

## Introduction

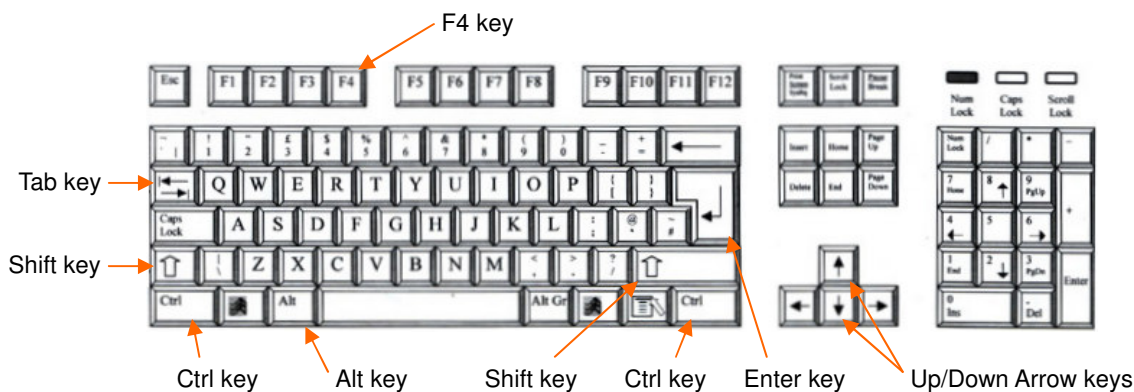
Improvements have been made to our website in order to virtually eliminate the need to use a mouse and to make it more intuitive and even easier to use. These improvements have been requested by users who are familiar with navigating using just a keyboard.

We apologise to experienced users for the simplistic approach sometimes used in this document, but some users of our website have little or no computer experience.

The website uses Javascript for page layout, navigation and input validation. Therefore, your browser must have Javascript enabled in order to use our website. Enabling Javascript is safe and it is enabled by default in most browsers. Our website is optimised for use with Mozilla Firefox (Firefox) and Internet Explorer (IE), it will work with Opera and Safari web browsers, but some functionality will be limited. We recommend using Firefox.

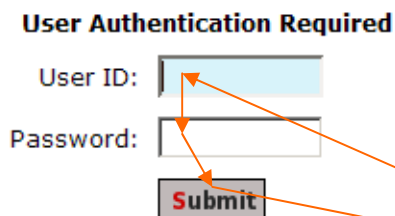
## Navigation

You can navigate our website using just the keyboard. The purpose of this document is to demonstrate how this can be done. The control keys you will need to use for keyboard navigation are indicated in the diagram below:



It doesn't matter which of the two sets of Shift and Ctrl keys you use. If this document tells you to press Alt+S this means you should press and hold the Alt key then press S whilst still holding down the Alt key then release both keys. If you are instructed to press Shift+Alt+S then you would press and hold down the Shift key and the Alt key together, then press the S key, then release all keys.

