

InfraWare Transcription Client

Keyboard Shortcuts

Updated April, 2021

The foundation for increasing productivity is minimizing use of the mouse. Each time the mouse is used precious seconds are lost as hands are removed from the keyboard to the mouse and then back to the keyboard. This adds up to many minutes of potential productivity lost. Effective use of Keyboard Shortcuts to minimize keystrokes will definitely increase productivity! Pick a few at a time and check them off as you master them.

Legend
Standard Keystrokes – Transcription and First Draft Jobs
Standard Keystrokes with Hyperlink to Knowledge Base Article
First Draft Only Keystrokes
First Draft Only Keystrokes with Hyperlink to Knowledge Base Article
New Keystrokes in Latest Version of the ITC *NEW*

ITC - MAIN WINDOW		
InfraWare Knowledgebase	F1	<input type="checkbox"/>
Refresh	F5	<input type="checkbox"/>
Edit User Settings	F10	<input type="checkbox"/>
Mark Selected Job as Complete	Ctrl + C	<input type="checkbox"/>
Duplicate Job	Ctrl + D	<input type="checkbox"/>
Job Card	Ctrl + J	<input type="checkbox"/>
Modify Job Properties	Ctrl + M	<input type="checkbox"/>
New Blank Job	Ctrl + N	<input type="checkbox"/>
Mark Selected Job for QA	Ctrl + Q	<input type="checkbox"/>
Return Selected Job to Server	Ctrl + R	<input type="checkbox"/>
Change User	Ctrl + U	<input type="checkbox"/>
Exit	Ctrl + X	<input type="checkbox"/>
Change ITC Status Menu	Ctrl + F12	<input type="checkbox"/>
Save Selected Job Without Advancing	Ctrl + Alt + S	<input type="checkbox"/>
Global Documents	Ctrl + Shift + G	<input type="checkbox"/>
Manage MT Normals	Ctrl + Shift + N	<input type="checkbox"/>
Manage Account Normals	Ctrl + Shift + T	<input type="checkbox"/>
Search for Jobs	Ctrl + Shift + S	<input type="checkbox"/>
Attach Selected Job as Addendum	Ctrl + Shift + X	<input type="checkbox"/>
Mark Selected Job as Awaiting Addendum	Ctrl + Shift + Z	<input type="checkbox"/>
Sort Results by Specific Column (1-9)	Ctrl + Column # (1-9)	<input type="checkbox"/>

MANAGE MASKS		
Manage Masks from the Main Window	Ctrl + Shift + M	<input type="checkbox"/>
Manage Masks from the Editor	Ctrl + Alt + Shift + M	<input type="checkbox"/>
Move to Top	Ctrl + T	<input type="checkbox"/>
Move Up	Ctrl + U	<input type="checkbox"/>
Move Down	Ctrl + O	<input type="checkbox"/>
Move to Bottom	Ctrl + B	<input type="checkbox"/>
Move to Position	Ctrl + P	<input type="checkbox"/>
Edit Mask	Ctrl + E or Enter	<input type="checkbox"/>
Insert New Mask	Ctrl + N	<input type="checkbox"/>
Delete Mask	Ctrl + D	<input type="checkbox"/>
Toggle Mask Active/Inactive	Ctrl + A	<input type="checkbox"/>
Select Option for Round Robin Versus Sequentially	Alt + W	<input type="checkbox"/>
Select Sort Queue Method	Alt + J	<input type="checkbox"/>
Save	Alt + S	<input type="checkbox"/>
Cancel	Alt + C	<input type="checkbox"/>

