


## InteleViewer 4.8.1 Quick Reference

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### Filtering the Worklist

- Do one of the following:
  - In the heading of the worklist column you want to filter, enter text.
  - For columns with filter values, click the filter menu button  and select options from the menu that appears.


---

### Saving Filters in the Worklist

1. Filter the worklist, applying as many filters as required.
2. Click Save Filter.  
The filter appears in Today's Filters list and is highlighted to indicate it is being applied. The filter name that appears by default is derived from your criteria.
3. To change the filter name, right-click the filter and choose Rename Filter.

---

### Adding or Removing Worklist Columns

1. Click the worklist filter button  in the right corner.
2. Select column options from the menu that appears.

---

### Changing Order Priority

- Do one of the following:
  - From the worklist, right-click an order and then select Increase Priority or Decrease Priority.
  - From the Patient Record tab, select a new status from the Priority menu.

---

### Capturing Layout Protocols

1. Open a study and manipulate images as required.
2. Choose Utilities | Capture Layout.
3. Modify the settings in the Layout Protocol Editor as required.
4. Click OK.  
The layout protocol is saved and appears in the Layout Protocols list.

---

### Activating Advanced Layout Protocols

- Choose View | Advanced Layout Management.

---

### Setting Linear Measurement Thickness

1. Chose Utilities | User Preferences (**CTRL+U**).
2. Click Appearance.
3. Under Tool Settings, use the Tool Line Thickness slider to set the thickness of linear measurements.
4. Click OK.

---

### Deleting Measurements

- Do one of the following:
  - On the image, click the measurement that you want to remove and then press **DELETE**.
  - To delete all measurements, from the Measurement Tool menu, choose Clear Measurement Tools.

---

### Saving Key Images

1. Click Add Key Image  to capture the image.
2. Click Key Image Composer .
3. In the Key Image Composer, enter a description in the Series Description field.
4. Click Send Key Images to PACS .

---

### Setting Presentation State Preferences

1. Go to Utilities | User Preferences and then choose Presentation States.
2. Set your presentation state preferences and click OK.


---

### Saving Presentation States

1. Adjust the image as required by using the image tools (for example, linear measurements).
2. If your user preferences are set to save presentation states automatically, close the study; otherwise, choose File | Save Presentation State.

---

### Using Reference Lines in Stacking

1. Select the series you want to stack.
2. From the menu, choose Tools | Reference Lines (**R**) or click the Reference Line tool .
3. Stack the selected series as required.  
The location of the reference line and the image number update to reflect the current image.

---

### Exporting DICOM Data

1. Do one of the following:
  - Open the required study or series from disk and choose File | Export DICOM.
  - Right-click the required study or series.
2. To export DICOM only, select Export DICOM.
3. To export DICOM data and a copy of InteleViewer, select Export DICOM (with InteleViewer).
4. In the Choose Location dialog, determine where to save the files and then click Select Folder.

---

### Burning DICOM Data to CD

1. Insert a blank CD into the CD-ROM drive.
2. Do one of the following:
  - Open the required study or series from disk and choose File | Burn to CD.
  - Right-click the required study or series and then choose Burn to CD.

---

### Sending Studies to Colleagues









- In the Search tab, right-click a study or series and then select Send Order to Co-worker.

---










### Closing Images












- Do one of the following:
  - Click "X" in the Patient Record tab.
  - From the menu, choose File | Close All Studies and Series.

## Windows and Dialogs

Display	Key	Tool
Close a Tab in the Chat Window	Ctrl+W	
Close the Chat Window	Alt+F4	
Extension Window	E	
Help Documentation	F1	
Image Layout Dialog		
Key Image Composer	K	
Print Film/Show Print Film	Ctrl+P	
Report Viewer	V	
Search Tool	?	
Series Layout Dialog		
Show or Hide Thumbnail View	F11	
Switch to the Next Tab in the Chat Window	Ctrl+Tab	
Teaching Case Editor	F	
Thumbnails	T	
User Preferences	Ctrl+U	

## Manipulating Images

Function	Key	Tool
Add Image to Print Film	Shift+Spacebar	
Adjust Image Using DSA	X	
Add Key Image	Spacebar	
Add Teaching Case Image	Ctrl+Spacebar	
Add Text/Arrow/Ellipse Annotation	A	
Auto Linked Stacking	L	
Complete Annotation/Measurement	Esc	
Cycle Auto Window Level Presets	Ctrl+F2	
Cycle DICOM Presets	Shift+F2	
Display CAD Marks (Mammography Viewer)	*(NumPad)	
Display Shutters	Ctrl+R	
Drag and Swap	D	
Export Images	Ctrl+Shift+E	
Fast Stack	S	
Flip Horizontal	Ctrl+H	
Flip Vertical	Ctrl+V	
Increase Series Quality	~	
Increase Series Quality to Lossless	Ctrl+~	

Function	Key	Tool
Invert Image Colors	I	
Link Viewports	Ctrl+click	
Lock/Unlock Viewports	Ctrl+L	
Magnifying Glass Lock the Magnifying Glass	G	
Manual Linked Stacking	L	
Open DICOM File	Ctrl+O	
Pan	P	
Quadrant Magnification (Mammography Viewer)	Q	
Quick Export	Ctrl+E	
Reset Image	Ctrl+Backspace	
Rotate Left 90°	<	
Rotate Right 90°	>	
Stack	S	
Toggle Super Series Stacking		
Toggle Text Overlay	O	
View Header	H	
Window Level	W	
Zoom	Z	
Zoom 100% (Mammography Viewer)	Ctrl+0	

## Image Navigation




Function	Key
Cine	Ctrl+I
Display Next Series	Page Down
Display Previous Series	Page Up
Page Forward to Next Series	Right Arrow
Page Backward to Previous Series	Left Arrow
Display First Image	Home
Display Last Image	End
Page Image Forward (multi-image layout)	Down Arrow
Page Image Backward (multi-image layout)	Up Arrow

## Mammography Image Navigation

Function	Key
Page Forward to Next Step	Right Arrow
Page Backward to Previous Step	Left Arrow
Display First Step	Home
Display Last Step	End

Function	Key
Display Oldest Comparable Study	Down Arrow
Display Most Recent Comparable Study	Up Arrow

## 3D and Measurement Tools

Function	Key	Tool
Show 3D Cursor	C	
Show Reference Lines	R	
Add Measurement	M	
Calibrate Measurements	Ctrl+M	
Delete Selected Measurement	Delete	

## Third-Party Dictation Systems

Function	Key
Synchronize order's state between IntelViewer and the third-party dictation system	Ctrl+D

## Series and Image Layout

Series Viewports (on current monitor)	Key
1	1
2	2
3	3
4	4
6	5
9	6
12	7
16	8
18	9

Number of Images (in selected viewport)	Key
1	Ctrl+1
2	Ctrl+2
3	Ctrl+3
4	Ctrl+4
6	Ctrl+5
9	Ctrl+6
12	Ctrl+7
16	Ctrl+8
18	Ctrl+9