



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

Table of contents

Week 5: SHIFT + CTRL + ↑ or ↓, SHIFT + CTRL + ← or →, SHIFT + HOME, SHIFT + END 2

SHIFT + CTRL + ↑ or ↓ (Select whole paragraphs at a time up or down)..... 2

SHIFT + CTRL + ← or → (Select whole at a time left or right) 3

SHIFT + HOME (Select entire line from cursor position to beginning of line)..... 4

SHIFT + END (Select entire line from cursor position to end of line)..... 4

Week 5 - QUIZ..... 6

Week 5: SHIFT + CTRL + ↑ or ↓, SHIFT + CTRL + ← or →, SHIFT + HOME, SHIFT + END

SUMMARY	
Description	Shortcut
Select whole paragraphs at a time up or down	SHIFT + CTRL + ↑ or ↓
Select whole paragraphs at a time left or right	SHIFT + CTRL + ← or →
Select entire line from cursor position to beginning of line	SHIFT + HOME
Select entire line from cursor position to end of line	SHIFT + 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.

SHIFT + CTRL + ↑ or ↓ (Select whole paragraphs at a time up or down)

EXERCISE:

- Use the best shortcut to navigate to the section title SUBJECTIVE. Use SHIFT + CTRL + ↓ to select the entire paragraph. Hit your ← to unselect the section.
- Use the best shortcut to navigate to the PAST MEDICAL HISTORY, SOCIAL HISTORY, ALLERGIES section, use your SHIFT + CTRL + ↓ to select that section. Continue hitting SHIFT + CTRL + ↓ until you've selected every line including the GASTROINTESTIONAL line. Hit your ← to unselect.
- In the SUBJECTIVE section, navigate the edit cursor to the phrase “from an energy standpoint”. Position the cursor in front of the word “from”. Hint use CTRL + F. Use SHIFT + CTRL + ↓ to select the rest of the lines of the SUBJECTIVE section. Hit your ← to unselect.
- Using the best shortcut, navigate to the subsection HEENT in the REVIEW OF SYSTEMS section. Place the edit cursor in front of the “H”. Use SHIFT + CTRL + ↑ to select the NEUROLOGIC line. Continue using SHIFT + CTRL + ↑ until you've selected all the lines including the CURRENT MEDICATIONS line. Hit your ← to unselect.
- Navigate to the phrase “breathe a bit deeper” in the SUBJECTIVE section. Use SHIFT + CTRL + ↑ to select the rest of the lines and type the phrase “This is a test.”
- Jump the edit cursor to the bottom of the document using the best shortcut. Use SHIFT + CTRL + ↑ and select all the lines including the PLAN title. Then type the words “the end”.

SHIFT + CTRL + ← or → (Select whole at a time left or right)

EXERCISE 1:

- a) If your edit cursor isn't already at the top of the document, navigate to the top with CTRL + HOME. Next navigate to the words "no palpitations, no lightheadedness or dizziness". Use SHIFT + CTRL + → to highlight these words. Hit your → once to unselect.
- b) On the same line Navigate to the phrase "She feels the swelling" so that your edit cursor is at the beginning of the word "She". Use SHIFT + CTRL + → to select all those words. Continue using SHIFT + CTRL + → to select all the remaining words to the end of the line. Type "Now I've completed step 2".
- c) Navigate to the CURRENT MEDICATIONS line, put your edit cursor at the end of the word "administration". Use SHIFT + CTRL + ← to select the word "administration" and type "pre-administration".

EXERCISE 2:

- a) Use the appropriate shortcut to jump to the Name field, use ALT + ; to jump to the body. Use CTRL + END to jump to the bottom. Navigate to the end of item 5 in the IMPRESSION section so your edit cursor is on the word "range". Use SHIFT + CTRL + ← to select the remaining words to the beginning of the line, including the number 5. Use your ← to unselect.
- b) Navigate your edit cursor up one line, so it's at the beginning of the word "Stage". Hold down your SHIFT + CTRL + → to highlight the first 3 words. Now let go of the CTRL but continue holding your SHIFT + → 6 more times. Notice you've gone from selecting words to characters.
- c) On the same line, move your edit cursor so that it's on the "u" in "ulcer". Hit your ← then Use your SHIFT + ← to highlight the "s" in "decubitus" and hit delete to remove the "s".
- d) Navigate up to line item 2 in the IMPRESSION section, place your edit cursor so it's at the beginning of the word "carcinoma".
 - i. Use SHIFT + CTRL + → to highlight that word. Tap your → once to unselect that word.
 - ii. Use SHIFT + ← to select 5 characters to the left.
 - iii. Move your edit cursor to the beginning of the "carcinoma" word.
 - iv. Use SHIFT + → to select 3 characters to the right.
 - v. Use SHIFT + CTRL + → to select words to the right, continue hitting SHIFT + CTRL + → until you've selected all words in that line. Hit your → once to unselect.

