

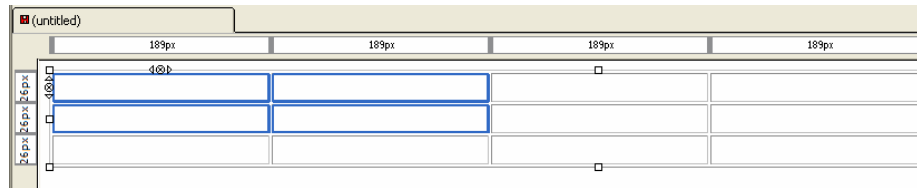
How to Modify Cells in Nvu

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 “CTRL” key and clicking inside each cell you want to join together.

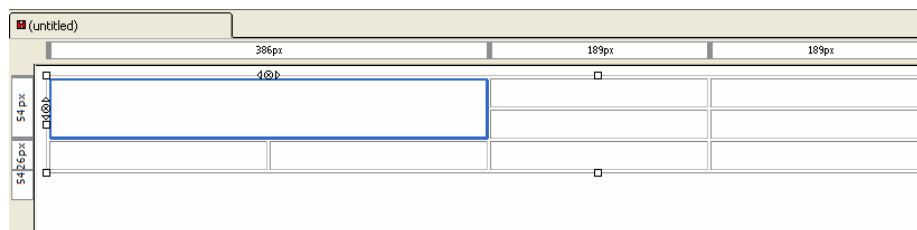
NOTE: When a cell is selected you will see a blue box appear outlining the cell.



2. Right-click and choose “Join Selected Cells” from the menu that appears.

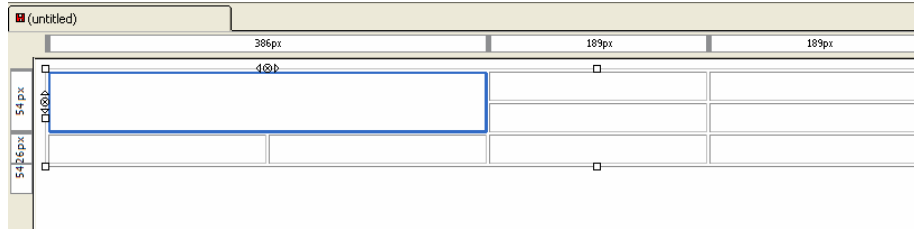


NOTE: The selected cells will merge into one.



To split cell that you previously joined...

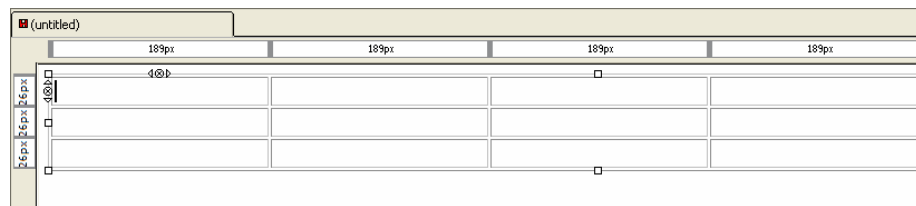
1. Hold down the “CTRL” key and click inside the previously joined cell that you want to split.



2. Right-click and choose “Split Cell” from the menu that appears.

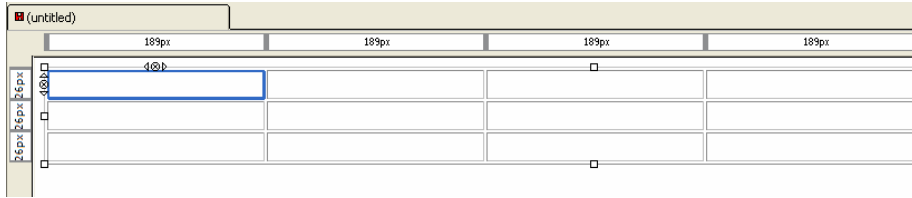


NOTE: The selected cells will be split into the original cell configuration.



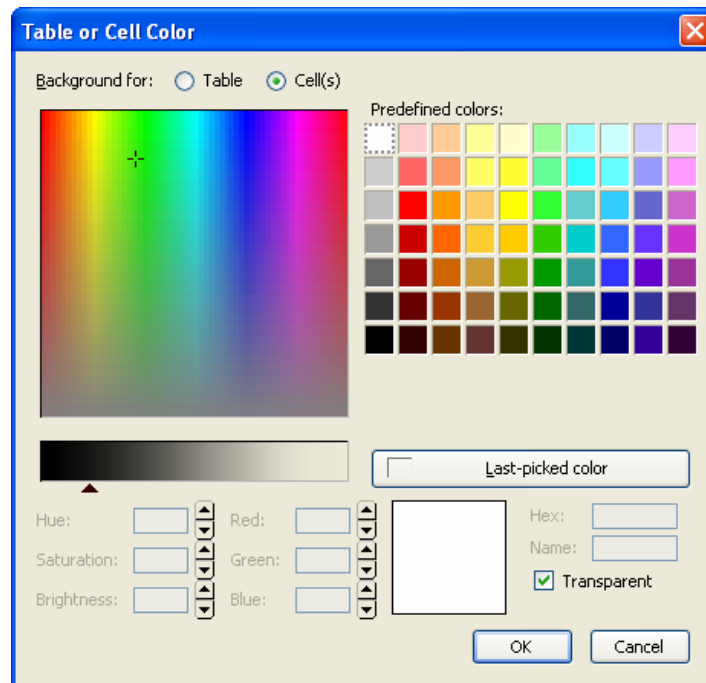
To add color to your table or cell...

