

Mouse Pads, Book Bags...And More!



T-shirt Designs...Family Reunions, Golf Tournaments and more!

<p>Word</p> <p>Hint: Pressing ALT and the underlined letter on the toolbar works as a shortcut key for the function selected.</p> <p>Alt+F3 Create auto text</p> <p>F3 Expand auto text</p> <p>F4 Auto text expander prompt</p> <p>Insert File Insert documents transcribed outside of Transcriptor</p> <p>Alt+S Submit menu</p> <p>F12 Submit menu</p> <p>Alt+J Take cursor to next text entry spot</p> <p>Alt+B Take cursor to previous text entry spot</p> <p>Alt+C Move cursor to CC section</p> <p>Alt+D Doctor look-up</p>	<p>Help Desk 972-906-9397 ext. 323 Support@shamsgroup.com</p> <p>Ctrl+X Exit</p> <p>F12 Open Word</p> <p>Ctrl+O Open Word</p> <p>F9 Look up choices for current field</p> <p>Esc Go back to previous screen</p> <p>Tab Move cursor forward one column</p> <p>Ext Copy Print extra copies of document</p> <p>Stat Mark document as stat</p> <p>Redo Re-build header/footer/title/signature block-replace variables with values</p> <p>Alt+L Display list of patient information</p> <p>Alt+K Template list</p>	<p>Shift+Tab Move cursor back one column</p> <p>Ctrl+E Edit document</p> <p>Ctrl+N Create new document</p> <p>Ctrl+M Create new RAD document</p> <p>Ctrl+T Create temporary patient document</p> <p>Ctrl+A Assign new patient account number</p> <p>Ctrl+D Duplicate document into new document</p> <p>Ctrl+H Show audit trail of document activity</p> <p>Ctrl+I Display list of all transcripts for current patient</p> <p>Ctrl+C Cancel document</p> <p>Printer Add print locations</p> <p>Alt+U Access to auto text, custom dictionary, backup and restore auto text</p> <p>PCI Switch focus to MEDITECH workstation</p> <p>F7 Spell check</p> <p>Ctrl+B Bold text</p> <p>Ctrl+I Italicize text</p>
<p>Ctrl+F Find document</p> <p>Ctrl+R Find archived documents</p> <p>Ctrl+F1 Take user to workspace</p> <p>Ctrl+V View document</p> <p>Home Move cursor to first column in row</p> <p>End Move cursor to last column in row</p> <p>Radiology Exam Screen</p> <p>Alt+X Add/remove exams</p> <p>Alt+D Disassociate exam</p> <p>Alt+A Associate exam</p> <p>Alt+S Go back to RAD report</p> <p>Alt+H Display all exams for patient</p> <p>Dictation Interface</p> <p>Ctrl+W Start new document by searching the dictation system database</p> <p>Ctrl+U Underline text</p> <p>Ctrl+Enter Insert page break</p> <p>Radiology</p> <p>Alt+M Display exams associated with current report</p> <p>Alt+X Exam screen</p> <p>Page Up Move cursor up one page</p> <p>Page Down Move cursor down one page</p>		

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