



FLEX KEYBOARD SHORTCUTS GUIDE

Modal Dialog Boxes

Yes - Alt + Y

No - Alt + N

Cancel - Alt + C

OK - Alt + O

Editing View (Editor open)

Copy - Ctrl + C

Cut - Ctrl + X

Paste - Ctrl + V

Select All - Ctrl + A

Undo - Ctrl + Z

Redo - Ctrl + Y

Toggle Bold - Ctrl + B

Toggle Italic - Ctrl + I

Toggle Underline - Ctrl + U

Toggle Check Document view - F7

Toggle List - Ctrl + Shift + L

Indent List - Ctrl + - (Minus Key)

'Outdent' List - Ctrl + Alt + - (Minus Key)

Insert Section - Ctrl + Shift + H

Next Section - Ctrl +]

Previous Section - Ctrl + [

Next Field - Ctrl + Shift + N

Previous Field - Ctrl + Shift + P

Find - Ctrl + F

Replace - Ctrl + Shift + F

Document Editing

Toggle STAT - Ctrl + T (7.21.2+)

Toggle Standards - Ctrl + Shift + S

Insert Physician Name - Ctrl + N (7.3 and 7.8+)

Save - Ctrl + S

Cancel - Ctrl + Shift + E

Sign - Ctrl + G

Unsign - Ctrl + Shift + G

Send To Transcription - Ctrl + M

Send to Recognition - Ctrl + R

Delete - Ctrl + Shift + Delete

Reject - Ctrl + J

Rewind Audio - Ctrl + ,(comma)

Play/Pause Audio - Ctrl + Space

Fast Forward Audio - Ctrl + .(period)

Standards Editing (7.8+)

Save - Ctrl + S

Cancel - Ctrl + Shift + E

Full Patient View

Edit - Ctrl + E

Sign - Ctrl + G

Unsign - Ctrl + Shift + G

Send To Transcription - Ctrl + M

Send to Recognition - Ctrl + R

Delete - Ctrl + Shift + Delete

Reject - Ctrl + J

Print - Ctrl + P

Discard - Ctrl + Shift + D

Restore - Ctrl + Shift + R

Toggle STAT - Ctrl + T (7.21.2+)

(New) To Do List

Move to the previous document group (wrap around) - Up

Move to the next document group (wrap around) - Down

Move to the previous document (moves between groups as well) - Left

Move to the next document (moves between groups as well) - Right

View document in preview view - Enter