



ORACLE® HYPERION SMART VIEW FOR OFFICE

Release 11.1.2.3.000

Accessibility Guide

ORACLE®
ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM

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This document describes the accessibility features of Oracle Hyperion Smart View for Office. For information regarding supported assistive technologies, refer to the *Oracle Enterprise Performance Management System Installation Start Here*.

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program web site at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Enabling Accessibility for Smart View

You do not need to enable accessibility specifically for Smart View; it is always in accessible mode. Smart View output is in the form of Excel spreadsheets, Word documents, and PowerPoint slides, which are accessible through Microsoft Office. For information about Excel, Word, or PowerPoint accessibility, refer to Microsoft Office product documentation.

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

Smart View Keyboard Equivalents

This section describes the keyboard equivalents for the following:

- [“Smart View Ribbon Keyboard Equivalents” on page 3](#)
 - Excel (Office 2007 and 2010)
 - Word and PowerPoint (Office 2010)
 - Word and PowerPoint (Office 2007)
- [“Office 2010 Data Provider Keyboard Equivalents” on page 6](#)
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 - Data provider ribbon keyboard equivalents
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 - Smart Query Keyboard Equivalents (Office 2010)

- Smart Query Keyboard Equivalents (Office 2007)

Note: Keyboard equivalents for languages other than English may be different from those listed in these tables.

Keyboard equivalents for provider ribbons may vary if other Office add-ins or extensions are installed. For example, Y may become Y1 or Y2 if there are ribbons created by add-ins in addition to Smart View.

Smart View Ribbon Keyboard Equivalents

[Table 1](#) shows the keyboard equivalents for the Smart View ribbon in Excel 2007 and 2010. [Table 2](#) shows the keyboard equivalents for the Smart View ribbon in Word and PowerPoint 2007. [Table 3](#) shows the keyboard equivalents for the Smart View ribbon in Word and PowerPoint 2010.

Table 1 Smart View Ribbon Keyboard Equivalents for Excel

Keys	Action
Alt+S	Display Smart View ribbon
Alt+S+P	Panel
Alt+S+C	Connections
Alt+S+C+T	Connections, Active Connections
Alt+S+C+E	Connections, Reset to Default Connection
Alt+S+C+O	Connections, Reporting and Analysis Document
Alt+S+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+C+U	Connections, Recently Used
Alt+S+E+N	Undo (Office 2007)
Alt+S+Y+2	Undo (Office 2010)
Alt+S+E+D	Redo (Office 2007)
Alt+S+Y+3	Redo (Office 2010)
Alt+S+E+C	Copy Data Point (Office 2007)
Alt+S+Y+4	Copy Data Point (Office 2010)
Alt+S+E+V	Paste Data Point (Office 2007)
Alt+S+Y+5	Paste Data Point (Office 2010)

Keys	Action
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel
Alt+S+D+R	Refresh (Office 2007)
Alt+S+Y+6	Refresh (Office 2010)
Alt+S+D+R+R	Refresh, Refresh (Office 2007)
Alt+S+Y+6+R	Refresh, Refresh (Office 2010)
Alt+S+D+R+S	Refresh, Refresh All Worksheets
Alt+S+Y+6+S	Refresh, Refresh All Worksheets (Office 2010)
Alt+S+Y	Submit Data (Office 2007)
Alt+S+Y+7	Submit Data (Office 2010)
Alt+S+S	Options
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle user Productivity Kit
Alt+S+H+S	Help, Technical Support
Alt+S+H+E	Help, EPM Documentation
Alt+S+H+Z	Help, About
Alt+S+F	Sheet Info
Alt+S+R+M	More
Alt+S+R+M+G	More, Migrate Active Workbook (Financial Management)
Alt+S+R+M+B	More, Migrate Batch (Financial Management)
Alt+S+R+M+R	More, Migrate Active Workbook (Hyperion Enterprise)
Alt+S+R+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+R+M+I	More, Insert Connection List
Alt+S+R+M+P	More, Import Metadata