1. Hold down the “CTRL” key and click inside the cell or cells to which you want to add a background color.



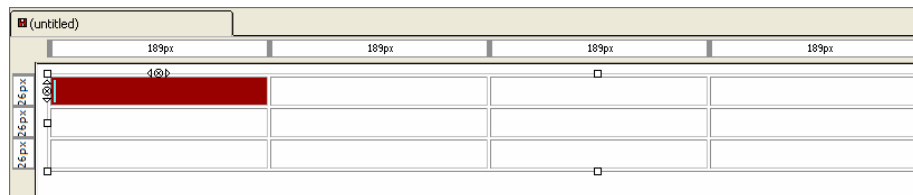
2. Once the cells are selected, right-click and choose “Table or Cell Background Color” from the menu that appears.

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.

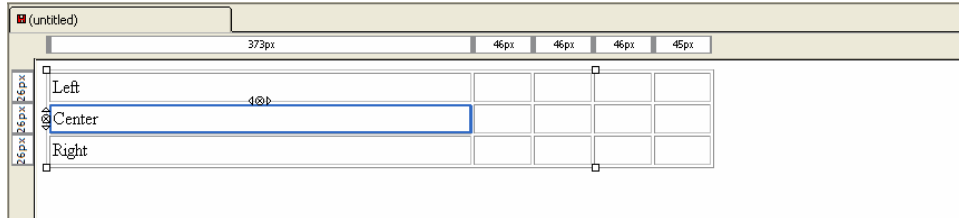


To align text or graphics within a cell...

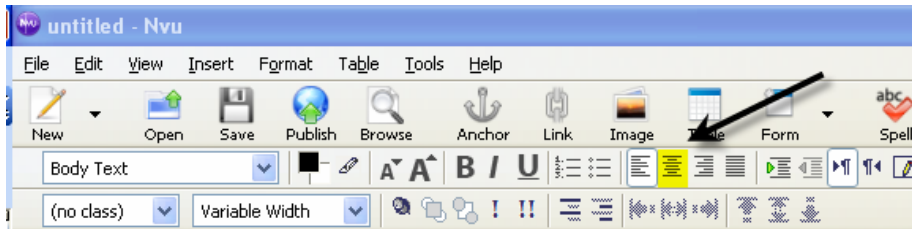
NOTE: There are three primary ways to align cells: Left Align, Right Align, or Center Align. Nvu, by default, left-aligns all cells.

To center cell contents...

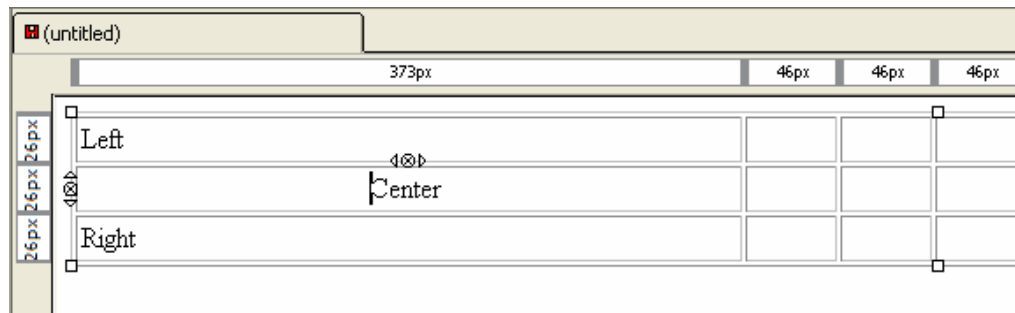
1. Select the cells you wish to center by holding down the “CTRL” key and clicking inside the cell or cells.



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

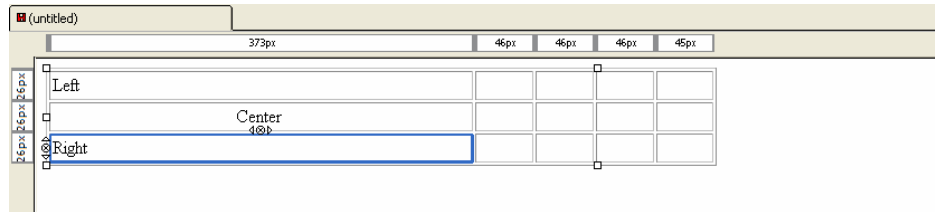


NOTE: All content within the cell will be aligned to the center.



To right align cell contents...

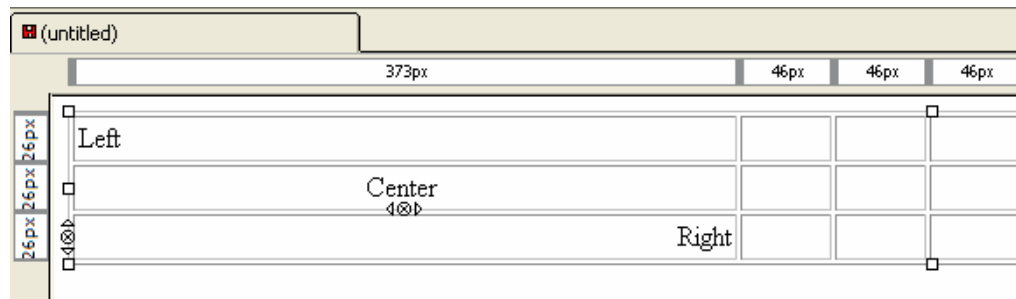
1. Select the cells you wish to align by holding down the “CTRL” key and clicking on each cell.



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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