



ORACLE® HYPERION CALCULATION MANAGER

Release 11.1.2.2

ACCESSIBILITY GUIDE

ORACLE®
ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM

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This guide describes Oracle Hyperion Calculation Manager accessibility and compatibility features. For information on the recommended screen reader and magnifier to use with Calculation Manager, refer to the *Hyperion Calculation Manager Readme*.

Enabling Accessibility

For Calculation Manager, Oracle supports the JAWS 8 screen reader and the MAGiC 10.5 screen magnifier. For additional information, refer to the documentation included with these products.

Note: Oracle does not recommend using JAWS and MAGiC simultaneously or using MAGiC as a screen reader.

If you are using JAWS Screen Reading Software, we recommend using the Internet Explorer browser.

Setting Preferences for JAWS

Preferences for JAWS should be set to allow JAWS to read the page properly and react to user interface updates. MAGiC does not require any configuration changes to work with Calculation Manager.

Following is a list of the preferences that you need to customize in JAWS.

- You should disable Forms Mode Auto Off in JAWS.
- To disable Forms Mode Auto Off in JAWS, select **Utilities**, then **Configuration Manager**, then **Set Options**, then **HTML Options**, then **Misc**, then **Forms Mode Auto Off**.
- You should disable Virtual PC Cursor when using DHTML applications, and enable it when reading regular documents.
- To set the default state of the cursor, do either of these tasks:
 - Use the shortcut key **Ctrl-Alt-NumPadPlus** to toggle Virtual PC Cursor.
 - Select **Utilities**, then **Configuration Manager**, then **Set Options**, then **Advanced Options**, and then **Use Virtual PC Cursor**.
- You should disable the Control Group Name preference in JAWS Verbosity Options. This prevents redundant reading of controls caused by the way the user interface is laid out.

- To disable the Control Group Name preference in JAWS Verbosity Options, select **Utilities**, then **Configuration Manager**, then **Set Options**, then **Verbosity Options**, then **Beginner Preferences** (or whichever verbosity level is selected), and then **Control Group Name**.

Enabling Screen Reader Support

When you enable screen reader support for Calculation Manager, preference screen readers, magnifiers, and other tools work with Calculation Manager. If screen reader support is not enabled, accessibility tools cannot use most of Calculation Manager. If you change this setting during a session, you must restart your browser to enable the changes.

Note: The Enable Screen Reader Support option is displayed in the Oracle Hyperion Enterprise Performance Management Workspace user preferences General tab when using Internet Explorer 8 and 9.

- To enable accessibility:
 - 1 In EPM Workspace, select **File**, then **Preferences**.
 - 2 From **Accessibility Mode**, select **Enable Screen Reader Support**.
 - 3 Click **OK**.

Setting High-Contrast Mode

A high-contrast color mode is available for accessibility. This option is supported only on the same platforms on which screen readers are supported.

- To set high-contrast mode:
 - 1 Do one of these tasks:
 - Select **File**, then **Preferences**. From **Accessibility Mode**, select **High Contrast** from the **Select Theme** menu.
 - Select **Ctrl-Shift-H** to toggle between regular and high-contrast mode. You are prompted to either restart Oracle Hyperion Enterprise Performance Management Workspace or continue working. If you restart, you are reauthenticated transparently.
 - 2 Click **OK**.

Accessibility Features

This section describes the accessibility features.

Using the Tab Key in the User Interface

Default tab order in the Calculation Manager user interface flows from left to right and top to bottom. The component order is: toolbar, search control, object palette, content area, and content area (bottom) tab bar. The tab order loops in both directions so that tabbing from the last item focuses the first item, and reverse-tabbing from the first item focuses the last item. The following elements are not included in the tab order:

- The Navigate menu
- The main menu bar (Use shortcut keys to access menu items.)
- The “Welcome <username>” message and the accompanying logoff text link (Use the logoff or the exit icon in the toolbar or items from the File menu instead.)

Note: Accessibility Mode ensures that the toolbar can be navigated using tabs.