Table 2 Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2007

Keys	Action
Alt+S+2	Display Smart View ribbon
Alt+S+2+P	Panel
Alt+S+2+C	Connections
Alt+S+2+C+O	Connections, Reporting and Analysis Document
Alt+S+2+C+O+C	Connections, Reporting and Analysis Document, Create Template
Alt+S+2+C+O+R	Connections, Reporting and Analysis Document, Refresh Template
Alt+S+2+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+2+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+2+C+U	Connections, Recently Used
Alt+S+2+E+C	Copy Data Point
Alt+S+2+E+V	Paste Data Point
Alt+S+2+E+M	Manage POV
Alt+S+2+R	Refresh
Alt+S+2+D+E	Visualize in Excel
Alt+S+2+S	Options
Alt+S+2+H	Help
Alt+S+2+H+C	Help, Contents
Alt+S+2+H+P	Help, Oracle User Productivity Kit
Alt+S+2+H+S	Help, Technical Support
Alt+S+2+H+E	Help, EPM Documentation
Alt+S+2+H+Z	Help, About

Table 3 Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010

Keys	Action
Alt+Y+1+S	Display Smart View ribbon
Alt+Y+1+P	Panel
Alt+Y+1+C	Connections
Alt+Y+1+C+O	Connections, Reporting and Analysis Document

Keys	Action
Alt+Y+1+C+O+C	Connections, Reporting and Analysis Document, Create Template
Alt+Y+1+C+O+R	Connections, Reporting and Analysis Document, Refresh Template
Alt+Y+1+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+Y+1+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+Y+1+C+U	Connections, Recently Used
Alt+Y+1+Y+2	Copy Data Point
Alt+Y+1+Y+3	Paste Data Point
Alt+Y+1+Y+4	Manage POV
Alt+Y+1+R	Refresh
Alt+Y+1+Y+5	Visualize in Excel
Alt+Y+1+S	Options
Alt+Y+1+H	Help
Alt+Y+1+H+C	Help, Contents
Alt+Y+1+H+P	Help, Oracle User Productivity Kit
Alt+Y+1+H+S	Help, Technical Support
Alt+Y+1+H+E	Help, EPM Documentation
Alt+Y+1+H+Z	Help, About

Office 2010 Data Provider Keyboard Equivalents

Table 4 lists the keyboard equivalents on data provider ribbons for Office 2010. Table 5 lists the keyboard equivalents for items on the Essbase, Planning Ad Hoc, HFM Ad Hoc, Enterprise Ad Hoc ribbons in Excel 2010. Exceptions are noted in parentheses.

Table 4 Data Provider Ribbon Keyboard Equivalents for Excel 2007

Keys	Action
Alt+Y+1+Y+3	Analyze (Planning only)
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+D+D	Drill-through

Keys	Action
Alt+Y+1+A+M	Add Member
Alt+Y+1+D+B	Submit Data
Alt+Y+1+D+A	Cell Actions
Alt+Y+1+D+E	Cell Actions, Comments
Alt+Y+1+D+P	Cell Actions, Supporting Detail (Planning only)
Alt+Y+1+D+T	Cell Actions, Attachment (Planning only)
Alt+Y+1+D+H	Cell Actions, History
Alt+Y+1+D+L	Lock (Planning only)
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+C+B	Calculate, Business Rules (Planning only)
Alt+Y+1+D+C+U	Calculate, Rules on Form (Planning only)
Alt+Y+1+D+C+D	Calculate, Calculate
Alt+Y+1+D+C+F	Calculate, Force Calculate (HFM and Enterprise only)
Alt+Y+1+D+C+T	Calculate, Translate (HFM and Enterprise only)
Alt+Y+1+D+C+R	Calculate, Force Translate (HFM and Enterprise only)
Alt+Y+1+D+O+2	Consolidate (HFM and Enterprise only)
Alt+Y+1+D+O+2+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+1+D+O+2+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+1+D+O+2+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+1+D+O+2+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+1+D+O+2+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+Y+1+W	View Comments
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+U+J	Adjust, Adjust
Alt+Y+1+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+1+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+D+M	More (Planning only)

Keys	Action
Alt+Y+1+D+M+J	More, Job Console (Planning only)
Alt+Y+1+D+M+M	More, Member Formula (Planning only)
Alt+Y+1+D+M+I	More, Instructions (Planning only)
Alt+Y+1+D+M+F	More, Offline (Planning only)
Alt+Y+1+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+1+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)
Alt+Y+1+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)
Alt+Y+1+Y+4	Approvals (Planning only)
Alt+Y+1+Y+5	Copy Version (Planning only)

