



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS WITH STRUCTURED

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Week 11 - QUIZ 12

Week 11 CTRL + ALT + G, SHIFT + CTRL + G, F3, F4, SHIFT + AL T+ , shift + alt + .

SUMMARY	
Description	Shortcut
Insert dictation template	CTRL + ALT + G
Reload document template	SHIFT + ALT + G
Rewind audio playback	F3
Fast forward audio playback	F4
Move section and contents up (move main section and subsections together)	SHIFT + ALT + ,
Move Section and Contents down (move main section and subsections together)	SHIFT + ALT + .

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

Note: These exercises assume you do not have the “Attach edit cursor on play enabled”. If this is enabled, it is recommended to disable this to perform these exercises. To disable this, go to File > Options > Playback, and uncheck the box “Attach voice cursor on play”. When finished with the exercises, if you disabled the “Attach edit cursor on play”, remember to re-enable this. You only need to do this, if you prefer the edit cursor automatically be attached on play in your normal working environment.

CTRL + ALT + G (Insert dictation template)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- Position the edit cursor after the word “Jones”, in the “Referring Physician” section. Use CTRL + ALT + G to bring up the Dictation Templates window. Use type to find to select the “Intake” template, start typing “Int...” to move the selection to the word “Intake” and hit ENTER. Undo that dictation template insertion.
- Repeat step “a” 7 times, after each insertion and undo be sure to return your hands to the home row keys.

EXERCISE 2:

- Position your edit cursor after the word “Jones” in the “Referring Physician” section, use CTRL + ALT + G to bring up the Dictation Templates window. Use ↓ to select the “Consult Template” and hit ENTER.
 - Move to the “Medications” section of the dictation template and add a bulleted list of the following Medications: “Plavix”, “Norco”, “Omeprazole”, “Atavin”.
 - Navigate to the Review of Systems section in the dictation template and type “All systems were reviewed and were negative.”
 - Using the best shortcut delete the entire “Plan” and “Foot” section from the dictation template.

- b) Using the best shortcut, navigate to the “Physical Examination” section, delete that entire section and all of its contents.
 - i. Move the edit cursor back into the medications section above the Diagnostic Data section. Place the cursor at the end of that section. Use CTRL + ALT + G to bring up the Dictation Templates Window.
 - ii. Use the type to find method and start typing “Normal” to get the selection on the templates with the title “Normal”. Use ↓ to select the “Normal PE w blanks” and hit ENTER.
 - iii. Hit F1 to jump to the pulse bracketed field and type “91”. Hit F1 again to jump to the blood pressure content box and type “120”. Use CTRL + G to move to the rest of the bracketed fields and fill in this info: “70”, “No clubbing or edema.”, “strong”, “the base of the head and neck”
- c) Navigate to the Diagnostic Data section, start playback from the word “White” attach the edit cursor to the voice cursor. Let the audio play until you reach the end of the section. Stop the audio. The edit cursor should appear after the word “Pending”.
 - i. Use CTRL + ALT + G to bring up the Dictation Templates window, find the template titled “Plain text” and hit ENTER.
 - ii. Use F1 or CTRL + G to jump to each bracketed field and type “test”
- d) Jump to the bottom of the document and delete the last bullet of the Plan section. Undo the delete. Position the edit cursor on the 3rd paragraph of the Assessment section, start playback, attach the edit cursor to the voice cursor. Speed up the playback 2 times. Stop the playback when you get to the word “Salt” then return the playback to normal.

EXERCISE 3:

- a) Position the edit cursor in the “Cardiovascular” subsection after the word “rate”, use CTRL + ALT + G to bring up the Dictation Templates window. Use the best method to select the “Procedure 2” template and hit ENTER. Undo that insertion. Using the best shortcut to re-do that insertion.
- b) Navigate to the HEENT subsection. Cut that text then delete that entire section. Navigate to the “Allergies” section and paste the text that you cut at the end of that section. Demote the “Allergies” section so it’s a subsection and move that under the Vital Signs subsection.
- c) Using the best shortcut, navigate to the Assessment section. Start playback from that section attach the edit cursor to the voice cursor and edit that section to ensure there are no errors. Hint, there are only a few corrections to make.
 - i. Use CTRL + T to speed up the playback to get to the errors quicker. When the section has been corrected, stop the playback. Using the best shortcut, return playback to normal.
 - ii. Use CTRL + ALT + G to bring up the dictation templates window. Find and insert the template titled “Assessment Test”.
 - iii. Undo the insertion of the “Assessment Test”. Navigate to the top of the document, start playback from the word “Jones”. Attach the edit cursor to the voice cursor, let the audio play until the edit cursor gets to the “Subjective” section convert that section title into plain text.
 - iv. Navigate to the Review of Systems section, the one after History of Present Illness, turn that section in to plain text and delete the “review of systems” text.

