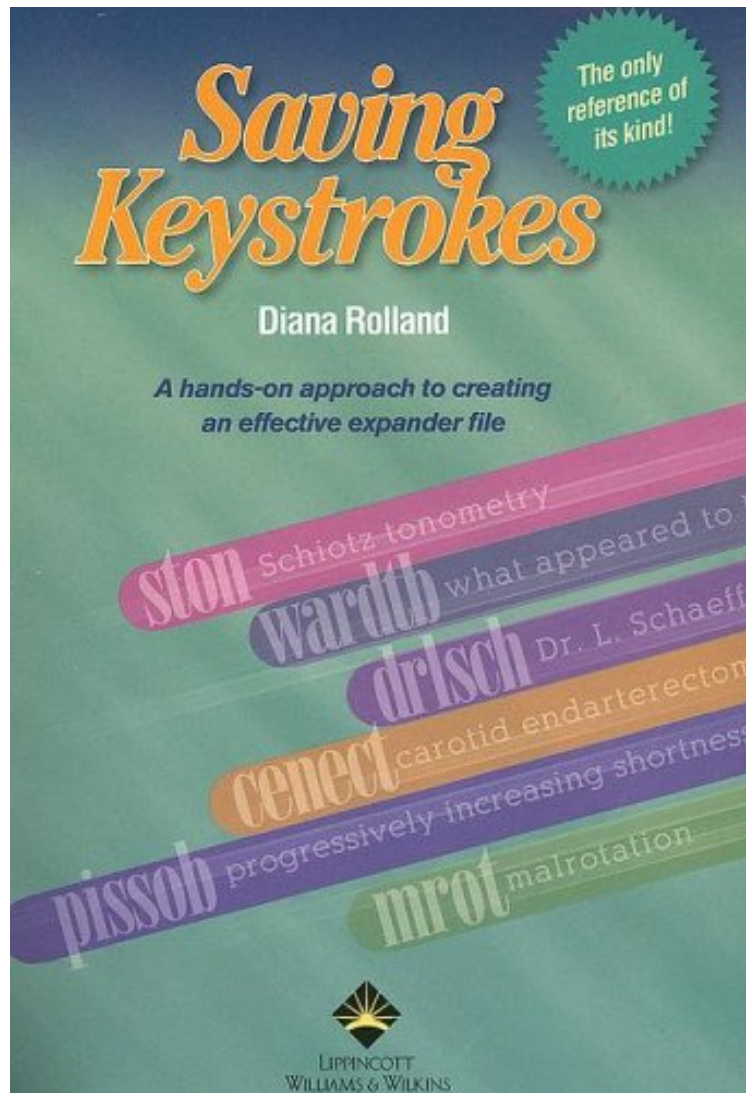


Saving Keystrokes

Diana Rolland CMT

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Diana Rolland CMT : Saving Keystrokes before purchasing it in order to gage whether or not it would be worth my time, and all praised Saving Keystrokes:

0 of 0 people found the following review helpful. Very useful
By Lynda Wells
This book is very useful and full of great information. It was not totally applicable to my situation as I use Instant Text and this was written for a program more like Shorthand. I have put some of the lessons into practice and my speed has increased somewhat. I'm sure that if I knuckled down and put more effort into it I could increase my speed even more (and if I would stop getting side tracked by other things). This book is definitely worth buying if you'd like to increase your speed. I'm just happy that I use Instant Text and don't need to have quite so comprehensive a list!
0 of 0 people found the following review helpful.

It is a great resource, providing an easy to use system of ...By Teresa CederbergI think this book is going to help me improve my efficiency at the keyboard. It is a great resource, providing an easy to use system of creating keyboard shortcuts that will work for you. Easy to read, and easy to use. I recommend this book for anyone who is looking for practical suggestions for creating keyboard shortcuts, to improve efficiency at the keyboard.2 of 2 people found the following review helpful. Really helpful!By Scave31I bought this book, even after 15 years of medical transcription, to help boost my production. Using shorthand has been a staple of my career for as long as it's been available, but this book gives some great suggestions on how to use it successfully. Naming protocols for shorthand sequences are sometimes difficult to think of, and this book helped me develop a system that works for me and makes it easy to remember and use my shorthand more efficiently. I've definitely increased my production and refer to this book often to refresh my memory and remind me to make use of my shorthand glossary. Give it a try!

Saving Keystrokes will help medical transcriptionists maximize their speed, productivity, and profits by effective use of software programs called abbreviation expanders, speedtyping software, and word completion software. Written by a medical transcriptionist, this one-of-a-kind reference shows how to create expanders and macros for use with this software. The book teaches easy-to-learn techniques for developing accurate expanders and expander lists for nearly everything you type. Included are specific expander techniques for capitalization, punctuation, symbols, headings, drugs, numbers, and phrases for handling predictable and not-so-predictable dictators and other chart details. Practice and test sections are integrated throughout the book.