ADT WINDOW – KB324		
Accept ADT & Close ADT Window	Alt + A	<input type="checkbox"/>
Search ADT	Alt + S	<input type="checkbox"/>
MR#/Account/Order/PatientFirstName/PatientLastName – Open ADT Search with contents copied into the search	Alt + S	<input type="checkbox"/>
Move to Next Section in ADT Screen	Ctrl + N	<input type="checkbox"/>
Move to Prior Section in ADT Screen *NEW*	Ctrl + Shift N	<input type="checkbox"/>
Date Field Active/Inactive Toggle	Ctrl + D or Spacebar	<input type="checkbox"/>
Gender Selection – Male	M	<input type="checkbox"/>
Gender Selection – Female	F	<input type="checkbox"/>
Gender Selection – Unknown	U	<input type="checkbox"/>
MR#/Account#/Order# – Paste Job Subject into that Field	Ctrl + P	<input type="checkbox"/>
Attending/Referring/Admitting Physician – Paste Author Name	Ctrl + P	<input type="checkbox"/>
Attending Physician – Paste 2nd Level eSign Author's Name	Ctrl + Shift + D	<input type="checkbox"/>
Attending/Referring/Admitting Physician – Search in Address Book	Ctrl + Shift + A	<input type="checkbox"/>
Paste content from the Subject field to ADT field in focus	Ctrl + Shift + P	<input type="checkbox"/>
Select ADT tab of the ADT Screen	Alt + Shift + A	<input type="checkbox"/>
Select UDF tab of the ADT Screen	Alt + Shift + U	<input type="checkbox"/>
Select UDF tab and set focus on the matching UDF text field	Alt + 0-9	<input type="checkbox"/>
Select User-defined Date Fields on User-defined fields tab.	Alt + Shift + 1-5	<input type="checkbox"/>
Open Global Documents form	Ctrl + Shift + G	<input type="checkbox"/>
Open Similar Jobs form	Ctrl + Shift + J	<input type="checkbox"/>

ADT SEARCH WINDOW – [KB325](#) & [KB315](#)

Search Hotkey	Alt + S	<input type="checkbox"/>
Accept ADT & Close ADT Window Hotkey	Alt + A	<input type="checkbox"/>
Results Area - View ADT Record for Selected Result	Alt + V	<input type="checkbox"/>
Cancel – Close ADT Search Window	Alt + C	<input type="checkbox"/>
Search By – Scroll through the list of ADT Fields to Search	Up/Down Arrow	<input type="checkbox"/>
Move Focus to Search Text Box	Ctrl + S	<input type="checkbox"/>
Move Focus to Results Area	Ctrl + R	<input type="checkbox"/>
Results Area – Open ADT Record	Enter	<input type="checkbox"/>
Sort Results by Specific Column (1-9)	Ctrl + Column # (1-9)	<input type="checkbox"/>

ITC EDITOR – AUDIO

(+ and - by the Backspace key, not on the number pad)

Volume Up	Ctrl + Shift + +	<input type="checkbox"/>
Volume Down	Ctrl + Shift + -	<input type="checkbox"/>
Amplification Up	Ctrl + Alt + Shift + +	<input type="checkbox"/>
Amplification Down	Ctrl + Alt + Shift + -	<input type="checkbox"/>
Pitch Up	Ctrl + Alt + Shift +]	<input type="checkbox"/>
Pitch Down	Ctrl + Alt + Shift + [<input type="checkbox"/>
Speed Up	Ctrl + +	<input type="checkbox"/>
Speed Neutral	Ctrl + 0	<input type="checkbox"/>
Speed Default	Ctrl + Shift + 0	<input type="checkbox"/>
Speed Down	Ctrl + -	<input type="checkbox"/>
Play/Pause	Ctrl + \	<input type="checkbox"/>
Fast Forward	Ctrl +]	<input type="checkbox"/>
Rewind	Ctrl + [<input type="checkbox"/>
Move to Beginning of Audio	Alt + -	<input type="checkbox"/>
Move to End of Audio	Alt + +	<input type="checkbox"/>
Toggle Synchronous Playback with First Draft - First Draft Only	Ctrl + Spacebar or F12	<input type="checkbox"/>
Disconnect Synchronization - First Draft Only	Any Arrow Key or Keystroke with an Arrow Key → ← ↑ ↓	<input type="checkbox"/>
Synchronize Audio to Cursor Position - First Draft Only	Ctrl + Shift + Alt + Spacebar	<input type="checkbox"/>

ITC EDITOR – FUNCTION PANEL

Job Info	F1	<input type="checkbox"/>
Audio Controls	F2	<input type="checkbox"/>
Document Specifications	F4	<input type="checkbox"/>
Normals	F5	<input type="checkbox"/>
QA Marks	F6	<input type="checkbox"/>
Facility Messages	F7	<input type="checkbox"/>
Feedback	F8	<input type="checkbox"/>
QA Score	F9	<input type="checkbox"/>
Toggle Function Panel	F11	<input type="checkbox"/>
Return Focus from Function Panel to Editor	Ctrl + F11	<input type="checkbox"/>

