

Keyboard Control of UI Elements



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Icons in Body Text

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Additional icons are used in SAP Library documentation to help you identify different types of information at a glance. For more information, see *Help on Help* → *General Information Classes and Information Classes for Business Information Warehouse* on the first page of any version of *SAP Library*.

Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, graphic titles, and table titles.
EXAMPLE TEXT	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example text	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
EXAMPLE TEXT	Keys on the keyboard, for example, F2 or ENTER.

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Keyboard Control of UI Elements

This documentation describes how to operate user interface (UI) elements in the SAP GUI for Windows 640 using the keyboard.

Levels of Interactivity

The level of interactivity of a UI element depends on:

- the basic state of the element (interactive or non-interactive)
- the current state of the element (changeable, read-only or disabled)
- the [accessibility mode \[External\]](#)

Interactive UI elements such as input fields allow interaction in principle, but can have the current states changeable, read-only or disabled:

- Changeable elements allow navigation and manipulation.
- Read-only elements only allow navigation and selection.
- Disabled elements are not changeable in the current application context. They can only be navigated to in the accessibility mode. Disabled UI elements indicate their disabled state, for example they can be grayed out.

Non-interactive elements like labels or decorations cannot be manipulated and can only be navigated to in the accessibility mode.

UI Element Navigation

Sequential element navigation moves the [focus \[External\]](#) from one element to the next element. The focus will move along a predefined route, the tab order. Sequential element navigation using [Tab] and [Shift]+[Tab] to move the focus forwards or backwards can be very time consuming. When UI elements are grouped in dialogs or screens, you can use group navigation more effectively and move the focus in larger steps. Choose [Ctrl]+[Tab] to move forwards and [Shift]+[Ctrl]+[Tab] to move backwards.

Typing Rules

A single key on the keyboard is represented as a [key] text. The [] brackets indicate that it is a special key. If several keys have to be pressed at the same time, the key codes are described as follows: [Ctrl]+[c]. The + indicates that [Ctrl] has to be held down while [c] is pressed. If there are further keys that you can press after a key combination, this is described using an arrow. An example of this is [Alt]+[Space] -> c , which is the key combination used to close a window. Alternative keys can be expressed as follows, [Up/Down/Left/Right]. This means that you need to press one of these keys separated by the slash [/] or [[]].



Pushbutton

Definition

A pushbutton is a user interface element that you can use to execute the assigned function. Pushbuttons can contain text and graphical icons. Special types of pushbuttons are toggle buttons, menu buttons and configuration buttons.

Use

When the button has the [focus \[External\]](#), you can use [Space] or [Enter] to activate the button function. If the pushbutton is used as a default button, you can also activate it by

choosing [Enter] even if it does not currently have the focus. If a button is used as a default button, the button is emphasized accordingly. If the button has an accelerator key (underlined character), you can choose [Alt]+[respective character key] to activate the function:



The above picture shows a *Logon* pushbutton with an underlined L as the accelerator key.

To activate the function of the *Logon* button directly, choose [Alt]+[L].

You can use a toggle button to switch a function on or off. When you activate the function with [Space] or [Enter], the toggle button indicates this pushed state visually. You deactivate the function by choosing [Space] or [Enter] on the button again.

When you choose [Space] or [Enter] on a menu button, a menu opens up and you can choose one of the functions in the menu. The navigation works the same as in other [menus \[Page 9\]](#). Choose [Enter] to activate the required function.

To activate the function of a configuration button, choose [Space] or [Enter] when the button has the [focus \[External\]](#). To open up the menu, choose [Alt]+[Down]. The navigation works the same as in other [menus \[Page 9\]](#). When you have chosen a function from the menu, the button displays this function from then on.

Access

Sequential element navigation works for pushbuttons, so you can move the [focus \[External\]](#) forwards to a pushbutton using [Tab] or backwards using [Shift]+[Tab].

Help Functions

If the pushbutton has a tool tip, you can call it up choosing [Ctrl]+[q].



Checkbox

Definition

You can use the checkbox to select or deselect an option. A checkbox consists of a square checkmark element and a descriptive text.

Use

When the checkbox has the [focus \[External\]](#), you can use [Space] or [Enter] to select or deselect the box.