Using Global Navigation Shortcuts

Calculation Manager provides keyboard shortcuts for general navigation.

Table 1 Global Navigation Shortcuts

Keyboard Shortcut	Action
F10	Focus and activate Menu bar's first Menu Button (Individual Alt+letter accessors may also be used.)
Ctrl+O	Focus current object palette (An object palette cannot have focus itself, so this focuses the first valid child in the tab order.) If there is no object palette, nothing happens.
Ctrl+1,2...9	Select the first, second, through ninth object palette and move focus to its first focusable child.
Ctrl+R	Focus Related Content control
Ctrl+B	Focus Collaboration Area control
Ctrl+G	Focus bottom tab bar of Workspace (which lists open modules). Focus goes to current tab. If there are no open tabs, nothing happens.
Ctrl+F	Focus the Search text box
Ctrl+T	Focus the toolbar. Use the Tab key to select individual buttons.
Ctrl+Y	Focus the content area. As with object palette, this transfers focus to the first valid child in the tab order.
Ctrl+F4	Close current module. If no modules are open, nothing happens.
Ctrl+Shift+H	Toggle High-Contrast Mode
Ctrl+F6 followed by Tab	Opening document in focus moves focus into and out of an iframe
Ctrl+Shift+F6	Remove focus from an iframe

Keyboard Shortcut	Action
Arrow keys (left/right/bottom/top).	Move around Explore module and access different cells and rows in a grid or tree view

Accessibility Behaviors for General User Interface Elements

Listed below are keystrokes that activate user interface elements and the expected behavior of screen readers when the user interface element is focused.

Table 2 User Interface Element Types

User Interface Element	Action
Button	Either Enter or Space activates the button, causing the same action as a left click.
ComboBox	<ol style="list-style-type: none"> Up or down arrow keys display the popup menu and allow selection of combobox values. Space or Enter selects a combobox item from the popup. If editable, alphanumeric keys make an edit.
Dialog	<ol style="list-style-type: none"> If the dialog has an Accept button defined, the Enter key activates it. The dialog is modal and blocks all other keyboard events.
Content Area (IFrame)	<ol style="list-style-type: none"> Ctrl + F6 navigates into the content area (iframe), selecting the first element. Ctrl + Shift + F6 navigates out of the content area (iframe), returning focus to the content area.
List	<ol style="list-style-type: none"> The up or down arrow keys move selection focus up or down through the list elements. The selection is continually updated. An arrow key press results in a selection event. The Ctrl + Up or Down key moves focus up or down without changing the current selection. The spacebar can be used to add the focused item to the selection. The Shift + Up or Down key moves focus up or down, and the newly focused item is added to the selection. <p>Note: If the list supports only a single selection, the Ctrl and Shift modifiers have no effect.</p>
Tab Bar	Left or right arrow keys move selection focus and select the new tab immediately. The selection focus <i>wraps around</i> the ends of the tab bar.
Text Field	<ol style="list-style-type: none"> If editable, alphanumeric keys make an edit. Tab proceeds in the tab order. Tab cannot be entered as a character in the text field.
Tree	The left and right arrow keys collapse or expand the current node if it has children. If it has no children, there is no effect. The expansion is non-recursive. However, if the tree is capable of remembering the previous expansion state of any subnodes, it should do so.

Keyboard Equivalents

Accessibility for Calculation Manager

The following table provides keyboard shortcuts for Oracle Hyperion Calculation Manager.

Table 3 Calculation Manager Shortcut Keys

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut ¹
Global Menu		
File Menu	Alt+F	Alt+F
File, New Rule	Ctrl+Shift+R	Alt+F, N, R
File, New Ruleset	Ctrl+Shift+L	L
File, Custom Defined Template	Ctrl+Shift+M	T
File, Formula Component	Ctrl+Shift+F	F
File, Script Component	Ctrl+Shift+S	C
File, Print	No keyboard shortcut	Alt+F, P
Import	No keyboard shortcut	I
Export	No keyboard shortcut	E
Log Off	No keyboard shortcut	G
Exit	No keyboard shortcut	X
Edit Menu	Alt+E	Alt+E
Edit, Delete	No keyboard shortcut	D
Edit, Remove	No keyboard shortcut	R
Tools Menu	Alt+T	No mnemonic shortcut
Tools, Variables	Ctrl+Shift+B	b
Actions Menu	Alt+C	No mnemonic shortcut
Actions, Validate	No keyboard shortcut	A
Actions, Migrate	No keyboard shortcut	M
Other Actions		
Maximize/Restore		No mnemonic shortcut
Close Module	Ctrl+F4	No mnemonic shortcut

