

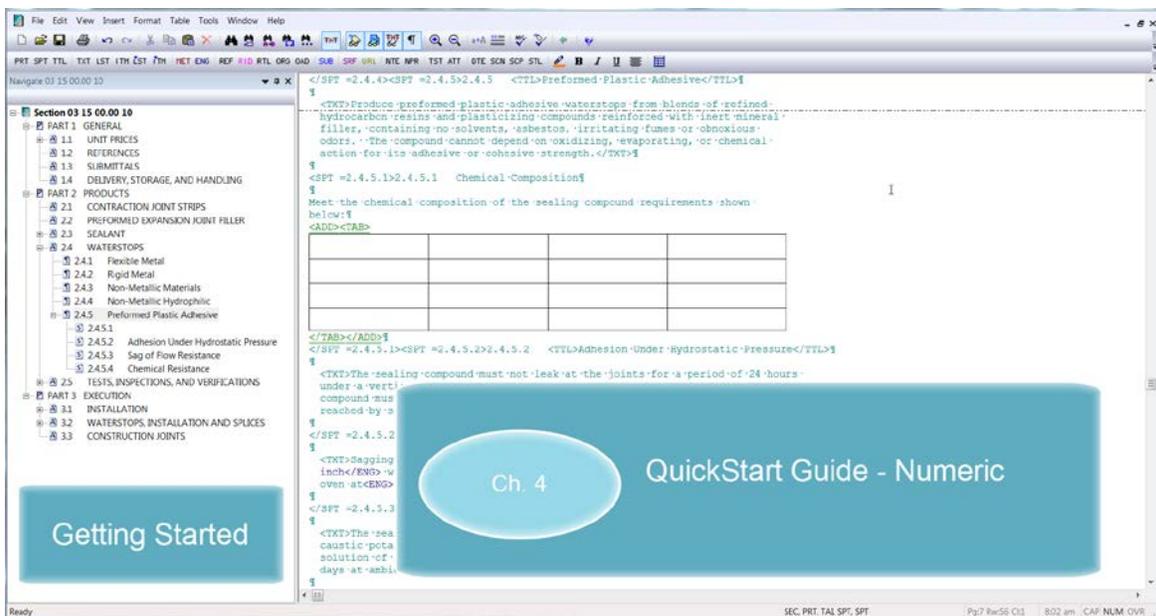
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 3 - Merge And Unmerge Cells

