

Quick Guide for Keyboard Navigation with Blocks

The Keyboard and Mouse Focus

Use your mouse or trackpad to move around the screen. Do you see the arrow that changes to a hand or a line as you move around? That pointer shows where your **mouse focus** is located.

Now, take your hand off the mouse or trackpad. Press the Tab key on your keyboard a few times. Do you see an outline or changes in color move around the screen? That outline, change in color, or other visual indicator shows where your **keyboard focus** is located. You can navigate around the screen between selectable items using the Tab key.

Tip: Your mouse focus and keyboard focus are not always in the same place.

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Getting Started

Tab

Press the Tab key to **move** the **keyboard focus forward** to the next selectable item

Shift

and

Tab

Hold the Shift key down and press the Tab key to **move** the **keyboard focus backward**

Enter

or

Return

Press the Enter or Return key to **select**

/

Press the **forward slash** (below question mark) to open the **Keyboard Shortcuts** menu

Common Keyboard Shortcuts

Ctrl

and

C

Hold the Ctrl key and press C to **Copy**

Ctrl

and

X

Hold the Ctrl key and press X to **Cut**

Ctrl

and

V

Hold the Ctrl key and press V to **Paste**

Ctrl

and

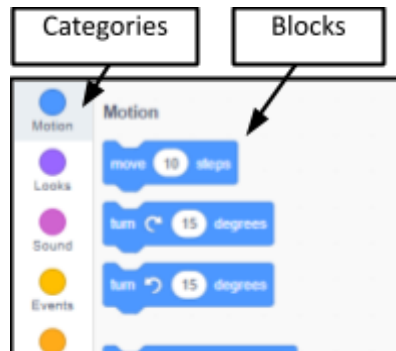
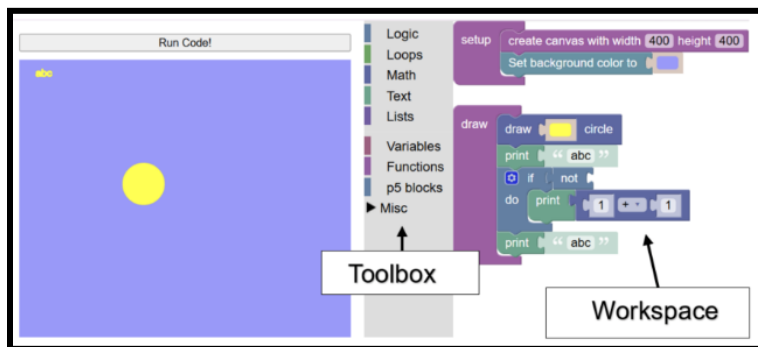
Z

Hold the Ctrl key and press Z to **Undo**

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In the Toolbox

- T** Press T to go to the **Toolbox**
- W** Press W to go to the **Workspace**
- ↑** **↓** Use the up and down arrows to navigate **among** Categories and Blocks
- ←** **→** Use the left and right arrows to move **between** Categories and Blocks
- Enter** or **Return** Press Enter or Return to **add a highlighted Block** from the Toolbox to the Workspace



Note: Use the arrows to move the keyboard focus within the Toolbox and Workspace instead of Tab and Shift + Tab

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In the Workspace: Inserting and Editing Blocks

  Use the up and down arrows to move among the Blocks in the workspace

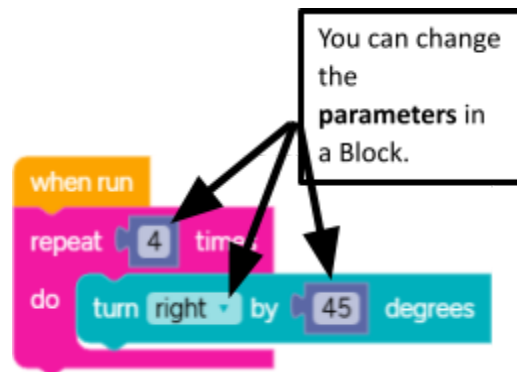
Enter or **Return** Press Enter or Return to:

- **Insert** a Block in a specific location,
- **Confirm** where to insert a Block, or
- **View** and **select** parameter choices

  Use the left and right arrows to move **between** parameters within a Block

X Press the X key when a Block is highlighted to **disconnect** the Block from the stack

Backspace or **Delete** Press Backspace or Delete when a Block is highlighted to **remove** the Block

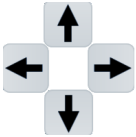


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In the Workspace: Moving Blocks

M

Press M when a Block is highlighted to **enter a mode** to move Blocks and show on-screen cues



In move mode, use the arrow keys to **move** the Blocks to different possible locations

