

Use keyboard navigation and language controls

Operate the maintained interface with visible focus and supported controls without inventing global command shortcuts.

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► Applicability

Procedure

1. Navigate the working surface

Use Tab and Shift+Tab to move between controls, and Enter or Space to activate the focused button. Use the skip link to reach main content.

Workspace tablists that implement tab navigation support Left/Right arrows and Home/End. Other button groups remain reachable with Tab; do not assume every visual tab has a global shortcut.

2. Inspect and dismiss overlays

Use the labelled close control or Escape for a dialog. A dirty form may first ask whether to keep editing or discard; a pending submission cannot be discarded.

Help is a nonmodal right panel on a suitable desktop layout. Its narrow layout is modal; close it to return focus to the Help control.

3. Choose a readable presentation

Use browser zoom when needed. Inspect wide working tables in their scrollable region rather than shrinking the browser to hide clipping.

Use the header language selector for English, Spanish, French, German, Portuguese or Simplified Chinese. Language changes interface copy, not customer records, source passages, identifiers or technical units.

Verify the result

The user can reach the relevant control, identify focus, inspect content and return from panels/dialogs without losing the working task.

What happens next

No keyboard shortcut in this guide grants approval, submits a financial command or bypasses permissions. Article language is shown separately from the interface language.

Troubleshooting

A control is hidden or focus seems lost

Check whether a modal is open, whether navigation is collapsed and which scrollable region has focus. Close the current overlay through its labelled control, then resume from the returned trigger. Report the exact viewport, zoom and safe route if the issue persists.