1. Introduction

Whether as a personal preference, for ergonomic reasons or due to a physical impairment, it is very important for some users to be able to use the keyboard instead of the mouse to navigate through Espacenet.

This guide explains in detail how to use the main functionalities of Espacenet without a single mouse-click.

2. Standard keys

You can navigate through the different interface elements (e.g. links, buttons, search fields) using the standard keys shown below. Keyboard accessibility in Espacenet complies with the recommendations of the W3C's WAI-ARIA 1.0 Authoring Practices.

- Use the Tab key ▶ to move to the next element and Shift ▼ + Tab ▶ to go back.

The element your keyboard focus is on at any given time is visually highlighted. Google Chrome, for instance, uses a blue border for this.

- Press Enter ▶ (or the Space bar ▶) to activate a link or button or to open or close a drop-down menu. For example, if your focus is on an element that has a ▼ or ▶ symbol, pressing Enter or the Space bar will open the related drop-down menu.

- Use the Down ▼ and Up ▲ arrow keys to move through the menu items. Hint: another way to go to a menu item is to type its first letter.
• Use **Esc** to close a popup (i.e. works the same as clicking the **Close** button in the top right-hand corner).

• Use **Page down** (or the **Space bar**) and **Page up** (or **Shift + Space**) to move the scrollbar and navigate up and down through the section you are viewing.

• Use the **Right** and **Left** arrow keys to go from one page to the next and back in the **Original document view** …
Use the numeric keys to go to the various document views. The views are numbered in the order of display: 1 Bibliographic data, 2 Description, 3 Claims, etc. Simply press the appropriate numeric key to go to the view you want.

3. Focus

When an element (e.g. links, buttons, search fields) is accessed via keyboard navigation, it is identified by a "focus ring". In Google Chrome, for instance, focused elements are usually highlighted with a blue border.
However, in the **Results** list and the document pane, some focused elements are identified by a greyed-out area instead, e.g. the result you are currently viewing and the toolbar elements which allow you to choose your display preferences.

4. **Running a search**

4.1. **Smart search**

Once you have opened Espacenet, press the **Tab** key as many times as needed to have your focus (“blue border”) on the single-line search form, called **Smart search**.

Then enter your keyword(s).
If you need to refine your search, i.e. add or remove search terms to/from your query, hold **Shift** and press **Tab** as many times as needed to go back to the **Smart search** form.

### 4.2. Advanced search

The principle is the same if you want to use the **Advanced search** form instead. Use **Tab** or **Shift + Tab** to move your focus to the **Advanced search** radio button (toggle) in the navigation bar.

Press **Enter** to open the **Advanced search** form.

Press **Tab** as many times as needed to move your focus to the search fields where you want to type in your keywords.

Then press **Enter** to run your search.

If you want, you can also add fields or groups, as well as change operators or search field types. The availability of drop-down menus is identified by a 〈 or 〉 symbol. To open them, press **Enter** when your focus is on the element next to which the symbol is displayed. You can then navigate through the drop-down menu using the **Down** or **Up** arrow or else you can access the menu item directly by typing its **first letter**. Pressing **Enter** will apply the selected item.
5. Using the Results list information

5.1. Navigating

To go straight to the first document in the list produced after running your search, simply press the Down arrow. The result you focus on is greyed out instead of being highlighted by a blue border.

When you access the first result, the document pane containing detailed document information (Bibliographic data, Description, Claims, etc.) opens automatically on the right.

To browse the Results list, press the Down and Up arrow keys or, if you prefer, the N and P keys.

The Results list and the document pane are "sticky". This means that, as you navigate through the list, the detailed document information view in the right-hand pane will always correspond to the currently focused result.

5.2. Choosing your display

To access the various display options, i.e. for the List view, List content or Sort by elements, use Tab or Shift + Tab to move your focus to one of the displayed views (e.g. List view – Text only ˅). The focused element is identified by a greyed-out area. The ˅ symbol shows that you can open a drop-down menu.

To open a drop-down menu, press Enter. To navigate in the menu, use the Down and Up arrows or type the first letter of the item that you want to select. To apply the selected display, press Enter.

Display options:
- **List view** – choose any of the following views: **Text only**, **Text and thumbnails**, **Compact list** or **Drawings only**

- **List content** - Select **All** hits or only the **Selected** ones

- **Sort by** - Sort the list by **Relevance**, descending or ascending **Priority date** or descending or ascending **Publication date**
5.3. Selecting specific results

To download or print specific result in the **Results** list or add them to **My patents**, you first need to select them. To select a result using the keyboard, navigate to it in the list using the **Down** or **Up** arrow and press **Enter** when your focus (greyed-out area) is on it.

A check will then appear in the box to the left of the selected result. You can select as many results as you want in the same way. If you want to deselect a result, press **Enter** again.

Once you have selected all the results you want, you can download, print or add them to **My patents** via the **three dots** menu (⋮) (see 5.4 below).

5.4. Downloading, printing or using other features

To download and print results or access other features applicable to the **Results** list, go to the **three dots** (⋮) on the top right-hand side of the list.

When your focus is on the **three dots** (⋮) (using **Tab** or **Shift + Tab** to get there), press **Enter** to open the drop-down menu.

The following illustrates how to download the **Results** list in xlsx format.

To select **Download**, press the **Down** arrow or type the first letter (**Download**).

The ✚ symbol next to **Download** indicates that there is another drop-down menu to be opened.
Press **Enter** to open it.

To select **List (xlsx)**, press the **Down** arrow again or type the **first** letter (**L**ist (**xlsx**)).

Press **Enter** to launch the download of the selected results in xlsx format.