SHIFT + CTRL + G (Reload document template)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “OpReport Type Draft” for these exercises.

EXERCISE 1:

- a) If your demographic panels are hidden, unhide them. Use SHIFT + CTRL + G, to reload the document template for the current document type. You should see the New Document Template window. Hit ESC to close this window.
- b) Repeat Using SHIFT + CTRL + G followed by the ESC key 3 times. Each time you finish the step return your hands to the home row keys.
- c) Repeat Using SHIFT + CTRL + G followed by the ALT + F4 key 3 times. Each time you finish the step return your hands to the home row keys.

EXERCISE 2:

- a) Using the best shortcut, jump to the document type drop down and change the document type to the t-Dischg. Jump back to the body. You should see the New Document Template window. Select “Keep Text” and hit ENTER. Use SHIFT + CTRL + G to re-load the document template. Select “Insert at Cursor”.
- b) Jump to the comment and type “Template didn’t insert”, mark the job for QA. Jump back to the body. Navigate to the Preoperative Diagnosis section and correct the Postoperative Diagnosis title.
 - i. Navigate to the Operative Procedure section change the title to “Procedure”. Delete all the text in that content box.
 - ii. Use CTRL + ALT + G to pull up the Dictation Template Window. Use the best method to select and insert the “SS Bone” template.
 - iii. Navigate to the “Complications” section, place the edit cursor after the word “None”. use CTRL + ALT + G to pull up the Dictation Template Window, use the best method to select and insert the “Procedure” template.
 - iv. Undo the “Procedure” template insertion.
- c) Start playback from the word “None” in the Complications section. Attach the edit cursor to the voice cursor. Stop the playback when you reach the acronym “LAD”. Use SHIFT + CTRL + G to re-load the document template. Select “Keep Text” and hit ENTER>
- d) Convert the acronym “LAD” into a section. Using the best shortcut, upper case the word “Saphenous”.

EXERCISE 3:

- a) Move the edit cursor to the “Indications for Procedure”. Convert that section into plain text. Use SHIFT + CTRL + G to re-load the document template. When the New Document Template window opens, select “Keep Text” and hit ENTER. Jump to the CC’s field. Search for the CC “sm”. When the Associate Search appears add “Rebecca Smith”.
- b) Jump to the patient ID field, change the ID number to 1117 and hit ENTER. When the Appointment Search window appears, select the second appointment and hit ENTER. Jump to the CC’s field again and search for the CC “Miller”. When the Associate Search appears, select “Wade Miller” and hit ENTER. Jump back to the body.
- c) Use CTRL + ALT + G to pull the Dictation Templates window, select the “Normal ROS” template and hit ENTER. Move to the Normal ROS dictation template and delete the “Skin” section and all of its contents. Promote the rest of the subsections in the ROS to main sections. When finished Constitutional and General should appear as main sections. Use SHIFT + CTRL + G to re-load the template. When the New Document Template window appears select “Insert at cursor” and hit ENTER.
- d) Using the best method delete “Wade Miller” from the CC field. Jump to the Addl Auth, jump back to the body use SHIFT + CTRL + G to re-load the document template. When the New Document Template window appears select “Keep Text” and hit ENTER.
- e) Navigate to the top of the document start playback from the word “Henry”, attach the edit cursor to the voice cursor. When the cursor gets to the word “status” in the Preoperative Diagnosis section stop the audio. Use CTRL + ALT + G to pull up the Dictation Template window. Select the “PE w Diagnostic” and hit ENTER.
- f) Use SHIFT + CTRL + G to re-load the document template. When the New Document Template window appears select “Overwrite Text” and hit ENTER.