ITC EDITOR – MANAGE JOB

Save	Ctrl + S	<input type="checkbox"/>
Mark Complete	Ctrl + Shift + S	<input type="checkbox"/>
Spell Check	Shift + F7	<input type="checkbox"/>
Save Without Advancing	Ctrl + Alt + S	<input type="checkbox"/>
ADT	Ctrl + Shift + A	<input type="checkbox"/>
Attach as Addendum	Ctrl + Shift + X	<input type="checkbox"/>
Mark as Awaiting Addendum	Ctrl + Shift + Z	<input type="checkbox"/>
Open Selected Document on Attach Addendum window	Alt + O	<input type="checkbox"/>
CCs	Ctrl + Alt + C	<input type="checkbox"/>
Duplicate/Split Job	Ctrl + D	<input type="checkbox"/>
Similar Jobs (Reference Jobs)	Ctrl + Shift + J	<input type="checkbox"/>
Modify Job Properties	Ctrl + Shift + P	<input type="checkbox"/>
Display Attached Envelopes	Ctrl + Shift + E	<input type="checkbox"/>
Insert New Manual Envelope	Ctrl + Shift + N	<input type="checkbox"/>
Display Delivery Screen	Ctrl + Shift + D	<input type="checkbox"/>
Mark for Facility Message	Ctrl + M	<input type="checkbox"/>
Select Next Facility Message	Ctrl + Shift + M	<input type="checkbox"/>
Signature Status	Ctrl + Alt + Q	<input type="checkbox"/>
Signature Field Code	Ctrl + Alt + W	<input type="checkbox"/>
Level 2 Signature Field	Ctrl + Alt + E	<input type="checkbox"/>
Level 2 Signature Image Field	Ctrl + Alt + F	<input type="checkbox"/>

Mark for QA	Ctrl + Q	<input type="checkbox"/>
Insert Audio Position Time Stamp	Ctrl + Alt + T	<input type="checkbox"/>
Select Next QA Mark	Ctrl + Shift + Q	<input type="checkbox"/>
Select Next QA Score Mark	Ctrl + Shift + W	<input type="checkbox"/>
Mark for QA Scoring/MT Feedback	Ctrl + W	<input type="checkbox"/>
QA Marks – Function Panel	F6	<input type="checkbox"/>
QA Score – Function Panel	F9	<input type="checkbox"/>

ITC EDITOR - MISCELLANEOUS

(+ and - by the Backspace key, not on the number pad)

Display Normals	Ctrl + N	<input type="checkbox"/>
Manage MT Normals	Ctrl + Alt + Shift + N	<input type="checkbox"/>
Manage Account Normals	Ctrl + Alt + Shift + T	<input type="checkbox"/>
Toggle Display of Control Characters (Pilcrow ¶)	Ctrl + Shift + 8	<input type="checkbox"/>
Global Documents	Ctrl + Shift + G	<input type="checkbox"/>
Help	Ctrl + F1	<input type="checkbox"/>
Keystroke Legend	Shift + F1	<input type="checkbox"/>
Menu Access - File Menu in Focus	F10	<input type="checkbox"/>
New Quick Text Entry	Alt + F3	<input type="checkbox"/>
New Quick Type Entry	Alt + Shift + F3	<input type="checkbox"/>
Manage QuickType	Ctrl + Shift + F3	<input type="checkbox"/>
Prevent QuickType/AutoCaps	Ctrl + Alt + Space	<input type="checkbox"/>
Discard First Draft	Alt + D	<input type="checkbox"/>
Print	Ctrl + P	<input type="checkbox"/>
Increase Editor Zoom	Ctrl + Alt + +	<input type="checkbox"/>
Decrease Editor Zoom	Ctrl + Alt + -	<input type="checkbox"/>
Change ITC Status Menu	Ctrl + F12	<input type="checkbox"/>
Return Focus from Function Panel to Editor	Ctrl + F11	<input type="checkbox"/>

