

# Epic Epic cheat sheet

## Main workspace

Alt	Open Epic Button menu
Ctrl + Space	Jump to Epic search function
Ctrl + 1	Open Paging System
Ctrl + 2	Go to Patient Lists workspace
Ctrl + 3	Open Patient Station
Ctrl + Alt + S	Secure your Epic workstation
Ctrl + Alt + L	Logout of Epic

## Patient's chart

Ctrl + W	Close the Workspace (chart)
Ctrl + D	Open the menu for More activities

### From Flowsheets Activity

Tab or Down arrow	Move to next row
Shift + Tab	Move to previous row

[A - Z]	(type first letter of choices) Quickly select choices in drop down menu
---------	--

Up arrow / Down arrow	Move cursor to next choice in list
-----------------------	------------------------------------

Enter	Save selection and move to next row
-------	-------------------------------------

;  
(use on a multi-select list)  
Remain in the row but choose more than one item

F6	Add comments to rows
----	----------------------

### From Navigators Activity

F7	Navigate to previous section
----	------------------------------

F8	Navigate to next section
----	--------------------------

F9	Close section or note
----	-----------------------

Enter or Space	When a button is highlighted, pressing Enter or Space will save your selection
----------------	--

Tab or Arrow keys	Advance through fields in open sections of navigators
-------------------	---

### From Manage Orders Activity

Ctrl + O	Open Manage Orders Activity
----------	-----------------------------

Alt + M	Open sidebar of Manage Orders Activity
---------	--

Alt + D	Open Order Sets
Alt + W	Place the cursor in the New Order field in Sidebar

Alt + S	Open window to Sign orders
---------	----------------------------

F6	Open comment box in Order Composer window or jump to Facility List tab
----	--

### Dating conventions when icons are present

These hotkeys are used to pull current dates or relative dates. For example, for two weeks ago, type "w-2"

T	Today (current date or relative date)
---	---------------------------------------

W	Week (relative date)
---	----------------------

M	Month (relative date)
---	-----------------------

Y	Year (relative date)
---	----------------------

N	Now (current date, can also be used for relative dates)
---	---

H	Hour (relative time)
---	----------------------

## From Flowsheets Activity

Tab or Down arrow	Move to next row
-------------------	------------------

Shift + Tab	Move to previous row
-------------	----------------------

[A - Z]	(type first letter of choices) Quickly select choices in drop down menu
---------	--

Up arrow / Down arrow	Move cursor to next choice in list
-----------------------	------------------------------------

Enter	Save selection and move to next row
-------	-------------------------------------

;  
(use on a multi-select list)  
Remain in the row but choose more than one item

F6	Add comments to rows
----	----------------------

### From Navigators Activity

F7	Navigate to previous section
----	------------------------------

F8	Navigate to next section
----	--------------------------

F9	Close section or note
----	-----------------------

Enter or Space	When a button is highlighted, pressing Enter or Space will save your selection
----------------	--

Tab or Arrow keys	Advance through fields in open
-------------------	--------------------------------

	sections of navigators
--	------------------------

From Manage Orders Activity

Ctrl + O	Open Manage Orders Activity
Alt + M	Open sidebar of Manage Orders Activity
Alt + D	Open Order Sets
Alt + W	Place the cursor in the New Order field in Sidebar
Alt + S	Open window to Sign orders
F6	Open comment box in Order Composer window or jump to Facility List tab

Dating conventions when icons are present

These hotkeys are used to pull current dates or relative dates. For example, for two weeks ago, type "w-2"

T	Today (current date or relative date)
W	Week (relative date)
M	Month (relative date)
Y	Year (relative date)
N	Now (current date, can also be used for relative dates)
H	Hour (relative time)

## From Navigators Activity

F7	Navigate to previous section
F8	Navigate to next section
F9	Close section or note
Enter or Space	When a button is highlighted, pressing Enter or Space will save your selection

Tab or Arrow keys	Advance through fields in open sections of navigators
-------------------	---

