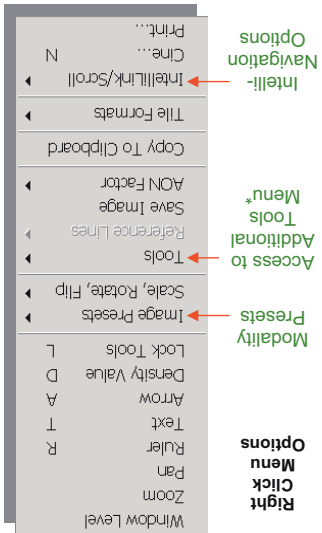
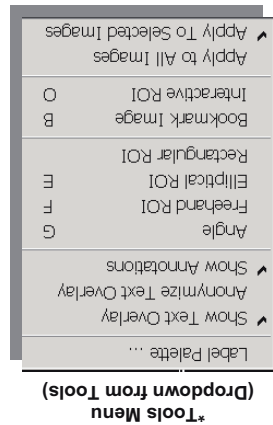


- Press **F5** to reset the study
- Move mouse to use selected tool.
- Do not release Lt. Mouse button.
- Rt. Click once to toggle through tools.
- Lt. Click image and Hold button down
- Shortcut to **Window/Level – Zoom – Pan**



Synapse Help is always available from the **Help** menu on the top toolbar when Synapse is open.

For further assistance, contact your facility's PACS Administrator.



1. Double Click the Synapse® icon
2. If prompted, Log-in with Username and Password provided by your PACS admin.
3. Locate the Patient/Study you wish to view by selecting the appropriate Folder.
4. Enter Patient information as shown to refine the search
5. Double Click on a listed Study to display
6. Select an image by Left click, to view next image rotate the mouse wheel
7. Right Click to Access Synapse Image Tool Menu
8. Select the UP icon to return to List

Synapse Reference Guide

Locating Your Study

Synapse® Toolbar Icons

- Open the Power Jacket
- Show Study Information
- Radiology Reports Page
- Access Synapse Notes
- Show Available Attached or Scanned Documents
- Open Series Chooser
- Modify Monitor Layout
- Previous and Next Reading Protocol Steps

Keyboard Shortcuts

Alt + I	Displays the study Information
Alt+ N	Displays the study Notes
Alt+ R	Displays the study Report
Alt+ U	Displays Documents in PowerJacket
Alt+ E	Displays Series Picker in PowerJacket
Alt+ C	To Auto Compare the first/next available historical study
Alt+ X	Closes all opened Comparison studies
Alt + S	Shows Next Reading protocol Step
Alt + A	Shows Previous Reading Protocol Step
Alt + D	Send Accession # to Dictation Software

Hot Key Shortcuts

HOT KEY	TOOL
R	Activates Ruler
T	Activates Text
A	Activates Arrow
D	Activates Density Value
L	Lock Tools
G	Activates Angle
F	Activates Freehand ROI
E	Activates Elliptical ROI
B	Bookmark Image
I	Enable Intellilink
=	Zoom to 1X
N	Display CINE player
O	Interactive ROI

Hot key usage: press and hold Letter then left click mouse