INSCRIBE SHORTCUT PROGRAM

USING "ASR-ENHANCED" SHORTCUTS STRUCTURED

QUIZ ANSWER KEY

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WEEK 1 - QUIZ

1. What shortcut is used to open the InScribe Shortcuts Dialog?

   a) SHIFT + ALT + S

   b) SHIFT + CTRL + S

   c) CTRL + ALT + Z

   d) CTRL + S

2. True or False? In the InScribe Shortcuts Dialog, you can use the TAB to move forward to each section and "L" to expand each section. False, use the ENTER key to expand each section.

3. True or False? In the InScribe Shortcuts Dialog, to highlight a shortcut double click on it. True

4. What shortcut is used to search by Patient ID?

   a) ALT + SHIFT + P

   b) ALT + ;

   c) ALT + SHIFT + END

   d) None of the above

5. What shortcut is used to search by Patient Name?

   a) ALT + SHIFT + C

   b) ALT + H

   c) ALT + SHIFT + N

   d) SHIFT + CTRL + C

6. What shortcuts are used to move the edit cursor forward and backward in content boxes?

   a) TAB and ALT + TAB

   b) SHIFT + T and ALT + T

   c) TAB and SHIFT + TAB

   d) CTRL + ↑ or ↓

7. What shortcut is used to insert a section title into the document?

   a) CTRL + B

   b) SHIFT + END

   c) CTRL + S

   d) CTRL + N

8. True or False? CTRL + SHIFT + \ converts section titles into plain text. True

9. True or False? CTRL + N can also be used to convert text into a section title. True

10. When navigating to an Edit, what question should you be thinking?

   a) What's the fastest way to speed up the audio

   b) What's the quickest way to get to the edit with the least amount of keystrokes

   c) None of the above

   d) Both a and b

WEEK 2 - QUIZ

1. What shortcut is used to jump to the Patient Name field?

   a) CTRL + ALT + N

   b) ALT + CTRL + C

   c) ALT + N

   d) CTRL + N

2. What shortcut is used jump to the Patient ID field?

   a) ALT + SHIFT + I

   b) ALT + ;

   c) ALT + I

   d) ALT + P

3. What shortcut is used to jump from a field in the demographics to the body of the report?

   a) ALT + :

   b) ALT + }

   c) ALT + K

   d) ALT + ;

4. What shortcut is used to find a word or phrase?

   a) ALT + F

   b) CTRL + S

   c) CTRL + H

   d) CTRL + F

5. Which statement about the "find" is true?

    a) The find is a powerful tool to use when editing.

    b) The find is a quick way to jump around the document without using the mouse.

    c) The mouse is more efficient than using the find.

    d) Both a and b

6. Which Shortcut is used to initiate subsections, or "turn on" subsections?

    a) SHIFT + N

    b) ALT + SHIFT + N

    c) ALT + SHIFT + S

    d) CTRL + SHIFT + N

7. Once subsections are "on", what shortcut is used to add new subsections?

    a) SHIFT + S

    b) ALT + SHIFT + Z

    c) CTRL + N

    d) CTRL + SHIFT + N

8. True or False? CTRL + , will promote subsections into sections, which is also known as "turning off" subsections. True

