# SpecsIntact eLearning Modules Transcript

## Module:       Chapter 3 - Edit Formatted Tables Using Revisions

The scripts are text only, therefore we highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

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**00:00:10,333 --> 00:00:43,133**

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In the previous module, we focused on inserting Formatted Tables as well as touched on the multiple right-click menus that provide additional features that facilitate editing tables.  Editing a Formatted Table with Revisions can be quite challenging and at times frustrating.  Our goal is to arm you with the knowledge and techniques to make your editing experience as pleasant as possible.  In this module we are going to focus on a technique that will streamline this process by duplicating the Formatted Table.  There is a specific order to follow but once you see how beneficial it is, you won't easily forget it.
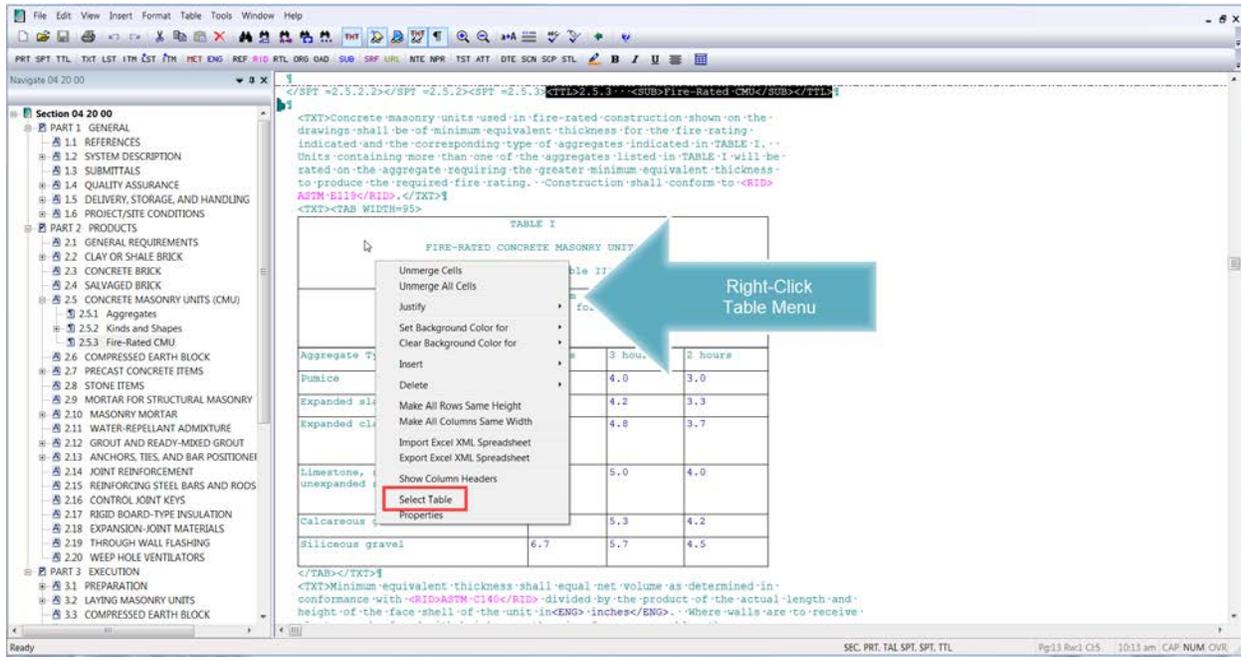
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**00:00:43,133 --> 00:01:52,233**