In addition to being selected and deselected, a checkbox can also have the status indefinite. This is used if several items are displayed in a summary dialog and the checkbox field represents all the items' values. If all items values are true, the checkbox is checked, if they are all false the checkbox is not checked. If the values are unequal (10 times true, 7 times false) the infinite status is used to display this. If you now choose the checkbox, the checked status will be applied to all selected items.

Access

Sequential element navigation works for checkboxes, so you can move the [focus \[External\]](#) forwards to a checkbox using [Tab] or backwards using [Shift]+[Tab].

Help Functions

If the checkbox has a tool tip you can call it up by choosing [Ctrl]+[q].



Radio Button

Definition

A radio button is a UI element you can use to choose a single item from a list of items. A radio button consists of a round element and a descriptive text.

Use

Like a checkbox, a radio button can be selected or deselected. However, you will not find any single radio buttons, since radio buttons are only used to exclusively select an item from a list of items.

Access

Sequential element navigation works for radio buttons, so you can move the [focus \[External\]](#) forwards to a radio button group using [Tab] or backwards using [Shift]+[Tab]. If you access a radio button group, the radio button you have currently selected will be highlighted.

Internal Navigation

Use the arrow keys to move the [focus \[External\]](#) between the different radio buttons within a radio button group. If you use the arrow keys to do so, the focused radio button item is selected automatically. When using the arrow keys in conjunction with the [Ctrl] modifier key, you can move the focus independently of the selection. When you reach the radio button item you require, you can use the [Space] key to select the focused radio button.

Help Functions

If the radio button has a tool tip, you can call it up by choosing [Ctrl]+[q].



Link

Definition

Like a button, a link is a user interface element that you can use to execute an assigned function, such as a reference to a document. The link is represented by a text or an image or both and is usually underlined to show that additional functions can be accessed from the link.

Use

When the link has the focus, you can use [Enter] to activate the link function.

Access

Sequential element navigation works for links, so you can move the [focus \[External\]](#) forwards to a link using [Tab] or backwards using [Shift]+[Tab].

Help Functions

If the link has a tool tip you can call it up by choosing [Ctrl]+[q].



Definition

The image UI element displays graphical or photographic information.

Use

Access

Sequential element navigation works for images, so you can move the [focus \[External\]](#) forwards to an image using [Tab] or backwards using [Shift]+[Tab].

Help Functions

To call up the tool tip for the image, choose [Ctrl]+[q].



Definition

A combo box consists of an input field and a dropdown list box. You can use a combo box to either enter data directly or select an item from the dropdown list. The dropdown list box is not editable. You can use it to select an item from a list of items.

Use

Access

Sequential element navigation works for dropdown list boxes and combo boxes, so you can move the [focus \[External\]](#) forwards to a box using [Tab] or backwards using [Shift]+[Tab]. If an underlying function exists, you can start it by pressing [F2] – this corresponds to a double click with the left mouse button.

Internal Navigation, Selection and Manipulation Within a Combo Box

See [Input Field \[Page 10\]](#).

Internal Navigation, Selection and Manipulation Within a Dropdown List Box

To call up the value list in a combo box or a dropdown list box, choose [Alt]+[Down]. Then use the up and down arrow keys to navigate to your target value and select it with [Enter]. To go to the end or the beginning of the dropdown list, choose [End] or [Home]. You can also use [PageUp] and [PageDown] to move the [focus \[External\]](#) through a list with numerous entries in larger steps.

Alternatively you can navigate between the value list entries without opening the value list explicitly. By choosing [Right] or [Left] when the dropdown list box has the focus you can call up the value list entries one by one.

By choosing [Backspace] in a combo box when the text cursor is at the first position in the field, you can call up a history list and choose one of your previous entries.

Auto Completion

When you enter the first characters in a combo box, the auto completion function automatically selects the most suitable item in a list and displays this item in the field. The characters you have entered remain deselected, whereas the text extension that has been completed automatically is selected and can be deleted with the next keystroke.

Exit

There are several ways to exit a dropdown list box:

- To select the focused list option in a dropdown list and go to the next UI element, choose [Tab].
- To accept the change and close the dropdown list without moving the [focus \[External\]](#) to the next UI element, choose [Enter].
- To close the dropdown list without selecting the focused list option, choose [Escape] or [Alt]+[Up] or [Alt]+[Down].