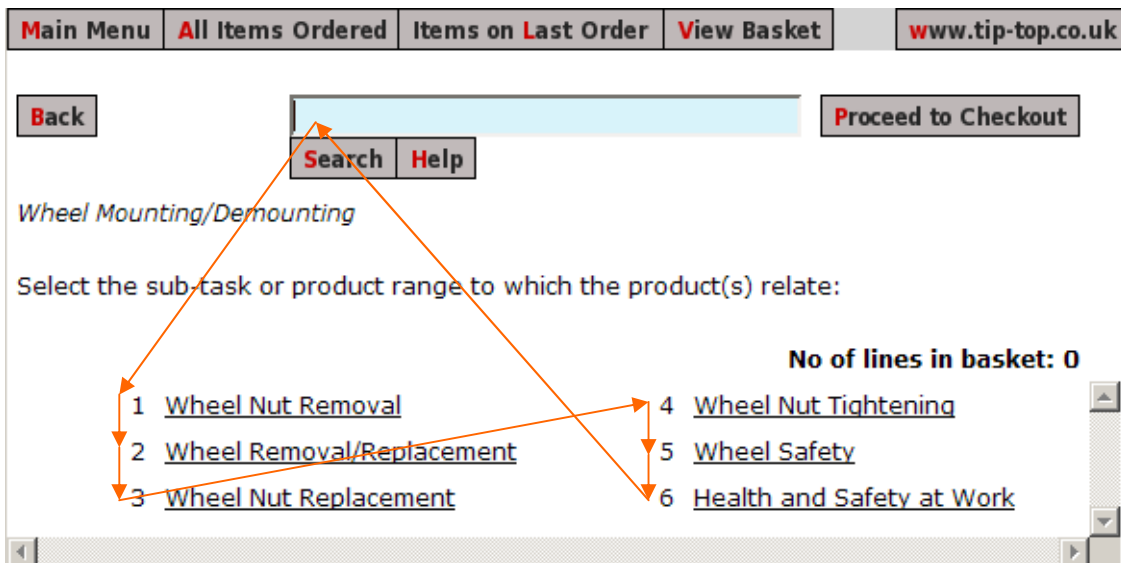
When each page of our website loads the focus is always on the page element that would normally require your input. For example, on the login page the focus will be in the User ID text box. Press the Tab key to move the focus to the next element, in this example the Password text box, successive presses of the tab key will move the focus to the Submit button, then the [click here](#) link and then back to the User ID text box. The loop repeats, as shown in the screenshot below.



If you have forgotten your login details or you want to change your password [click here](#).

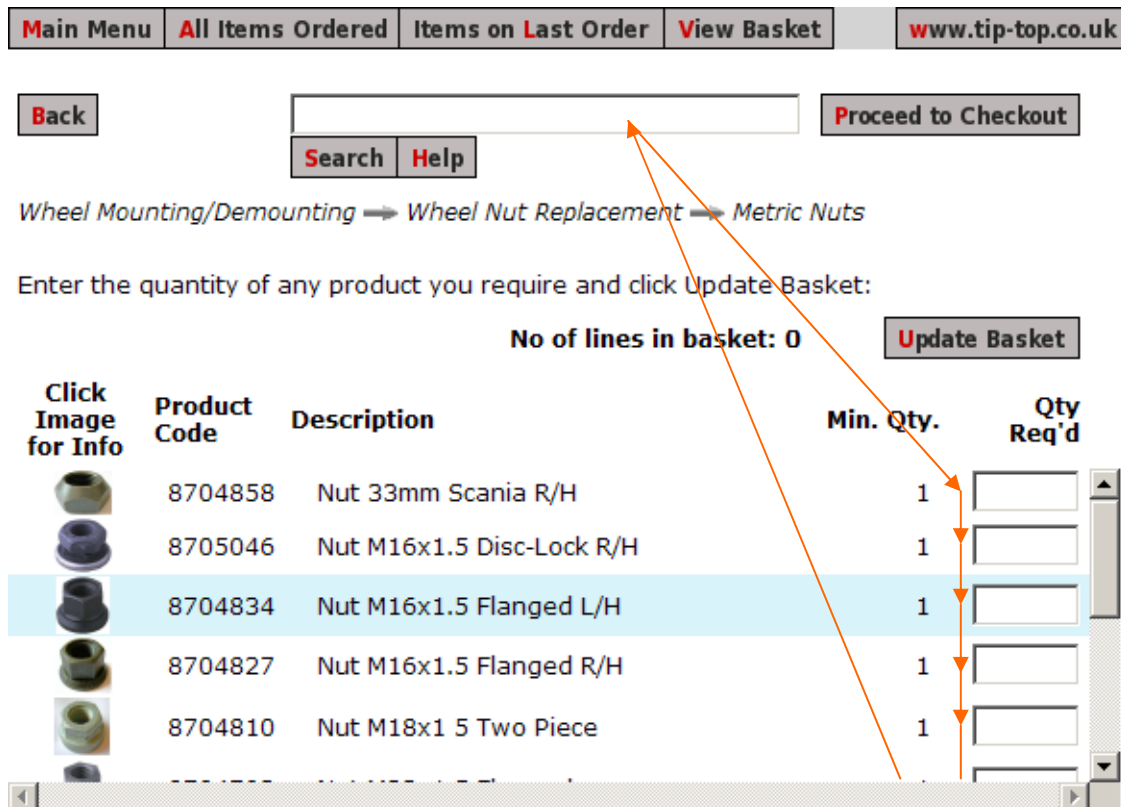
When you have entered your password you can leave the focus in the password text box (it will be light blue) and just press Enter. The Enter key always behaves this way. If the focus is with one of the page elements with which you can interact, i.e. a text box, selection list or button, then pressing Enter carries out the most logical action dictated by that page element. Alternatively you could click the Submit button with your mouse, but it's easier to just press Enter.

