

## Computer Shortcuts

You are not required to use any of these, but they can make your usage of the computer a WHOLE lot faster.

#1. **Resources.** “If you know what your resources are, and what to do with them, you can usually find your answer in seconds, we do.” There are two main locations for most of your resources. A) the MCIR News Screen, and B) the region-2 website (r2mcir.org). People (phone numbers, Email addresses), computers (utilizing shortcuts) tip sheets, training videos, etc. are all examples of resources to help you do your job.

#2. **MCIR “Wildcard”** (asterisks). This is the only shortcut that is unique to MCIR... the rest are windows shortcuts. Best Practice would be wildcards front and back of as little, unique information as possible with the birthdate. If searching for John Zilch, you would use only the last name in this format \*zil\*, along with the birthdate (10/17/1960). Utilizing wildcards this way results in a 100% accuracy, providing you’re starting with the correct information. All other wildcard techniques are less accurate and should be discarded.

#3. **Rename MCIR Reports.** This little technique can save you a lot of time digging through reports you’ve run. This is the same idea of naming a file on your network. Descriptive, yet brief.

#4. **Double-click** (*iMac Option-click*). When you double-click anything in the computer, it highlights whatever is contiguous (connected) on the screen. This shortcut is very handy for MCIR IDs and the like.

#5. **Copy/Paste** (*iMac Command C/V*). You’re probably familiar with these, but I’m including it for those who are not. Once you highlight something on the computer, you can right-click on the highlighted section and choose Copy. Then you can right-click where you want to paste the information you copied and choose Paste. Alternatively, you can use the keyboard shortcuts of Ctrl-C to Copy what is highlighted and Ctrl-V to Paste the information where you wish.

#6. **“Find”** function of **Ctrl-F**. If you can open it electronically, you can search it electronically... probably the most handy thing around and can be one of your biggest time saver shortcuts. You can use this on web pages, documents, spreadsheets, PDFs, etc.

#7. **Alt-Tab**. This one might take a little practice but can be very handy if you’re opening a PDF with MCIR data on it. Copy the MCIR ID and Alt-Tab back to MCIR, paste the ID and voila, a MCIR record. There are many applications here, but...

#8. Other shortcuts. To make your browser screen larger or smaller, use **Ctrl +/-**. This is universal on all browsers, both Windows and Apple. **Right-click** opens a “dialogue” box with all sorts of goodies.

#9. Many more shortcuts. There are literally 100s of computer shortcuts. Most have been retired and not used much any longer. The few I’ve listed here I use every day, numerous times. The key is to get these in your thought process so that when you run in to an issue on the computer, you immediately think of one or more of these and find your answer in seconds. We do.

#10. If you would like a demo of how these shortcuts can work together to exponentially speed up your computer life, please contact your MCIR Coordinator. You can look them up here <https://www.mcir.org/providers/contact-regions/>