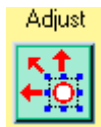
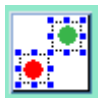


Communicate: In Print **Making a visual timetable** **Advanced Skills (V2.6 or older)**

Changing the colour of a row or column



Go to **Adjust** mode
Click onto the table so **yellow handles** appear

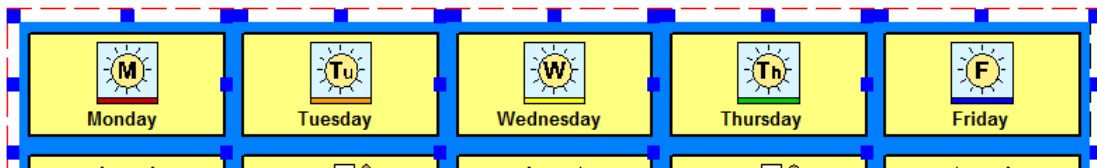


Click on **Ungroup**



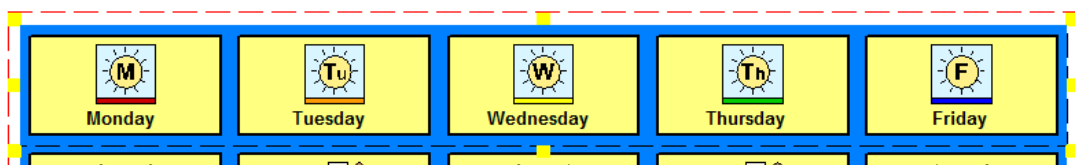
Click on **Group** (notice it begins to flash)

Click on all the cells in the row/column you want to change the colour of.
Blue handles will appear around all the cells you select.

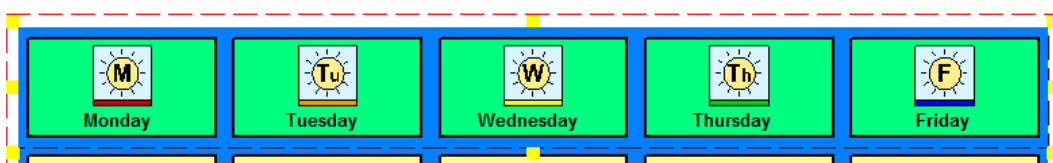


Click **Group** again to lock them together.

Yellow handles will now appear around the row/column.



Go to **Frames and Pictures** and then **Appearance** to change the colour of the cells.





To regroup the table **left drag** around the items you wish to group, and then click the **Group** button.

Items must be completely inside the drag rectangle to be grouped.

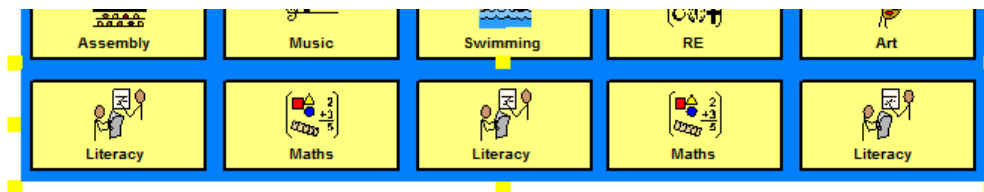
Adding a column or row

In **Adjust** mode resize the table to allow room for an additional row/column.

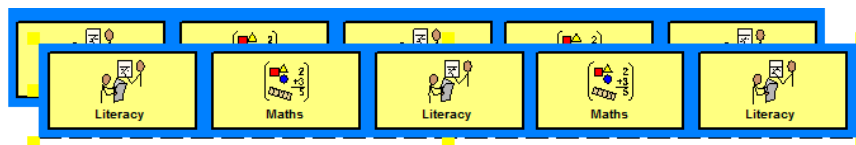
With **yellow handles** around the table **Ungroup** the table

Click on **Group** and select the row/column you want to duplicate

Click on **Group** again to lock them together



Click on **Duplicate**



Drag the new cells in line with the table

Note: Use the directional keys on your keyboard to make small adjustments when lining up the cells with the table

To regroup the table **left drag** around the items you wish to group, and then click the **Group** button.

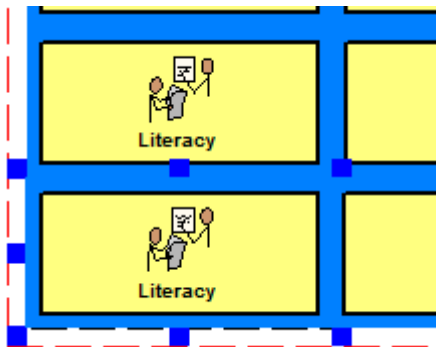


Merge or enlarge cell size

Adjust



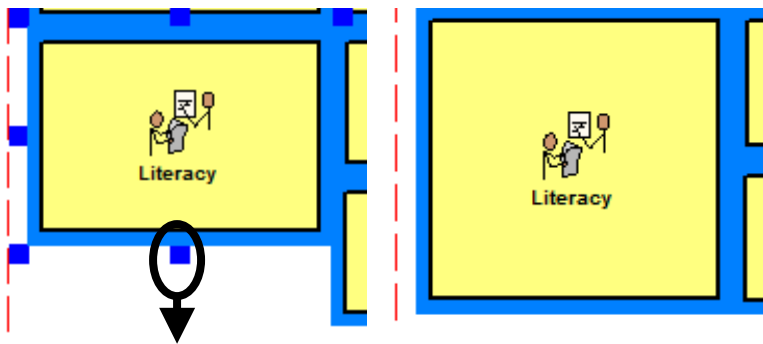
Go to **Adjust** mode



Right click into the cell below/next to the one you want to enlarge

Click on **Cut**

Drag the **blue handle** to enlarge the cell in the empty space created



Put your cursor in the new enlarged cell
Go to **Create** mode



Click on the **Expand**