F3 (Rewind audio playback)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises.

EXERCISE 1:

- a) Using the best shortcut, position the edit cursor on the word “hypertension” in the History of Present Illness section. Start playback from that word, let the audio play 2 seconds. Use F3 to rewind the audio. Let the audio play 3 seconds. Use CTRL + T to speed up the audio, let the audio play for 3 seconds. Stop the audio.
- b) Jump to the birthdate field. Change the birth date to 6/12/1982. Jump back to the body. Insert the dictation template titled “Misc and Letter Start”. Undo the insert.
- c) Start Playback from the word, “feels” in the “Subjective” section. Use CTRL + E 3 times to slow down the audio. Attach the edit cursor to the voice cursor. When the cursor gets to the word “edema”, Use CTRL + R to return the playback to normal. Hit F3 once to rewind the audio. Use CTRL + T twice to speed up the audio. Hit F3 twice. Stop the audio. Mark the job for review.
- d) Navigate to the “Extremities” subsection, position the edit cursor on word “edema”. Start playback from that word. Use F3 until the audio has been rewound back to the Heart subsection. Use CTRL + R then Stop the audio.

EXERCISE 2:

- a) Position the edit cursor on the word “Chronic” in the Reason for Consultation section, start playback from that word. Let the audio play 2 seconds.
- b) Attach the edit cursor to the voice cursor. Use CTRL + T twice to speed up the audio. Let the audio play 3 seconds then use CTRL + T again. Let that play until the edit cursor gets to the Review of Systems Section Return the playback rate to normal. Use F3 to rewind the audio all the way back near the words “The patient” in the History of Present section. Stop the audio.
- c) Jump to the Patient Name field, jump back to the body. Re-load the document template, when the “New Document Template” window appears select “Keep Text”. Jump to the Comment, jump back to the body. Navigate to the “Medications” section. Start playback from the word “Imuran”. Attach the edit cursor to the voice cursor, let the audio play for 3 seconds then hit F3 to rewind until the voice cursor is in the Allergies section. Stop the audio.
- d) Using the best shortcut, position the edit cursor on the word “crepitus” in the Lungs subsection. Start audio playback from that word. Attach the edit cursor to the voice cursor. Let the audio play 2 seconds.
- e) Use F3 until playback is near the word “Aspirin” in the Medications section. Stop the audio, return the playback to normal.

EXERCISE 3:

- a) Using the best shortcut, position the edit cursor on the word “patient” as in “The patient” in the ASSESSMENT section. Start playback, attach the edit cursor to the voice cursor. Use CTRL + E twice. Use F3 4 times. Use F3 until you get to the Abdomen subsection. Stop the audio.
- b) Navigate up to the word “distress” in the General subsection start playback from that word, attach the edit cursor to the voice cursor. Let the audio play 3 seconds, use CTRL + T three times, let the audio play 2 seconds. Stop the audio.
- c) Jump to the CC, jump to the appointment date, change the appointment date to today’s date. jump back to the body, jump to the Patient Name field. Change the name to Michelle Anderson and jump back to the body. When the Search for Patient dialog appears, select “Yes”.
- d) Mark the job for QA. Start playback, attach the edit cursor to the voice cursor, let the audio play for 3 seconds, use F3 until you get near to the last word of the History of Present Illness section, “followup”. Stop the audio. Change the playback rate to normal.

EXERCISE 4:

- a) Using the best shortcut, position the edit cursor at the bottom of the report, so that it’s on the word “Follow”, the second item number in the PLAN section. Start playback from that word. Attach the edit cursor to the voice cursor.
- b) Use F3 until you rewind all the way back to the beginning of the report. Start the audio playback. Let the audio play for 2 seconds then use CTRL + T three times. Let the audio playback 5 seconds, use CTRL + R, then use F3 to rewind the audio all the way back to the beginning of the report. Stop the audio.
- c) Use CTRL + ALT + G, to select the “Name” dictation template and hit ENTER. Navigate to the first “x” in the Medications section and change that to a “y”.

F4 (Fast forward audio playback)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the “Discharge Summary type draft” for these exercises.