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

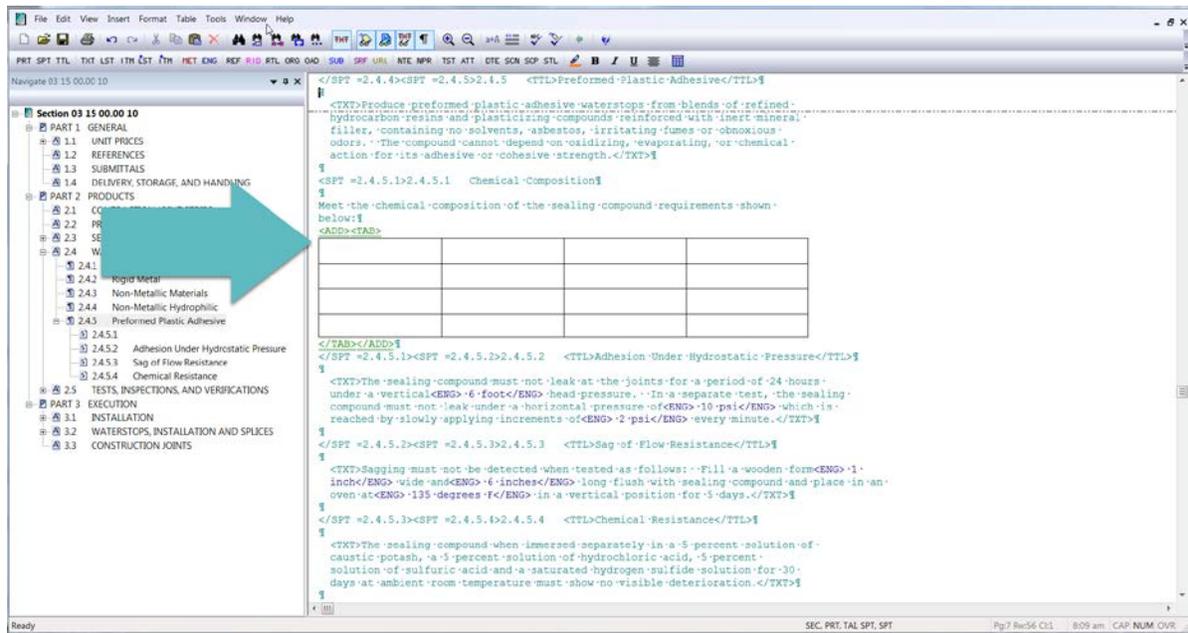
00:00:10,000 --> 00:02:12,100

Before we begin this lesson, I recommend that you take advantage of the information provided in Chapter 4 of the QuickStart Guide and the Online Help Menu topics as they provide all of the information and steps you will need to become an expert editor. The Online Help Table Menu's Insert Topic provides a number of useful Tips and Tricks that are essential for learning to edit Formatted Tables.

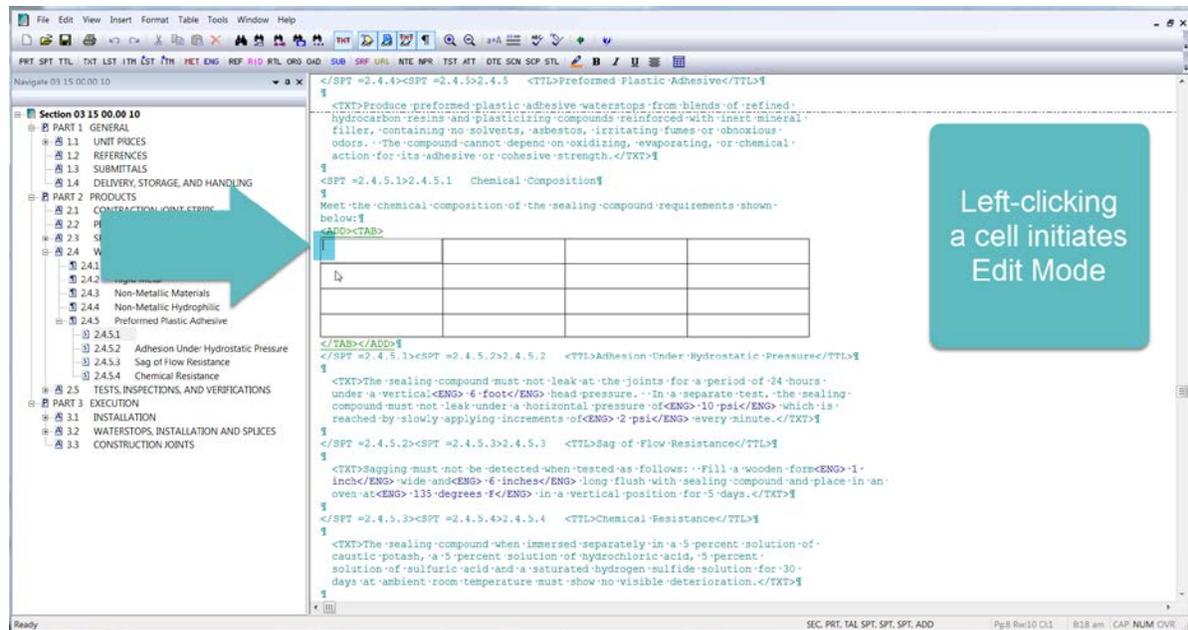


In this lesson, we will focus on learning the steps for merging and unmerging cells within a Formatted Table.

