

Cantax Hotkeys

T2 HOTKEYS			
FILE MENU		EDIT MENU	
Open	F3	Undo	Alt + BkSp
Carry Forward	Ctrl + F3	Redo	Shift + Alt + BkSp
Save	Shift + F3	Cut	Ctrl + X
Close	Alt + F3	Copy	Ctrl + C
Exit	Alt + X	Paste	Ctrl + V
Password (T2 Only)	Alt + F8	Select All	Ctrl + A
Override	F2	Goto Index	Ctrl + I
Recalculate	Shift + F2	Expand	F6
Clone Form	Shift + Ctrl + F4	Goto Jacket	Ctrl + J
Add Row	Shift + Ctrl + F5	Goto Next Form	Ctrl + PgDn
Toggle Marks (T2Plus Only)	Ctrl + F9	Goto Previous Form	Ctrl + PgUp
VIEW MENU		Goto Notes	Ctrl + F8
View index of information	Shift + Ctrl + I	Goto Diagnostics	F9
INDEX MENU		Goto Client Letter (T2Plus Only)	Ctrl + R
File Information (T2Plus Only)	Alt + F8	Goto User Letter (T2Plus Only)	Ctrl + U
PRINT MENU		Goto Tax Summary	F8
Print Current Form	Alt + F11	Goto Comparative Summary	Ctrl + F7
Print Single Form	Shift + F11	TOOLS MENU	
Print Return	F11	Calculator	Alt + F2
Print Batch (T2Plus Only)	Ctrl + F11	System Snapshot	Ctrl + F10
Print Diagnostics	Shift + F9	HELP MENU	
Print User Letter (T2Plus Only)	Shift + Ctrl + U	Help	F1
GOTO MENU		INTERNET FILING MENU (Corporation Internet Filing Version Only)	
Goto Form	F4	Build and Send (C.I.F.)	Shift + Ctrl + F12
Goto Line	Ctrl + F2		
Goto Last	Shift + F4		