Table 5 Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010

Keys	Action
Alt+Y+1+Y+3	Zoom In
Alt+Y+1+Y+3+N	Zoom In, Next Level
Alt+Y+1+Y+3+A	Zoom In, All Levels
Alt+Y+1+Y+3+B	Zoom In, Bottom Level
Alt+Y+1+Y+3+E	Zoom In, Same Level (Essbase only)
Alt+Y+1+Y+3+L	Zoom In, Sibling Level (Essbase only)
Alt+Y+1+Y+3+G	Zoom In, Same Generation (Essbase only)
Alt+Y+1+Y+3+F	Zoom In, Formulas (Essbase only)
Alt+Y+1+Y+4	Zoom Out
Alt+Y+1+Y+5	Pivot
Alt+Y+1+Y+5+P	Pivot, Pivot
Alt+Y+1+Y+5+T	Pivot Pivot to POV
Alt+Y+1+Y+6	Keep Only
Alt+Y+1+Y+7	Remove Only
Alt+Y+1+Y+8	Member Selection
Alt+Y+1+Y+9	Query
Alt+Y+1+Y+9+Q	Query, Query Designer

Keys	Action
Alt+Y+1+Y+9+R	Query, Run Report
Alt+Y+1+Y+9+E	Query, Execute MDX (Essbase only)
Alt+Y+1+Y+9+D	Query, Data Filter
Alt+Y+1+Y+A	Member Information (Essbase only)
Alt+Y+1+Y+B	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+1+Y+C	Change Alias (Essbase only)
Alt+Y+1+Y+D	Data Perspective (Essbase only)
Alt+Y+1+Y+E	Smart Slice (except Enterprise)
Alt+Y+1+Y+F	Cascade (except Enterprise Ad Hoc)
Alt+Y+1+Y+F+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+F+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+F+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+D+O	POV
Alt+Y+1+D+W	View Comments
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+Z	Visualize (Essbase only)
Alt+Y+1+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+J	Linked Objects (Essbase only)
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+B	Submit Data

Table 6 Oracle BI EE Ribbon Keyboard Equivalentents for Office 2010 (assumes Oracle BI EE Ribbon is Y1)

Key	Action
Alt+Y+1+Y+2	View Designer
Alt+Y+1+Y+3	Publish View

Key	Action
Alt+Y+1+Y+4	Refresh
Alt+Y+1+Y+5	Edit Prompts
Alt+Y+1+Y+6	Edit Page Prompts
Alt+Y+1+Y+7	Copy
Alt+Y+1+Y+8	Paste
Alt+Y+1+Y+9	Delete
Alt+Y+1+Y+A	Mask Data

Office 2007 Data Provider Keyboard Equivalents

Table 7 lists the keyboard equivalents on data provider ribbons for Office 2007. Table 8 lists the keyboard equivalents for items only on the Essbase, Planning Ad Hoc, HFM Ad Hoc, and Enterprise Ad Hoc ribbons for Office 2007. Exceptions are noted in parentheses.

Table 7 Data Provider Ribbon Keyboard Equivalents for Excel 2007

Keys	Action
Alt+Y+Y	Analyze (Planning only)
Alt+Y+D+R	Refresh
Alt+Y+D+R+R	Refresh, Refresh
Alt+Y+D+R+A	Refresh, Refresh All
Alt+Y+D+D	Drill-through
Alt+Y+A+M	Add Member
Alt+Y+D+B	Submit Data
Alt+Y+D+E	Cell Comments
Alt+Y+D+P	Supporting Detail (Planning only)
Alt+Y+D+T	Document Attachment (Planning only)
Alt+Y+D+L	Lock (Planning only)
Alt+Y+D+C	Calculate
Alt+Y+D+C+B	Calculate, Business Rules (Planning only)
Alt+Y+D+C+U	Calculate, Rules on Form (Planning only)
Alt+Y+D+C+D	Calculate, Calculate

Keys	Action
Alt+Y+D+C+F	Calculate, Force Calculate (HFM and Enterprise only)
Alt+Y+D+C+T	Calculate, Translate (HFM and Enterprise only)
Alt+Y+D+C+R	Calculate, Force Translate (HFM and Enterprise only)
Alt+Y+D+O+2	Consolidate (HFM and Enterprise only)
Alt+Y+D+O+2+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+D+O+2+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+D+O+2+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+D+O+2+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+D+O+2+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+S+W	View Comments
Alt+Y+D+U	Adjust
Alt+Y+D+U+J	Adjust, Adjust
Alt+Y+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+D+D	Drill-through
Alt+Y+D+M	More (Planning only)
Alt+Y+D+M+J	More, Job Console (Planning only)
Alt+Y+D+M+M	More, Member Formula (Planning only)
Alt+Y+D+M+I	More, Instructions (Planning only)
Alt+Y+D+M+F	More, Offline (Planning only)
Alt+Y+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)
Alt+Y+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)
Alt+Y+W+P	Approvals (Planning only)
Alt+Y+W+V	Copy Version (Planning only)

