

## VistARad Shortcut Keys

Keyboard shortcuts that can be used with VistARad are described below. Each set of shortcuts is grouped by function and/or workflow. For detailed information about operations associated with these shortcuts, see the *VistARad User Guide*.

### General Shortcuts

General keyboard shortcuts can be used regardless of which window is active.

| Shortcut | Description   |
|----------|---|
| CTRL + G | Open context menu for active exam list or image                   |
| CTRL + L | Open Patient Lookup dialog  |
| CTRL + N | Open next exam while ReadList is active                           |
| CTRL + P | Change active patient   |
| CTRL + Q | Open the Close Exams/Update Status dialog                         |
| CTRL + R | Open Maximize/minimize/pushpin settings in active window          |
| CTRL + W | Open VistARad window list (list will display under mouse pointer) |

### Manager Window Shortcuts

The following keyboard shortcuts can be used in the Manager window.

| Shortcut | Description   |
|----------|---|
| ALT + P  | Select Patient Exams tab  |
| ALT + U  | Select Unread Exams tab   |
| ALT + C  | Select Custom Exams tab   |
| ALT + E  | Select Exam History tab   |
| ALT + R  | Select Recent Exams tab   |
| ALT + A  | Select All Active Exams tab   |
| ALT + T  | Selects leftmost subtab under Patient Exams tab or Custom List tab                                    |
| ← or →   | If any subtab is selected, the left or right arrow keys can be used to navigate through all the tabs. |
| ALT + O  | Select Open/Reserved Exams list   |
| ALT + L  | Select Exams list in the current tab  |

## Dictation Dialog Shortcuts

The following keyboard shortcuts can be used in the Dictation dialog.

| Shortcut | Description   |
|----------|---|
| ALT + 1  | Toggle Dictate option for all selected items in the exam list     |
| ALT + D  | Select or clear the <b>Do Not Show this Window Again</b> checkbox |
| ALT + O  | Apply settings and close the Dictation dialog                     |
| ALT + C  | Cancel settings and close the Dictation dialog                    |

## Exam Navigation Shortcuts

Exam navigation keyboard shortcuts can be used in the windows noted below.

| Shortcut | Description  |
|----------|--|
| ALT + A  | Previous stage in Viewer window                            |
| ALT + S  | Next stage in Viewer window                                |
| ALT + D  | Previous exam in Viewer window*                            |
| ALT + N  | Next exam in Viewer window*                                |
| ALT + T  | Open Select Template dialog in Viewer window               |
| CTRL + T | Open window layout selector in Browser or Scrapbook window |

\* If hidden exams are present. The **Exam** button in the upper right corner of the Viewer window will indicate if there are hidden exams.

## Viewport Navigation Shortcuts\*

| Shortcut | Description  |
|----------|--|
| F        | Turns full-screen view on or off (main Viewer only)                    |
| V        | Selects next viewport and centers the mouse pointer over the image     |
| B        | Selects previous viewport and centers the mouse pointer over the image |
| T        | Opens the layout selection box for the selected viewport               |

\* To enable these shortcuts, choose **View | Settings | Mouse/Shortcuts** and select the **Enable viewport navigation shortcut keys** checkbox.

## Image Adjustment Shortcuts\*

To use these shortcuts, turn on the Window/level, Scale, or Sharpen tool by clicking , , or  in the toolbar, or by right-clicking an image and choosing the appropriate menu option. Then use one of the shortcuts noted below.

| Shortcut                | Description   |
|-------------------------|---|
| → or ↑                  | Increase window/level, scale, or sharpness (coarse) |
| CTRL + →<br>or CTRL + ↑ | Increase window/level, scale, or sharpness (fine)   |
| ← or ↓                  | Decrease window/level, scale, or sharpness (coarse) |
| CTRL + ←<br>or CTRL + ↓ | Decrease window/level, scale, or sharpness (fine)   |

\* To enable these shortcuts, choose **View | Settings | Mouse/Shortcuts** and select the **Enable arrow keys for image adjustments** checkbox.