The sequence of focus moves obtained by pressing the Tab key is known as the "Tab Order". We have defined a Tab Order on every page of our website. Your browser will have it's own Tab Order. The page elements on our website also form part of the browser's Tab Order. So, if you click away from our page, say in your browser's address bar, then by repeatedly pressing the Tab key you will eventually move the focus back to one of our page elements, when that happens you will be back in the Tab Order 'loop' that we have defined. (To move backwards through the Tab Order press Shift+Tab).



The Tab Order loop of the menu pages

When a menu page loads the focus will be in the search box. If you want to locate a product by using the numbered menu groups, press the Tab key that number of times. Press the Tab key 4 times when the page has loaded and the focus will be on menu item No. 4. Press Enter and you have selected that option, it's that simple!



The Tab Order loop of the product details page

When the product details page loads the focus will be in the search box. If you press Tab the focus moves from the search box to the first quantity box. Successive Tab keystrokes will move you down a list that scrolls automatically, Enter a quantity when you reach a product you require. When you have selected all the products you want press Enter to update the basket. At the end of the list the focus returns to the search box. The row with the focus will be highlighted in light blue.

As we have just seen, the Tab Order moves the focus to the commonly used elements on the page. What about the other buttons? Do you need to use a mouse to access those? No, the only time you need to use a mouse on our website is to view more product information by clicking the thumbnail image in the product list. The other buttons can be accessed by the keyboard using Access Keys. The Access Key of each button is the letter shown in Red. The next section deals with Access keys.

## Using Access Keys

Access Keys are implemented differently in Firefox and IE. In Firefox you need to press Shift+Alt+<Access Key> and the button is “clicked”. In IE you need to press Alt+<Access Key> and the focus moves to the relevant button, you then press Enter to “click” the button.

So, to “click” the View Basket button that has a red “V” to indicate that V is the Access Key for that button:

Firefox = Shift+Alt+V  
IE = Alt+V then press Enter

Once you get used to using Access Keys it is much quicker than using a mouse.

## Identifying the page element that has the focus

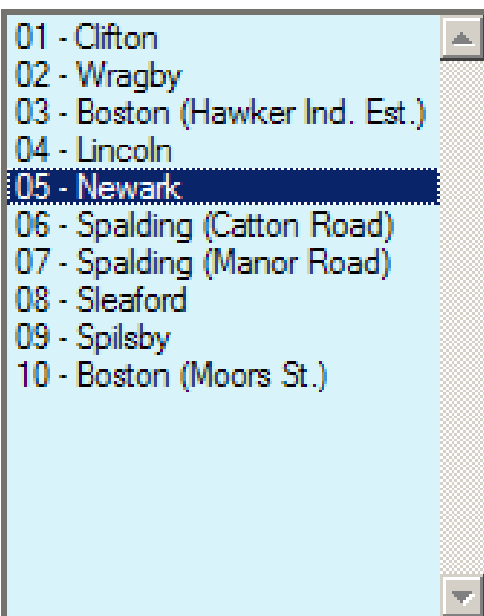
Identifying the page element with the focus is important because that is the element that determines what happens when the Enter key is pressed.