Menu

Definition

A menu is a user interface element that contains application or object specific functions. Menus can be menu bars such as the main menu bar in an SAP application or detached menus such as context menus.

Main Menu Bar

The main menu bar is the top line of every primary SAP window and offers you the main application functions. It contains several pulldown menus that can in turn contain submenus.

Context Menu

A context menu displays a list of functions that are available for the objects currently focused or selected. It can contain submenus. The context menu opens up at the position where you call it up, for example next to the mouse cursor or the keyboard [focus \[External\]](#).

Use

When a menu item has the [focus \[External\]](#), you can use [Enter] to activate the function of the item. If the item has an accelerator key (underlined character), you can choose [Alt]+[respective character key] to activate the function directly without moving the focus first.



Edit Goto Utilities Settings System Help

The above picture shows a menu bar with several items. The *System* item has the underlined y as the accelerator key.

To activate the *System* item, choose [Alt]+[y].

Access

To open the application main menu, choose [F10] or [Alt]. To open the context menu with the item functions that are currently available, choose the [ContextMenu] key or [Shift]+[F10] – that corresponds to a single click on the right mouse button.

Internal Navigation

Use the right and left arrow keys to navigate between the items in the main menu bar. To open the pulldown menu of a menu bar item, choose the down arrow key. If a pulldown menu item or a context menu item has a submenu, you can open it with the right arrow key or with [Enter] from the menu item selected.

Exit

To leave a menu or to close a pulldown menu, choose [Escape]. To close a submenu and go to the main menu item, press [Escape] or the left arrow key. You need to press escape for each situation in a stacked situation.



Input Field

Definition

You can use an input field to enter and edit text. It consists of a field name and the field data.

Use

When the input field has the [focus \[External\]](#), you can enter text and numerical data using the keyboard.

Access

Sequential element navigation works for input fields, so you can move the [focus \[External\]](#) forwards to an input field using [Tab] or backwards using [Shift]+[Tab]. You may need to press [F2] to start the text editing process. If an underlying function exists, you can start it by pressing [F2] – this corresponds to a double click with the left mouse button.

Help Functions

When the input field has the [focus \[External\]](#), you can call up the help documentation for this field by choosing [F1]. If the input field has a tool tip, you can call it up choosing [Ctrl]+[q]. You can open the context menu of the focused input field by choosing the [ContextMenu] key or [Shift]+[F10]. In more complex applications, the F4 help opens up a dialog box and provides a list of selection options. If there is an F4 help, this is indicated by a small icon to the right of the input field, which appears as soon as the field receives the focus. To call up a history list and choose one of your previous entries, choose [Backspace] when the text cursor is at the first position in the field.



The system only displays tool tips and history lists if the settings under *Options* allow this. To call up the options dialog box, choose [Alt]+[F12] and the [respective character key].

Internal Navigation

You can move the text cursor between characters using the right and left arrow keys within the input fields. Use [Ctrl]+[Left] and [Ctrl]+[Right] to go to the next or previous word. Use the keys [Home] and [End] to position the cursor before the first or after the last word or character in the field.

Selection

To select characters in an input field, you can use [Shift] with the right and left arrow keys. To select the word before or after the text cursor, choose [Ctrl]+[Shift] with the left or right arrow key.

Manipulation

You can use the clipboard to copy or cut selected characters. Choose [Ctrl]+[c] or [Ctrl]+[x] to do so. You can paste them elsewhere by choosing [Ctrl]+[v]. You can undo your last action by pressing [Ctrl]+[z]. When editing text, you can use the [Delete] key to delete the character to the right of the cursor and the [Backspace] key to delete the character to the left of the cursor.

When entering data, you can toggle between the insert mode and the overwrite mode by pressing the [Insert] key. When you are in the insert mode, any data to the right of the cursor moves to the right when you type. The insert mode is the default mode in the standard system. In the overwrite mode you overwrite any data to the right of the cursor.

Exit

To finish editing, choose [Tab] or [Enter] to leave the input field and accept the changes made. To finish editing and reverse the changes made, choose [Escape].



