

# StatView Shortcuts

We use the following notation to describe keyboard-mouse chords used in StatView:  
 [key]-click or [key]-double-click Hold the key(s) and click or double-click the mouse button  
 Right-click or Right-double-click Click or double-click with right (second) mouse button

Any  
window

Dataset  
window

Windows	Action	Macintosh
Arrow keys	Move in direction of arrow	Arrow keys
Page Up, Page Down	Scroll one page up or down	Page Up, Page Down
Home, End	Scroll to top left or bottom right corner	Home, End
F1	Start Help, AppleGuide, or Hints	Help
Control-Period Esc	Cancel operation during spinning yin-yang 	Command-Period Esc
Double-click  attribute pane control	Open variable attribute pane	Double-click  attribute pane control
Double-click  attribute pane control	Hide summary statistics if shown, or else close attribute pane	Double-click  attribute pane control
Drag  attribute pane control	Resize attribute pane	Drag  attribute pane control
Double-click split pane control	Open or close vertical split window pane	Double-click split pane control
Click blank cell before first variable name	Cancel any selection in dataset	Click blank cell before first variable name
Double-click blank cell before first variable name	Create a new view	Double-click blank cell before first variable name
Control-click New in Compact Variable More Choices dialog box	Define category with labels from column names	Command-click New in Compact Variable More Choices dialog box
Double-click row number	Include or Exclude Row from analyses	Double-click row number
Control-click border between variable names	Insert empty column	Command-click border between variable names
Control-click border between row numbers	Insert empty row(s)	Command-click border between row numbers

## Select data

Windows	Action	Macintosh
Click the cell	Select a single cell	Click the cell
Shift-click the cells Click one cell and drag vertically or horizontally	Select several adjacent cells	Shift-click the cells Click one cell and drag vertically or horizontally
Control-click the cells	Select several nonadjacent cells	Command-click the cells
From the Edit menu, choose Select All Rows or Select All Columns	Select all rows or all columns	From the Edit menu, choose Select All Rows or Select All Columns
Click the row number (single-click, not double-click)	Select an entire row	Click the row number (single-click, not double-click)
Click the variable name	Select an entire column	Click the variable name
Click a row number or variable name and drag over adjoining row numbers or variable names Click the first row or column, scroll to the row or column at the end of the group, and Shift-click	Select adjacent rows or columns	Click a row number or variable name and drag over adjoining row numbers or variable names Click the first row or column, scroll to the row or column at the end of the group, and Shift-click
Control-click row numbers or variable names	Select nonadjacent rows or columns	Command-click row numbers or variable names
Control-click criteria name in Criteria pop-up menu	Select rows that meet a criterion	Control-click criteria name in Criteria pop-up menu
Click the corner cell and drag diagonally to the opposite corner	Select a small block of cells	Click the corner cell and drag diagonally to the opposite corner
Click a cell in one corner of the block; scroll to the diagonally opposite corner of the block; shift-click that corner cell	Select a large block of cells	Click a cell in one corner of the block; scroll to the diagonally opposite corner of the block; shift-click that corner cell
Select one block with either of the above techniques; Control-click and drag to select another block	Select nonadjacent blocks of cells	Select one block with either of the above techniques; Command-click and drag to select another block

## View window

## Variable browser

## Results browser

## Analysis browser

Windows	Action	Macintosh
Double-click analysis or graph	Edit Display or Edit Analysis (whichever is the default according to View Preferences setting)	Double-click analysis or graph
Alt-double-click analysis result Right-double-click analysis result	Edit Display or Edit Analysis (whichever is <i>not</i> the default)	Option-double-click analysis result
Control-click empty Recalculate box	Force recalculation of all analyses in view, rather than just those that need updating	Command-click empty Recalculate box
Double-click picture	Return imported picture to original size	Double-click picture
Shift-click	Select multiple objects	Shift-click
Control-click triangle	Open or close all browser headings	Command-click triangle
Double-click variable	Top browser button: Add, Independent, or X Variable	Double-click variable
Alt-double-click	Split By	Option-double-click
Right-double-click	Dependent or Y Variable (or Add, if these buttons are not visible)	Control-double-click
Alt-Right-double-click	Remove	Control-Option-double-click
Control-Shift-double-click Control-Shift-click Add, Dependent, or Y	Clone analysis with top browser button: Add, Independent, or X Variable	Command-Shift-double-click Command-Shift-click Add, Dependent, or Y
Control-Shift-Alt-double-click Control-Shift-Alt-click Split By	Clone analysis with Split By	Command-Shift-Option-double-click Command-Shift-Option-click Split By
Control-Shift-Right-double-click Control-Shift-Right-click Dependent or Y	Clone analysis with Dependent or Y Variable (or Add, if these buttons are not visible)	Command-Shift-Control-double-click Command-Shift-Control-click Dependent or Y
Control-click triangle	Open or close all browser headings	Command-click triangle
Double-click result	Select and scroll to result	Double-click result
Double-click  split-pane control	Show/hide analysis browser	Double-click  split-pane control
Control-click triangle	Open or close all browser headings	Command-click triangle
Double-click analysis	Select and Create Analysis	Double-click analysis
Double-click analysis header	Select the default results and Create Analysis	Double-click analysis header
Right-double-click analysis Right-click Create button	Bypass parameters dialog box (accept default parameter settings)	Control-double-click analysis Control-click Create button

	Windows	Action	Macintosh
Draw tools	Control-click pen or fill color tool	Change both pen and fill color for selected object	Command-click pen or fill color tool
	Double-click selection (arrow) tool	Switch temporarily to reshape mode	Hold Control key Double-click selection (arrow) tool
	Hold Control key	Retain the same drawing tool for another action, or temporarily retrieve the drawing tool most recently used	Hold Command key
	Hold Shift key while drawing	Constrain lines to 45 or 90 degree angles, constrain rectangles or rounded rectangles to squares, constrain ovals to circles	Hold Shift key while drawing
	Hold Alt key while drawing	Preview a closed polygon or curve	Hold Option key while drawing
Reshape mode	Control-Alt-click a segment	Open a closed polygon	Command-Option-click a segment
	Control-Alt-click first or last vertex	Close an open polygon	Command-Option-click first or last vertex
	Alt-click	Add or remove a vertex	Option-click
	Alt-click and drag	Adjust one velocity handle for a vertex without changing the other	Option-click and drag
Dialog boxes	Control-Period, Esc	Cancel dialog box that has Cancel button	Command-Period, Esc
	Enter on numeric keypad	Same as clicking highlighted button such as OK or Done	Enter
	Enter on keyboard	Insert carriage return in text field; otherwise, same as clicking highlighted button such as OK or Done	Return
Formula, Random, Series, Criteria	Double-click above definition area	Bring dataset to front	Double-click above definition area
	Tab	Select next ? placeholder	Tab
	Shift-Tab	Select previous ? placeholder	Shift-Tab
	Control-click Compute	Calculate without closing Formula window	Command-click Compute
	Control-click Apply	Apply without closing Criteria window	Command-click Apply
	Control-click Recode	Recode without closing Recode window	Command-click Recode
Assign Variables	Double-click variable	Assign variable to selected slot and move selection to next slot	Double-click variable
	Control-double-click	Assign variable to selected slot and keep selection in current slot	Command double-click
	Tab	Select next slot	Tab
	Shift-Tab	Select previous slot	Shift-Tab
	Backspace	Remove selected variable from slot	Delete