EXERCISE 1:

- a) Position the edit cursor on the word “Smith” in the Diagnoses on Discharge and Plan. Start playback from that word. Attach the edit cursor to the voice cursor. Use F4 to fast forward until you get to the Review of Systems section. Use CTRL + T two times. Let the audio play 2 seconds. Use CTRL + R to return the playback to normal. Stop the audio.
- b) Using the best shortcut, navigate to the Physical Examination section. Change that tile to “Examination Physical”. Start playback from the General subsection. Use F4 until you get to the Abdomen subsection. Use CTRL + T to attach the edit cursor to the voice cursor. Let the audio play until it reaches the Laboratory Data section then stop the audio.
- c) Jump to the Birthdate field, change the birthdate to 09/04/2016. Jump to the Addl Auth and add Bob Test. Jump back to the Laboratory Data section. Listen to the remainder of the audio for that section and edit the rest of the section.
- d) Navigate to the Heart subsection, start playback, attach the edit cursor to the voice cursor. Use F3 until you get to near the word “conditions” in the Review of Systems section. Stop the playback.
 - i. Position the edit cursor on the word “Skilled” in the Hospital Course section as in “skilled nursing facility”.
 - ii. Start playback from that word. Use CTRL + T once to speed up the audio. Stop the Audio when playback reaches the General subsection. Start playback again. Attach the edit cursor to the voice cursor.
 - iii. Use F4 until the edit cursor comes to the word “Pelvic” in the Laboratory Data section. Stop the Audio.
 - iv. Mark the job for QA.

EXERCISE 2:

- a) Using the best shortcut, start playback from the word “Cooper” in the Diagnoses on Discharge and Plan section. Attach the edit cursor to the voice cursor. Use F4 until the audio playback is near the “Heart” subsection. Let the audio play 3 seconds use CTRL + T twice. Let the audio play 3 seconds, use CTRL + R. Stop the audio.
- b) Using the best shortcut, position the edit cursor on the word “potassium” in the Laboratory Data section. Start playback from that word, attach the edit cursor to the voice cursor. Use F4 until you get to the word “steroids”. Use F3 until you get to the Extremities subsection in the Physical Examination. Stop playback.
- c) Jump to the birthdate field, change the date to 1/22/2010. Jump back to the body, start playback. Use CTRL + E once, let the audio play 2 seconds. Stop the audio.
- d) Use the best shortcut, open the InScribe Keyboard Shortcuts window. Expand the playback section. Look at the other shortcuts for playing, pausing, rewinding, and fast forwarding. Close the window.

- e) Start Playback, attach the edit cursor to the voice cursor, use F4 until you get to the end of the report. Stop the audio. Return the playback rate to normal.

EXERCISE 3:

- a) With the edit cursor at the end of the report, attach it to the voice cursor. Use F3, until the cursor ends up in the Lungs subsection. Start the audio, use F4 once, use CTRL + T once. Detach the edit cursor from the voice cursor, using any of the arrow keys. Let the audio play for 3 sec.
- b) Attach the edit cursor to the voice cursor. Use F3 until playback is in the Abdomen subsection. Use CTRL + E three times. Use F3 until the playback is near the General subsection of the Physical Examination. Use CTRL + R. Stop the audio.
- c) Jump to the Patient ID field, change the ID to X136, jump back to the body.
- d) Position the edit cursor on the word “conditions” in the Review of Systems section. Start playback from that word, attach the edit cursor to the voice cursor. Use F4 until you get to the end of the report.

EXERCISE 4:

- a) Using the best shortcut, position the edit cursor on the fourth bulleted item in the Diagnoses on Discharge and Plan section. Start playback from the first word on that item, attach the edit cursor to the voice cursor. Use F4 until you get near the word “spondylosis” in the Hospital Course section. Stop the audio and delete that word. Type “This is a test”.
- b) Highlight the rest of the line to the end, and type over the highlight “I’m reviewing F4 to fast forward. Since I’ve learned the shortcut to start playback from virtually any word, I don’t really need F4 but it’s still good to review just in case.”
- c) Start the audio from the acronym CT. Attach the edit cursor to the voice cursor use F4 until the cursor is near the word “bicarbonate 23” in the Laboratory Data section. Stop the audio. Using the best shortcut find and replace all the 2’s in the document with 3’s. Start the audio. While the audio is playing, change “BUN 30” to “BUN 40”, change “creatinine 18” to “creatinine 19”, and change “glucose 135” to “glucose 210”. Stop the audio if it hasn’t already reached the end of the report.
- d) Use SHIFT + CTRL + G to re-load the document template. When the New Document Template window appears, select “Insert at cursor”. Using the best shortcut, navigate to the top of the document. Use SHIFT + CTRL + G again to re-load the document template. When the New Document Template window appears, select “Keep Text”.
- e) Start Playback attach the edit cursor to the voice cursor. Use F4 until you get to the Vital Signs subsection. Promote that subsection into a main section. Start Playback Use F4 until you get to the end of the document. Stop Playback.

