



T2 Hotkeys

FILE MENU

	HOTKEYS
Open	F3
Carry Forward	Ctrl + F3
Save	Shift + F3
Close	Alt + F3
Exit	Alt + X
Password (T2 Only)	Alt + F8

FILE



EDIT MENU

	HOTKEYS
Undo	Alt + BkSp
Redo	Shift + Alt + BkSp
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Select All	Ctrl + A

EDIT

	HOTKEYS
Override	F2
Recalculate	Shift + F2
Clone Form	Shift + Ctrl + F4
Add Row	Shift + Ctrl + F5
Toggle Marks (T2Plus Only)	Ctrl + F9

VIEW MENU

HOTKEYS

View Index of Information	Shift + Ctrl + I
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INDEX MENU

HOTKEYS

File Information (T2Plus Only)	Alt + F8
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PRINT MENU

HOTKEYS

Print Current Form	Alt + F11
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Print Single Form	Shift + F11
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Print Return	F11
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Print Batch (T2Plus Only)	Ctrl + F11
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Print Diagnostics	Shift + F9
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Print User Letter (T2Plus Only)	Shift + Ctrl + U
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VIEW / INDEX / PRINT

GOTO MENU

HOTKEYS

Goto Form	F4
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Goto Line	Ctrl + F2
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Goto Last	Shift + F4
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Goto Index	Ctrl + I
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Expand	F6
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Goto Jacket	Ctrl + J
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Goto Next Form	Ctrl + PgDn
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Goto Previous Form	Ctrl + PgUp
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HOTKEYS

Goto Notes	Ctrl + F8
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Goto Diagnostics	F9
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Goto Client Letter (T2Plus Only)	Ctrl + R
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Goto User Letter (T2Plus Only)	Ctrl + U
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Goto Tax Summary	F8
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Goto Comparative Summary	Ctrl + F7
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GOTO

TOOLS MENU

HOTKEYS

Calculator	Alt + F2
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System Snapshot	Ctrl + F10
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HELP MENU

HOTKEYS

Help	F1
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INTERNET FILING MENU (Corporation Internet Filing Version Only)

HOTKEYS

Build and Send (C.I.F.)	Shift + Ctrl + F12
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For more info, visit www.cantax.com or call Customer Service toll-free 1.800.268.4522, Technical Support toll-free 1.800.567.6173.



TOOLS / HELP / INTERNET FILING

