



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

Legend: White – InScribe Core or windows shortcut, Green - Navigation, Blue – Structured, Purple – Editing, Tan - Playback

WEEK 1	
CTRL + SHIFT + S	Access shortcut reference window - mark your shortcuts
ALT + SHIFT + P	Search by patient ID
ALT + SHIFT + N	Search by patient name
CTRL + up or down	Move edit cursor up or down paragraphs at a time
CTRL + left or right	Move edit cursor whole words at a time
WEEK 2	
ALT + ;	Jump to body
ALT + N	Jump to patient name
ALT + I	Jump to patient ID
ESC or ALT + F4	Close open windows
CTRL + F	Using the find
WEEK 3	
ALT + C	Jump to CC's
CTRL + D	Delete CC
ALT + W	Jump to document type drop down
HOME	Move edit cursor to beginning of line
END	Move edit cursor to end of line
Week 4	
CTRL + ALT + M	Jump to comment box
CTRL + ALT + B	Preview transcription with print template

F1 or CTRL + G	Go t next bracketed field []
CTRL + HOME	Move edit cursor to the top of the document
CTRL + END	Move edit cursor to the bottom of the document
WEEK 5	
SHIFT + CTRL + up or down	Select whole paragraphs at a time up or down
SHIFT + CTRL + left or right	Select whole words at a time right or left
SHIFT + HOME	Select entire line from cursor position to beginning of line
SHIFT + END	Select entire line from cursor position to end of line
WEEK 6	
CTRL + X	Cut selected text
CTRL + C	Copy selected text
CTRL + V	Past selected text
CTRL + DELETE	Delete one whole word to right of edit cursor
CTRL + BACKSPACE	Delete one whole word to left of edit cursor
WEEK 7	
ALT + B	Jump to birthdate
ALT + A	Jump to appointment date
CTRL + U	Toggle letter case
CTRL + Z	Undo last action
CTRL + Y	Redo last action
WEEK 8	
ALT + R	Jump to author (aka clinician)
ALT + Z	Jump to authorization (aka Addl Auth)
CTRL + W	Mark for Review
CTRL + Q	Mark for QA

SHIFT + CTRL + H	Find and Replace
WEEK 9	
F2	Play/pause audio playback
CTRL + SPACE	Attach edit cursor to voice cursor
LEFT or RIGHT ARROW	Detach edit cursor
SHIFT + CTRL + SPACE	Start audio playback at edit cursor position
WEEK 10	
CTRL + ALT + S	Spit transcription at cursor position
CTRL + SHIFT + Y	Copy transcription
CTRL + T	Speed up audio playback
CTRL + E	Slow down audio playback
CTRL + R	Return audio playback to normal
WEEK 11	
CTRL + ALT + G	Insert dictation template
SHIFT + CTRL + G	Reload document template
F3	Rewind audio playback
F4	Fast forward audio playback
WEEK 12	
ALT + G	Jump to Gender
ALT + L	Jump to Location
F11 or SHIFT + CTRL + P	Show work pool
CTRL + 0	Hide all panels and only show editor
ALT + TAB	Switch between windows programs
WEEK 13	
CTRL + ALT + X	Toggle doc type name from short name to long name

CTRL + ALT + UP ARROW	Move up one job in dictation queue
CTRL + ALT + DOWN ARROW	Move down one job in dictation queue
F12 or CTRL + SHIFT + RETURN	Get next dictation from server
WEEK 14	
CTRL + ALT + Q	View QA feedback
ALT + [Add Comment tag
ALT +]	Remove comment tag
ALT + SHIFT + L	Get appointment listing
ALT + 1 - 5	Jump to user fields ALT + 1 jump to user field 1, ALT + 2 jump to user field 2 etc.
WEEK 15	
ALT + D	Highlight navigation bar in web browser
CTRL + T CTRL + W	Open New Tab Close the current tab
CTRL + TAB SHIFT + CTRL + TAB	Move forward between open tabs Move backward between open tabs
WEEK 16	
Windows logo key	Open/close start menu Type program name to search and open like "Fire" to highlight Fire fox program and hit enter to open
Windows logo key + M Windows logo key + D Windows logo key + SHFT + M	Minimize all windows Show the desktop (same as minimize all windows) Restore minimized windows
Windows logo + ↑ Windows logo + ↓	Maximize the current window Minimize the current window