SHIFT + ALT + , (Move section and Contents up [move main section and subsections together])

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Using the best shortcut, navigate to the Physical Examination section use SHIFT + ALT + , (comma) to move the Physical Examination and its corresponding subsections above the Medications section. Use CTRL + Z to undo the move.
- b) Repeat moving the Physical Examination section above the Medications section with SHIFT + ALT + , and then using CTRL + Z to undo the move 7 times. Each time return your hands to the home row keys.

EXERCISE 2:

- a) Using the best shortcut, navigate to the Physical Examination section use SHIFT + ALT + , (comma) to move the Physical Examination and its corresponding subsections to the top of the document. Tip: a fast way to do this is to use the glide technique. To use the glide technique hold down the SHIFT + ALT + , and the sections will “glide” up to the top.
- b) Unhide the demographic panels. Jump to the comment and type “I used SHIFT + ALT + , to move the entire Physical Examination section to the top of the document”. Jump back to the body.
 - i. Hide the demographics panels. Start playback from the word “Patient” in the “General” subsection. Attach the edit cursor to the voice cursor. Speed up the audio 3 times.
 - ii. Let the audio play at the fastest speed until the edit cursor reaches the Diagnostic Data section then return the audio playback to normal speed.
 - iii. In the Diagnostic Data section, change the numbers on the following: White blood cell count 4.9, hemoglobin 11.4, platelets 300, Sodium 204, potassium 6.6.
- c) Using the best shortcut, jump to the top of the document, back to the Physical Examination section. Navigate to the Extremities subsection. Move that section above the General subsection. Navigate to the Vital Signs subsection, move that section below the Abdomen section.
- d) Promote or convert the Lungs and Heart subsections into main sections.
 - i. Move the Referring Physician section above the Physical Examination section.
 - ii. Move the Physical Examination main section below the Subjective section.
 - iii. Move the Extremities, General, Abdomen and Vital Signs subsections under the Physical Examination section. You will need to move these one at a time. E.g. move Extremities first, then go back and move General and so on.
- e) Position the edit cursor into the Physical Examination section, use SHIFT + ALT + , to move that section and its corresponding subsections below the Reason for Consultation section. Unhide the demographic panels. Using the best shortcut, change the Date of Service to today’s date. Jump back to the body.

EXERCISE 3:

- a) Use SHIFT + ALT + , (comma) to move the Physical Examination and its corresponding subsections above the Reason for Consultation section. Using the best shortcut pull up the Find and Replace dialog replace all of the occurrences of the word “day” with the word “hour”.
- b) Navigate the edit cursor to the Medications section, rename the section to “Current Medications”. Using the best shortcut mark the job for review. Move the “Current Medications” section to the bottom of the document.
- c) Jump to the Author, change the Author to “Rosen, Mary” and hit ENTER if you see the Warning prompt hit ENTER. If you see the New Document Template prompt select “Insert at cursor” and hit ENTER.
- d) Navigate to the Plan section. Move that section below the Current Medications section.
 - i. Convert or demote the Plan section into a subsection.
 - ii. Place the edit cursor back into the Medications section. Using the best shortcut, delete all the medication lines except for the last two. You should now have the line “Imuran 50 mg..” and Procrit subcutaneous...”. Convert these two lines into bullets.
 - iii. Use SHIFT + CTRL + , to move the Current Medications section and it’s new Plan subsection above the Review of Systems section.

