

WHAT CAN I DO WITH VISION AND THE KEYBOARD?

Most of Consultation Manager can be navigated, and most of the functions accessed, via the keyboard. Although built as a Windows graphical interface program, Vision contains keyboard accelerators and shortcuts to let you do most of the work without ever touching the mouse.

It is definitely worth making the effort to learn. Force yourself to start using the keyboard today, and within a week you'll never look back!

WINDOWS SHORTCUTS

This section will help you with how to manage text in documents, and how to navigate round forms and documents using the keyboard.

The suggested top ten important ones are :

CTRL+C:	Copy
CTRL+V:	Paste
CTRL+X:	Cut

TAB: That's the key on the left of the keyboard with two arrows going in opposite directions. You can use this key to move forwards through fields on a form. If you press SHIFT and the TAB you will move the 'focus' on the form back one step.

Arrow keys: Up, Down, Left and Right. Up and down often let you select new options in a list, e.g. in Vision Read term select. Left and Right will move back and forwards one letter in text, whilst up / down will move one line up / down in text. If you use **CTRL+** an arrow key it will move one word right / left or one paragraph with up / down.

CTRL / SHIFT +CLICK to select: If you hold down **CTRL** and **click** on lines in Vision it will select them as you click. If you hold down **SHIFT+ click** it will select everything between two lines.

HOME:	Moves to the start of a line
END:	Moves to the end of a line
Page Up:	Moves a whole page upwards
Page Down	Moves a whole page downwards

Windows Key: if you have a Windows keyboard then the key between ALT and CTRL bottom left is the 'Windows key' and this can assist with a few shortcuts. Key + L can be used to lock your PC when moving away from your desk.

ALT: The ALT key generally opens menus in applications, and is one of the mainstays of navigating round Vision with the keyboard.

Have a look at <http://support.microsoft.com/kb/126449> for more information.

VISION SHORTCUTS

Function Keys

Traditionally new Vision practices are given a little keyboard overlay for the function (F) keys. The function keys generally do these things in Vision.

F1: Help. Should be 'context sensitive', in other words open at an appropriate place for the task you are doing

F2: List Medical History. Just not so useful now we have the Vision 3 views, this was the default access to medical history list in early Vision versions and possible VAMP Medical.

F3: Find!!. It finds stuff, or opens the Find / Search form again depending on what you are doing. So, it should open the Find Patient form, or Find Read Term, or Find Therapy.

F4: Opens the 'Scripts' list

F5: Opens the 'Repeats' list

F6: (with CTRL) cycles through open Vision windows

F7: Starts a consultation and with **SHIFT** closes a consultation

F8: Opens the Add New Therapy form

F9: Once to create an issue of selected repeats, a second time to send them to the printer or ETP

F10: Expands the tabbed data display pane, hiding the others. F10 again to bring them back

F11: Opens the Medical History Add form. Useful when you do want a specific SDA.

F12: Display the practice Guidelines Index.

ALT+A+?, ALT+L+?

Open Vision Consultation Manager and a patient record. Press ALT once (don't keep it pressed down!). If you look at the menu across the top, that is the words 'Consultation Summary Guidelines...' you will see that some of the letters have been underlined. Pressing the underlined letter will open that menu.

So, to **ADD** stuff, we can do:

ALT, A, the letter in the menu e.g. ALT, A, B will open the Add Blood Pressure form

ALT+A+W will open the Add Weight form

ALT, L, the letter in the menu e.g. ALT, L, B will list the blood pressures

The suggested most useful magic keys are :

P	Problem
L	Medical history
G twice	Gets you to Allergy add
I	Immunisations
B	Blood Pressure
H	Height
W	Weight
A	Alcohol
K	Smoking

CTRL+K

Does the same as OK or 'Save' on many, many Vision forms.

ALT+A for 'Another'

On Medical History Add use **ALT+A** to add another. This lets you speed through Read data entry using keywords and keyboard. e.g

srt, ALT+A, okthr, ALT+A, advrx, CTRL+K

Would record:

1C92.	Has a sore throat
2DC4	o/e Pharynx NAD
677B.	Advice about treatment given

CTRL+letter on tab

This lets you move to the tab in consultation manager that corresponds to the underlined letter in the tab title.

It works reasonably reliably, but not if you have a form open or if the focus has moved to another pane.

ESC for cancel

Don't press 'Cancel', hit the Esc key instead! In the above (CTRL+letter for tab) if a form is open press Esc to dismiss the form, then the CTR+ combination to get to the tab you want.

This information has been adapted from the guidance provided by Dr Paul Miller on <http://visionblogged.blogspot.com/>