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Variable Designer		No mnemonic shortcut
Use the Tab key to reach the grid, and use the arrow keys to navigate within the grid.		
File, New Variable	Ctrl+Shift+V	N
File, Save	Ctrl+S	S
Context Menu		No mnemonic shortcut
New	No keyboard shortcut	N
Refresh	No keyboard shortcut	R
Export	No keyboard shortcut	E
Delete	No keyboard shortcut	D
Copy	No keyboard shortcut	C
Paste	No keyboard shortcut	P
Save	No keyboard shortcut	S
Access main object palette	Alt+O, followed by Tab	
Access Properties tab	Alt+P, followed by Tab	
Access main content frame for the Rule Designer	Alt+M, followed by Tab	
Variable Properties Grid		No mnemonic shortcut
Edit cells within the grid	F2	No mnemonic shortcut
Select or clear the Runtime Prompt check box	Reach the cell and press Alt+Shift+R or space bar	No mnemonic shortcut
Select or clear the Allow Missing check box	Reach the cell and press space bar	No mnemonic shortcut
Display the Limits dialog box	Reach the cell and press F2	No mnemonic shortcut
Display the Default Value dialog box	Reach the cell and press F2	No mnemonic shortcut
Rule Designer		No mnemonic shortcut
File Menu		
File, Save	Ctrl+S	S
File, Save As	No keyboard shortcut	A
File, Save As Template	No keyboard shortcut	M
Edit Menu		No mnemonic shortcut
Edit, Copy	C	O
Edit, Paste	V	P

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Edit, Copy Group	No keyboard shortcut	G
Edit, Copy Reference	No keyboard shortcut	R
Edit, Script	No keyboard shortcut	S
Edit, Find	No keyboard shortcut	F
Edit, Find Next	Ctrl + F3	N
Edit, Replace All	No keyboard shortcut	L
Edit, Undo	No keyboard shortcut	Z
Edit, Convert to Graphical	No keyboard shortcut	H
Tools Menu	Alt+T	No mnemonic shortcut
Tools, Quick Edit	No keyboard shortcut	Q
Actions Menu	Alt+C	
Actions, Validate	No keyboard shortcut	A
Actions, Validate Oracle Hyperion Planning	Ctrl+P	P
Actions, Validate Oracle Hyperion EPM Architect	Ctrl + E	E
Actions, Validate Oracle Essbase	Ctrl + A	E
Actions, Validate Both	Ctrl + B	B
Actions, Validate Oracle Hyperion Financial Management	Ctrl + H	C
Actions, Deploy	Ctrl+D	D
Actions, Quick Deploy	Ctrl+Q	Q
Actions, Debug	Ctrl+Shift+U	G
Actions, Analyze	Ctrl+N	Z
Actions, Launch	Ctrl+E	E
Focus on the rule map	Alt+M	No mnemonic shortcut
Access Properties tab	Alt+P followed by 'tab'	No mnemonic shortcut
Access new object palette	Alt+W followed by 'tab'	No mnemonic shortcut
Focus on the existing object palette	Alt+G followed by 'tab'	No mnemonic shortcut
Rule and Template Palette		
Copy from palette and paste into the Script Editor		

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Copy from existing object palette and paste(drop) into script editor as macro	Ctrl+Shift+V	No mnemonic shortcut
Copy objects from existing object palette	D	No mnemonic shortcut
Copy from palette and paste in the flow chart		No mnemonic shortcut
Drag/Copy from Rule/Template Palette(New/Existing)	D	No mnemonic shortcut
Paste by Reference	R	No mnemonic shortcut
Drop or Paste by Copy	T	No mnemonic shortcut
Paste in Else part of a Condition component	W	No mnemonic shortcut
Copy and paste within a flow chart (Rule/Template Designer)		No mnemonic shortcut
Moves all the selected nodes focus to the top of the each selected node's column but it doesn't preserve selection.	A	No mnemonic shortcut
Moves all the selected nodes focus to the bottom of the each selected node's column but doesn't preserve selection	Shift+A	No mnemonic shortcut
Goes to:- condition if it's a node after end-if or member block if it's an end-member block node or member range if it's an end-member range node or data range if it's an end-data range node	B	No mnemonic shortcut
Copy	C	No mnemonic shortcut
Deselects all nodes that are part of the group selection but keeps the focus and highlight on the last node.	D	No mnemonic shortcut
Goes to:- node after end-if node if it's a condition node or end-member block if it's a member block or end-member range if it's a member range or data range if it's an end-data range node	E	No mnemonic shortcut
Puts focus on the begin node	F	No mnemonic shortcut
Add selected node to the group selection	G	No mnemonic shortcut
Invoke hot key list dialog	H	No mnemonic shortcut
Copy existing component in the designer & drop into the else part of the condition	I	No mnemonic shortcut
Puts focus on the end node	L	No mnemonic shortcut
Goes to the else-condition node only if it's a condition node.	N	No mnemonic shortcut
Only moves the last selected node's focus to the top of the its column and preserves the selection	P	No mnemonic shortcut

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Moves only the last node's focus to the top of the its column	O	No mnemonic shortcut
Drop or Paste by Copy	T	No mnemonic shortcut
Removes a node from the group selection	U	No mnemonic shortcut
Paste	V	No mnemonic shortcut
Copy from Palette & drop into else part of the condition	W	No mnemonic shortcut
Moves component within the rule map	X	No mnemonic shortcut
Go to next if condition or out of condition	Y	No mnemonic shortcut
Undo	Z	No mnemonic shortcut
Zoom out	1	No mnemonic shortcut
Zoom in	2	No mnemonic shortcut
Context Menu (Business Rule/Template Designer)		No mnemonic shortcut
Copy	No keyboard shortcut	C
Remove	No keyboard shortcut	D
Copy Group	No keyboard shortcut	G
Collapse	No keyboard shortcut	L
Expand	No keyboard shortcut	X
Paste	No keyboard shortcut	P
Save As Template	No keyboard shortcut	T
Open	No keyboard shortcut	O
Export	No keyboard shortcut	E
Find	No keyboard shortcut	N
Find Next	No keyboard shortcut	X
Convert to Graphical	No keyboard shortcut	H
Common menus for the System, Custom, and List views		
View Menu		
View, List View	No keyboard shortcut	L
View, System View	No keyboard shortcut	S
View, Custom View	No keyboard shortcut	U

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
View, Deployment View	No keyboard shortcut	D
Tools Menu		
Tools, Filter	No keyboard shortcut	F
Actions Menu		
Actions, Launch	Alt+C	No mnemonic shortcut
Actions, Deploy	No keyboard shortcut	X
System View		
Context Menu		
Open	No keyboard shortcut	O
Delete	No keyboard shortcut	D
New	No keyboard shortcut	N
Export	No keyboard shortcut	E
Validate	No keyboard shortcut	V
Deploy	No keyboard shortcut	D
Deploy rule and its shortcuts	No keyboard shortcut	A
Refresh	No keyboard shortcut	R
Copy To	No keyboard shortcut	Y
Create Shortcut	No keyboard shortcut	S
Launch	No keyboard shortcut	X
Show Usages	No keyboard shortcut	U
Migrate	No keyboard shortcut	M
Change Owner	No keyboard shortcut	W
Set Logger	No keyboard shortcut	L
Set Comments	No keyboard shortcut	C
Set Timer	No keyboard shortcut	T
Debug	No keyboard shortcut	G
Import	No keyboard shortcut	I
Save as template	No keyboard shortcut	M