NAVIGATION

One Word Right	Ctrl + →	<input type="checkbox"/>
One Word Left	Ctrl + ←	<input type="checkbox"/>
Next Paragraph	Ctrl + ↓	<input type="checkbox"/>
Previous Paragraph	Ctrl + ↑	<input type="checkbox"/>
Beginning of Line	Home	<input type="checkbox"/>
End of Line	End	<input type="checkbox"/>
Next Placeholder	Ctrl + H	<input type="checkbox"/>
Previous Placeholder	Ctrl + Shift + H	<input type="checkbox"/>
Beginning of Document	Ctrl + Home	<input type="checkbox"/>
End of Document	Ctrl + End	<input type="checkbox"/>
Beginning of Next Page	Ctrl + PageDown	<input type="checkbox"/>
Beginning of Previous Page	Ctrl + PageUp	<input type="checkbox"/>
Next Custom Field	Ctrl + Shift + PageDown	<input type="checkbox"/>
Previous Custom Field	Ctrl + Shift + PageUp	<input type="checkbox"/>
Move Cursor to/from Body to Header/Footer *NEW*	Ctrl + Alt + B	<input type="checkbox"/>

TRANSCRIPTION & EDITING

Move Selected Text to Selected Heading – First Draft Only	Alt + H	<input type="checkbox"/>
Cut Selected Text	Ctrl + X	<input type="checkbox"/>
Copy Selected Text	Ctrl + C	<input type="checkbox"/>
Copy Selected Text as Basic RTF	Ctrl + Alt + Shift + C	<input type="checkbox"/>
Paste Selected Text	Ctrl + V	<input type="checkbox"/>
Paste Unformatted	Ctrl + Shift + V	<input type="checkbox"/>
Undo	Ctrl + Z	<input type="checkbox"/>
Redo	Ctrl + Y	<input type="checkbox"/>
Delete text to the Period	Ctrl + Shift + Delete	<input type="checkbox"/>
Delete Text to the Prior Period	Ctrl + shift + Backspace	<input type="checkbox"/>
Delete Word to Left of Cursor	Ctrl + Backspace	<input type="checkbox"/>
Delete Word to Right of Cursor	Ctrl + Delete	<input type="checkbox"/>
Select All	Ctrl + A	<input type="checkbox"/>
Select Paragraph Above	Ctrl + Shift + ↑	<input type="checkbox"/>
Select Paragraph Below	Ctrl + Shift + ↓	<input type="checkbox"/>
Select Word to the Left	Ctrl + Shift + ←	<input type="checkbox"/>
Select Word to the Right	Ctrl + Shift + →	<input type="checkbox"/>
Find	Ctrl + F	<input type="checkbox"/>
Replace	Ctrl + R	<input type="checkbox"/>
Delete character to left	Backspace	<input type="checkbox"/>
Delete character to right	Delete	<input type="checkbox"/>
Insert Patient Name	Ctrl + Alt + P	<input type="checkbox"/>
Table - Insert Row Above	Ctrl + Alt + R	<input type="checkbox"/>
Table - Insert Row Below	Ctrl + Shift + R	<input type="checkbox"/>
Insert Page Column Break	Ctrl + Shift + Enter	<input type="checkbox"/>
Insert Page Break	Ctrl + Enter or Ctrl + J	<input type="checkbox"/>
Line Feed Without Beginning Page Break	Shift + Enter	<input type="checkbox"/>
Required Space (Keeps two words together)	Ctrl + Shift + Spacebar	<input type="checkbox"/>
FD for Multiple Speakers - Change speaker block (Q/A)	Alt + L	<input type="checkbox"/>
FD for Multiple Speakers - Move Text to a new speaker block	Alt + P	<input type="checkbox"/>
FD for Multiple Speakers - Speakers Tag Management *NEW	Alt + K	<input type="checkbox"/>
Insert Ellipse “ ... “ *NEW	Ctrl + Alt + Period	<input type="checkbox"/>

FORMATTING

Toggle Display of Control Characters (Pilcrow ¶)	Ctrl + Shift + 8	<input type="checkbox"/>
Bold	Ctrl + B	<input type="checkbox"/>
Italic	Ctrl + I	<input type="checkbox"/>
Underline	Ctrl + U	<input type="checkbox"/>
Toggle Case	Shift + F3	<input type="checkbox"/>
Uppercase Highlighted Word	Ctrl + Period	<input type="checkbox"/>
Lowercase Highlighted Word	Ctrl + Comma	<input type="checkbox"/>
Center	Ctrl + E	<input type="checkbox"/>
Capitalize First Letter of Highlighted Word	Ctrl + /	<input type="checkbox"/>
Decrease Hanging Indent	Ctrl + Shift + T	<input type="checkbox"/>
Increase Hanging Indent	Ctrl + T	<input type="checkbox"/>
Insert Hard Page Break	Ctrl + Enter	<input type="checkbox"/>
Format Character	Ctrl + Shift + F	<input type="checkbox"/>
Insert Symbol	Ctrl + Alt + M	<input type="checkbox"/>
Hyphenate word (changes hyphen to h-y-p-h-e-n)	Ctrl + Alt + H	<input type="checkbox"/>