Table 8 Essbase and Ad Hoc Ribbon Keyboard Equivalentents for Excel 2007

Keys	Action
Alt+Y+A+Z	Zoom In

Keys	Action
Alt+Y+A+Z+N	Zoom In, Next Level
Alt+Y+A+Z+A	Zoom In, All Levels
Alt+Y+A+Z+B	Zoom In, Bottom Level
Alt+Y+A+Z+E	Zoom In, Same Level (Essbase only)
Alt+Y+A+Z+L	Zoom In, Sibling Level (Essbase only)
Alt+Y+A+Z+G	Zoom In, Same Generation (Essbase only)
Alt+Y+A+Z+F	Zoom In, Formulas (Essbase only)
Alt+Y+A+U	Zoom Out
Alt+Y+A+T	Pivot
Alt+Y+A+T+P	Pivot, Pivot
Alt+Y+A+T+T	Pivot Pivot to POV
Alt+Y+A+K	Keep Only
Alt+Y+A+O	Remove Only
Alt+Y+A+I	Member Selection
Alt+Y+A+Q	Query
Alt+Y+A+Q+Q	Query, Query Designer
Alt+Y+A+Q+R	Query, Run Report
Alt+Y+A+Q+E	Query, Execute MDX (Essbase only)
Alt+Y+A+Q+D	Query, Data Filter
Alt+Y+A+E	Member Information (Essbase only)
Alt+Y+A+P	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+A+A	Change Alias (Essbase only)
Alt+Y+A+D	Data Perspective (Essbase only)
Alt+Y+A+S	Smart Slice (except Enterprise)
Alt+Y+A+C	Cascade (except Enterprise Ad Hoc)
Alt+Y+A+C+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+A+C+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+A+C+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)

Keys	Action
Alt+Y+D+R	Refresh
Alt+Y+D+R+R	Refresh, Refresh
Alt+Y+D+R+A	Refresh, Refresh All
Alt+Y+D+O	POV
Alt+Y+D+W	View Comments
Alt+Y+D+C	Calculate
Alt+Y+D+Z	Visualize (Essbase only)
Alt+Y+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+D+D	Drill-through
Alt+Y+J	Linked Objects (Essbase only)
Alt+Y+D+U	Adjust
Alt+Y+D+B	Submit Data

Table 9 Oracle BI EE Ribbon Keyboard Equivalents for Office 2007 (assumes Oracle BI EE ribbon is Y1)

Key	Action
Alt+Y+Y+1	View Designer
Alt+Y+Y+2	Publish View
Alt+Y+Y+3	Refresh
Alt+Y+Y+4	Edit Prompts
Alt+Y+Y+5	Edit Page Prompts
Alt+Y+Y+6	Copy
Alt+Y+Y+7	Paste
Alt+Y+Y+8	Delete
Alt+Y+Y+9	Mask Data

Smart View Panel Navigation

Table 10 displays the keys for navigating in the Smart View Panel.

Table 10 Smart View Panel Navigation

Keys	Action
Alt+S+P	Launch the Smart View Panel (Office 2007 and 2010)
F6	Switch between Smart View and Office components
Tab	Scroll through Smart View Panel
Up and down arrow keys	Scroll through items in tree view
Left and right arrow keys	In toolbars - move through buttons In tree views - expand or collapse a node
Alt+tab	Move from tree view to Action Panel
Alt+down arrow	Open the drop-down menu
Up and down arrow keys	Scroll through drop-down list
Enter	Select an item in the drop-down menu
Escape	Cancel selection

Smart Query Panel Navigation

Table 11 Smart Query Panel Navigation

Keys	Action
F6	Switch between Smart Query and Office components
Ctl+Enter	Set focus from a dimension down to its properties
Ctl+X and Ctl+V	Move dimensions between axes

Smart Query Ribbon Keyboard Equivalents

[Table 12](#) shows the keyboard equivalents for Office 2010. [Table 13](#) shows the keyboard equivalents for Office 2007.