Text Editor

Definition

You can use a text editor to enter and edit longer texts that comprise several lines or even pages.

Use

Access

Sequential element navigation works for text editors, so you can move the [focus \[External\]](#) forwards to a text editor using [Tab] or backwards using [Shift]+[Tab]. If an underlying function exists, you can start it by pressing [F2].

Help Functions

If the text editor has a tool tip, you can call it up by choosing [Ctrl]+[q]. To open the context menu of the focused text editor, choose the [ContextMenu] key or [Shift]+[F10].

Internal Navigation

You can move the text cursor between characters within the text editor by using the right and left arrow keys. You can use [Ctrl]+[Left] and [Ctrl]+[Right] to jump to the next or previous word. Use the keys [Home] and [End] to position the cursor before the first or after the last word or character. If the text has more than one page you can page forwards or backwards through the document using [PageUp] or [PageDown]. You can use [Ctrl]+[Home] and [Ctrl]+[End] to go directly to the first or last page.

Selection

To select characters, hold down [Shift] and the right and left arrow keys. To select the word before or after the text cursor, hold down [Ctrl]+[Shift] and the left or right arrow keys. By pressing [Shift]+[Home] or [Shift]+[End] you can select the entire text from the left of the cursor position to the start of the row, or the entire text from the right of the cursor position to the end of the row. To select all text between the cursor and the start or end of the entire text, choose [Ctrl]+[Shift]+[Home] or [Ctrl]+[Shift]+[End]. To deselect a selection, move the text cursor with the arrow keys.

Manipulation

You can use the clipboard to copy or cut selected characters. Choose [Ctrl]+[c] or [Ctrl]+[x] to do so. You can paste them elsewhere by choosing [Ctrl]+[v]. You can undo your last action by pressing [Ctrl]+[z].

When editing text, you can use the [Delete] key to delete the character to the right of the cursor and the [Backspace] key to delete the character to the left of the cursor. When you are working in the text editor, you can add a tab character to the text by choosing [Tab] and a carriage return by choosing [Enter].

When entering data, you can toggle between the insert mode and the overwrite mode by pressing the [Insert] key. When you are working in the insert mode, any data to the right of the cursor moves to the right when you type. The insert mode is the default mode in the standard system. When you are using the overwrite mode, you overwrite any data to the right of the cursor.

Exit

To finish editing, choose [Ctrl]+[Tab] to leave the text editor and accept the changes made.



Toolbar

Definition

A toolbar is used to position objects such as pushbuttons, menus and dropdown list boxes.

Use

The items in the toolbar can be controlled using the keyboard as described under [Pushbutton \[Page 5\]](#), [Dropdown List Box and Combo Box \[Page 8\]](#), [Input Field \[Page 10\]](#) and so on.

Access

Sequential element navigation works for toolbars, so you can move the [focus \[External\]](#) forwards to a toolbar using [Tab] or backwards using [Shift]+[Tab].

Help functions

If the toolbar items have tool tips you can call them up with [Ctrl]+[q].

Internal Navigation

To navigate between the items on the toolbar, choose the arrow keys. If the toolbar has several sections, you can use [Ctrl]+[Right/Left/Up/Down] to jump between these sections.



ABAP List

Definition

The ABAP list is a list view in SAP GUI, which displays formatted text using defined character width fonts. The text displayed in the ABAP list is usually table content, unstructured text or hierarchical data.

Use

You can use the arrow keys to navigate the text cursor in an ABAP list. You can access other areas of the list by simply moving the text cursor up or down, left or right. This included areas that do not contain any data, such as the space between the last word in a row and the actual end of the row. If you place the text cursor on the list borders, the system scrolls through the content accordingly.

Access

Sequential element navigation works for ABAP lists, so you can move the [focus \[External\]](#) forwards to an ABAP list using [Tab] or backwards using [Shift]+[Tab]. To scroll forwards or backwards between visual groups or sections of an ABAP list, choose [Ctrl]+[Tab] or [Shift]+[Ctrl]+[Tab].

Help Function

You can open the context menu of the ABAP list by choosing the [ContextMenu] key or [Shift]+[F10]. The context menu contains the same list of functions regardless of the point in the ABAP list from which you access it. If an item of the ABAP list has a tool tip, you can call it up by choosing [Ctrl]+[q].