SHIFT + HOME (Select entire line from cursor position to beginning of line)

Re-load Lesson 9: Topic 10: Navigation shortcuts walkthrough.

EXERCISE 1:

- a) Using the best shortcut, navigate to the EXTREMITIES subsection in the Physical Exam. Place your edit cursor at the beginning of the word “e” in “edema” Hit SHIFT + HOME to select all words from edema to the beginning of the line. Hit your → once.
- b) Navigate to the PLAN section find the phrase “we will also give her 15 mg”. Put your edit cursor at the beginning “W” in the word “We”.
 - i. Hit SHIFT + HOME to select everything to the beginning of the line. Hit your ← once to move your edit cursor to the beginning of the line.
 - ii. Place your edit cursor on the “W” in the word “We”. Use SHIFT + CTRL + → to highlight “We” and type “They”.
- c) Navigate to the LABORATORY section, to the word “Sodium”, place your edit cursor at the beginning of that word. Use SHIFT + HOME to select the rest of the line and type “My test phrase goes here.”

EXERCISE 2:

- a) Navigate to the top of the document using the best shortcut. Navigate your edit cursor to the end of the second line in the SUBJECTIVE section, use SHIFT + HOME to highlight that entire line. Then use ← to unselect.
- b) Navigate your edit cursor to the last word of the CONSTITUTIONAL subsection. Use SHIFT + HOME to select that entire line. Hit your Hit your → once.

SHIFT + END (Select entire line from cursor position to end of line)

Continue using Lesson 9: Topic 10: Navigation shortcuts walkthrough.

EXERCISE 1:

- a) Using the best shortcut, navigate your edit cursor to the beginning of the word HISTORY, as in SOCIAL HISTORY in the PAST MEDICAL HISTORY, SOCIAL HISTORY, ALLERGIES section. Use SHIFT + END to select all the words to the end of the line. Hit your ← to unselect.
- b) Repeat the SHIFT + END selection followed by the ← 5 more times. Each time you use SHIFT + END followed by ←, be sure to return your fingers to the home row keys.

EXERCISE 2:

- a) Navigate to the VITAL SIGNS subsection use SHIFT + END to select the entire line and hit DELETE.
- b) Using the best shortcut, navigate to the 2nd list item of the PLAN section, to the word “Unfortunately”.
- c) Place your edit cursor at the beginning of that word. Use SHIFT + END to select all of the words to the end of the line. Hit your → once.

- d) Navigate to the word “fact”, as in “health status as well as the fact” using the best shortcut, highlight that word and change it to brackets.
- e) Use the best shortcut to jump to the comment. Add the comment “bad audio at 3:20”. Use the best shortcut to jump back to the body.

EXERCISE 3:

- a) Navigate up to the first line item in the IMPRESSION section. Use END to place your edit cursor at the end of the line. Hit your ← once, then use CTRL + ← to select the “s” in “stools” and hit delete.
- b) Use the best shortcut to jump your edit cursor to the beginning of the line. Position the edit cursor on the “A” in the word “Anemia” Use SHIFT + END to select the entire line and hit DELETE. Type “COPD with 3x cell growth.” Next hit ENTER.
- c) Navigate to the 3rd line item. Use SHIFT + END followed by your → Place your edit cursor at the end of the word “resolved”. Use SHIFT + ← and highlight all characters up to the “e”, then type worked so the word now reads “reworked”.

Week 5 - QUIZ

1. What shortcut is used to select whole paragraphs at a time moving upwards?
 - a) SHIFT + CTRL + ↑
 - b) CTRL + ↑
 - c) F1 + U
 - d) CTRL + ALT + U
2. What shortcut is used to select whole paragraphs at a time moving downwards?
 - a) SHIFT + CTRL + D
 - b) CTRL + ↓
 - c) ALT + D
 - d) SHIFT + CTRL + ↓
3. True or False? To move whole words to the right or left, the shortcuts to use are SHIFT + → and SHIFT + ←.
4. Which statement is true about SHIFT + HOME?
 - a) The shortcut CTRL + HOME is an alternative method to select to the beginning of the line
 - b) SHIFT + HOME only selects single characters not lines
 - c) SHIFT + HOME will select all text to the beginning of the line from your current cursor position
 - d) F6 is the best and quickest method to select a line of text to the left of your edit cursor
5. What shortcut allows you to select all of the text to the end of a line from your current cursor position?
 - a) SHIFT + CTRL + END
 - b) SHIFT + END
 - c) F1 + E
 - d) Both a and b
6. True or False? It's more efficient to select the text to the beginning of the line from current cursor position by holding down SHIFT+ ←.