SHIFT + ALT + . (Move section and Contents down [move main section and subsections together])

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Using the best shortcut, navigate to the Physical Examination section use SHIFT + ALT + . (period) to move the Physical Examination and its corresponding subsections below the Diagnostic Data section. Use CTRL + Z to undo the move.
- b) Repeat moving the Physical Examination section below the Diagnostic Data section with SHIFT + ALT + . and then using CTRL + Z to undo the move 7 times. Each time return your hands to the home row keys.

EXERCISE 2:

- a) Use SHIFT + ALT + . to move the Physical Examination section and its corresponding subsections to the bottom of the document. Hint use the glide technique for the quickest method. Use SHIFT + ALT + , to move the Physical Examination section and it’s corresponding subsections to the top of the document. Hint use the glide technique for the quickest method.
- b) Use SHIFT + ALT + . to move the Physical Examination section and its corresponding subsections below the Medications section. Mark the job for QA. Unhide the demographics panels. Using the best shortcut, bring up the patient name search and search for the last name of “Jones”, select “Earl” from the results and hit ENTER.
- c) Navigate to the Plan section using the best shortcut to toggle the case of the word “Management” to be upper case.

- i. Start playback from that word, attach the edit cursor to the voice cursor. Rewind the audio until the voice cursor is in the Reason for Consultation. Stop the audio.
- ii. Using the best shortcut insert the dictation template titled "Name".
- iii. In the "Name" dictation template demote or convert the Medications and Allergies sections into subsections.
- iv. Move the edit cursor to the History of Present Illness Section. Rename that section to "History Today". Use SHIFT + ALT + . to move the "History Today" section and its corresponding subsections below the Medications section.

EXERCISE 3:

- a) Using the best shortcut, navigate to the Reason for Consultation section. Start playback from the word "Chronic" and using the best method, Edit the Reason for Consultation section, History of Present Illness, and Subjective sections.
- b) Move the edit cursor into the Review of Systems section. Demote or convert that section into a subsection. Move the edit cursor into the Allergies section. Demote or convert that section into a subsection. Position the edit cursor back in the Subjective section. Use SHIFT + ALT + . to move that section and its new corresponding subsections to near the bottom of the report, below the Diagnostic Data section.
- c) Move the edit cursor into the Subjective section. Demote or convert that section into a subsection. Move the edit cursor into the Diagnostic Data section. Use SHIFT + ALT + , to move the Diagnostic section and its corresponding subsections near the top of the document below the Referring Physician section. Use the shortcut to split the transcription.
- d) Copy everything in the Diagnostic Data section and paste it into the Referring Physician section. Using the best shortcut to convert the Diagnostic Data section into plain text. If the edit cursor is not already there, navigate it into the Referring Physician section. Use SHIFT + ALT + . to move that section and all of its new subsections below the "History Today" section.
- e) Jump to the bottom of the document. Add a new section called "The End". Move that section to the top of the document. Add a new section called "The Beginning". Move that section to the bottom of the document. Type this text into the content box "I'm finished with this exercise!". Using the best shortcut change that phrase to Title Case.

Week 11 - QUIZ

1. What shortcut is used to insert a dictation template?
 - a) CTRL + G
 - b) SHIFT + CTRL + G
 - c) CTRL + D
 - d) CTRL + ALT + G
2. What shortcut is used to load the document template for the current document type?
 - a) SHIFT + D
 - b) ALT + D
 - c) SHIFT + CTRL + G
 - d) ALT + D + E
3. True or False? Because of the shortcut SHIFT + CTRL + SPACE, using F3 (rewind) and F4 (fast forward) don't have to be used, or is used less often.
4. Which statement is true about F3 and F4 in drafts
 - a) Use F3 to fast forward and F4 to rewind audio
 - b) These shortcuts are not used in drafts
 - c) F3 and F4 can be used in drafts but are not really necessary
 - d) F4 doesn't work in drafts
5. True or False? You should always use F4 and F3 at the start and end of every draft.
6. What shortcut is used to move a main section and its subsections up?
 - a) SHIFT + ALT + , (comma)
 - b) ALT + , (comma)
 - c) CTRL + ALT + , (comma)
 - d) both a and c

7. What shortcut is used to move a main section and its subsections down?
- a) F1 + SPACE
 - b) ALT + CTRL + . (period)
 - c) SHIFT + ALT + . (period)
 - d) ALT + C