

FormMaster Hotkeys

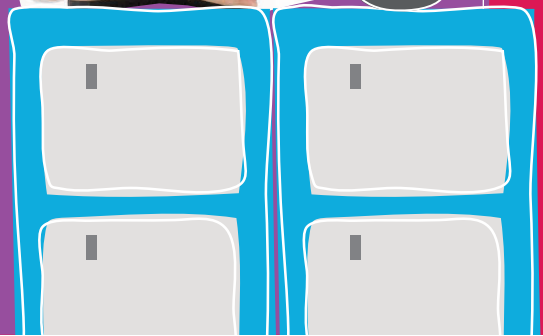


FILE MENU

HOTKEYS

New File	Ctrl + N
Open	F3
Save Client File	Shift + F3
Close Client File	Alt + F3
Properties	Alt + F8

FILE



EDIT MENU

HOTKEYS

Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete	Del
Select Input Cell	Ctrl + F7

HOTKEYS

Select All Cells	Shift + Ctrl + F7
Remove Override	F2
Recalculate	Shift + F2
Clone Form	Shift + Ctrl + F4
Delete Cloned Form	Ctrl + D
Attach Schedule	Alt + F9

EDIT



VIEW MENU

HOTKEYS

View Open Forms	F4
Diagnostics	F9
Previous File	Ctrl + J
Next File	Ctrl + M

PRINT MENU

HOTKEYS

Print Selected Forms	Alt + F11
Print Based on Print Formats	F11
Print Slips	Ctrl + L

VIEW / PRINT



GOTO MENU

HOTKEYS

Expand	F6
Federal/Provincial	Shift + Ctrl + F2
Next Form	Ctrl + Tab
Previous Form	Shift + Ctrl + Tab
Last Form	Shift + F4
Find	Ctrl + F
Close Active Form	Ctrl + F4

HOTKEYS

Professional Centre	Shift + Ctrl + P
Forms	Shift + Ctrl + T
Print Formats	Shift + Ctrl + M
Preparer Profile	Shift + Ctrl + R
Letters and Labels	Shift + Ctrl + L
EFILE Log	Shift + Ctrl + O
EFILE Archive	Shift + Ctrl + A

GOTO

HELP MENU

HOTKEYS

Contents and Index	F1
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HELP

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.

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