE:** By default, the tabbing key is **<TAB>**, but the developer may specify an alternate key. For more information, see **Customizing the Playback Tabbing Key** earlier in this document.
- To switch the focus to the previous object in the order, the end user presses **<SHIFT + Tabbing Key>**.

Report Frame – Keyboard Functionality

During playback, the end user may utilize the following keyboard controls on the **Question Overview** and **Summary/Detailed** reports:

- Apply focus to the next item in the dialog box = **<TAB>**
- Apply focus to the previous item in the dialog box = **<SHIFT + TAB>**
- When the focus is on the table, apply focus to the next cell = **<CTRL + TAB>**
- When the focus is on the table, apply focus to the previous cell = **<CTRL + SHIFT + TAB>**

Contact Information

For more information on the 508-compliant technology of **RapidExam v3.0 Deluxe**, please contact our sales team either by phone at (613) 731-9443 or by e-mail at salesupport@xstreamsoftware.com.

XStream Software Inc.

2280 St. Laurent Blvd., Suite 200
Ottawa, Ontario, CANADA
K1G 4K1

www.xstreamsoftware.com

info@xstreamsoftware.com (Information)

salesupport@xstreamsoftware.com (Sales)

techsupport@xstreamsoftware.com (Support)

Telephone: (613) 731-9443

Fax: (613) 731-9615