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In order to demonstrate this technique, let's *navigate* to **Subpart 2.5.3** so that we can use this technique on **Table 1**.
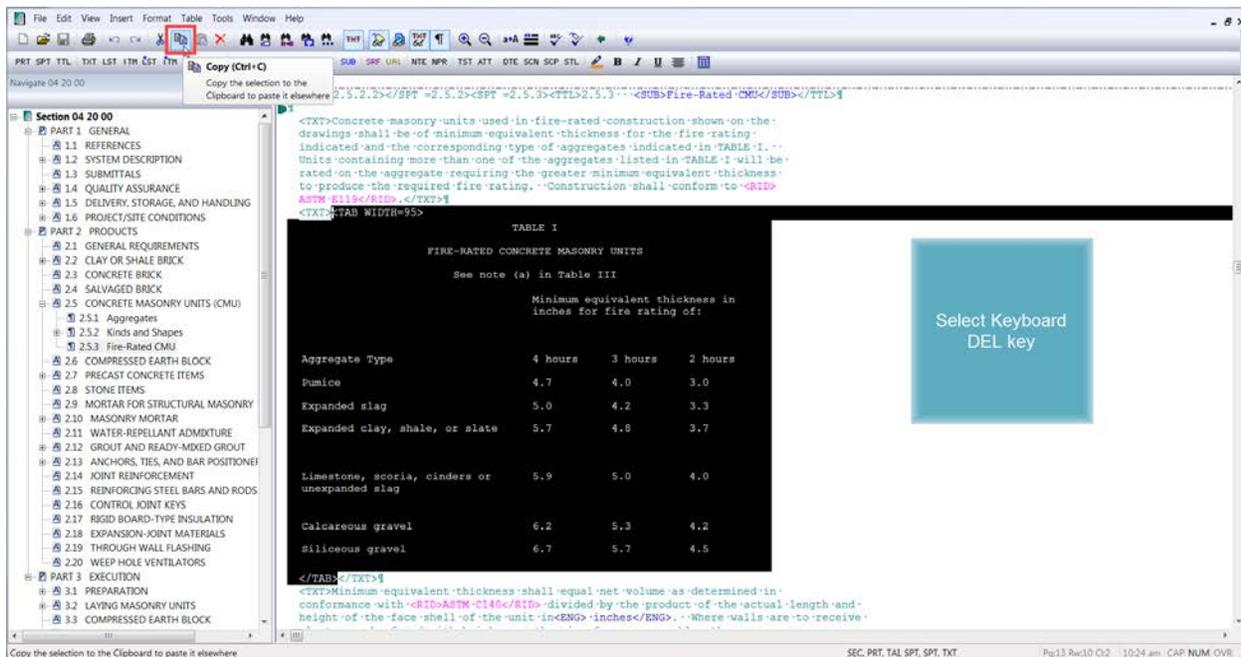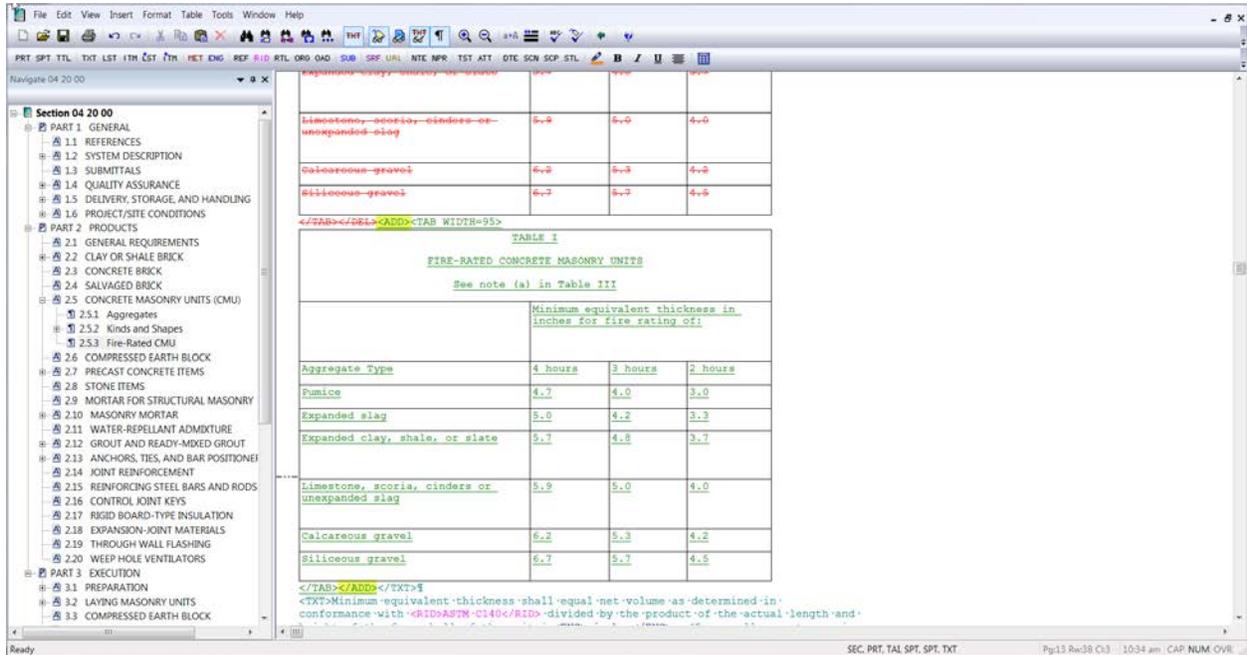
For the first step, let's *hoover over* the **Formatted Table**, and *right-click* to active the **Table Menu**, and then *choose* **Select Table**.



Now the **Table** is *highlighted*, let's *select* the **Copy button** on the SI Editor's Toolbar and immediately *select* the **DEL Key**.

Now let's *select* the **Paste button** on the SI Editor's Toolbar.  By editing this way, the <ADD> and <DEL> tags will be eliminated from each cell that has been edited, making the Formatted Table easier to edit and read since the entire Formatted Table is contained within one set of <ADD> tags.



As we continue learning about editing Formatted Tables, you will see how much this technique simplifies your editing. You can proceed to the next module to learn more about editing Formatted Tables.

## Contact Information

If you need further assistance, please contact our Technical Support Desk.  We will be happy to answer any questions you may have.

> **SpecsIntact Technical Support**
> Monday - Friday
> 8:00 AM – 4:30 PM Eastern Time
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## eLearning Module Notes: