

## QUACS Keyboard ShortCuts

\* - selects Tab pages

\*\* - select on Menu

indented shortcuts in these tables apply to the italicised heading immediately above

Alt key – clicks buttons according to underlined letter

If a shortcut is not working, remember that keyboard shortcuts can be context sensitive, ie you need to be in a particular section of MD for a shortcut to work.

### General Shortcuts

Cancel Dialog	Escape
Close Window	Ctrl+F4
Copy	Ctrl+C
Cut	Shift+Del
Delete	Del

<b>F</b> ind	Ctrl+F
Move to next field in dialog box	Tab
Move back (up) in dialog box	Shift Tab
Move over a word	Ctrl →
<b>N</b> o	Alt+N or N

<b>O</b> K	Alt+O or O or Enter
Open drop down list	Alt+↓
Paste	Ctrl+V or Shift+Ins
<b>S</b> ave	Alt+S or Alt+ (F,S)

Screen Snapshot	Alt PrtSc
then paste in MS Word	
Select Text	Shift → or Shift ↓
Switch within Application	
Switch Applications	Ctrl+Tab Alt+Tab
<b>Y</b> es	Alt+Y or Y

fold along this line and position under computer screen

### MD Shortcuts

<i>Action List</i> **	Alt+C,Enter
Add Action	Alt+A
Address Book	Ctrl+B
<i>Allergies</i>	F7
Add allergy	Alt+L
Another Patient	Alt+F2
Batch Print Scripts	F9
Clinical Measurements	
BP**	Alt+(T,B)
BP View	Alt+(T,B,V)
<b>D</b> ocuments*	Alt+D
Cytology Request	Alt+C,Y
Diagnostic Request**	Alt+C,X
<b>I</b> mmunisations*	Alt+I
New Immunisation	F3
<b>L</b> eafllets	Ctrl+L
<b>L</b> etters Tab*	Alt+L

<i>Current Medications Rx</i> *	Alt+X
New Medication	F3
Favourite Rx	Ctrl+F3
or **	Alt+E,P Enter
Protocols	Shift+F3
or **	Alt+E,P,P Enter
Regular Button	Alt+R
Product Information	
select medicat'n	RightClick
Select Script	
place asterisk	Enter
Deselect Script	
remove asterisk	Enter
Patient Medication	
Summary**	Alt+S,P
Delete Medication	Del

<i>Letter Writing (Open)</i>	Ctrl+T
Autotext	Ctrl+T
New Letter	Ctrl+N
New Letter	Ctrl+(T,N)
New Patient	F2
<b>O</b> ld Medications*	Alt+O
Represcribe	RightClick
Pap Smear ( <b>C</b> ytology)	Alt+C,Y
Pap <b>S</b> mear*	Alt+M
<i>Past History</i> *	Alt+Y
New History	F3
make Active (tick box)	Alt+A
add to Summary (tick box)	Alt+S
<b>P</b> athology Request	Shift+F4
Patient Details	F10

Patient <b>L</b> eafllets	Ctrl+L
<b>P</b> rogress Notes*	Alt+P
Autotext	F3
<b>D</b> iagnosis	Ctrl+D
<b>P</b> rocedure	Ctrl+O
<b>R</b> eview	Ctrl+W
<b>R</b> esults*	Alt+U
New Result	F3
<b>R</b> ecalls	
Open	Ctrl+R
Action List**	Alt+C, Enter
<b>S</b> ummary	
Print	Shift+F5
Unchecked Results**	Alt+C, U
Window Change Alt+W, [1,2,3...]	
Xray Request	Alt C, X

[1,2,3...] means one of the choices within the square brackets