

# Keyboard Shortcuts

	FUNCTION KEY ONLY	CTRL +	SHIFT +	ALT +
<b>F1</b>	Help	Field help (if available)	Form help	
<b>F2</b>	Override/restore calculation	Override format		
<b>F3</b>	Client Explorer			
<b>F4</b>	Form Explorer	Close current file	Form Explorer (Line No.)	Exit ProFile
<b>F5</b>	Switch to spouse (T1/TP1)	Switch to RSI view (T2)	Switch federal/QC forms	Switch family file (T1/TP1)
<b>F7</b>	Form Explorer (Detail)		Form Explorer (Keyword)	Backtrack to prior form
<b>F8</b>	Attach memo	Attach calculator tape		Snapshot/variance
<b>F9</b>	Display next audit message	Show/Hide Auditor	Display prior audit message	Quick print audit messages
<b>F10</b>	Tax summary	Non-zero T1 summary	Two-year tax summary	Quick print tax summary
<b>F11</b>		EFILE return	Instant SEND	Quick print T183
<b>F12</b>	Print current form			

File properties	Ctrl+I
T1, T2 jacket	Ctrl+J
Carry forward a file	Ctrl+R
Pause/start timer	Ctrl+T
Next form	Ctrl+Tab
Previous form	Ctrl+Shift+Tab
Top of next slip	Ctrl+Enter
Top of previous slip	Ctrl+Shift+Enter
Ditto key	` (back apostrophe)
Next form Form Explorer checklist	Ctrl+Alt+PgDn
Last form Form Explorer checklist	Ctrl+Alt+PgUp
Next page on form	Ctrl+PgDn
Previous page on form	Ctrl+PgUp

Next section on form	Alt+PgDn
Previous section on form	Alt+PgUp
Clear review mark on field	Ctrl+Alt+0
Preparer sign-off	Ctrl+Alt+1
Partner sign-off	Ctrl+Alt+2
Correction required mark	Ctrl+Alt+3
Question review mark	Ctrl+Alt+4
End review	Ctrl+E
Erase highlighter	Ctrl+H
Close current form	Esc
Open form in new window	Ctrl+Alt+F6
Quick print non-zero summary	Ctrl+Alt+F10
Create a PDF copy of a tax return	Ctrl+Alt+P