

Quick Reference Guide

This reference guide provides you with tips, shortcuts and other useful information on using ProFile.

Activating ProFile Software

To activate ProFile tax year 2014 products, open ProFile and go to [Help > License > Add New License](#) and follow the instructions. Your Product Codes and License Keys can be found on your receipt.

Updates

Our automatic Check for Updates feature ([Options > Environment > System](#)) ensures that you have the latest ProFile version throughout the year. If you turn this feature off, be sure to regularly select [Online > Check for Updates](#).

For greater control of updates on network installations, clear the checkbox Enable automatic check for updates under [Options > Environment > System](#).

Backup Options

A regular backup routine could prove to be your best business practice!

- [Options > Environment > File > Keep backup](#) will always keep a copy of your next-to-last file save (recoverable through Windows® Explorer).
- [Options > Environment > File > Auto save files every X minutes](#) will save your current file at regular intervals.

Keyboard Shortcuts

Function key only		Ctrl +	Shift +	Alt +
F1	Help	Field help (if available)	Form help	
F2	Override/restore calculation	Override format		
F3	Client Explorer			
F4	Form Explorer	Close current file	Form Explorer (Line No.)	Exit ProFile
F5	Switch to spouse (T1/TP1)	Switch to RSI view (T2)	Switch federal/QC forms	Switch family file (T1/TP1)
F6	Jump to first source form	Next open file	List of source forms	
F7	Form Explorer (Detail)		Form Explorer (Keyword)	Backtrack to prior form
F8	Attach memo	Attach calculator tape		Snapshot/variance
F9	Display next audit message	Show/Hide Auditor	Display prior audit message	Quick print audit messages
F10	Tax summary	Non-zero T1 summary	Two-year tax summary	Quick print tax summary
F11		EFILE return	Instant SEND	Quick print T183
F12	Print current form			

*ProFile also supports standard Microsoft Windows® shortcuts.

And More...

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>

Additional Resources

Latest Product News

For What's New, What's Fixed, Known Issues and News/Alerts, go to [Online > Update Information](#).

QuickStart

For central access to many ProFile resources, go to the QuickStart window. If you do not see this window when you start ProFile, go to [Help > QuickStart](#).

Online Community

Get help from other tax professionals in ProFile's online forum by visiting [community.intuit.ca](#).

<F1> Help

Press <F1> on any form or field to display related info from the in-product help.

Free Training

For all our training options, visit [profile.intuit.ca/training](#).

Self-Serve Support

Visit ProFile's support website at [profile.intuit.ca/support](#) for answers to FAQs, hot topics and more. In ProFile, choose [Help > Support > InfoBase](#).

Contact our Support Team

Call **1-800-452-9970** or email pas_support@intuit.com.