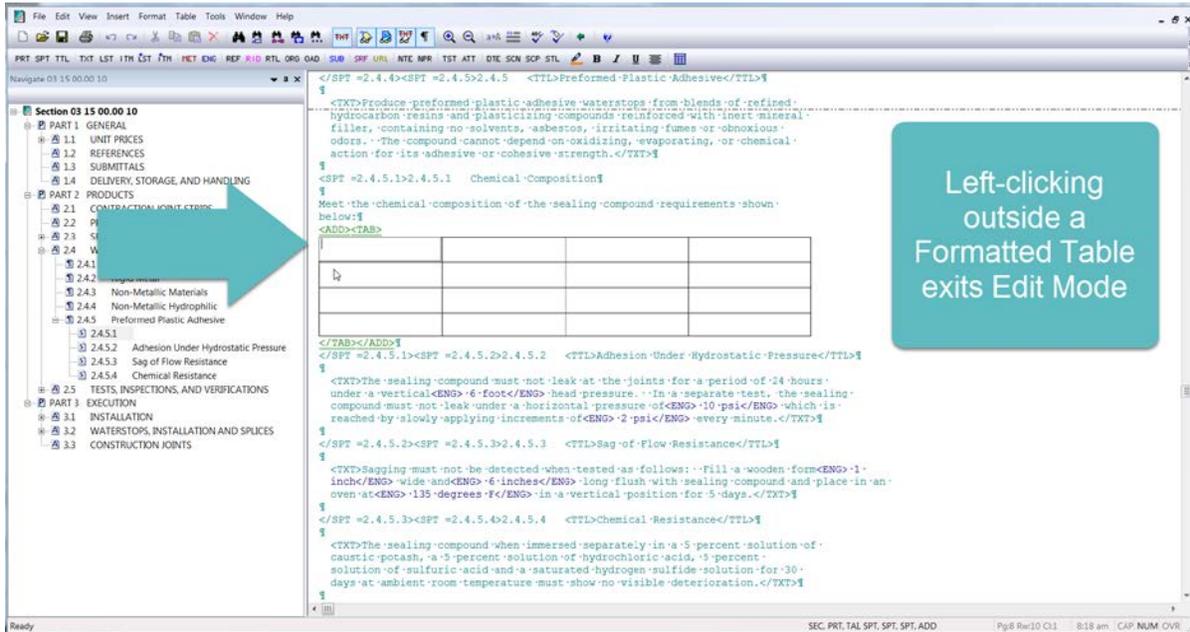
I have added a blank Formatted Table to this Section for the sole purpose of demonstrating this functionality.



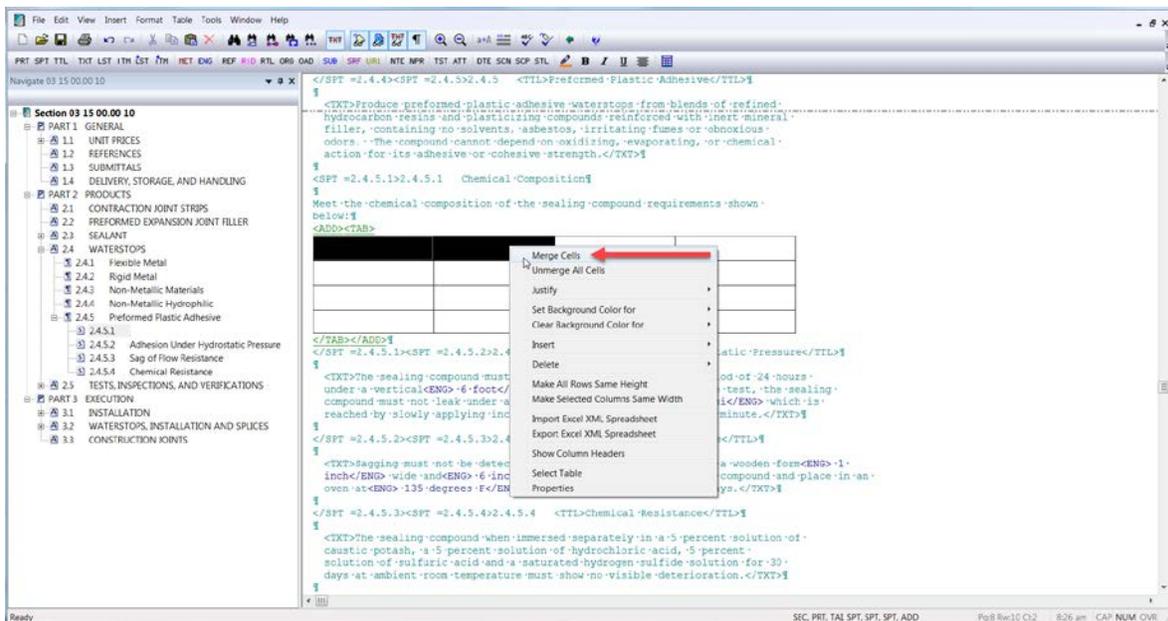
Before we get started, I would like to explain the Edit Mode and how to get yourself out of it. When you left-click on a cell, you will automatically go into the Edit Mode in order to input data or tag elements within the cells such as Reference Identifiers, Submittals, or English and Metric Units.



