



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

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## Week 16: Windows Logo Key, windows logo key + M, windows logo key + D, windows logo key + SHIFt + m, windows logo key + ↑, windows logo key + ↓

SUMMARY	
Description	Shortcut
Open or close the start menu	WINDOWS LOGO KEY
Minimize all windows	WINDOWS LOGO KEY + M
Show the desktop (same as minimize all windows)	WINDOWS LOGO KEY + D
Restore minimized windows	WINDOWS LOGO KEY + SHIFT + M
Maximize the current window	WINDOWS LOGO KEY + ↑
Minimize the current window	WINDOWS LOGO KEY + ↓

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

**INSTRUCTIONS:** For these set of exercises, do not have InScribe running. The exercises will tell you when to start InScribe. These exercises assume you have Windows 7 or higher.

### WINDOWS LOGO KEY (Open or close the start menu. Type a program name to search and open)

#### EXERCISE 1:

- Hit your WINDOWS LOGO KEY, the start menu opens up. This is a quick way to start programs without using the mouse. Type “Notepad” and hit ENTER to open up the windows notepad program.
- Open an Internet Explorer browser window. Hit the WINDOWS LOGO KEY, type “Inter” and Windows will find the program, if not keep typing more letters in the name “Internet Explore” until it’s found hit ENTER to open this program.
- Open up InScribe using the same method. Hit the WINDOWS LOGO KEY, type “InScribe” and hit ENTER. When the login screen appears, enter your password, make sure the “Login in Training mode box is checked”. If it’s not checked, hit TAB until you get to that box. To select it, hit your space bar then hit ENTER to login. Select the “Practice Drafts – Structured” and load all the practice drafts.
- Switch to the Notepad program use ALT + F4 to close the program. Switch to the Internet Explorer program, use ALT + F4 to close this program. Switch back to InScribe.

#### EXERCISE 2:

- Hit your Windows logo key and type in “Notepad”, hit ENTER to open the Notepad program, hit your Windows logo key and type “WordPad”, hit ENTER to open WordPad. Hit your Windows logo key and type “Paint”, hit ENTER to open the Windows Paint program. Hit your WINDOWS LOGO KEY and type “Calculator”, hit ENTER to open the Calculator program.
- Switch to the Windows Paint program, use ALT + F4 to close it. Switch to the WordPad program, use ALT + F4 to close it.

- c) Switch to the Notepad program, use ALT + F4 to close it. Switch to the Calculator program, use ALT + F4 to close it. Switch back to InScribe.

#### EXERCISE 3:

- a) Hit your Windows logo key, type in "WordPad" and hit ENTER, to open up the WordPad program. Hit the Windows logo key again, and type "calculator" and hit ENTER to open the Calculator program. Hit the WINDOWS LOGO KEY again, and type "Paint" to open up the Windows paint program.
- b) Switch back to InScribe, using the best shortcut move to the fifth job in the dictation queue.
- c) Navigate to the MEDICATIONS section, start playback from that section and correct any misrecognitions and properly format the list. When finished, stop playback. Using the best shortcut copy the medications section and paste it to your clipboard.
- d) Switch to the WordPad program and paste the content from your clipboard. Count the number of words that start with the letter "d". Switch to the calculator and divide that number by 5. Switch back to InScribe, jump to the comment box and type "The number of "D" words divided by 5 is..." put the number after word "is".
- e) Switch back to the Calculator program and use ALT + F4 to close it, Switch to the WordPad program, use ALT + F4 to close it, don't save any changes. Switch to the Paint program use ALT + F4 to close it. Switch back to InScribe.

#### EXERCISE 4:

- a) In InScribe, navigate to the Extremities section, highlight the word "edema" and copy that to the clipboard. Use the WINDOWS LOGO KEY to open up a web browser (open whatever browser you prefer, for example, we have Firefox installed, so we'll use the Windows Logo key type "Firefox", and hit ENTER to open this browser. Assuming you have Internet Explorer, Chrome, or Safari installed you could do the same).
- b) With the web browser window open, using the best shortcut, position the edit cursor in the address bar and type webmd.com and hit ENTER. Open a new tab, and type onelook.com and hit ENTER. In the search paste from your clipboard and hit ENTER. In the quick definitions on the right, note the first definition.
- c) Copy that definition to your clipboard (here you will have to use the mouse to select the definition). Hit the Windows logo key and type in "Notepad" to open up the Notepad program. Paste that definition from your clipboard into Notepad.
- d) Switch back to InScribe. Start playback from the word "edema", attach the edit cursor to the voice cursor. Stop playback when you get to the letters PTH in the DIAGNOSTIC DATA section, as in "PTH is pending". Copy the PTH to your clipboard.
- e) Switch to your web browser, move to the WebMD site, and do a search for PTH. Under the Hypoparathyroidism section, copy the 2 lines of the preview, that start with "The causes, symptoms, and treatment...". Copy these lines to the clipboard (you will need to use your mouse to make the selection).
- f) Switch to the Notepad program and paste the two lines you just copied. Close Notepad using ALT + F4, when prompted to save, don't save. Switch to the web browser and close it ALT + F4. Switch to WordPad and close it. Don't save any changes.

