

# TaxCycle Keyboard Shortcuts

		+ Ctrl	+ Shift	+ Alt
F1	Help	Show/hide menu ribbon		
F2	Override	Override field format	Full recalculation	
F3	Client Manager		Open Client Manager in new window	Toggle Client Manager views
F4	Fast Find	Close current form	Open form in new window	Close TaxCycle
F5	Switch taxpayer/spouse	Switch dependants	Open spouse in new window	
F6	Jump to source field	Toggle province	Open jump link in new window	
F7	Open Prepare forms list	List carried forward forms	List forms used in this return	List forms with data entered
F8	Attach memo	Attach tape		
F9	Next review message		Previous review message	Current form's review messages
F10	Jump to Family summary	Create snapshot		
F11	Open document in DoxCycle			
F12	Open Transmit sidebar			

## Take **Ctrl** of slips

Hold down **Ctrl** while clicking a link or a form icon to create a new slip. Or, hold **Ctrl** and press **Enter** when opening form from **F4** Fast Find.

Ctrl+C	Copy
Ctrl+Shift+C	Smart Copy
Ctrl+D	Delete row
Ctrl+Shift+D	Send feedback
Ctrl+Delete	Delete slip
Ctrl+E	Toggle cursor/review mark
Ctrl+Shift+E	Expand/collapse form sections
Ctrl+F	Find in current form
Ctrl+Shift+F	Open Transmit Family
Ctrl+I	Insert row
Ctrl+Shift+I	Toggle sidebar open/close
Ctrl+J	Jump to jacket
Ctrl+N	New file
Ctrl+O	Open file
Ctrl+P	Print return
Ctrl+Alt+P	Quick print current form
Ctrl+Shift+P	Print current form
Ctrl+R	Carry forward
Ctrl+Shift+R	Carry forward and link

Ctrl+S	Save
Ctrl+Shift+S	Save as
Ctrl+T	Start/stop timer
Ctrl+Tab	Open Fast Switch
Ctrl+Shift+Tab	Back through Fast Switch
Ctrl+V	Paste
Ctrl+W	Close current return
Ctrl+X	Cut
Ctrl+1	Jump to return summary
Ctrl+2	Jump to 2-year summary
Ctrl+3	Jump to Client 2-year summary
Ctrl+4	Jump to Family summary
Ctrl+5	Jump to 5-year summary
Ctrl+6	Add question mark
Ctrl+7	Add correction mark
Ctrl+8	Add single checkmark
Ctrl+9	Add double checkmark
Ctrl+0	Clear review marks

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## Shift your view

Hold down **Shift** while clicking a link or form icon to open the form in a new window side-by-side. This also works when you press **Enter** to open a form from **F4** Fast Find or **F5** to switch to the spouse's return.

## Know your Alternatives

Press the **Alt** key to reveal ribbon keyboard shortcuts.

Alt+B	Go back to previous form
Alt+F	Go forward to next form
Alt+Down Arrow	Display contents of a drop-down list
Alt+Left Arrow	Jump to same field on the previous slip
Alt+Right Arrow	Jump to same field on the next slip
Ctrl+Left Arrow	Jump to start of field or word
Ctrl+Right Arrow	Jump to end of field or word
Page Down	Go to next page on form
Page Up	Go to previous page on form

T or =	Enter today's date
Plus Sign (+)	Increase by one day
Minus Sign (-)	Decrease by one day
Back quote (`)	Repeat previous field in table

Ctrl+Plus Sign	Zoom in
Ctrl+Minus Sign	Zoom out
Ctrl+Alt+H	Zoom form to page height
Ctrl+Alt+W	Zoom form to page width
Ctrl+Alt+R	Zoom to 100%

Check **Use prepare forms list as checklist** in options. Then use the following keyboard shortcuts to check off forms:

Up Arrow	Move up through the forms list
Down Arrow	Move down through the forms list
Left Arrow	Close a category
Right Arrow	Open a category
F6 or Enter	Open highlighted form and check the box
Ctrl+Page Down	Go to next checked form
Ctrl+Page Up	Go to previous checked form
Esc	Toggle keyboard focus from list to form

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