

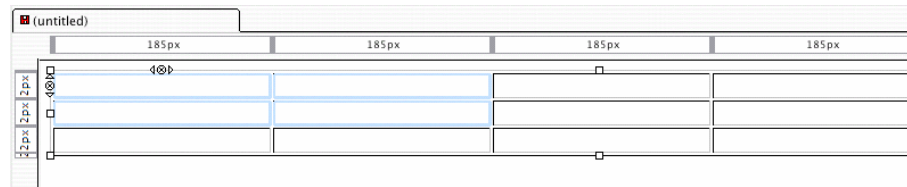
How to Modify Cells in Nvu

NOTE: Once you have a table created in Nvu there are several ways to modify the cells.

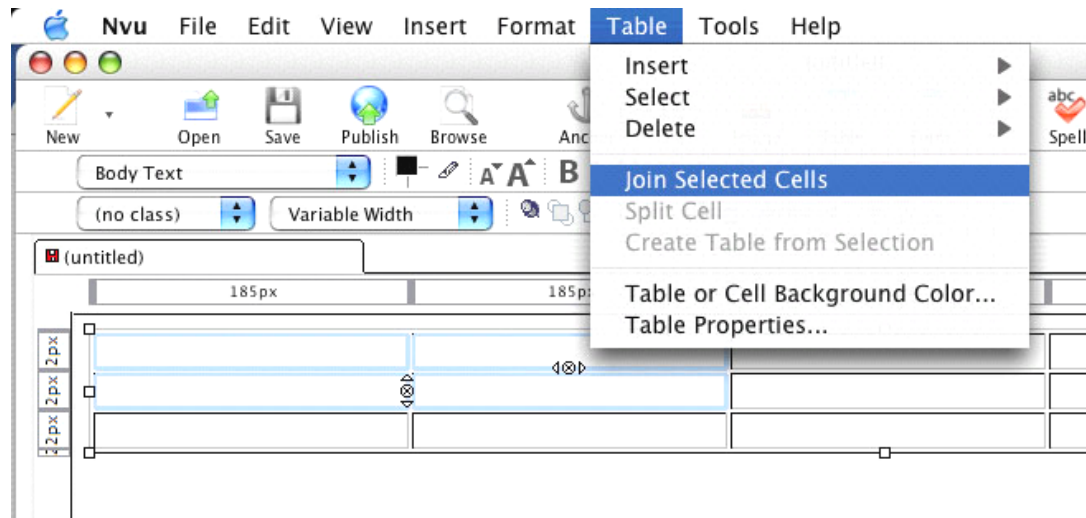
To join cells...

1. Select the cells you want to join by holding down the “Apple” key and clicking inside each cell you want to join together.

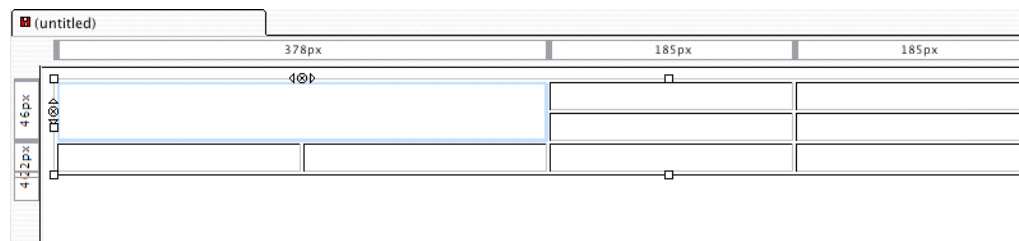
NOTE: When a cell is selected you will see a light blue box appear outlining the selected cell.



2. After selecting the cells go to **Table > Join Selected Cells** from the menu at the top of your screen.

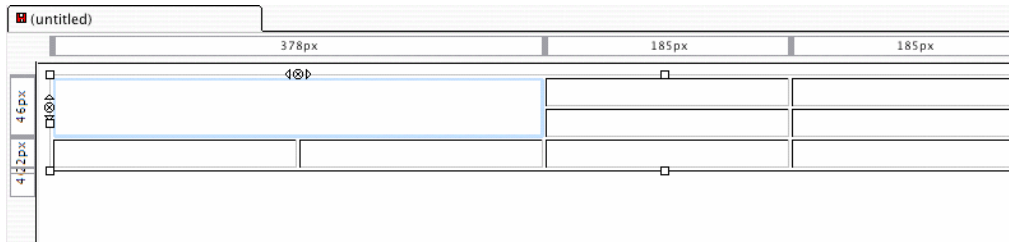


NOTE: The selected cells will be merged into one.