9. True or False? You can use CTRL + N to convert plain text into subsections. True

WEEK 3 - QUIZ

1. What shortcut is used to jump to the CC field?

    a)   ALT + CTRL + C

    b)   ALT + C + A

    c)   SHIFT + ALT + Z

    d)   ALT + C

2. What shortcut is used to delete a CC?

    a)   CTRL + D

    b)   DELETE + D

    c)   SHIFT + CTRL + D

    d)   ALT + D

3. What shortcut is used to jump to the Document Type drop down?

    a)   SHIFT + ALT + D

    b)   ALT + W

    c)   ALT + SHIFT + K

    d)   ALT + U

4. What shortcut is used to move the edit cursor up or down a paragraph at a time?

    a)   CTRL + 0

    b)   CTRL + SHIFT + 0

    c)   CTRL + DELETE

    d)   CTRL + ↑ or ↓

5. What shortcut is used to move right or left one full word at a time?

   a) ALT + R or L

   b) CTRL + → or ←

   c) SHIFT + → or ←

   d) CTRL + Q

6. Which Shortcut is used to change the name of a Title?

   a) CTRL + F5

   b) ALT + +F6

   c) None of these

   d) CTRL + F6

7. True or False? The glide technique only works with CTRL + ↑ OR ↓. False, it also works with CTRL + → or ←

8. True or False? ALT + Q is another way to quickly switch the document type without using the mouse. False

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WEEK 4 - QUIZ

1. What shortcut is used to jump to the comment box?

    a) ALT + M

    b) CTRL + ALT + M

    c) CTRL + C

    d) SHIFT + C

2. True or False? To preview a transcription, as the customer would see it, the shortcut to use is CTRL + ALT + P. False, it's CTRL + ALT + B

3. What shortcut is NOT used to jump to bracketed fields?

    a) CTRL + B

    b) ALT + D + F

    c) CTRL + G

    d) F1

4. Which statement is true about using the HOME and END shortcuts?

    a) HOME will jump the edit cursor to the beginning of the document. END will jump the edit cursor to the end of the document.

    b) HOME and END are not used in structured documents.

    c) HOME is also used to select a line of text when used with the ALT key.

    d) HOME is a quick way to move the edit cursor to the beginning of the line while END is a quick way to move the edit cursor to the end of the line.

5. What shortcut is used to remove a section

    a) SHIFT + ALT + R

    b) CTRL + ALT + \

    c) CTRL + C

    d) ALT + X

6. What shortcut is used to add list items

   a) CTRL + L

   b) CTRL + F5

   c) CTRL + N

   d) ALT + CTRL + L

7. True or False? To add a numbered list to a structured document you need to manually type out the numbers. False, use CTRL + L

8. True or False? Using CTRL + L will add a list but the list will appear as bullets which are transformed into numbers when doing a preview or delivering to the client. True

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 + ←.
    False, use CTRL + → and CTRL + ←

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+ ←. False, it's more efficient to use SHIFT + HOME.

7. Which shortcut is used to quickly move the edit cursor to the top of a content box?

   a) CTRL + END

   b) ALT + HOME

   c) ALT + H

   d) CTRL + HOME

8. Which shortcut is used to quickly move the edit cursor to the bottom of a content box?

   a) CTRL + E

   b) END

   c) CTRL + END

   d) ALT + END

9. Which shortcut is used to convert a main section into a subsection, also known as demoting a section?

   a) CTRL + ~

   b) F11

   c) CTRL + ,

   d) CTRL + .

WEEK 6 - QUIZ

1. What other shortcut is typically used with Cut or Copy?

    a) SHIFT + Q

    b) <mark>CTRL</mark> + V

    c) F7 + P

    d) ALT + Q

2. Which is the best statement about CTRL + DELETE?

    a) The shortcut deletes whole words to the left of the edit cursor

    b) The shortcut is incorrect, it should be CTRL + D

    c) <mark>The shortcut removes whole words to the right of the edit cursor</mark>

    d) The shortcut removes single characters to the right and left of the edit cursor

3. True or False? CTRL + DELETE and CTRL + BACKSPACE work outside of InScribe in Microsoft Word. <mark>True</mark>

4. Which statement is false about CTRL + BACKSPACE?

    a) It is not used to delete characters to the left of the edit cursor

    b) It also works in Microsoft Word

    c) It's faster at deleting a whole word to the left of the edit cursor than using just BACKSPACE alone

    d) <mark>It can be used with the CTRL key or SHIFT key</mark>

5. True or False? CTRL + X copies, CTRL + V Highlights, and CTRL + C cuts. <mark>False, CTRL + C copies, CTRL + V pastes, CTRL + X cuts</mark>

6. True or False? When deleting whole words, CTRL + DELETE and CTRL + BACKSPACE are more efficient to use than the mouse. <mark>True</mark>

7. True or False? You cannot use CTRL + BACKSPACE and CTRL + DELETE in the first content box of a document. <mark>False, you can use these shortcuts in any content box.</mark>

