

# Cantax<sup>®</sup> T2

## Hotkeys

T2 HOTKEYS			
<b>FILE MENU</b>		<b>EDIT MENU</b>	
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	Form Function	Shift + F10
Password (T2 Only)	Alt + F8	Paste	Ctrl + V
Override	F2	Select All	Ctrl + A
Recalculate	Shift + F2	Goto Index	Ctrl + I
Clone Form	Shift + Ctrl + F4	Expand	F6
Add Row	Shift + Ctrl + F5	Goto Jacket	Ctrl + J
Toggle Marks (T2Plus Only)	Ctrl + F9	Goto Next Form	Ctrl + PgDn
<b>VIEW MENU</b>		Goto Previous Form	Ctrl + PgUp
View Index of Information	Shift + Ctrl + I	Goto Notes	Ctrl + F8
<b>INDEX MENU</b>		Goto Diagnostics	F9
File Information (T2Plus Only)	Alt + F8	Goto Client Letter (T2Plus Only)	Ctrl + R
<b>PRINT MENU</b>		Goto Client EFILE Letter (T2Plus Only)	Ctrl + E
Print Current Form	Alt + F11	Goto User Letter (T2Plus Only)	Ctrl + U
Print Single Form	Shift + F11	Goto Tax Summary	F8
Print Return	F11	Goto Comparative Summary	Ctrl + F7
Print Batch (T2Plus Only)	Ctrl + F11	<b>TOOLS MENU</b>	
Print Diagnostics	Shift + F9	Calculator	Alt + F2
Print Client Letter (T2Plus Only)	Shift + Ctrl + R	System Snapshot	Ctrl + F10
Print Client EFILE Letter (T2Plus Only)	Shift + Ctrl + E	<b>HELP MENU</b>	
Print User Letter (T2Plus Only)	Shift + Ctrl + U	Help	F1
<b>GOTO MENU</b>		<b>INTERNET FILING MENU</b> (Corporation Internet Filing Version Only)	
Goto Form	F4	Build and Send (CIF)	Shift + Ctrl + F12
Goto Line	Ctrl + F2	Build and Send (Alberta Net File)	Shift + Ctrl + F11
Goto Last	Shift + F4		

### Customer Service

Tel: 1 800 268 4522

E-mail: [cservice@wolterskluwer.com](mailto:cservice@wolterskluwer.com)

### Technical and Tax Support

Tel: 1 888 829 7848

E-mail: [csupport@wolterskluwer.com](mailto:csupport@wolterskluwer.com)

Regular Hours: Monday through Friday 8:30 a.m. - 8:00 p.m. EST



### Wolters Kluwer Canada Limited

90 Sheppard Avenue East, Suite 300  
Toronto, Ontario, M2N 6X1