## Close/Update Dialog Shortcuts

The following keyboard shortcuts can be used in the Close Exams/Update Status dialog.

| Shortcut | Description  |
|----------|--|
| ALT + 1  | Toggle Close option for all selected items in the exam list            |
| ALT + 2  | Toggle Interpret option for all selected items in the exam list        |
| ALT + S  | Select or clear the <b>Show This Dialog in Read List Mode</b> checkbox |
| ALT + O  | Apply settings and close the Close/Update dialog                       |
| ALT + C  | Cancel settings and close the Close/Update dialog                      |

## Route Exams Window Shortcuts

The following keyboard shortcuts can be used in the Route Exams window.

| Shortcut | Description   |
|----------|---|
| ALT + ←  | When the exam list is active, select the cell to the left                       |
| ALT + →  | When the exam list is active, select the cell to the right                      |
| ALT + ↓  | When a cell in Route To or Priority column is selected, open the drop-down list |

| Shortcut | Description   |
|----------|---|
| Enter    | If a drop-down list open, select highlighted entry and close list. If no drop-down lists are open, apply settings and close dialog. |
| ALT + O  | Apply settings and close dialog   |
| ALT + C  | Close dialog without applying settings  |

### VistARad Settings Dialog Shortcuts

The following keyboard shortcuts can be used in the VistARad Settings dialog.

| Shortcut | Description                            |
|----------|--|
| ALT + M  | Select Manager tab                     |
| ALT + G  | Select Manager   General subtab        |
| ALT + L  | Select Manager   Custom Lists subtab   |
| ALT + I  | Select Manager   Dictation subtab      |
| ALT + V  | Select Viewport tab                    |
| ALT + E  | Select Element tab                     |
| ALT + S  | Select Mouse/Shortcuts tab             |
| ALT + H  | Select Hanging Protocol tab            |
| ALT + F  | Select Font tab                        |
| ALT + R  | Select Remote/Local Reading tab        |
| ALT + A  | Apply settings                         |
| ALT + O  | Apply settings and close dialog        |
| ALT + C  | Close dialog without applying settings |

### Template Designer Shortcuts

The keyboard shortcuts listed below can be used in the Template Designer.

| Shortcut | Description         |
|----------|---------------------|
| ALT + N  | Create new template |
| ALT + E  | Edit template       |
| ALT + S  | Save template       |
| ALT + A  | Save template as... |

| Shortcut | Description                                |
|----------|--|
| ALT + L  | Apply changes and close Template Designer  |
| ALT + C  | Cancel changes and close Template Designer |

### Define Hanging Protocol Dialog Shortcuts

The keyboard shortcuts listed below can be used in the Define Hanging Protocol dialog.

| Shortcut | Description   |
|----------|---|
| ALT + I  | Select Case Info tab (only works after case info has been saved)  |
| ALT + V  | Select Viewport Info tab.<br>In this tab, you can also use the following shortcuts:                         |
| ALT + U  | Select the <b>Use Image Preset</b> option   |
| ALT + E  | Open the Select Preset dialog (if <b>Use Image Preset</b> option is active)                                 |
| ALT + W  | Select <b>Set Window/level</b> option   |
| ALT + O  | Select <b>Other</b> option (allows selection of <b>Modality W/L</b> and <b>Auto W/L</b> checkboxes)         |
| ALT + 1  | If the Specify Attributes is active, open the Operator drop-down list for the currently selected list entry |
| ALT + 2  | If the Specify Attributes list is active, select the Value box for the currently selected list entry        |
| ALT + M  | Select More Viewport Info tab. In this tab, you can also use:   |
|          | ALT + D Display advanced sort options   |
| ALT + S  | Save settings in active tab (Case tab, Viewport Info tab, or More Viewport Info tab)                        |
| ALT + P  | Select previous viewport  |
| ALT + N  | Select next viewport  |
| ALT + G  | Save stage  |
| ALT + H  | Save hanging protocol   |
| ALT + A  | Save hanging protocol as...   |
| ALT + C  | Close dialog and cancel hanging protocol creation   |