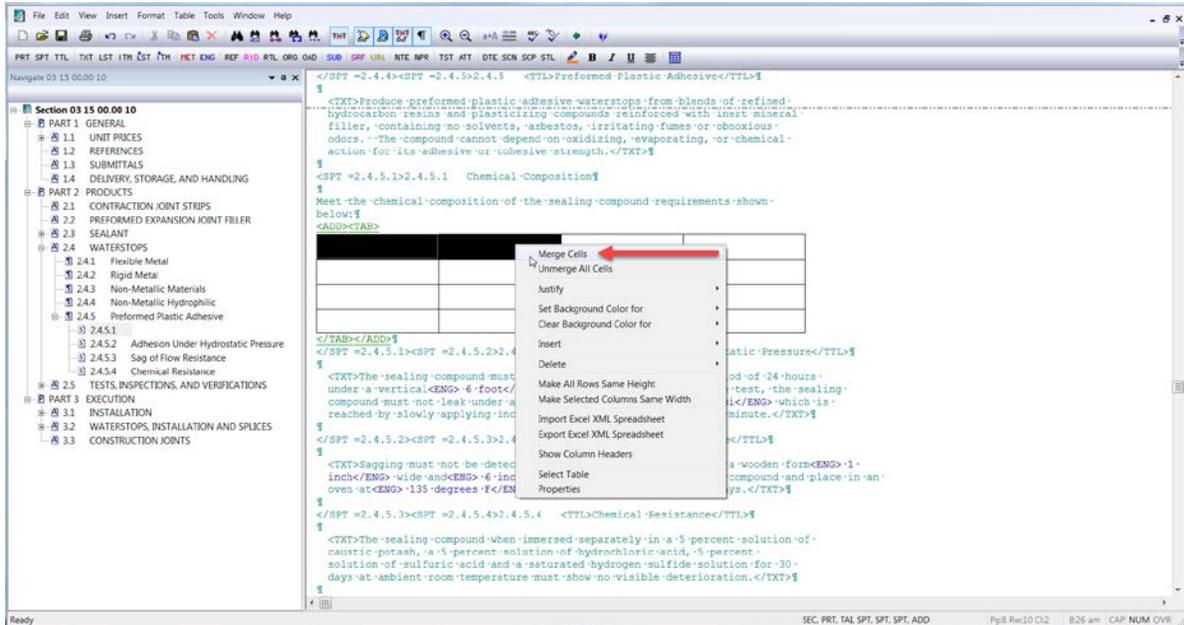
In order to get out of the Edit Mode, *click outside* of the **Formatted Table**. Now that you know that left-clicking within a cell automatically places you in the Edit Mode and clicking outside of the table will take you out of the Edit Mode, we can continue our lesson.