Internal Navigation

ABAP list displaying structured data in a table

To navigate forwards or backwards between the fields, use [Tab] or [Shift]+[Tab]. Use the left and right arrow keys to move the text cursor between the characters. You can use [Ctrl]+[Home] and [Ctrl]+[End] to go directly to the first or last field in the table.

ABAP list displaying hierarchical structured data in a tree or a hierarchic sequential list

Choose F2 to open a parent node in a tree and display its child items. You can use [Ctrl]+[Home] and [Ctrl]+[End] to go directly to the first or last item in the ABAP list.

To navigate up or down between subsequent hierarchy levels (from parent to child or back), use [Alt]+[Ctrl]+[Right] or [Alt]+[Ctrl]+[Left]. To scroll directly between items at the same hierarchy level (brothers), choose [Ctrl]+[Up] or [Ctrl]+[Down]. In a hierarchical sequential list you can scroll between items with several rows by choosing [Alt]+[Ctrl]+[Up] or [Alt]+[Ctrl]+[Down].

ABAP list displaying unstructured data in a text field

You can use the same functions as those in an [input field \[Page 10\]](#) in an editable text field.



Tree

Definition

A tree is a hierarchical arrangement of items. First level items are called roots, the subordinate items are called nodes. The relationship between the nodes is defined by using terms such as parent, child, brother, and uncle. A column tree consists of a node area and a column area where more detailed information about the selected node is displayed.

Use

Trees can be used to display and hide items at lower levels.

Access

Sequential element navigation works for trees, so you can move the [focus \[External\]](#) forwards to a link using [Tab] or backwards using [Shift]+[Tab].

Help Functions

If help documentation is available for a node item selected, you can choose F1 to call it up. You can open the context menu of the focused node item by choosing the [ContextMenu]key or [Shift]+[F10].

Internal Navigation

To navigate forwards and backwards between all expanded nodes and node items, choose the up and down arrow keys. To open a collapsed tree node, choose the right arrow key or [NumPad+]. To collapse a node, choose the left arrow key or [NumPad-]. To move the [focus \[External\]](#) to the end of the current row, choose [End]. To jump to the start of the row, choose [Home]. To move the focus to the last item in the column, choose [Ctrl]+[Down]. To return to the first item of the column, choose [Ctrl]+[Up].

You can use [PageUp] and [PageDown] to browse through the content of a large tree, or one that has been fully expanded.

Manipulation

To activate pushbuttons, checkboxes or links inside a tree, choose [Enter] or [Space] when the element has the [focus \[External\]](#).



ALV Grid

Definition

You can use an ALV grid to display and edit table data. A main feature of the ALV grid is that it contains a standard set of functions. These functions extend beyond the functions of a [table control \[Page 15\]](#).

Use

The cells of an ALV grid controls can be editable or read-only. You can only switch to the cell editing mode by pressing [F2] if the ALV grid is editable.



Table data can be displayed and edited in ALV grids or table controls for example. The keyboard navigation is different for each of these options. If a configuration button  appears in the right upper corner of the UI element, it is a table control.

Access

Sequential element navigation works for ALV grids, so you can move the [focus \[External\]](#) forwards to an ALV grid using [Tab] or backwards using [Shift]+[Tab]. To start editing the text in an editable cell of an ALV grid choose [F2]. If an underlying function is available, you can start it by pressing [F2] again.

Help Functions

You can open the context menu for the focused cell by choosing the [ContextMenu] key or [Shift]+[F10]. If a value list is available for the cell you can call it up by choosing [Alt]+[Down]. In more complex applications, the F4 Help opens up a dialog box and provides selection options. By choosing [Backspace] in an editable cell in an ALV grid when the cursor is found in the first position in the field, you can call up a history list and choose one of your previous entries

Internal Navigation

Cell Navigation Mode

You can use [Tab] or [Shift]+[Tab] within an ALV grid to navigate forwards or backwards between the editable cells.



If you have chosen the accessibility option, you can also navigate to read-only cells. If you have not chosen the accessibility option, choose [RightAlt]+[Tab] to access read-only cells as well.