WEEK 7 - QUIZ

1. What shortcut is used to quickly jump to the birthdate field?

   a) ==ALT== + B

   b) SHIFT + B

   c) CTRL + B

   d) ALT + A

2. What shortcut is used to quickly jump to the appointment date field?

   a) SHIFT + A

   b) CTRL + ALT + A

   c) CTRL + X + A

   d) ==ALT + A==

3. True or false? In structured documents the calendar icon is the most efficient way to change the birthdate or appointment date. False, the most efficient way is to use ALT + B and then type the date in the birthdate field

4. True or False? SHIFT + U toggles the case of a word from lower to sentence to upper case. ==False, the correct shortcut is CTRL + U==

5. True or False? A word must be highlighted in order to use the toggle case shortcut. ==False, the edit cursor need only touch a word for the toggle to work==

6. Which statement is false about CTRL + Z, undo, and CTRL + Y, redo?

   a) They apply to your last action

   b) ==The shortcuts should be CTRL + Y to undo and CTRL + Z to redo==

   c) They can be used outside of InScribe in popular programs such as Microsoft Word

   d) They come in handy when you need to undo or redo something

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7. Which shortcut allows you to quickly move or jump the edit cursor to the top of the document?

    a) CTRL + ALT + H

    b) ALT + HOME

    c) ALT + M + H

    d) CTRL + ALT + HOME

8. Which shortcut allows you to quickly move or jump the edit cursor to the bottom of the document?

    a) CTRL + E

    b) ALT + END

    c) CTRL + ALT + END

    d) SHIFT + END

WEEK 8 - QUIZ

1. What shortcut is used to jump to the Author drop down?

   a) SHIFT + R

   b) CTRL + C

   c) CTRL + R

   d) ALT + R

2. What shortcut is used to jump to the Addl Auth field?

   a) SHIFT + A

   b) CTRL + Z

   c) CTRL + A

   d) ALT + Z

3. True or False? CTRL + W marks the job for QA. False, CTRL + Q marks a job for QA.

4. What shortcut would you use if you want the customer to review the transcription before the clinician sees it?

   a) CTRL + R

   b) ALT + SHIFT + Q

   c) CTRL + Q

   d) None of the above

5. What shortcut is used to find and replace text in the transcription?

   a) ALT + F + H

   b) ALT + O + H

   c) SHIFT + CTRL + H

   d) b or c

6. What shortcut is used to move content boxes up?

    a) CTRL + ALT + ;

    b) ==CTRL + ALT + , (comma)==

    c) ALT + U

    d) CTRL + U

7. What shortcut is used to move content boxes down?

    a) CTRL + ALT + D

    b) SHIFT + 0

    c) SHIFT + Z

    d) ==CTRL + ALT + . (period)==

8. True or False? SHIFT + ALT + . moves both sections and subsections down (at the same time) in a document. ==True==

9. True or False? SHIFT + CTRL + , moves only subsections up in a document. ==False, SHIFT + CTRL + , doesn't move anything it's the wrong shortcut.==

10. True or False? CTRL + ALT + . and SHIFT + ALT + . both can be used to move sections down the document but only CTRL + ALT + . will move main sections that have corresponding subsections down. ==False, SHIFT+ ALT + . will move main sections that have corresponding subsections down.==

Week 9 - QUIZ

1. True or False? F2 is normally used to play and pause the audio. True

2. What shortcut is used to attach the edit cursor to the voice cursor?

    a) SHIFT + SPACE + A

    b) CTRL + A

    c) SHIFT + CTRL + SPACE

    d) CTRL + SPACE

3. Which statement(s) is/are false about CTRL + → or ←

    a) CTRL is not used with + → or ←, it should be SHIFT

    b) The → or ← is not used to detach the edit cursor

    c) You must use ← first whenever detaching the edit cursor

    d) All statements are false

4. Which is the correct shortcut to use for starting the audio playback from the cursor position?

    a) CTRL + SPACE

    b) ALT + SPACE

    c) SHIFT + ALT + SPACE

    d) SHIFT + CTRL + SPACE

5. True or False? The method order for attaching and detaching the edit cursor to the voice cursor, and making an edit is:

    1. Start playback

    2. Use CTRL + SPACE to attach the edit cursor

    3. Detach using any of the arrow keys

    4. Make an edit

    5. Start playback from a word near the edit using SHIFT + CTRL + SPACE

    6. Use CTRL + SPACE to reattach

    True

6. True or False? You must use F3 to start playback when using CTRL + SPACE to attach the edit cursor to the voice cursor. ==False, you can use, F2 or SHIFT + CTRL + SPACE to start the playback anytime.==

