# Keyboard Navigation

Common Keystrokes for Windows and Mac

## Notes

* Commands work for both PC and Mac unless otherwise indicated.
* Keyboard access to controls is not enabled by default in Mac OS unless you are using the VoiceOver screen reader. To conduct keyboard testing *without* VoiceOver activated go to **System Preferences > Keyboard > Shortcuts > All Controls**.
* Keyboard access to the Safari browser is not enabled by default. You must go to **Safari > Preferences > Advanced > Accessibility** and choose *Press tab to highlight each item on a webpage*

## Keystroke Table

| Function | Keystroke |
| --- | --- |
| Move forward through page menus, links, buttons, and other active elements | Tab |
| Move backward through page menus, links, buttons, and other active elements | Shift + Tab |
| Move up or down through a list of menu items | Tab or Up/Down Arrows |
| Activate a link or button | Enter |
| Select radio buttons | Tab to radio button set, Up/Down arrow to select item, tab to accept and go to next form element. |
| Select/deselect checkboxes | Tab to navigate between checkboxes, spacebar to check/uncheck |
| Open a list box or combo (drop-down) box | Spacebar to open list, Up/Down arrow keys to move through list options(PC)  Up/Down arrow keys (Mac/Safari) |
| Close a list/combo box | Esc |
| Close a pop-up/dialog box | Esc or tab to close button |