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Change to Generic calculation type	No keyboard shortcut	H
Custom View		
File, Rename	No keyboard shortcut	R
Context Menu		
Open	No keyboard shortcut	O
New	No keyboard shortcut	N
New Folder	No keyboard shortcut	F
New Rule	No keyboard shortcut	U
New Ruleset	No keyboard shortcut	L
New Formula	No keyboard shortcut	M
New Script	No keyboard shortcut	S
Refresh	No keyboard shortcut	H
Rename	No keyboard shortcut	A
Remove	No keyboard shortcut	R
Export	No keyboard shortcut	E
Validate	No keyboard shortcut	V
Custom Defined Template	No keyboard shortcut	T
Show Usages	No keyboard shortcut	U
Drag/Copy	Ctrl+Shift+C	No mnemonic shortcut
Drop/Paste	Ctrl+Shift+V	No mnemonic shortcut
Access object palette	Alt+O, followed by tab	No mnemonic shortcut
Access main content frame	Alt+M, followed by tab	No mnemonic shortcut
Deployment View		
Context Menu		
Open	No keyboard shortcut	O
Refresh	No keyboard shortcut	R
Export	No keyboard shortcut	E
Deploy	Ctrl+Y	P

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Deploy All	No keyboard shortcut	A
Validate	Ctrl+M	V
Mark Selected	No keyboard shortcut	K
Unmark Selected	No keyboard shortcut	M
Show Usages	No keyboard shortcut	U
Set Logger	No keyboard shortcut	L
Set Comments	No keyboard shortcut	C
Set Timer	No keyboard shortcut	T
Select or clear the Deployable check box	F2	No mnemonic shortcut
Template Designer		
File Menu	Alt+F	No mnemonic shortcut
File, Save	Ctrl+S	No mnemonic shortcut
File, Save As	No keyboard shortcut	A
Edit Menu		
Edit, Copy	C	O
Edit, Paste	V	P
Edit, Copy Group	No keyboard shortcut	G
Tools Menu		
Tools, Variables	Ctrl+Shift+B	B
Tools, Quick Edit	No keyboard shortcut	Q
Design Time Prompt Grid		
Display the Dimension Limits dialog box	Alt+Shift+S	No mnemonic shortcut
Define dependencies for a design time prompt	Alt+Shift+D	No mnemonic shortcut
Define a default value for a Member Range design time prompt	Alt+Shift+I	No mnemonic shortcut
Display the Design Time Prompt Selector	Alt+Shift+K	No mnemonic shortcut
Delete Row	Delete Key	No mnemonic shortcut
Insert a row before the selected row	Shift+Insert Key	No mnemonic shortcut
Insert a row after the selected row	Alt+Insert Key	No mnemonic shortcut

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Insert a row as the last row	Insert key	No mnemonic shortcut
Move Up	Ctrl+Shift+U	No mnemonic shortcut
Move Down	Ctrl+Shift+V	No mnemonic shortcut
Select or clear the isPrompt check box for a selected design time prompt	Alt+Shift+0	No mnemonic shortcut
Select or clear the isMandatory check box for a selected design time prompt	Alt+Shift+1	No mnemonic shortcut
Select or clear the isReadOnly check box for a selected design time prompt	Alt+Shift+2	No mnemonic shortcut
Select or clear all check boxes at the row level for a selected design time prompt	Alt+Shift+0	No mnemonic shortcut
Context Menu		
Move row up	No keyboard shortcut	U
Move row down	No keyboard shortcut	O
Insert Row	No keyboard shortcut	I
Insert a row after the selected row	No keyboard shortcut	B
Insert a row before the selected row	No keyboard shortcut	A
Insert a row as the last row	No keyboard shortcut	E
Delete Row	No keyboard shortcut	D
Copy	No keyboard shortcut	C
Copy Grid	No keyboard shortcut	G
Paste	No keyboard shortcut	P
Template Wizard Designer Dialog		
Select members from the Available design time prompts and move them to the Selected design time prompts	Ctrl + M in the Available design time prompts	No mnemonic shortcut
Remove members from the Selected design time prompts	Ctrl + Shift + U in the Selected design time prompts	No mnemonic shortcut
Define Restricted List Dialog		
Insert a row before the selected row	Shift+Insert	No mnemonic shortcut
Insert a row after the selected row	Alt+Insert	No mnemonic shortcut
Insert a row at the end	Insert Key	No mnemonic shortcut

