

## SILVAH Overstory Data Entry shortcuts - June 22, 2007

### <Enter>

- The <Enter> key exits the current cell and moves to the next cell, or into the first non-fixed column in the next row if currently in the last column.
- If you are in the very last column of the very last row, it will add an observation to the current (last) plot.

### <Ctrl> <Enter>

Press and hold the Control (Ctrl) key and then press the <Enter> key to add a new observation to the current plot.

- The new observation will be inserted below the current row.
- ✓ Example: if you have 5 plots and are currently positioned on the 2nd observation in plot 3, it will add a new observation to plot 3, as the 3rd observation - below the 2nd observation. What used to be the 3rd observation will now be the 4th observation.

### <Ctrl><SHIFT><Enter>

Press 3 keys at once, <Ctrl><Shift><Enter>, to add a new observation into the next plot. If that plot does not have an observation, it will create one. If you are in the last plot, it will create a new plot.

- ✓ Example: If you have 5 plots, and you're in plot 3, it will add the observation to the "bottom" of plot 4. If there isn't an observation in plot 4, it will create one. If you are in plot 5, it will add a 6th plot and a new observation in that plot.

### <Ctrl> <Q>

Press and hold the Control (Ctrl) key and then press the letter Q key to look up the possible values for a given field.

- You can make a selection from the list of choices.
- ✓ Example: You don't know what the species code for black cherry is. Press <Ctrl><Q> to view all species. Above the choices, indicate the type of code you are interested in viewing. Choose a species from the list if desired.

### <Ctrl> <D>

Press and hold the Control (Ctrl) key and then press the letter D key to copy the contents of the cell above. D stands for "ditto" not delete!

- ✓ Example: You are working in a pure black cherry stand and you want to save a few key strokes by repeating some information from row to row. The next time you need to enter the species, press <Ctrl><D> to copy the species from the cell above.

### <Ctrl> <Del>

Press and hold the Control (Ctrl) key and then press the DELETE key to delete the current row.

- Existing rows will be renumbered.

## Copy Data into Excel

1. Click anywhere in the data entry grid.
  2. Select cells and press "Ctrl-C" to copy to the clipboard. Then paste contents in other software (Word, Excel) as desired.
- ✓ *Useful for additional analysis, and for printing and validation.*