7. True or False? SHIFT + CTRL + SPACE can also be used to loop the audio, taking the place of rewind for re-listening to a part of the audio. ==True==

Week 10 - QUIZ

1. What shortcut is used to split the transcription?

   a) ALT + T

   b) SHIFT + S

   c) <mark>CTRL + ALT + S</mark>

   d) None of the above

2. What shortcut is used to copy the transcription?

   a) ALT + T + C + T

   b) CTRL + SHIFT + Y

   c) <mark>Both a and b</mark>

   d) ALT + C + T

3. True or False? To speed up the playback use CTRL + E. <mark>False, to speed up the playback use CTRL + T.</mark>

4. True or False? CTRL +, is used to return the playback rate to normal. <mark>False, CTRL + R returns the playback to normal rate.</mark>

5. True or False? You can also use ALT + H + S to access the playback menu and increase or decrease the speed. <mark>True</mark>

6. True or False? It's always a good idea to use CTRL + S when you need to slowdown the playback and CTRL + F when you need to speed up the playback. <mark>False, use CTRL + E when you need to slow down and CTRL + T when you need to speed up.</mark>

Week 11 - QUIZ

1. What shortcut is used to insert a dictation template?

   a) CTRL + G

   b) SHIFT + CTRL + G

   c) CTRL + D

   d) CTRL + ALT + G

2. What shortcut is used to load the document template for the current document type?

   a) SHIFT + D

   b) ALT + D

   c) SHIFT + CTRL + G

   d) ALT + D + E

3. True or False? Because of the shortcut SHIFT + CTRL + SPACE, using F3 (rewind) and F4 (fast forward) don't have to be used, or is used less often. True

4. Which statement is true about F3 and F4 in drafts

   a) Use F3 to fast forward and F4 to rewind audio

   b) These shortcuts are not used in drafts

   c) F3 and F4 can be used in drafts but are not really necessary

   d) F4 doesn't work in drafts

5. True or False? You should always use F4 and F3 at the start and end of every draft. False, F3 and F4 are for the rewind and fast forward functions. It is not necessary to use these at the start and end in a draft.

6. What shortcut is used to move a main section and its subsections up?

a) <mark>SHIFT + ALT + , (comma)</mark>

b) ALT + , (comma)

c) CTRL + ALT + , (comma)

d) both a and c

7. What shortcut is used to move a main section and its subsections down?

a) F1 + SPACE

b) ALT + CTRL + . (period)

c) <mark>SHIFT + ALT + . (period)</mark>

d) ALT + C

Week 12 - QUIZ

1. What shortcut is used to jump to the Gender field of the demographics?

   a) CTRL + G

   b) ALT + P + G

   c) CTRL + ALT + G

   d) ALT + G

2. What shortcut is used to jump to the Location drop down?

   a) ALT + L

   b) ALT + D

   c) CTRL + L

   d) SHIFT + D

3. What shortcut is used to show the Transcriptions in pool window?

   a) ALT + P

   b) SHIFT + CTRL + P

   c) F11

   d) b and c

4. What shortcut is used to maximize the editor, hiding all of the dictation queue, demographics, cc's Addl Auth, comments panels?

   a) CTRL + F6

   b) CTRL + 0

   c) CTRL + 9

   d) ALT + 9

5. True or False? ALT + TAB allows you to switch between currently running programs without using your mouse. True

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6. True or False? When using ALT + TAB, you cannot use the arrow keys while holding down the ALT key. ==False, you can use any of the arrow keys up or down, left or right to select other active programs.==

7. True or False? CTRL + 0 acts as a toggle, that is you can use this shortcut to both show and hide all InScribe panels. ==True==

Week 13 - QUIZ

1. What shortcut is used toggle the name of the document type from the short name to the long and long name to the short name?