To Merge two or more cells, begin by *left-clicking* in the **first cell**, and *holding down* the **left mouse button** and drag it to the **second cell**. Once the cells are highlighted *release* the **left mouse button**, and then you can *right-click* and select **Merge Cells**. As a reminder, if you make a mistake click outside of the Formatted Table and use the Editor's Toolbar Undo or Redo Commands.

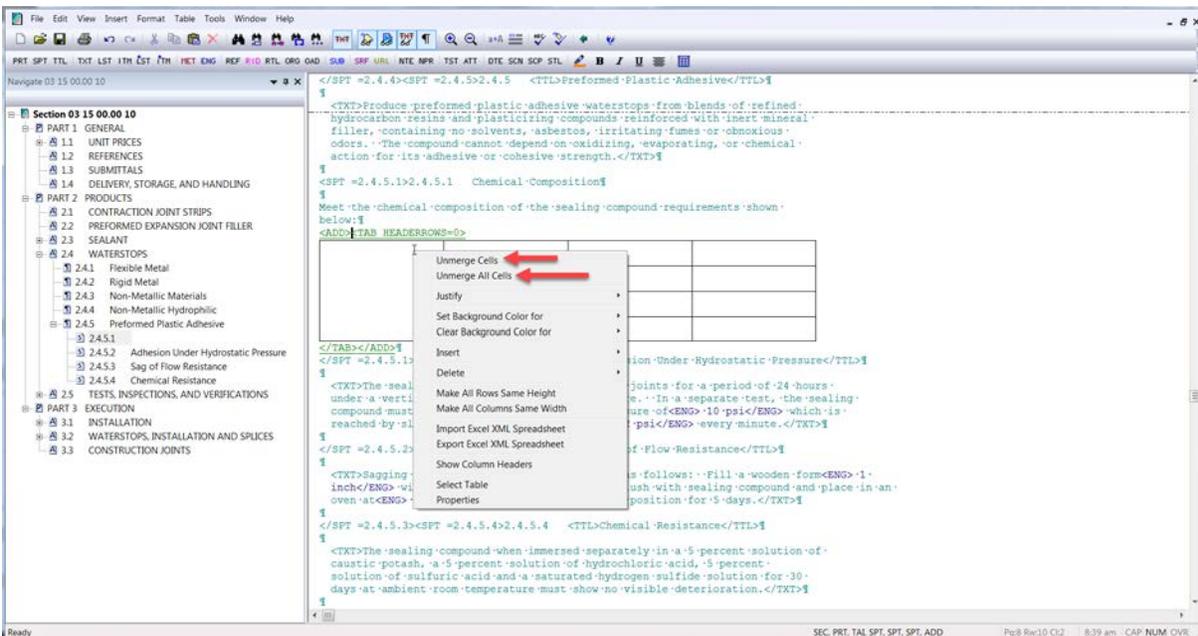


While I have your attention, I would like to demonstrate another method for selecting cells. If you happen to left-click within a cell and find yourself in Edit Mode, you can *hold down* your **keyboards Shift key** and *left-click* on the **last cell** you want highlighted. Now *release* the **Shift key**, *right-click*, and choose **Merge Cells**. Merging Cells within a column can be accomplished by repeating the same steps.



00:02:12,100 --> 00:03:08,533

When you need to unmerge cells within a Formatted Table, *right-click* on a **Merged Cell**. Before we actually select the option to Unmerge, I want to bring your attention to the menu. Not only do you have the option to Unmerge the Cell you have just selected, you can choose to Unmerge all cells. Both of these options can be very helpful depending on the task you wish to accomplish. Let's go ahead and choose **Unmerge Cells**. Remember, if you chose the wrong one you can always use the Editor's Undo and Redo commands.



To learn more, you can proceed to the next module of your choice.

## Contact Information

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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

Phone: 321.867.8800

Email: [KSC-SpecsIntact@nasa.gov](mailto:KSC-SpecsIntact@nasa.gov)

## eLearning Module Notes:

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