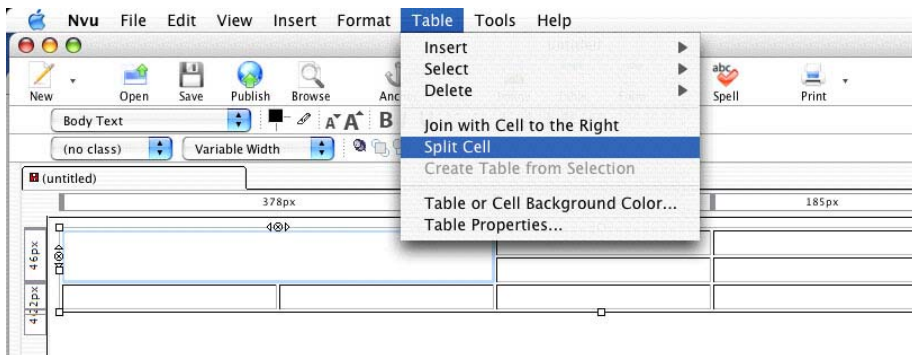


To split cell that you previously joined...

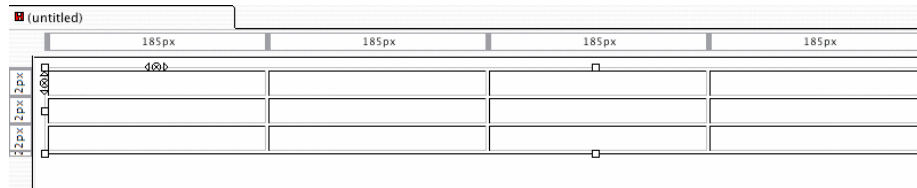
1. Select the previously joined cell that you want to split.



2. After selecting the cell go to **Table > Split Cell**.

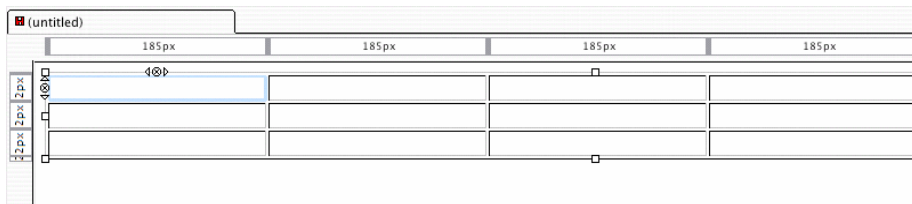


NOTE: The selected cells will be split into the original cell configuration.

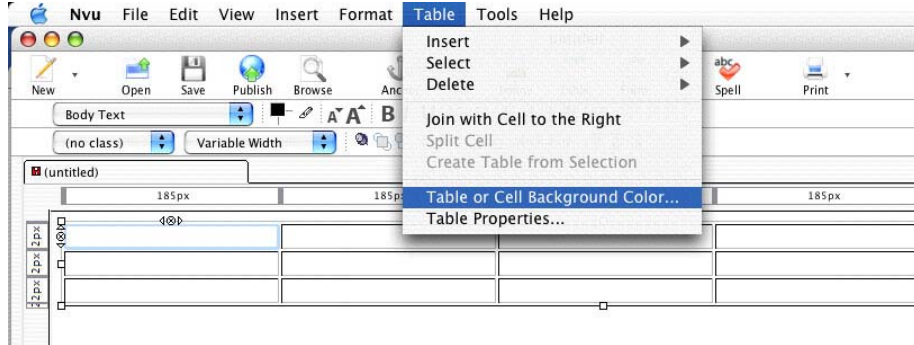


To add color to your table or cell...

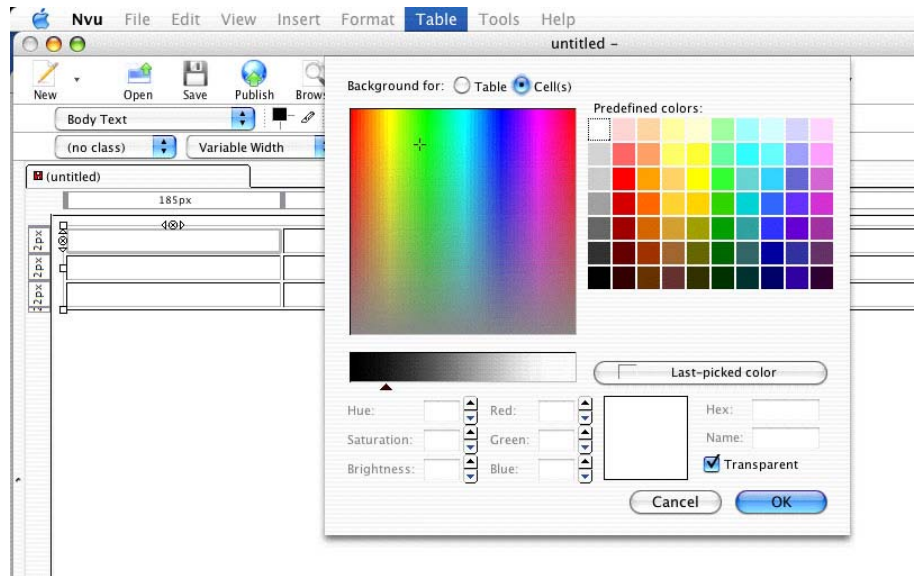
1. Select the cell or cells you where you want to add a background color.