Pressing [Ctrl] together with one of the arrow keys moves the [focus \[External\]](#) to the first or last cell of a column or a row.

If the ALV grid extends over more than one page you can page forwards or backwards through the document using [PageUp] or [PageDown]. You can use [Ctrl+[Home] and [Ctrl+[End] to go directly to the first or the last page.

Cell Editing Mode

You can move the cursor between the characters within an editable cell of an ALV grid using the right and left arrow keys. Use [Ctrl+[Left] and [Ctrl+[Right] to go to the next or previous word. Use the [Home] and [End] keys to place the cursor on the first or last word or character

Selection

Cell Navigation Mode

To select an entire row, choose [Shift+[Space] in the cell navigation mode. To select an entire column, choose [Ctrl+[Space]. To select the entire grid contents, choose [Ctrl+[a].

You can also define a selection range across a number of vertically and horizontally arranged cells, using [Shift] together with the arrow keys.

Cell Editing Mode

You can use [Shift] and the right and left arrow keys to select characters within an editable cell.

Manipulation

You can use the clipboard to copy or cut selected characters. Choose [Ctrl+[c] or [Ctrl+[x] to do so. You can paste them elsewhere by choosing [Ctrl+[v]. You can undo your last action by pressing [Ctrl+[z]. When editing text, you can use the [Delete] key to delete the character to the right of the cursor and the [Backspace] key to delete the character to the left of the cursor.

Exit

To finish editing, choose [Tab] or [Enter] to leave the cell of an ALV grid and accept the changes. Alternatively, choose [Escape] to leave the cell and reverse the changes made.

Sequential group navigation works for ALV grids. This means you can move the [focus \[External\]](#) away from an ALV grid and select the next group using [Ctrl+[Tab] or get to the previous group using [Shift+[Ctrl+[Tab].



Table Control

Definition

You can use a table control to display and edit data in tables.



Data in tables can for example be displayed and edited in ALV grids or table controls. Keyboard navigation is not identical for these two options. If a configuration button  appears in the right upper corner of the UI element, it is a table control.

Use

Access

Sequential element navigation works for table controls, so you can move the [focus \[External\]](#) forwards to a table control using [Tab] or backwards using [Shift+[Tab]. If an underlying function is available, you can start it by pressing [F2].

Help Functions

You can open the context menu for the table control by choosing the [ContextMenu] key or [Shift]+[F10]. If a value list is available for the cell you can call it up by choosing [Alt]+[Down]. In more complex applications, the F4 Help opens up a dialog box and provides selection options. By choosing [Backspace] in an editable cell of a table control when the cursor is found in the first position in the field, you can call up a history list and choose one of your previous entries.

Internal Navigation

You can use [Tab] or [Shift]+[Tab] within the table control to navigate forwards or backwards between the editable cells. You can also use the up and down arrow keys to navigate vertically between the cells. If you are not in the accessibility mode you can choose [RightAlt]+ [Tab] to access read-only cells as well.

If the table control extends over more than one page you can page forwards or backwards through the document using [PageUp] or [PageDown]. You can use [Ctrl]+[Home] and [Ctrl]+[End] to go directly to the first or the last page.

You can move the cursor between the characters within an editable cell of a table control using the right and left arrow keys. Use [Ctrl]+[Left] and [Ctrl]+[Right] to go to the next or previous word. Use the [Home] and [End] keys to place the cursor on the first or last word or character.

Selection

To select a complete row, choose [Shift]+[Space] in the cell navigation mode. To select a complete column, choose [Ctrl]+[Space]. To select the entire table contents, choose [Ctrl]+[a].

You can use [Shift] and the right and left arrow keys to select characters within an editable cell.

Manipulation

You can use the clipboard to copy or cut selected characters. Choose [Ctrl]+[c] or [Ctrl]+[x] to do so. You can paste them elsewhere by choosing [Ctrl]+[v]. You can undo your last action by pressing [Ctrl]+[z]. When editing text, you can use the [Delete] key to delete the character to the right of the cursor and the [Backspace] key to delete the character to the left of the cursor.

Exit

To finish editing, choose [Tab] or [Enter] to leave the cell of a table control and accept the changes. Alternatively, choose [Escape] to leave the cell and reverse the changes made.