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut ¹
Template Reference		
Edit a cell	F2	No mnemonic shortcut
Select or clear a check box	Space Key	No mnemonic shortcut
Formula Component Note: After you drop a formula component into a flow chart, you may need to press Alt+M multiple times to shift focus to the formula component.		
Formula Grid		
Actions sub-menu	F2 Note: You may need to press F2 twice to display the Actions sub-menu from which you can access the Members, Variables, or Functions dialogs.	No mnemonic shortcut
In the Condition row, access the Log dialog	In the cell press F2, or press Alt+Shift+G from the condition text area	No mnemonic shortcut
In the Condition row, access the Comment dialog	In the cell press F2, or press Alt+Shift+M from the condition text area	No mnemonic shortcut
In the Condition row, access the Condition dialog	In the cell press F2, or press Alt+Shift+I from the condition text area	No mnemonic shortcut
In the Comment row, access the Comment dialog	In the cell press F2, or press Alt+Shift+M from the condition text area	No mnemonic shortcut
Grid Section		
Insert a row or remove a row	In the cell, press F2	No mnemonic shortcut
Access the drop-down menu	F2	No mnemonic shortcut
Edit cells within the grid	F2	No mnemonic shortcut
Insert a comment for a row	In the cell, press F2	No mnemonic shortcut
Context Menu		
Insert Members	No keyboard shortcut	M
Edit Selection	No keyboard shortcut	S
Insert Condition	No keyboard shortcut	T
Delete Condition	No keyboard shortcut	O
Insert Row	No keyboard shortcut	I
Delete Row	No keyboard shortcut	R
Add Grid Before	No keyboard shortcut	B

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Add Grid After	No keyboard shortcut	F
Add Grid End	No keyboard shortcut	E
Delete Grid	No keyboard shortcut	D
Copy Row	No keyboard shortcut	C
Copy all rows	No keyboard shortcut	A
Paste	No keyboard shortcut	P
Find	No keyboard shortcut	N
Replace	No keyboard shortcut	L
Script Component		
Find	Ctrl+Alt+F	No mnemonic shortcut
Replace	Ctrl+Alt+R	No mnemonic shortcut
Member Selector	Alt+Shift+B	No mnemonic shortcut
Function Selector	Alt+Shift+U	No mnemonic shortcut
Variable Selector	Alt+Shift+G	No mnemonic shortcut
Smartlist Selector	Alt+Shift+M	No mnemonic shortcut
Trigger auto suggest	Ctrl + Space	No mnemonic shortcut
Comment	Ctrl + /	No mnemonic shortcut
Uncomment	Ctrl + Shift + /	No mnemonic shortcut
Copy	Ctrl + C	C
Paste	Ctrl + V	V
Cut	Ctrl + X	X
Undo	Ctrl + Z	No mnemonic shortcut
Format	Alt + Shift + O	No mnemonic shortcut
Verify Syntax	Alt +Shift+S	No mnemonic shortcut
When the Find dialog box is open, focus on the Find text box	Alt+N	No mnemonic shortcut
When the Find dialog box is open, search for a text string	Alt+F	No mnemonic shortcut