BULLETS AND NUMBERING

Bullets & Numbering Options	Ctrl + Shift + L	<input type="checkbox"/>
1, 2, 3	Ctrl + 1	<input type="checkbox"/>
2, 3, 4	Ctrl + Alt + Shift + 1	<input type="checkbox"/>
A, B, C	Ctrl + 2	<input type="checkbox"/>
a, b, c	Ctrl + 3	<input type="checkbox"/>
I, II, III, IV	Ctrl + 4	<input type="checkbox"/>
i, ii, iii, iv	Ctrl + 5	<input type="checkbox"/>
Bullets	Ctrl + 6	<input type="checkbox"/>
Continue 4, 5, 6	Ctrl + Shift + 1	<input type="checkbox"/>
Continue A, B, C	Ctrl + Shift + 2	<input type="checkbox"/>
Continue a, b, c	Ctrl + Shift + 3	<input type="checkbox"/>
Continue I, II, III, IV	Ctrl + Shift + 4	<input type="checkbox"/>
Continue i, ii, iii, iv	Ctrl + Shift + 5	<input type="checkbox"/>

ADDRESS BOOK

Display Address Book	Ctrl + Shift + B	<input type="checkbox"/>
Toggle Focus to Results List	Ctrl + Alt + N or Ctrl + R	<input type="checkbox"/>
Return Focus to the Last Name Field	Ctrl + Alt + S	<input type="checkbox"/>
Insert Other - Telephone #	Ctrl + T	<input type="checkbox"/>
Insert Other - Fax #	Ctrl + F	<input type="checkbox"/>
Insert Standard - Address Block	Ctrl + A	<input type="checkbox"/>
Insert Standard - Address Block as CC	Ctrl + Shift + A	<input type="checkbox"/>
Insert Standard - Full Name	Ctrl + N	<input type="checkbox"/>
Insert Standard - Full Name as CC	Ctrl + Shift + N	<input type="checkbox"/>
Insert Standard - Full Name and Email	Ctrl + D	<input type="checkbox"/>
Insert Standard - Full Name and Email as CC for selected entry	Ctrl + Shift + D	<input type="checkbox"/>
Insert Standard - Full Name and Fax	Ctrl + B	<input type="checkbox"/>
Insert Standard - Full Name and Fax as CC for selected entry	Ctrl + Shift + B	<input type="checkbox"/>
Misc Actions - Add Envelope Only	Ctrl + E	<input type="checkbox"/>
Misc Actions - Toggle Envelope Option in Address Book Window	Ctrl + Shift + E	<input type="checkbox"/>
Misc Actions - New Email Instruction	Ctrl + S	<input type="checkbox"/>
Misc Actions - Toggle New Email Instruction	Ctrl + Shift + S	<input type="checkbox"/>
Misc Actions - New Fax Instruction	Ctrl + I	<input type="checkbox"/>
Misc Actions - Toggle New Fax Instruction	Ctrl + Shift + R	<input type="checkbox"/>
Misc Actions - Paste Entry in ADT	Ctrl + Shift + V	<input type="checkbox"/>
Misc Actions - Toggle Insert at Bottom	Ctrl + Alt + I	<input type="checkbox"/>
Misc Actions - Toggle Close After Insert option	Ctrl + Alt + C	<input type="checkbox"/>
Misc Actions - Enter Manual Address	Ctrl + M	<input type="checkbox"/>
Misc Actions - Add CC Entry Only	Ctrl + O	<input type="checkbox"/>
Sort Results by Specific Column (1-9)	Ctrl + Column # (1-9)	<input type="checkbox"/>
Refresh Address Book	Ctrl + Alt + R	<input type="checkbox"/>