

# Keyboard Shortcuts for Providers Quick Reference Card

## PowerScribe® 360 Reporting

Use the following keyboard shortcuts to expedite your workflow in the Explorer, Report Editor, and AutoText Editor windows.

The table below shows the keyboard shortcuts listed in alphabetic order by description. The table on the opposite side shows the keyboard shortcuts that apply specifically to the *PowerScribe 360 Reporting* application, and to microphone playback.

All Keyboard Shortcuts					
Apply center justification	Ctrl+E	Apply full-line justification	Ctrl+J	Apply left justification	Ctrl+L
Apply right justification	Ctrl+R	Attending sign from resident workstation	Shift +F12	Barcode on/off (in Explorer)	Ctrl+B
Bold selected text	Ctrl+B	Check spelling	F7	Copy text	Ctrl+C
Create new AutoText from selected text	Alt+F3	Cut text	Ctrl+X or Shift+Delete	Cycle through list modes (bullets, etc.)	Ctrl+Shift+L
Delete concordance	Ctrl+Alt+C	Delete selected AutoText	Ctrl+D	Delete to the start of the previous word	Ctrl+ Backspace
Delete to the start of the next word	Ctrl+Delete	Dictation on/off toggle	F4	Fast forward	Alt+Right arrow
Faster rewinding/ forwarding	Ctrl+Up arrow	Find	Ctrl+F	Go to beginning of report/AutoText	Alt+Home or Ctrl+Home
Go to end of report/AutoText	Alt+End or Ctrl+End	Italicize selected text	Ctrl+I	Make selected text all lowercase	Alt+L
Make selected text all UPPERCASE	Alt+U	Microphone on/off toggle	Shift+F4	My Productivity	Ctrl+Shift+P
New Report/AutoText	Ctrl+N	Nextfield or table cell	Tab	Open Help	F1
Open report/AutoText	Ctrl+O	Paste text	Ctrl+V or Shift+Insert	Play/Pause toggle	F6
Previous field or table cell	Shift+Tab	Print report/ AutoText	Ctrl+P	Redo	Ctrl+Y
Refresh view (in Explorer)	F5	Reject report	F11	Replace	Ctrl+H
Rewind	Alt+Left arrow	Save as Draft	F9	Save report/AutoText	Ctrl+S
Select all text	Ctrl+A	Send to correction	F10	Select words left	Ctrl+Shift+ Left arrow
Select words right	Ctrl+Shift+ Right arrow	Sign/Approve/ Finish report	F12	Slow down playback	Alt+Down arrow
Slower rewinding forwarding	Ctrl+Down arrow	Speed up playback	Alt+Up arrow	Start Quality Check	Ctrl+F7
Start selected words with a capital letter	Alt+C	Start/Stop automatic image insertion	Ctrl+G	STAT on/off	Ctrl+Shift+S
Stop	Alt+F6	Toggle AutoFeed on/ off	Ctrl+T	Toggle Wet Read on/off (in Explorer)	Ctrl+W
Underline selected text	Ctrl+U	Undo	Ctrl+Z	Volume down	Alt+Delete
Volume up	Alt+Insert	Wet Read	Alt+F9		

Nuance® PowerScribe® 360

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## PowerScribe 360 Reporting-Specific

Attending sign from resident workstation	Shift +F12	Create new AutoText from selected text	Alt+F3	Delete concordance	Ctrl+Alt+C
Delete selected AutoText	Ctrl+D	Dictation on/off toggle	F4	Microphone on/off toggle	Shift+F4
New Report/ AutoText	Ctrl+N	Open My Productivity window	Ctrl+Shift+P	Open report/ AutoText	Ctrl+O
Print report/ AutoText	Ctrl+P	Refresh view (in Explorer)	F5	Reject report	F11
Save as Draft	F9	Save report/ AutoText	Ctrl+S	Send to correction	F10
Sign/Approve/ Finish report	F12	Start Quality Check	Ctrl+F7	Start/Stop automatic image insertion	Ctrl+G
STAT on/off	Ctrl+Shift+S	Toggle AutoFeed on/off	Ctrl+T	Toggle Barcode on/off (in Explorer)	Ctrl+B
Toggle Wet Read on/off (in Explorer)	Ctrl+W	Wet Read	Alt+F9		

## Playback

Fast forward	Alt+Right arrow	Faster rewinding/ forwarding	Ctrl+Up arrow	Play/Pause toggle	F6
Rewind	Alt+Left arrow	Slow down playback	Alt+Down arrow	Slower rewinding forwarding	Ctrl+Down arrow
Speed up playback	Alt+Up arrow	Stop	Alt+F6	Volume down	Alt+Delete
Volume up	Alt+Insert				