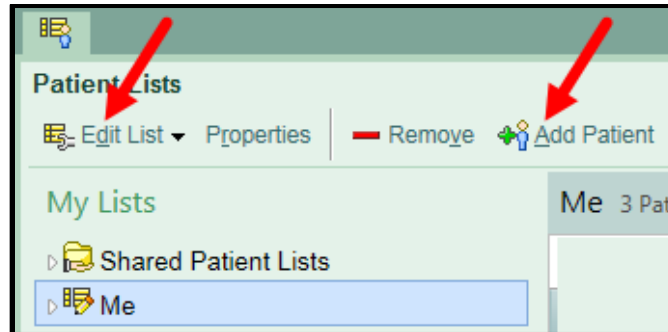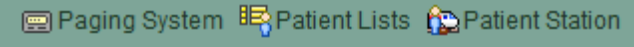# Epic Keyboard Shortcuts

Use these keyboard shortcuts to navigate through Epic to complete daily documentation and chart review.
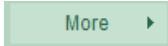
Any time you see a word with a letter underlined you can use the ALT+ the underlined letter to select that button or open an activity. For example, from the Patient Lists workspace, when a My List folder is selected, ALT+D will open the menu for the Edit List button and ALT+A will open the search tool that allow you to add patients to the selected folder.

Shortcuts from Your Main Workspace

Shortcut	Action
ALT	Opens menu of Epic Button
CTRL+SPACE	Jumps to Epic search function
CTRL+(NUMBER)	Opens buttons found on the Epic Hyperspace toolbar. For example: CTRL+1 *opens the Paging System* CTRL+2 *takes you to the Patient Lists workspace* CTRL+3 *opens Patient Station*
CTRL+ALT+S	Secure your Epic workstation
CTRL+ALT+L	Logout of Epic

Shortcuts within a Patient's Chart

Shortcut	Action
CTRL+W	Closes a Workspace (Chart)
CTRL+D	Opens the menu for More activities More ▶
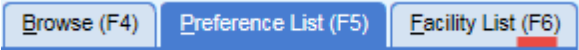
From Flowsheets Activity

Shortcut	Action
TAB / DOWN ARROW	Move to next row
SHIFT+TAB	Move to previous row
TYPE FIRST LETTER OF CHOICES	Easily select choices in drop down menu
ARROW KEYS (DOWN / UP)	Move cursor to next choice in list
ENTER	Saves selection and moves to next row
; (SEMI-COLON)	Use semi-colon between selections on a multi-select list to remain in the row but choose more than 1 selection
F6	Add comments to rows

From Navigators Activity

Shortcut	Action
F7	Navigates to previous section
F8	Navigates to next section
F9	Closes section or note
ENTER / SPACE BAR	Once a button is highlighted, hitting enter or the space bar will save your selection
TAB / ARROW KEYS	Use Tab or arrow keys to advance through fields in open sections of navigators

From Manage Orders Activity

Shortcut	Action
CTLR+O	Opens Manage Orders Activity
ALT+M	Opens Side Bar of Manage Orders Activity
ALT+D	Opens Order Sets
ALT+W	Places cursor in New Order field in Side Bar
ALT+S	Opens window to Sign orders
F6	Opens comment box in Order Composer window or jumps you to Facility List tab Browse (F4) Preference List (F5) Facility List (F6)

Dating Conventions when Icons are Present

Shortcut	Action
T	= today
	Pulls in the current date or a relative date.
	For example: for today's date, type "t." For tomorrow's date, type "t+1."
W	= week
	Use for relative date.
	For example: for two weeks ago, type "w-2."
M	= month
	Use for relative date.
	For example: for five months from now, type "m+5."
Y	= year
	Use for relative date.
	For example: for one year ago, type "y-1."
N	= now
	Pulls in the current time. Also can be used for relative times.
	For example: for 30 minutes ago. type "n-30."
H	= hour
	Use this for relative times.
	For example: for 2 hours ago, type "h-2."

Navigating within Text: Note Writing

Shortcut	Action
DOWN ARROW	Moves cursor to next line of text.
UP ARROW	Moves cursor to previous line of text.
END	Moves cursor to end of current line of text.
HOME	Moves cursor to beginning of current line of text.
CTRL+END	Moves 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.

Shortcut	Action
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 Keyboard Shortcuts

Shortcut	Action
ALT+TAB	Pops users between open tabs in internet browser
ALT+ESC	Sends 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

Shortcut	Action
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	Deletes previous word/character block
CTRL+Delete	Deletes next word/character block
CTRL+SHIFT+ESC	Opens Windows Task Manager. Replaces CTRL+ALT+DELETE.
WIN+L	Lock windows if you are logged in to a shared workstation
WIN+M or WIN+D	Minimize all the things
WIN+SHIFT+M	Undoes WIN+M/D
CTRL+B	Toggle Bold formatting (works in most word processors or other text-formatting editors)
CTRL+I	Toggle Italic formatting
CTRL+U	Toggle Underline
WIN+ Right or Left Arrow	Moves window to fill half of screen
WIN+ Up arrow	Maximize window
WIN+ Down arrow	Decrease size of window

Shortcut	Action

Shortcut	Action
TAB	When using bullet points, moves to the next bullet
SHIFT+Tab	Returns 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, opens a new tab
SHIFT+DELETE	Deletes a file, bypassing the recycle bin
CTRL+SHIFT+N	New folder
F2	Rename file. Use Tab to continue down the row with renaming.