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Ruleset Designer		
File Menu		
File, Save	Ctrl+S	S
File, Save As	No keyboard shortcut	A
Actions Menu		
Actions, Validate		A
Actions, Validate Oracle Hyperion Planning	Ctrl+P	P
Actions, Validate Oracle Hyperion EPM Architect	Ctrl + E	E
Actions, Validate Oracle Essbase	Ctrl + A	E
Actions, Validate Both	Ctrl + B	B
Actions, Validate Oracle Hyperion Financial Management	Ctrl + H	C
Actions, Deploy	Ctrl+Y	D
Actions, Quick Deploy	Ctrl+Q	Q
Context Menu		
Refresh	No keyboard shortcut	R
Open	No keyboard shortcut	O
Remove	No keyboard shortcut	R
Move Up	Alt+Shift+U	U
Move Down	Alt+Shift+W	D
Copy (drag)	Ctrl+Shift+C	No mnemonic shortcut
Paste (drop)	Ctrl+Shift+V	No mnemonic shortcut
Access the main object palette	Alt+O, followed by Tab	No mnemonic shortcut
Access the Properties tab	Alt+P, followed by Tab	No mnemonic shortcut
Access the main content frame	Alt+M, followed by Tab	No mnemonic shortcut
Existing Objects		
Context Menu		
Refresh	No keyboard shortcut	R
Open	No keyboard shortcut	O

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Loop Builder		
Member Range and Data Range components		
Comment dialog	Alt+Shift+M	No mnemonic shortcut
Reset Grid	Alt+G	No mnemonic shortcut
Sort columns in the variables grid and the List View		
Sort column <column number> [column number from 0 to n]	Ctrl+Shift+<column number>[0 to n]	No mnemonic shortcut
Dialog Boxes (In some dialogs, mnemonic shortcuts may be used in place of the Enter Key to close the dialog.)		
OK		O (Alt+O in Internet Explorer)
Cancel		L (Alt + L in Internet Explorer)
Help		H (Alt+H in Internet Explorer)
Condition Builder		
Move up	Alt+Shift+U	No mnemonic shortcut
Move down	Alt+Shift+W	No mnemonic shortcut
Group	G	No mnemonic shortcut
Ungroup	N	No mnemonic shortcut
Delete condition	Delete key	No mnemonic shortcut
Add condition	Insert key	No mnemonic shortcut
Replace condition	Alt+Shift+R	No mnemonic shortcut
Create Shortcut dialog box		
Select or clear an option button	F2	No mnemonic shortcut
Member Selector dialog box		
Add members to the Selected list	Ctrl+M	No mnemonic shortcut
Remove members from the Selected list	Ctrl+Shift+U	No mnemonic shortcut
Remove all members from the Selected list	Ctrl+R	No mnemonic shortcut
Script Debugger		
Action		

Menu, Button, or Task	Keyboard Shortcut	Mnemonic Shortcut¹
Edit	Ctrl + Shift + U	No mnemonic shortcut
Script Debugger		
Navigate to script section	Alt + S	No mnemonic shortcut
Navigate to properties (current members and break point) section	Alt + P	No mnemonic shortcut
Navigate to current values section	Alt + U	No mnemonic shortcut
Start/resume debug	Ctrl + Shift + R	No mnemonic shortcut
Cancel debug	Ctrl + Shift +N	No mnemonic shortcut
Insert break point	Ctrl + B	No mnemonic shortcut
Remove break point	Ctrl + B	No mnemonic shortcut
Insert/Remove condition	Ctrl + Shift+ O	No mnemonic shortcut
Edit condition	Ctrl + Q	No mnemonic shortcut
Context Menu		
Start debug	No keyboard shortcut	T
Add break point	No keyboard shortcut	B
Remove break point	No keyboard shortcut	P
Add condition	No keyboard shortcut	A
Edit condition	No keyboard shortcut	E
Remove condition	No keyboard shortcut	R

¹Any keys joined by a + sign must be pressed simultaneously.

Accessibility for Online Help

This table lists the keyboard shortcuts for online help.

Table 4 Keyboard Shortcuts for Online Help

Keyboard Shortcut	Description
Ctrl-Shift-1	Open and move focus to the Contents tab.
Ctrl-Shift-2	Open and move focus to the Index tab.
Ctrl-Shift-3	Open and move focus to the Search tab.
Ctrl-Shift-4	Move focus to the content frame, which is the frame that contains help topics.

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