Table 12 Smart Query Ribbon Keyboard Equivalents for Office 2010

Key	Action
Alt+Y+1+Y+3	Analyze
Alt+Y+1+Y+4	Designer Panel
Alt+Y+1+Y+5	Copy
Alt+Y+1+Y+6	Paste

Key	Action
Alt+Y+1+Y+7	Save
Alt+Y+1+Y+8	Open
Alt+Y+1+Y+9	Refresh
Alt+Y+1+Y+A	Automatic Refresh
Alt+Y+1+Y+B	Change Alias
Arrow key + Enter	Change Alias, None
Arrow key + Enter	Change Alias, More Alias Tables
Alt+Y+1+Y+C	Indentation
Alt+Y+1+Y+D	Show Distinct Member Names
Alt+Y+1+Y+E	Suppress Rows with No Data

Table 13 Smart Query Ribbon Keyboard Equivalents for Office 2007

Key	Action
Alt+Y+Y+0+1	Analyze
Alt+Y+Y+0+2	Designer Panel
Alt+Y+Y+0+3	Copy
Alt+Y+Y+0+4	Paste
Alt+Y+Y+0+5	Save
Alt+Y+Y+0+6	Open
Alt+Y+Y+0+7	Refresh
Alt+Y+Y+0+8	Automatic Refresh
Alt+Y+Y+0+9	Change Alias
Arrow key + Enter	Change Alias, None
Arrow key + Enter	Change Alias, More Alias Tables
Alt+Y+Y+1+0	Indentation
Alt+Y+Y+1+1	Show Distinct Member Names
Alt+Y+Y+1+2	Suppress Rows with No Data

Installing and Configuring Help Locally

After installing Smart View, the online help is retrieved from a URL hosted on the Oracle.com web site. This is the default behavior for Smart View, and no changes are required by users to launch help.

However, you may require that the help be installed locally for Section 508 accessibility purposes. To accommodate this, help must be downloaded from My Oracle Support and placed on a local drive or web server, and the Smart View `properties.xml` file must be modified.

► To install and configure Smart View help locally:

- 1 Obtain the `smartview_help.zip` file from My Oracle Support.
- 2 Extract the contents of `smartview_help.zip` to a local folder on the computer where Smart View is installed.

For example, extract the contents locally to:

```
C:\Oracle\SmartView\
```

Under the `smartview_help` folder, there are 28 language folders; for example:

```
C:\Oracle\SmartView
    \smartview_help
        \ar
        \cs
        \da
        \de
        \el
        \en
        \es
        \fi
        \fr
        \fr_CA
        \he
        \hu
        \it
        \ja
        \ko
        \nl
        \no
        \pl
        \pt
        \pt_BR
        \ro
        \ru
        \sk
        \sv
        \th
        \tr
        \zh_CN
        \zh_TW
```

The following language folders contain translated versions of the Smart View help:


```
\de
\es
\fr
\it
\ja
\ko
\nl
\pt_BR
\zh_CN
\zh_TW
```

The remaining language folders contain the English version of the help. When you run Smart View in one of those languages (for example, Swedish) and you click a button for Help, the English help is displayed.

Additionally, the English folder contains a copy of the help in PDF format, `smartview_user.pdf`.

3 Modify the `helpurlcontext` property in the Smart View `properties.xml` file:

- a. In your Smart View installation, navigate to the `SmartView\cfg` folder.
- b. Make a backup copy of the original `properties.xml` file.
- c. Open `properties.xml` for editing.
- d. Modify the `helpurlcontext` property, providing the path to the folder that is parent to the language folders, providing the path to the folder that is parent to the language folders using the following syntax:

```
<helpurlcontext>file:///parent_language_folder_path/</helpurlcontext>
```

Tip: Use forward slashes in the syntax and ensure that you enter a final forward slash (/) after the parent language folder path that you provide.

Using the example from [step 2](#), after extracting the zip contents to `C:\Oracle\SmartView`, the `smartview_help` folder is the parent folder of the language folders. Thus, you would modify the `parent_language_folder_path` placeholder as follows:

```
<helpurlcontext>file:///C:/Oracle/SmartView/smartview_help/</helpurlcontext>
```

4 Restart your Microsoft Office applications and access the help from the Smart View ribbon.

5 Repeat this procedure for each computer that requires Oracle Hyperion Smart View for Office local help.

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