DeliverHealth
SOLUTIONS

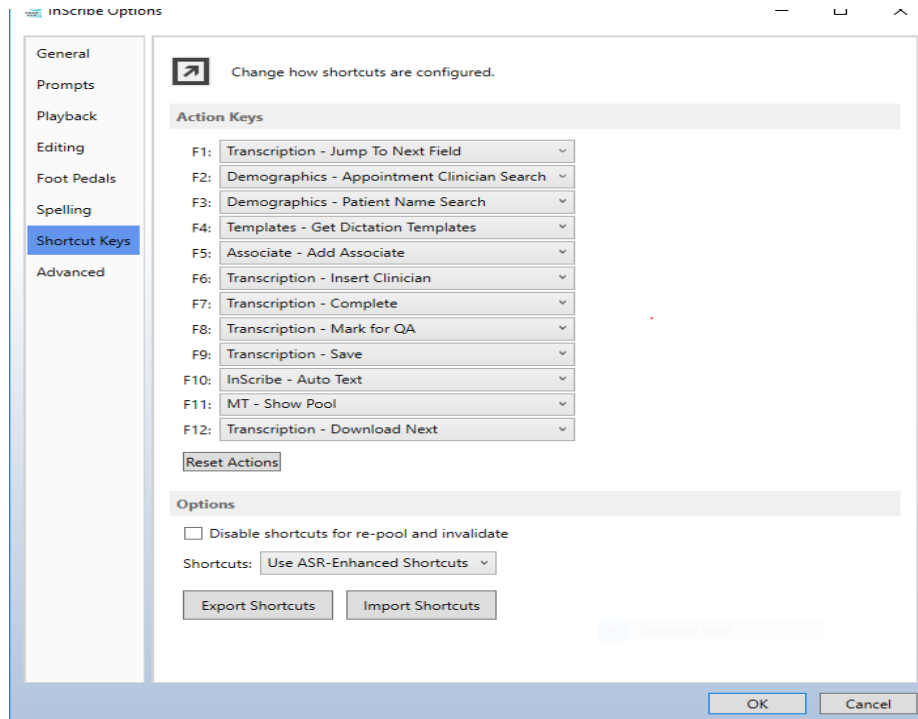# eScription One
Tips for InScribe 7 Shortcut Customization

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INSCRIBE 7 SHORTCUT CUSTOMIZATION IMPLEMENTATION

PRE-REQUISITE: We recommend installing Notepad++ on your machine (https://notepad-plus-plus.org).

To customize your keyboard shortcuts we recommend you first export the shortcuts then simply edit the generated file.

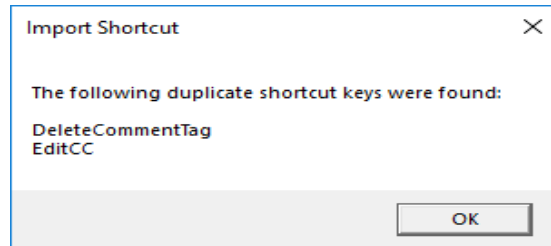STEPS TO EXPORT AND IMPORT A SHORTCUT LIST:

1. To export a shortcut file:

   a) Log in to InScribe 7 and go to File > Options > Shortcut Keys.

   b) From the shortcuts dropdown, select which version you would like to export and then click on the "Export Shortcuts" button.

   c) You will be prompted to save the exported xml file with a **name** and **location** of your choice. It is **IMPORTANT** to leave the "save as type" as default .xml as this is the only supported file type.

   d) After clicking on save, you will receive a message box stating, "Export shortcut file complete."