Press **Enter** to open a popup which allows you to select the number of results you want to download. Then go to the **Download** button (using **Tab** or **Shift + Tab** to get there) and press **Enter** to launch the download action.

To exit the download popup, press **Esc**.

**Note:**
You can download a maximum of 500 results.
6. Using the detailed document information

6.1. Accessing a specific document view

Various document views can be displayed to the right of the Results list (Bibliographic data, Description, Claims, etc.). They can be accessed either via a navigation toolbar or a drop-down menu, depending on the device and zoom level used.

When the document views are accessible via a navigation bar, use Tab or Shift + Tab to move your focus to the view tab you want (e.g. Description) and press Enter to open the view.

On certain devices or at higher zoom level, access via a navigation bar is replaced by access via a drop-down menu. A ˅ symbol is then displayed next to the name of the currently displayed document view (e.g. Bibliographic data).

When your focus is there (using Tab or Shift + Tab to get there), press Enter to open the drop-down menu.

Use the Down or Up arrow or type the first letter of the view’s name to select the tab you want (e.g. Claims) and then press Enter to open it.
You can also access and open the document views directly using the numeric keys:

- Press 1 for Bibliographic data
- Press 2 for Description
- Press 3 for Claims
- Press 4 for Drawings
- Press 5 for Original document
- Press 6 for Citations - Cited documents
- Press 7 for Legal events
- Press 8 for Patent family – Simple family

Elements in these views which enable further action (e.g. links, extended information via a + symbol, access to other language tabs) can then be accessed and activated using the standard keys.

6.2. Navigating through drawings in the Bibliographic data, Description and Claims views

When you select a document in the Results list and look at the Bibliographic data, Description or Claims view, the drawings are displayed either to the right or at the bottom of the document pane, depending on the device or zoom level used.

To go to the next or previous drawing, use the Right or Left arrow key on your keyboard.

Another – but slower – way to do this is to use Tab or Shift + Tab to move your focus to the right > or left < arrow displayed on the screen and then press Enter (illustration below for the Bibliographic data view).
6.3. Navigating through the drawings in the Drawings view

When multiple drawings are displayed in the Drawings view and you need to use the scrollbar to view them all, you can move the scrollbar using Page down and Page up.

But you first need to focus on one of the drawings by using the Tab key.

6.4. Navigating in the Description and Claims views

You can move the scrollbar to go down or up in the Description or Claims views by using Page down and Page up.

But you first need to focus on the Description or Claims text by using the Tab key.
6.5. Navigating in the Original document view

You can go down or up in the **Original document** view by using the **Page down** and **Page up** keys (same effect as moving the scrollbar).

But you first need to focus on the sub-navigation bar in the **Original document** view (e.g. **Bibliographic data** tab) by using the **Tab** key.

There are two ways to go to the next or previous page.

One way to move through the pages is to use the **Right** or **Left arrow** on your keyboard.

Another – but slower – way to do this is to use **Tab** or **Shift + Tab** to move your focus to the right > or left < arrow displayed on the screen and then press **Enter**.
6.6. Downloading a document view or sharing the document link

The Description, Claims, Original document, Citations, Legal events and Patent family views can be downloaded via the three dots (⋯) displayed at the top right-hand side of the document pane.

![Image of the document interface with three dots and dropdown menu]

When your focus is on the three dots (⋯) (using Tab or Shift + Tab to get there), press Enter to open the drop-down menu.

The following illustrates how to download the original document.

To select Download, use the Down arrow or type the first letter (Download).

The ▼ symbol next to Download indicates that there is another drop-down menu to be opened.

Press Enter to open it.

To select Original document, press the Down arrow again or the first letter (Original document).

Press Enter to launch the download of the original document.
7. Using the Filters

Espacenet allows you to filter your search results by various categories, such as countries, languages, publication and priority dates, classification, applicants, inventors and their countries of residence.

Use **Tab** or **Shift + Tab** to move your focus to the Filters radio button (toggle) in the navigation bar.

Press **Enter** to open Filters and use **Tab** to move your focus to the filter you want. The screenshots below illustrate how to use the **Countries (publication)** filter.

Press **Enter** to open the drop-down menu.
Use the **Down** or **Up arrow** to select e.g. **WO**.

When your focus is on the **Apply** button (after having used **Tab** or **Shift + Tab** to get there), press **Enter** to apply selected the filter.

Please note that the filters do not show all items but only the most frequently used ones. For example, the **CPC subgroups** filter will show only the 150 CPC codes most frequently used at the subgroup level.

**8. Help**

Support is provided via tooltips or popup tips, a patent information glossary and supporting documents that can be accessed via links in the main Help view.

You can also use the contact form to ask the Espacenet team any questions you may have.

**8.1. Tooltips and popup tips**

Some elements in the user interface have a short tooltip explaining what the feature is about.

For mouse users, tooltips normally open on hovering the mouse cursor over them.

For those navigating with the keyboard, these tooltips automatically open when the focus is on the related element.
However, to prevent too many distractions for Espacenet users, only a limited number of tooltips are displayed automatically. You can activate the others by selecting the **Popup tips** radio button (using Tab or Shift + Tab to get there and then pressing Enter). *Blue question marks* will then appear beside the various interface elements. Most of these tips are linked to the **Glossary**, while others explain the available feature.

Once your focus is on the *blue question mark* you want, the popup will open automatically.

To deactivate the **Popup tips** radio button, move your focus back to it and press Enter.
8.2. Help view

When your focus is on Help in the navigation bar (using Tab or Shift + Tab to get there), press Enter to open the view.

When your focus is on a Glossary term, press Enter to display its definition.

To close the Espacenet – help popup, press Esc.

9. Any more questions?

Feel free to post in the Espacenet forum or contact us via our contact form if you have any questions or suggestions.