If you are searching for a product and the cursor is still in the search box, pressing Enter will initiate the search. If you have entered a quantity on a product line and the cursor is still in a quantity box pressing Enter will update your basket.

If a button/link/menu item on a page has the ‘focus’ or in other words is selected, then pressing Enter will activate that element as if you had clicked it with the mouse.

- 1 [Metric Nuts](#) Hyperlinks and product group menu links are highlighted with a light blue background and
- 2 [BSF Nuts](#) a dotted line border when they have the focus. They also have a light blue background (but no dotted line border) in order to show they are an active link when the mouse moves over them. The dotted line confirms they have the focus.

Buttons are highlighted with a lighter background and a dotted line border when they have the focus. They also have a lighter background when the mouse moves over them. A dotted line around them confirms that they have the focus.



Select lists will have a light blue background on our website in Firefox when they have the focus. (In IE they do not have a light blue background.) In both browser types the currently selected list item has a darker background and a dotted line border when the select list has the focus.

When the list has the focus you can move up and down the list using the Up/Down arrows on your keyboard. When you have highlighted the item you want to select just press the Enter key to submit the page.

In every instance where a select list is used in our website you can press Enter to submit your selection and this will move you to the next page.

[Tyre Valves and Inflation](#) ➡ [Valve Accessories](#) ➡ [Valve Cores](#)

Enter the quantity of any product you require and click Update Basket:

No of lines in basket: 1

Click Image for Info	Product Code	Description	Min. Qty.	Qty Req'd
	2140391	Valve Core Car & Truck HT (100)	1	<input type="text"/>
	5620007	Valve Core Car & Truck Long (100)	1	<input type="text"/>
	5620045	Valve Core Car & Truck Short (100)	1	<input type="text" value="1"/>
	2126470	Valve Core Car & Truck Short AV (100)	1	<input type="text"/>
	5620069	Valve Core EM Long (10)	1	<input type="text"/>
	5620083	Valve Core EM Short (10)	1	<input type="text"/>

If you are searching for products by entering text from the product description the system might find more than one matching product within a menu group. If it does, it will highlight each matching row and the cursor will be in the quantity box of the first matching record.

Obviously, if only one matching product is found, only that row will be highlighted and the cursor will be in the quantity box of that product.

If the search finds matching records in

more than one menu group it will display a list of matching menu groups. When you select a menu group a page like the one shown above will be displayed.

## Tips

If you select multiple items to order on a page by entering a quantity, you do not have to wait for the page to update after you have pressed Enter or clicked the Update Basket button. The server will continue to process the update while you navigate off that page or search for new products. As the server processes each line so the "No of lines in basket" indicator will increment.

If you forget to update your basket you can sometimes use the back button of your browser (not the Back button displayed on our pages) to go back to the page where you entered the quantities and then update your basket.

The Back button, (the one on our pages, not the one in your browser), will take you back through the system in the most logical manner, back up through the menu group hierarchy, stopping at the main menu page. The back button in your browser will take you back through the browser's entire history of visited pages. In most circumstances this will not be what you want to do. When navigating our website we recommend you use our Back button. (Unless you need to go back to previous pages as described in the preceding paragraph).

You can now print an order confirmation. On the page that displays the printer icon just press Enter to compile a printable version of your order. When the page loads press Ctrl+P to print the page.

When you have placed your order the session is ended and no more orders can be placed using that session. In order to place another order you will have to log in again. Press Alt+F4 to close your browser without using the mouse.

Finally, where certain characters are invalid as input, for example an = character in your User ID or a letter in a quantity box, your keystroke will be cancelled and nothing will appear on your screen. If this happens there is nothing wrong with your keyboard!