2. Click on **Table > Table or Cell Background Color**.

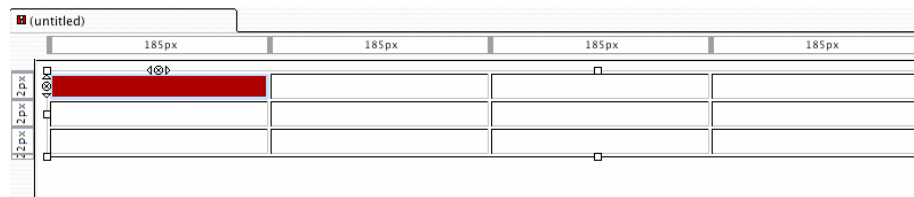


NOTE: The “Table or Cell Color” box will appear.



3. Click on the color you want and click “OK.”

NOTE: The color will appear in the selected cell.

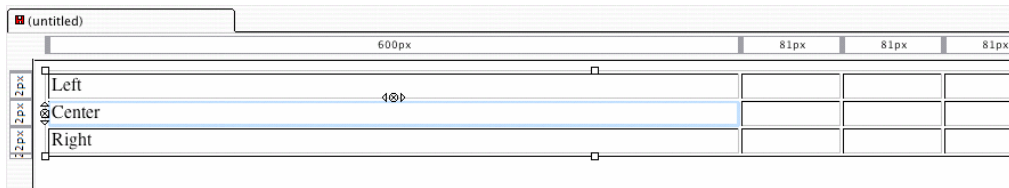


To align text or graphics within a cell...

NOTE: There are three primary ways to align cells: Left Align, Right Align, or Center Align. Nvu, by default, left aligns all cells.

To center text or graphics in a cell...

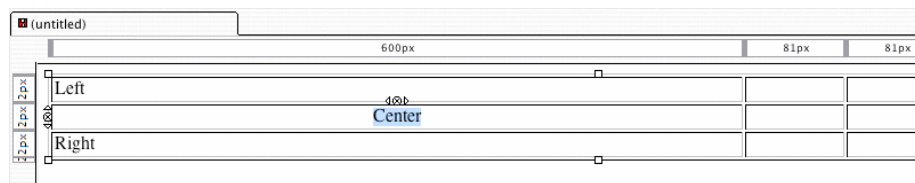
1. Select the cells you wish to center by holding down the “Apple” key and clicking inside the cell or cells.



2. Click on the “Align Center” icon at the top of the page.

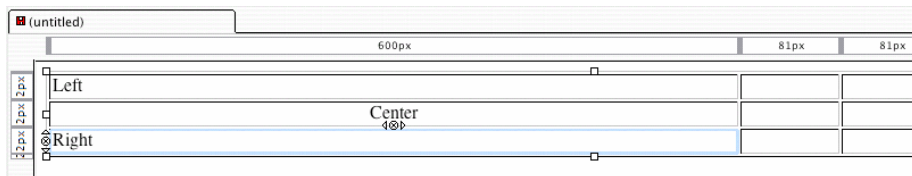


NOTE: This will align all content within the cell to the center.

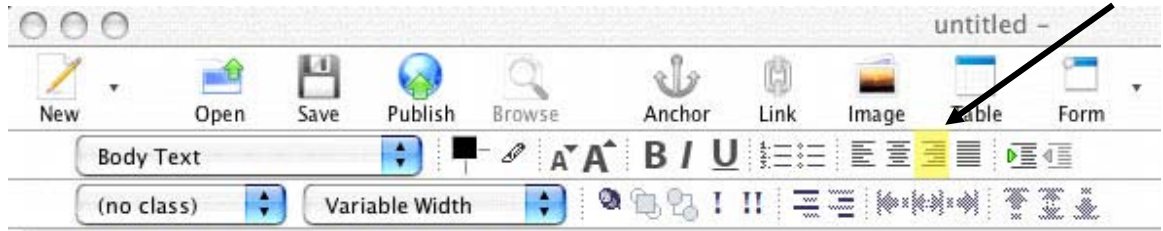


To right align a cell...

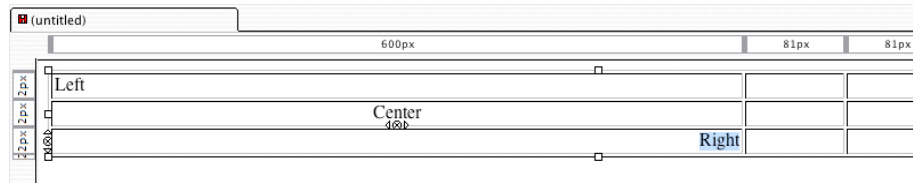
1. Select the cells you wish to align by holding down the “Apple” key and clicking on each cell.



2. Click on the “Align Right” icon at the top of the page.



NOTE: This will align all content within the cell to the right.



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July 11, 2006