



## Frequently Used Shortcuts (Diagnostic Radiology)

This document lists common shortcuts that we recommend setting up when getting started in Enterprise Imaging. We also recommend exploring the full range of shortcuts, which is accessible under *Tools* → *Options* → *Images* → *Shortcuts*.

**Suggested shortcuts** have been prefilled in the table below. You may wish to note down your own personalised shortcuts and print this for ease of reference.

| Shortcut name  | Explanation  | Suggested shortcut |
|--|--|--------------------|
| <b>Axial view (feet-to-head)</b>                     | Switches MPR plane to axial (feet to head) orientation                               | <i>A</i>           |
| <b>Coronal view (front)</b>                          | Switches MPR plane to coronal (anterior) view  | <i>C</i>           |
| <b>Sagittal view (left)</b>                          | Switches MPR plane to sagittal view (left)   | <i>S</i>           |
| <b>Create viewport capture</b>                       | Creates a secondary capture of the active viewport (saves as a new series)           | <i>Ctrl C</i>      |
| <b>Distance measurement</b>                          | Distance measurement tool  | <i>D</i>           |
| <b>Enable/disable navigation autolink</b>            | Enables or disables automatic navigation linking                                     | <i>L</i>           |
| <b>3D Sync</b>                                       | To register two or more volumetric datasets  | <i>\</i>           |
| <b>Show/hide clinical sidebar</b>                    | Toggles the series thumbnails (image area sidebar) on and off                        | <i>T</i>           |
| <b>Next presentation group / snapshot</b>            | Navigates to the next workflow step (presentation group) in the hanging protocol     | <i>Right arrow</i> |
| <b>Previous presentation group</b>                   | Navigates to the previous workflow step (presentation group) in the hanging protocol | <i>Left arrow</i>  |
| <b>Show next comparison study in active viewport</b> | Navigates to “older” comparison study available in the clinical sidebar              | <i>Tab</i>         |



|  |   |                  |
|--|---|------------------|
| <b>Show previous comparison study in active viewport</b> | Navigates to “more recent” comparison study available in the clinical sidebar   | <i>Shift Tab</i> |
| <b>Toggle MPR lines</b>                                  | Show/hide MPR crosshairs  | <i>X</i>         |
| <b>Combined zoom and pan</b>                             | Enables zoom and pan (without needing to hold keyboard button down). With this enabled, scroll = zoom, pan = left mouse.  | <i>Z</i>         |
| <b>External 1<sup>st</sup> W/L preset</b>                | This reflects the first Window/Level shortcut shown in the Window/Level menu. Commonly, we recommend mapping these to the numbers on the keyboard. E.g., <i>External 1<sup>st</sup> W/L preset = 1.. 2<sup>nd</sup> W/L preset = 2.</i> | <i>1</i>         |
| <b>External 2<sup>nd</sup> W/L preset</b>                | As above, this reflects the 2 <sup>nd</sup> shortcut shown in the W/L list.   | <i>2</i>         |
| <b>Reset all</b>   | Resets all adjustments to the image   | <i>ALTR</i>      |
| <b>Create key image note</b>                             | Creates a key image   | <i>K</i>         |

**Tip:** To set an MPR hanging protocol shortcut (i.e., to access a 3 plane MPR hanging protocol), open the hanging protocol gallery and choose your preferred MPR hanging protocol. Then open the shortcuts menu and search for “Jump to [hanging protocol name]”. For further tips, please refer to the AGFA HealthCare Customer Portal, which has video tutorials on the above, and more.