



# PowerScribe 360 cheat sheet

## All keyboard shortcuts

Ctrl + E	Apply center justification
Ctrl + J	Apply full-line justification
Ctrl + L	Apply left justification
Ctrl + R	Apply right justification
Shift + F12	Attending sign from resident workstation
Ctrl + B or Ctrl + B	Barcode on / off (in Explorer)
F7	Check spelling
Ctrl + C	Copy text
Alt + F3	Create new AutoText from selected text
Ctrl + X or Shift + Del	Cut text
Ctrl + Shift + L	Cycle through list modes (bullets, etc.)
Ctrl + Alt + C	Delete concordance
Ctrl + D	Delete selected AutoText
Ctrl + Backspace	Delete to the start of the previous word
Ctrl + Del	Delete to the start of the next word
F4	Dictation on / off toggle
Alt + Right arrow	Fast forward
Ctrl + Up arrow	Faster rewinding / forwarding
Ctrl + F	Find
Alt + Home or Ctrl + Home	Go to beginning of report / AutoText
Alt + End or Ctrl + End	Go to end of report / AutoText
Ctrl + I	Italicize selected text
Alt + L	Make selected text all lowercase
Alt + U	Make selected text all uppercase
Shift + F4	Microphone on / off toggle
Ctrl + Shift + P	My Productivity
Ctrl + N	New report / AutoText
Tab	Next field or table cell
F1	Open help
Ctrl + O	Open report / AutoText
Ctrl + V or Shift + Insert	Paste text

F6	Play / Pause toggle
Shift + Tab	Previous field or table cell
Ctrl + P	Print report / AutoText
Ctrl + Y	Redo
F5	Refresh view (in Explorer)
F11	Reject report
Ctrl + H	Replace
Alt + Left arrow	Rewind
F9	Save as draft
Ctrl + S	Save report / AutoText
Ctrl + A	Select all text
F10	Send to correction
Ctrl + Shift + Left arrow	Select words left
Ctrl + Shift + Right arrow	Select words right
F12	Sign / Approve / Finish report
Alt + Down arrow	Slow down playback
Ctrl + Down arrow	Slower rewinding forwarding
Alt + Up arrow	Speed up playback
Ctrl + F7	Start Quality Check
Alt + C	Start selected words with a capital letter
Ctrl + G	Start / Stop automatic image insertion
Ctrl + Shift + S	Stat on / off
Alt + F6	Stop
Ctrl + T	Toggle AutoFeed on / off
Ctrl + W	Toggle Wet Read on / off
Ctrl + U	Underline selected text
Ctrl + Z	Undo
Alt + Del	Volume down
Alt + Insert	Volume up
Alt + F9	Wet read

## Reporting-specific

Shift + F12	Attending sign from resident workstation
Alt + F3	Create new AutoText from selected text
Ctrl + Alt + C	Delete concordance

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

## Playback

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

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More information: [defkey.com/pl/powerscribe-360-shortcuts](https://defkey.com/pl/powerscribe-360-shortcuts)

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