From Manage Orders Activity

Ctrl + O	Open Manage Orders Activity
Alt + M	Open sidebar of Manage Orders Activity
Alt + D	Open Order Sets
Alt + W	Place the cursor in the New Order field in Sidebar
Alt + S	Open window to Sign orders

F6	Open comment box in Order Composer window or jump to Facility List tab
----	--

Dating conventions when icons are present

These hotkeys are used to pull current dates or relative dates. For example, for two weeks ago, type "w-2"

T	Today (current date or relative date)
W	Week (relative date)
M	Month (relative date)
Y	Year (relative date)
N	Now (current date, can also be used for relative dates)
H	Hour (relative time)

## From Manage Orders Activity

Ctrl + O	Open Manage Orders Activity
Alt + M	Open sidebar of Manage Orders Activity
Alt + D	Open Order Sets
Alt + W	Place the cursor in the New Order field in Sidebar
Alt + S	Open window to Sign orders
F6	Open comment box in Order Composer window or jump to Facility List tab

Dating conventions when icons are present

These hotkeys are used to pull current dates or relative dates. For example, for two weeks ago, type "w-2"

T	Today (current date or relative date)
W	Week (relative date)
M	Month (relative date)
Y	Year (relative date)
N	Now (current date, can also be used for relative dates)
H	Hour (relative time)

## Dating conventions when icons are present

These hotkeys are used to pull current dates or relative dates. For example, for two weeks ago, type "w-2"

T	Today (current date or relative date)
W	Week (relative date)
M	Month (relative date)
Y	Year (relative date)
N	Now (current date, can also be used for relative dates)
H	Hour (relative time)

## Navigating within text: Note writing

Down arrow	Move cursor to next line of text
Up arrow	Move cursor to previous line of text
End	Move cursor to end of current line of text
Home	Move cursor to beginning of current line of text
Ctrl + End	Move cursor to end of text
Ctrl + Home	Moves cursor to beginning of text
Ctrl + Right arrow	Moves cursor to next word
Ctrl + Left arrow	Moves cursor to previous word
Shift + End	Highlight from cursor position to end of line of text
Shift + Home	Highlight from cursor position to beginning of line of text
Shift + Down arrow	Highlight line below current one
Shift + Up arrow	Highlight line above current one
Shift + Right arrow	Highlight one character to right of cursor
Shift + Left arrow	Highlight one character to left of cursor
Ctrl + Shift + Right arrow	Highlight from cursor position to end of word
Ctrl + Shift + Left arrow	Highlight from cursor position to beginning of word

## General

Alt + Esc	Send open window to the back
-----------	------------------------------

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + A	Select all
Ctrl + P	Print
Ctrl + Z	Undo
Shift + Arrow keys	Select text
Ctrl + Arrow keys	Move across words in text
Ctrl + Shift + Arrow keys	Select text by a word at a time instead of each letter
Ctrl + Backspace	Delete previous word/character block
Ctrl + Del	Delete next word/character block
Ctrl + Shift + Esc	Open Windows Task Manager
Win + L	Lock windows if you are logged in to a shared workstation
Win + M or Win + D	Minimize all windows
Win + Shift + M	Undo minimize all windows
Ctrl + B	Toggle bold formatting
Ctrl + I	Toggle italic formatting
Ctrl + U	Toggle underline
Win + Left arrow / Right arrow	Move window to fill half of the screen
Win + Up arrow	Maximize window
Win + Down arrow	Decrease size of window
Tab	When using bullet points, move to the next bullet
Shift + Tab	Return bullet point to the left
Alt + D	Move cursor to the location / URL bar
Ctrl + W	Close tab or browser window
Ctrl + T	When Explorer is already up, open a new tab
Shift + Del	Delete a file, bypassing the Recycle Bin
Ctrl + Shift + N	Create a new folder
F2	Rename a file. Use Tab to continue down the row with renaming

Source: virginia.edu (PDF)

Last modification: 7/28/2021 9:57:31 PM

More information: [defkey.com/epic-health-shortcuts](https://defkey.com/epic-health-shortcuts)

[Customize this PDF...](#)