

# Accounting CS cheat sheet

## Navigating and special functions

Ctrl + 1	Fit page
Ctrl + 2	Fit width
Ctrl + D	Document Properties
Ctrl + F	Find (unhides the Find toolbar when it is hidden)
Alt + Left arrow	Moves back through previous views
Alt + Right arrow	Moves forward through previous views
End	Display the last page in the document
Right arrow	Display the next page
Left arrow	Display the previous page
Ctrl + Shift + N	Go to page
Ctrl + Shift + T	Crop pages
F3	Find the next instance of the current search word
Shift + F3	Find the previous instance of the current search word
Home	Return to the first page in the document
Ctrl + W	Prompts you to save changes (When in Workpapers CS closes the workpaper, but leaves the PDF editor open. Also, you are prompted to save your changes before returning the workpaper to the binder)

## Toggle to hide/unhide frames in the view

F8	Toggle to hide or unhide toolbars (excluding the command menu bar) that are currently displayed in the editor
F9	Toggle to hide or unhide the command menu bar
F11	Toggle to hide or unhide toolbars (including the command menu bar) that are currently displayed in the PDF editor
Ctrl + B	Toggle to hide or unhide the

## Bookmarks frame

Ctrl + E	Toggle to hide or unhide the Properties toolbar
Ctrl + Shift + F	Toggle to hide or unhide the Search PDF frame
Ctrl + I	Toggle to hide or unhide the Fields frame
Ctrl + L	Toggle to hide or unhide the Layers frame
Ctrl + M	Toggle to hide or unhide the Comments frame
Ctrl + T	Toggle to hide or unhide the Pages frame

## Editing

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Del	Delete selected item
Ctrl + Shift + D	Delete pages
Ctrl + Z	Undo last change

## Saving and printing

Ctrl + S	Save the document
Ctrl + Shift + S	Save as
Ctrl + P	Open the Print dialog
Ctrl + Y	Redo
Ctrl + Shift + R	Rotate pages

## Modifying the view

Ctrl + 0	Actual size
Ctrl + Num +	Zoom In
Ctrl + Num -	Zoom Out
Ctrl + Shift + Num +	Rotate Clockwise
Ctrl + Shift + Num -	Rotate Counterclockwise
Ctrl + Shift + M	Zoom To

## Help

F1	Open the Help and How-To
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Center

*Last modification: 11/11/2019 8:10:20 PM*

*More information:* [defkey.com/accounting-cs-shortcuts](https://defkey.com/accounting-cs-shortcuts)

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