

# Keyboard Shortcuts

Here are the most commonly used keyboard shortcuts in Quicken:

## Get started

Task	Shortcut keys
Quicken Preferences	?,
Page setup	??P
Minimize Quicken window	?M
Hide Quicken	?H
Hide other programs	??H
Quit Quicken	?Q

## Quicken data file

Task	Shortcut keys
Open Quicken file	?O
Close Quicken file	?W
Print file	?P
Undo task	?Z
Redo task	??Z
Select all	?A
Find	?F
Find next	?G
Find previous	??G
Open register in new window	?O
Transaction inspector	??I
Show details	??E
Show attachments	??A
Show checks	??C

## Account register

Task	Shortcut keys
Update all online accounts	??U
Update selected online account	?U
Sync to mobile	?S
Account status	??S
Use default register text size	?0
Increase register text size	?+
Decrease register text size	?-

## Go to

Task	Shortcut keys
Payees & Rules	??E
Tags	??T
Categories	??C
Actions	??A
Securities	??R

## Transactions

Task	Shortcut keys
New transaction	?N
New scheduled transaction	??N
Edit transaction	?E
Duplicate transaction	?D
Delete transaction	?
Mark as paid	?R
Add split	??N
Delete split	??Delete
Show splits	??S
Write check	?J
Save QuickFill rule	?Y
Transaction details	??I
Move to next field	?
Move to previous field	??
Add attachment	??H

## Date Commands

Task	Shortcut keys
Today's date	T
Increment date	+
Decrement date	–
Increment 7 days	. or >
Decrement 7 days	, or <
First day of this week	W
Last day of this week	K
First day of this month	M
Last day of this month	H
First day of this year	Y
Last day of this year	R

**Note:** You can repeatedly press the required keys to increase or decrease the week, month or year. For example, if you press **R** for today, the date will change to 12/31 of the current year. If you press **R** again, it will change to 12/31 of the next year. Pressing **R** will continue to increment the year.