Sequential group navigation works for table controls. This means you can move the [focus \[External\]](#) away from a table control and get to the next group using [Ctrl]+[Tab] or get to the previous group using [Shift]+[Ctrl]+[Tab].



Tabstrip

Definition

A UI element that you can use to display different application components on a single screen. A tabstrip consists of two or more page elements and each page has a title element.

Use

To activate a tab selected for display, choose [Enter]. When you activate a tab page, the first interactive UI element is selected.

Access

Sequential element navigation works for tabstrips, so you can move the [focus \[External\]](#) forwards to a tabstrip using [Tab] or backwards using [Shift]+[Tab].

Internal Navigation

To jump to the next or previous tabstrip page, choose [Ctrl]+[PageDown] or [Ctrl]+[PageUp].



Window

Definition

A window is a framed area on the screen. You can change the size and position of this window. A distinction is made between primary and secondary windows, such as dialog windows. The application runs in the primary window. You call up a secondary window via a primary window. Several overlapping windows can be displayed on a desktop.

SAP GUI Window

A SAP GUI window consists of:

- a menu bar with menu items such as *System* and *Help*
- the system function bar with items such as the command field
- the title bar with the name of the function currently being displayed
- the application bar with buttons relevant to the specific application

For more information about the SAP GUI window elements, see SAP GUI Help (to call it up, choose F1 in the SAP Logon dialog).

Use

SAP GUI window handling functions correspond to the ones used in the Windows operating system. Standard Windows key combinations can be used to close, move, and resize windows. These key combinations work for primary application windows and most dialog windows. Other functions, such as task switching, only work for primary application windows.

Access and Navigation between Windows (Task Switching)

To switch the view between application windows, choose [Alt]+[Tab] to open the task switcher. The task switcher shows application specific icons representing the currently available application windows. To move the [focus \[External\]](#) from one icon to the next inside the task switcher, hold the [Alt] key down and press the [Tab] key until the focus is on the required window icon. Once an icon gets the focus, the respective window title is displayed in the text area of the task switcher. Release the [Alt] key to activate the window. You can also move the focus backwards inside the task switcher by pressing [Alt]+[Shift]+[Tab].

Internal Navigation in SAP GUI Windows

To open a new SAP GUI window, choose [Ctrl]+[+].

To go back one step, choose [F3]. To refresh the window content, choose [F5]. If the window is divided into two parts by a splitter, you can access the splitter by choosing [Ctrl]+[Tab] and resizing the window parts using the arrow keys. Enlarging the size of one section, reduces the size of the other section.

Command Field Navigation

The command field corresponds to the address bar in an Internet browser. You can enter a transaction code to call a specific function. To move the [focus \[External\]](#) to the command field

directly, choose [Ctrl]+[/. You can call up your previous entries in turn within the command field by choosing the up and down arrow keys. To call up the history list with all your previous entries, choose [Alt]+[Down].

Window Manipulation

To open up the system menu of the main application window, choose [Alt]+[Space]. To reach the menu item required in the system menu, use the arrow keys to select this item, and press [Enter] or choose the accelerator key. To move a window, choose the move function in the system menu and then use the arrow keys to move the window. To end the move interaction mode and return to standard window interaction, choose [Enter]. To resize a window, choose the size function in the system menu and then use the arrow keys to resize the window. To end the resize interaction mode and return to standard window interaction, choose [Enter].

Window handling accelerator key combinations

Key Combination	Description
[Alt]+[Space]->[m]	Move window.
[Alt]+[Space]->[s]	Resize window.
[Alt]+[Space]->[n]	Minimize window.
[Alt]+[Space]->[x]	Maximize window.
[Alt]+[Space]->[r]	Restore window.



The functions Move and Resize do not work in the full screen mode.

If you minimize the window, it loses the [focus \[External\]](#). If you restore or maximize the window, it keeps the focus.

Exit

To close a window, choose [Alt]+[F4] or [Alt]+[Space]->[c]. To close a dialog window and reverse the changes made, choose [Escape]. To close a dialog window and accept the changes made, choose [Enter].

To cancel a dialog, a dialog step, or an application, you can also choose [F12].