# 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 **Do Not Show this Window Again** 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 + → or CTRL + ↑ | Increase window/level, scale, or sharpness (fine) |
| ← or ↓ | Decrease window/level, scale, or sharpness (coarse) |
| CTRL + ← 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 **Show This Dialog in Read List Mode** 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:<br><br>ALT + U — Select the **Use Image Preset** option<br><br>ALT + E — Open the Select Preset dialog (if **Use Image Preset** option is active)<br><br>ALT + W — Select **Set Window/level** option<br><br>ALT + O — Select **Other** option (allows selection of **Modality W/L** and **Auto W/L** checkboxes)<br><br>ALT + 1 — If the Specify Attributes is active, open the Operator drop-down list for the currently selected list entry<br><br>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:<br><br>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 |