



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

Table of contents

Week 3: ALT + C, CTRL + D, ALT + W, HOME, END	2
ALT + C (Jump to CC's).....	2
CTRL + D (Delete CC).....	2
ALT + W (Jump to Document Type drop down).....	3
HOME (Move edit cursor to beginning of the line)	3
END (Move edit cursor to end of the line)	4
Week 3 - QUIZ	5

Week 3: ALT + C, CTRL + D, ALT + W, HOME, END

SUMMARY	
Description	Shortcut
Jump to CC's	ALT + C
Delete CC	CTRL + D
Jump to document type drop down	ALT + W
Move edit cursor to beginning of line	HOME
Move edit cursor to end of line	END

Legend: White – InScribe Core or Windows Shortcut; Green – Navigation; Purple – Editing; Tan – Playback

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load “Lesson 9: Learn the Basics of Editing Topic 10: Navigation shortcuts walkthrough” for these exercises.

ALT + C (Jump to CC's)

EXERCISE:

- Use ALT + C to jump to cc field then use ALT + ; to jump back to the body, return your hands to the home row keys after you use the shortcut. Repeat this 9 more times.
- Put your cursor anywhere in body using ALT + ; then use any of the navigation shortcuts (CTRL + ↑ or ↓ and/or CTRL + → or ←) to randomly move to a spot in the body. Then use ALT + C to jump to CCs. Repeat this 5 times.
- Put your cursor in the Patient Name field using the appropriate shortcut and use ALT + C to jump to the CCs.
- Put your cursor in the Birthdate, select a date, then use ALT + C to jump to the CCs. Type in “s” and hit ENTER. Hit ESC to close the Associate Search window.
- Put your cursor in the Comment box then use ALT + C to jump to the CCs.
- Use the appropriate shortcut to jump to the Patient ID field. Use ALT + C to jump to the CCs then type “smith” hit tab to do a CC search, when the associate listing window appears select the first associate and hit enter. Then use ALT + ; to jump back to the body. Then use ALT + C to jump back to CCs.

CTRL + D (Delete CC)

EXERCISE:

- Use ALT + C to jump to the CCs. Type the letter “a” to search for a list of CCs and hit ENTER or TAB. Select a CC from the list and hit ENTER. Use CTRL + D to delete the CC. When the “Are you sure” prompt appears hit ENTER to delete the CC. Hit ALT + ; to jump back to the body.
- Use ALT + C to jump to CCs. Type the letter “a” to search for a list of CCs and hit ENTER or TAB. Select a CC from the list and hit ENTER. Type the letter “a” again to search for another CC and hit ENTER or TAB.

Select a different CC from the list and hit ENTER. Type the letter “a” again to search for another CC and hit ENTER or TAB. Select a different CC from the list and hit ENTER. Now use CTRL + D to delete the last CC you added. Hit ENTER on the “Are you sure” prompt. Use CTRL + D again to delete another CC.

- c) Place your cursor in the Patient Name field using ALT + N. Use CTRL + D to delete the CC. Use ALT + ; to jump to the body.
- d) Repeat Exercises a – c again.

ALT + W (Jump to Document Type drop down)

EXERCISE:

- a) Use ALT + W to jump to the Document Type drop down. Use ALT + ; to jump back to the body, after using each shortcut be sure to return your hand to the home row keys. Repeat this 9 times.
- b) Use ALT + ; to jump back to the body.
- c) Put your edit cursor at the bottom of the document using the most appropriate shortcut.
- d) Use ALT + W to jump to the Document Type drop down. Use SHIFT + ALT + ↓ to open the document list. Select a different document type by using any of the arrow keys and hit ENTER. If you get the New Document Template dialog select the overwrite option. Use ALT + ; to jump back to the body.
- e) Use ALT + W to jump to the Document Type drop down.
- f) Use SHIFT + ALT + ↓ to open the document list.
- g) Type a few characters of a document name, which moves the focus to that document type. Hit ENTER. If you get the New Document Template dialog select the overwrite option. Use ALT + ; to jump back to the body.
- h) Repeat exercise c, selecting a different document type.
- i) Place your edit cursor in the comments box. Use ALT + W to jump back to the Document Type drop down. Use ALT + I to jump to the Patient ID. Use ALT + W to jump back to the document type. Change the document type using either type to find or arrows and hit ENTER. If you get the New Document Template dialog select the overwrite option. Use ALT + ; to jump back to the body.

HOME (Move edit cursor to beginning of the line)

EXERCISE:

- a) Place your edit cursor at the beginning of the bolded word “morning”. Hit your HOME key to jump your edit cursor to the beginning of the line.
- b) Use CTRL + → to navigate the edit cursor to the word “hemoglobin”. Use hit your HOME key to jump to the beginning of the line. After you use HOME, return your hands to the home row keys. Repeat these action 5 times.
- c) Use CTRL + F to find the word “morning” close the find. Move your edit cursor down to the word “palpitations” in the SUBJECTIVE section as in “No other chest pain, no palpitations”. Hit your HOME key again.

- d) Using the appropriate navigation shortcut, move your edit cursor to the bolded word ALLERGIES, hit your HOME key to jump to the beginning of the line. Repeat this 5 times.
- e) In the REVIEW OF SYSTEMS section, find the word “lightheadness”, put the edit cursor on this word and hit the HOME key.
- f) Position the edit cursor on any word you’d like and hit the HOME key.

END (Move edit cursor to end of the line)

EXERCISE:

- a) Place your edit cursor on the title CURRENT MEDICATIONS. Hit the END key to jump your edit cursor to the end of the line.
- b) Use CTRL + ← to move left 4 words. Hit your END key to jump to the end of the line. After you use the END key return your hands to the HOME row keys. Repeat these actions 5 times.
- c) Use CTRL + F to find the word “abdominal” to jump your edit cursor to that word. Hit your END key to jump to the end of line.
- d) Use your CTRL + ← to move 6 words to the left. Hit your END key to jump your edit cursor to the end of the line.
- e) Use your HOME key to jump to the beginning of the line. Use your END key to jump to the end of the line. Each time you use the shortcut return your hands to the home row. Repeat this 4 times.
- f) Use the best navigation shortcuts to move to the word “better” in the EXTREMITIES subsection. Place the edit cursor at the end of that word and hit the END key.

Week 3 - QUIZ

1. What shortcut is used to jump to the CC field?
 - a) ALT + CTRL + C
 - b) ALT + C + A
 - c) SHIFT + ALT + Z
 - d) ALT + C

2. What shortcut is used to delete a CC?
 - a) CTRL + D
 - b) DELETE + D
 - c) SHIFT + CTRL + D
 - d) ALT + D

3. What shortcut is used to jump to the Document Type drop down?
 - a) SHIFT + ALT + D
 - b) ALT + W
 - c) ALT + SHIFT + K
 - d) ALT + U

4. What statement is true using HOME and END keys?
 - a) They jump the edit cursor quickly to the end or beginning of the line
 - b) They jump the edit cursor to the top or bottom of the document
 - c) They help you find and select words at the end of a line
 - d) They move you to the beginning and end of a paragraph

5. True or false? CTRL + ALT + X, is another shortcut to jump to the document type field.