2. To customize the shortcuts: After successful export, open the saved exported xml file to customize the shortcuts of your choice. To edit this xml file, right click on it and select "edit" or "edit with Notepad++." If you just double click on the file or right click and select open, it will open a web version that is read only and not editable.

    a) Edit: This will open the xml file in regular Notepad where you can search, edit, save, etc., but all the text is in black, making it harder to read and edit.

    b) Edit With Notepad++ **(Recommended)**: This will open the xml file in Notepad++ and while you can do the same functions as regular Notepad, the xml file is much easier to read and edit as in NotePad++ the text is different colors. The important and necessary coding text is in blue and the title of the function and the currently assigned shortcut (if there is one) are in black.

    c) It is very **IMPORTANT** to keep all the coding text as is for the import and the shortcut configuration to work correctly, including the title of the function. Shown below is an example of 1 entry (all 4 lines need to be included per function entry that has a shortcut assigned). For example, to change the shortcut, go to the Ctrl+Alt+N and change it to a shortcut of your choice. Nothing else gets changed.
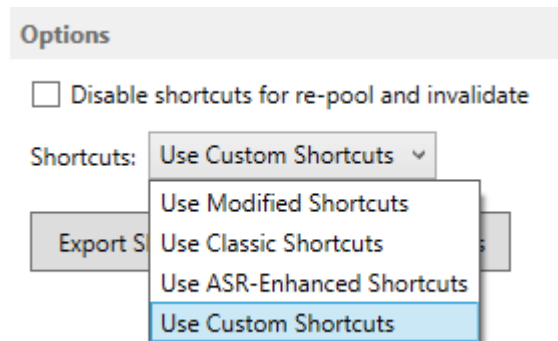
        <Settings:Shortcut>

            <Settings:Id>AddAssociate</Settings:Id>

            <Settings:KeyGesture>Ctrl+Alt+N</Settings:KeyGesture>

        </Settings:Shortcut>

    d) If you want to assign a shortcut to a function that does not currently have one, you will need to add the <Settings:KeyGesture>Ctrl+Alt+N</Settings:KeyGesture> line, replacing the keyboard shortcut with one you prefer. An easy way to do this is to copy this line from a function that has an assigned shortcut and paste it in the position noted above (go to end of Settings:Id> line, hit enter, and then paste). Now you can give that function a shortcut of your choice (same as noted above in letter C).

3. Save the file: As you are making edits to the shortcuts file, save your changes. A suggestion to make it easier is to do a "save as" of this file and include the word "import" in the title so you have separate export and import files, but this is not necessary.

4. To import a shortcut file: When you are ready to import the file (this is what assigns your new shortcuts), go back to InScribe and go to File > Options > Shortcut Keys and click on the "Import Shortcuts" button. You will be prompted to navigate to where you saved the file you want to import. Double click on the file to initiate the import. A message box will display with the status of the import.

    a) If the import was successful, the message will display "Import shortcut file complete."

    b) If there are any issues with the import, a message will display the import failed.

    c) Duplicates are not supported. You cannot use duplicate keyboard combinations for shortcuts, even if the definition is different. When importing, if there are any shortcuts that are duplicates, the message box will

state which ones are duplicated and the import will fail. All duplicates need to be addressed in the xml before importing again.

d) After successful import, the shortcuts dropdown in InScribe (File > Options > Shortcut Keys) will now contain "Use custom shortcuts" (which are the shortcuts you just created).

Your custom shortcuts should now be displayed on the shortcuts list, as well as when hovering over an icon and in the ribbon if view ribbon shortcuts is selected.

ADDITIONAL INFORMATION:

1. Currently, xml is the only supported file type for export/import.

2. Support for changing the function keys (F1-F12) was not part of this release and is planned for future release.

3. Since this is a new implementation and some of the titles of functions have changed slightly in InScribe 7, there are some incompatibilities with InScribe 6.

   a) After being logged into InScribe 7, if you would need to log into InScribe 6 for any reason, depending on what functions you have your F-keys assigned, you may notice some of them may display "none" and are grayed out. For example, in InScribe 7, F1 defaults to function title "Jump to Next Field," but in InScribe 6, F1 function title is "Next Field." It is the same function but titled differently. You can reset these the standard way in InScribe 6 on the shortcut options page.

   b) If you had imported custom shortcuts in InScribe 7, then logged into InScribe 6, upon logging back into Version 7 you will need to re-import your custom shortcuts.