CUSTOMIZING PACS HOTKEYS

The following instructions will assist with setting custom PACS hotkeys in SuperPACS and NW PACS.

LIST OF DEFAULT STANDARD HOTKEYS
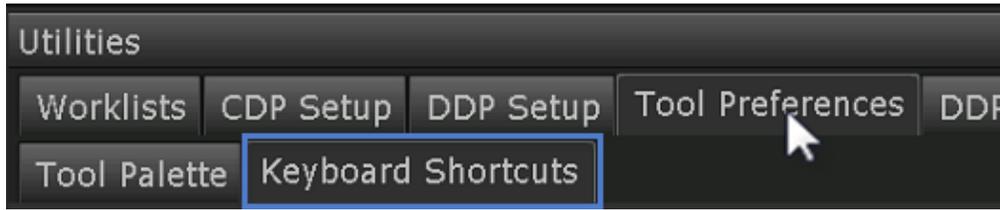
The following default hotkeys have been pre-loaded for all users of SuperPACS and NW PACS.

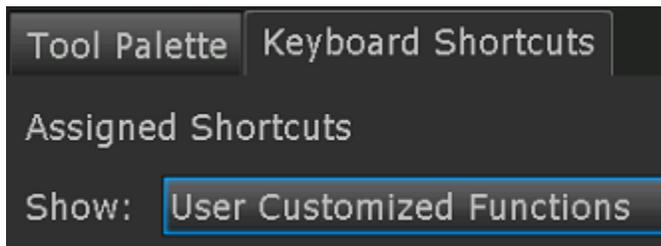| FUNCTION	HOTKEY
Arrow Annotation Tool	A
Manual **C**ine Tool	C
More **D**isplay Protocols	D
Show/Hide Spatial Cursor	G
ROI Window/Level Tool	H
Significant **I**mage Tool	I
Measure Distance	M
Pan Tool	P
Magic Glass Tool	Q
Rotate Clockwise	R
Selection Tool	S
Text Annotation Tool	T
Window/Level Tool	W
Spatial Cursor Tool	X
Continuous **Z**oom Tool	Z
Prior Significant Image	[
Next Significant Image	]

VIEWING YOUR EXISTING HOTKEYS IN PACS

If you have created additional hotkeys or have changed hotkeys that deviate from the standard hotkeys above, you may view your current hotkey list.

1. Log in to the applicable **PACS system** (SuperPACS or NW PACS).
2. Click **Utilities** button (expanding Utilities window may be necessary).
3. In Utilities window, click **Tool Preferences** tab.

4. From Tool Preferences, select **Keyboard Shortcuts** tab.
5. Under **Assigned Shortcuts**, select from dropdown **User Customized Functions.**

6. The user hotkeys are displayed. (Depending on screen height, scrolling may be necessary.)
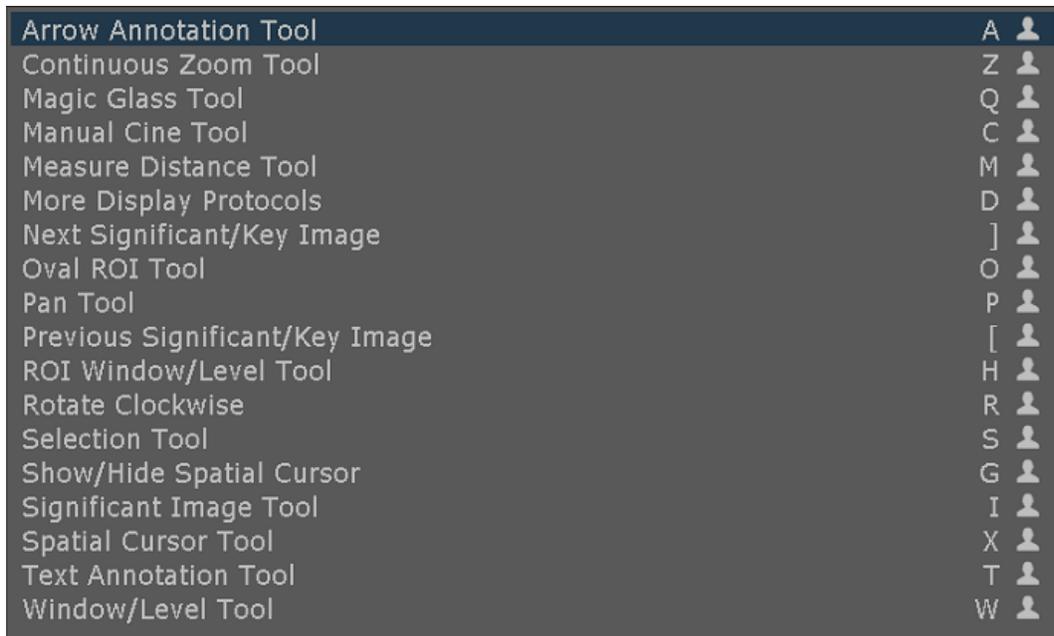

FIGURE 1: SUPERPACS DEFAULT HOTKEYS ARE INCLUDED AS USER CUSTOMIZED FUNCTIONS (PERSON ICON)