   a) <mark>CTRL + ALT + X</mark>

   b) SHIFT + X

   c) SHIFT + CTRL + X

   d) SHIFT + ALT + X

2. What shortcut allows you to move down one job in the queue?

   a) CTRL + ALT + F

   b) CTRL + ALT + ↑

   c) <mark>CTRL + ALT + ↓</mark>

   d) ALT + F

3. What shortcut allows you to move up one job in the queue?

   a) CTRL + ALT + B

   b) <mark>CTRL + ALT + ↑</mark>

   c) CTRL + ALT + ↓

   d) ALT + B

4. True or False? F12 or CTRL + SHIFT + ENTER will run spellcheck, then display the complete transcription window. <mark>False, F7 or CTRL + O will run spellcheck, after spell check is complete will display the complete transcription window.</mark>

5. True or False? CTRL + SHIFT + ENTER is NOT the same as F12. <mark>False, CTRL + SHFIT + ENTER is the same, it's an alternative shortcut for F12.</mark>

6. True or False? Using F12 or CTRL + SHIFT + ENTER will work the same as CTRL + ALT + ↓, in that it will move focus to the next job in the queue. <mark>True.</mark>

Week 14 - QUIZ

1. What shortcut is used to open the QA Feedback window?

    a) CTRL + ALT + A

    b) SHIFT + ALT + Q

    c) CTRL + AL T + Q

    d) ALT + A

2. What statement is true about the comment tag shortcuts?

    a) The alternative shortcut is CTRL + C + T to add a comment and CTRL + C + D to delete a comment

    b) ALT +] is a quick method to add a comment tag and ALT + [is a quick method to remove a comment tag

    c) Comment Tags are the same as using the Comment box

    d) ALT + [will jump the edit cursor to the Comment Tags box

3. What shortcut is used to open the Appointment Search window, to look at the dictator's scheduled appointments?

    a) ALT + SHIFT + L

    b) SHIFT + ALT + A

    c) ALT + A and CTRL + A

    d) None of the above

4. True or False? ALT + 3 jumps the edit cursor to user field 2 and ALT + 5 jumps the edit cursor to user field 1.
    False, ALT + 3 jumps the edit cursor to user field 3. In training mode that is the "Reason for Visit" field. The ALT + number (1 – 5) corresponds to each user field 1 – 5 in same order.

5. Which statement is false about ALT + 1 - 5?

    a) Each ATL + # corresponds to the UF #, in the order the UF fields are listed in InScribe.

    b) ALT + $, is an alternate way to move the edit cursor through each UF text box.

    c) ATL + 1, moves the edit cursor to the first UF text box

    d) In a production environment, when a particular UF text box is used, the label will be named something relevant to the customer workflow.

Week 15 - QUIZ

1. With a web browser open, what shortcut is used select the address bar, to type a web address?

    a) SHIFT + D

    b) ALT + A

    c) <mark>ALT + D</mark>

    d) CTRL + A

2. Which two shortcuts open a new tab and close the current tab?

    a) CTRL + T and CTRL + C

    b) <mark>CTRL + T and CTRL + W</mark>

    c) CTRL + X, and ALT + A

    d) ALT + A and SHIFT + C

3. Which two shortcuts move forward and backward between open tabs?

    a) <mark>CTRL + TAB and SHIFT + CTRL + TAB</mark>

    b) ALT + TAB and ALT + SHIFT + TAB

    c) SHIFT + ALT + F and SHIFT + ALT + G

    d) None of the above

4. True or False? ALT + D is another way to open tabs in a web browser. <mark>False, ALT + D moves the cursor into the address bar. It doesn't open tabs in the browser.</mark>

5. True or False? Once a tab is open, you can only open a new tab in a new web browser. <mark>False, you can open new tabs in the same browser window, you do not have to open up another web browser.</mark>

Week 16 - QUIZ

1. What shortcut is used to quickly open up programs from the start menu?

   a) CTRL + S

   b) <mark>WINDOWS LOGO KEY</mark>

   c) SHIFT + HOME

   d) SHIFT + PAGE DOWN

2. What shortcut will restore minimized windows?

   a) WINDOWS LOGO + M

   b) <mark>WINDOWS LOGO + SHIFT + M</mark>

   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. <mark>True</mark>

4. True or False? Windows logo + ↑ will minimize the current window and Windows logo + ↓ will maximize the current window. <mark>False, the Windows logo + ↑, maximizes the current window and the Windows logo + ↓ will minimize the current window</mark>.