## WINDOWS LOGO KEY + M, WINDOWS LOGO KEY + D, WINDOWS LOGO KEY + SHIFT + M (Minimize all windows, Show the desktop, Restore minimized windows)

### EXERCISE 1:

- a) Use the WINDOWS LOGO KEY to open up: Calculator, WordPad, Paint, Notepad, and your favorite web browser.
- b) Use the WINDOWS LOGO KEY + M, to minimize all windows.
- c) Use WINDOWS LOGO KEY + SHIFT + M to restore all minimized windows.
- d) Repeat using the Windows logo key + M to minimize all windows and WINDOWS LOGO KEY + SHIFT + M to maximize all windows 7 times. Be sure to return your hands to the home row keys after each shortcut.
- e) An alternative shortcut to use to minimize all windows is WINDOWS LOGO + D, which will Show the desktop. This is the same thing as minimizing all windows. Repeat step “d” using the WINDOWS LOGO KEY + D instead of WINDOWS LOGO KEY + M to minimize all windows. Then use Windows logo key + SHIFT + M to maximize all windows. Repeat this 7 times.

### EXERCISE 2:

- a) Switch to InScribe. Using the best shortcut, find the word “recommendations” in the ASSESSMENT section, as in “Recommendations were given regarding a low salt diet”. Edit that into a section title.
- b) Jump to the patient ID and change that to X783. Jump to the Gender and change that to “M”, Jump to the Name and change that to “John”. Jump back to the body. If you get the Search for Patient prompt, click no.
- c) Position the edit cursor at the top of the document. Use WINDOWS LOGO + D to show the desktop followed by WINDOWS LOGO + SHIFT + M to maximize all windows again. If InScribe is not the active program, using the best shortcut, switch to it.
- d) Position the edit cursor on the word “Jones” in the REFERRING PHYSICIAN section, start playback from that word, attach the edit cursor to the voice cursor. Edit any misrecognitions until you get to the MEDICATIONS section stop the playback.
- e) Using the best shortcut, find the word “Levofloxacin”, if you corrected this (in a previous exercise) to “Levothyroxine”, change it back to “Levofloxacin”. Copy “Levofloxacin” that to the clipboard. Use Windows logo key + D to show the desktop. Use the WINDOWS LOGO KEY to open the start menu, and start your favorite web browser.
- f) Use the WINDOWS LOGO KEY again to start “WordPad”. Switch to the web browser, using the best shortcut position the edit cursor in the address bar. Type in pdr.net. In the search paste the word from your clipboard. In the search results click on the “Drug Summary” link on the same line that has the word “Quixin”. Copy the Adult Dosage & Indications Days 1 – 2, to the clipboard.
- g) Switch to “WordPad” and paste from your clipboard into that. Use WINDOWS LOGO KEY + M to minimize all windows.
- h) Using the best shortcut, switch to InScribe. Jump to the comment box type “I just looked up Quixin. Jump back to the body.

- i) Use WINDOWS LOGO KEY + D to show the desktop. Use WINDOWS LOGO KEY + SHIFT + M to restore all minimized windows. Switch to InScribe. Using the best shortcut, switch to and close these programs: Calculator, WordPad, Paint, Notepad, your favorite web browser, and InScribe. When closing WordPad, don't save.

## **WINDOWS LOGO + ↑ , WINDOWS LOGO + ↓ (Maximize the current window, Minimize the current window)**

### EXERCISE 1:

- a) Use the Windows logo key to open up InScribe and login, in training mode. Select the Practice Drafts - Structured and load all these drafts.
- b) Use the WINDOWS LOGO + ↑ to maximize the InScribe program. Use WINDOWS LOGO + ↓ to minimize the InScribe window. Notice when you do the size of the window returns back to its original size when you first opened the program.
- c) Repeat maximizing and minimizing the InScribe program 7 times. Remember to return your hands to the home row key after using each shortcut.

### EXERCISE 2:

- a) Use the WINDOWS LOGO KEY to open up your favorite web browser.
- b) Using the best shortcut, position the edit cursor into the address bar and type "onelook.com". Use the WINDOWS LOGO + ↑ to maximize the browser window in the search type "maximize" and hit ENTER. The definition for maximize appears in the quick definition box.
- c) Use the WINDOWS LOGO + ↓ to minimize the browser. The browser goes back to its original size when you first opened up the program. Use the WINDOWS LOGO + ↓ again and the browser window completely minimizes.
- d) Using the best shortcut, switch back to the web browser. In the search box type "minimize", hit ENTER. The definition for minimize appears in the quick definition box.
- e) Use the WINDOWS LOGO KEY to open up: Notepad, and Paint. Switch to Paint, use WINDOWS LOGO + ↑ to maximize the Paint program window. Switch to Notepad, use the Windows logo + ↑ to maximize the Notepad window.
- f) Use the WINDOWS LOGO + D to show the desktop. Switch to the Notepad window and use WINDOWS LOGO + ↓ twice to minimize the program to the Windows start bar.
- g) Switch to the Paint program, use WINDOWS LOGO + ↓ twice to minimize the program to the Windows start bar. Switch to the InScribe program. Use the WINDOWS LOGO + ↑ to maximize the InScribe window. Use the WINDOWS LOGO + ↓ to minimize the InScribe window.
- h) Close the web browser, notepad, paint, and InScribe by switching to them and using ALT + F4 to close them.

## Week 16 - QUIZ

1. What shortcut is used to quickly open up programs from the start menu?
  - a) CTRL + S
  - b) WINDOWS LOGO KEY
  - c) SHIFT + HOME
  - d) SHIFT + PAGE DOWN
2. What shortcut will restore minimized windows?
  - a) WINDOWS LOGO + M
  - b) WINDOWS LOGO + SHIFT + M
  - c) WINDOWS LOGO + R
  - d) WINDOWS LOGO + C
3. True or False? Both Windows logo key + M and Windows logo key + D will minimize all windows and show the desktop.
4. True or False? Windows logo + ↑ will minimize the current window and Windows logo + ↓ will maximize the current window.