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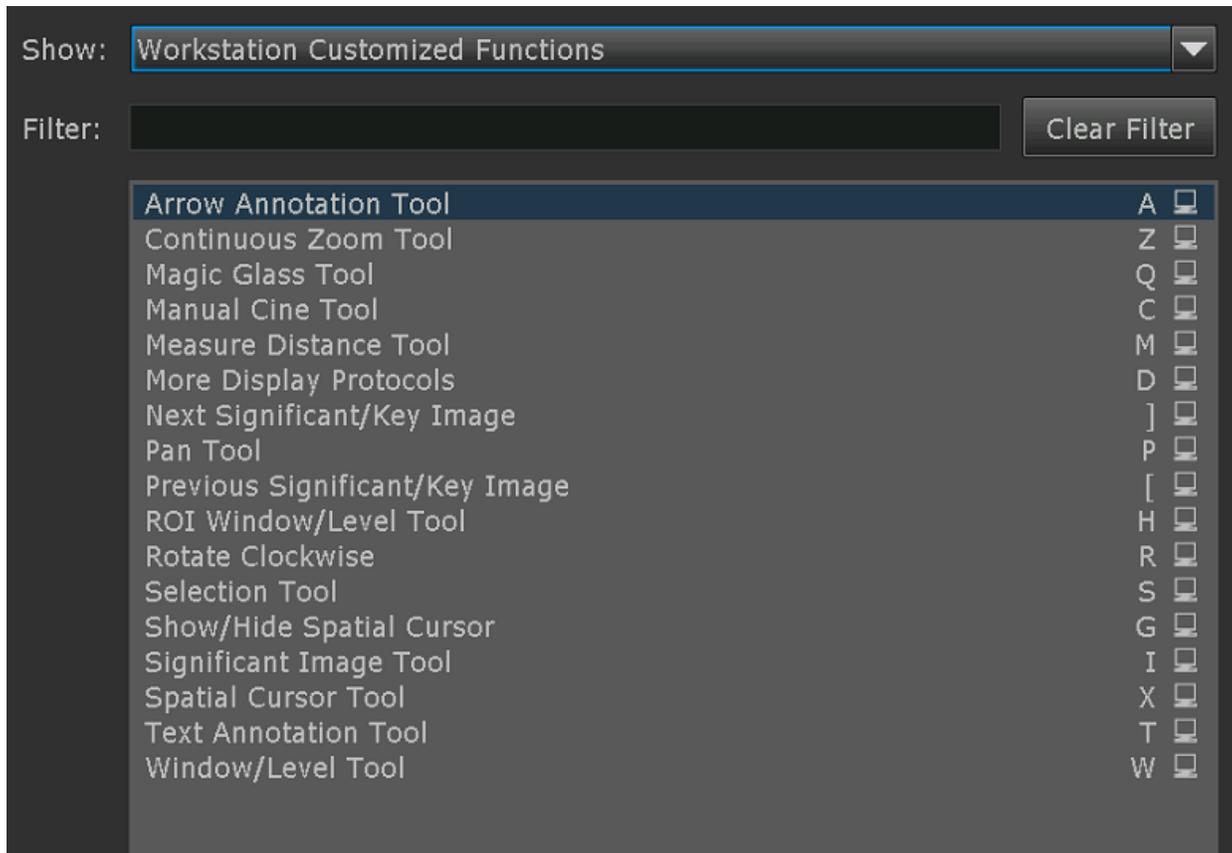NWH has Workstation Customized Functions assigned to everyone.

FIGURE 2: NW PACS DEFAULT HOTKEYS WILL DISPLAY AS WORKSTATION CUSTOMIZED FUNCTIONS (COMPUTER ICON). USER CUSTOMIZED FUNCTIONS LIST WILL ONLY SHOW HOTKEYS THAT HAVE BEEN DEFINED BY THE USER.

ASSIGNING HOTKEY SHORTCUTS IN PACS

Hotkeys that are assigned to a function from the **Keyboard Shortcuts** tab are available immediately. It is not necessary to restart the workstation to apply the change.

To assign a hotkey to a function:
1. Log in to applicable **PACS** (SuperPACS or NW PACS).
2. Click **Utilities** button (expanding Utilities window may be necessary).
3. Select **Tool Preferences** tab.
4. Select **Keyboard Shortcuts** tab.

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5. From the **Assigned Shortcuts** list box on the left side of the screen, select a function. If necessary, use the Show drop-down menu and/or the Filter text box to dynamically filter the list of functions.
6. From the **Unassigned Shortcuts** list box on the right side of the screen, select a shortcut key to assign to the function.
7. Click the **<< Assign** button located in the middle of the list. A user icon appears to the right of the newly assigned shortcut key, which indicates it is a user defined

UNASSIGNING HOTKEYS

1. Follow steps 1-4 of **Assigning Hotkey Shortcuts in PACS**
2. On **Assigned Shortcuts** list in **Keyboard Shortcuts**, highlight the function that needs to unassigned.
3. Click **>>Unassign** button to return the hotkey to the Unassigned Shortcuts list.

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