

Smartbox

Lesson 1.4

Moving and resizing Cells

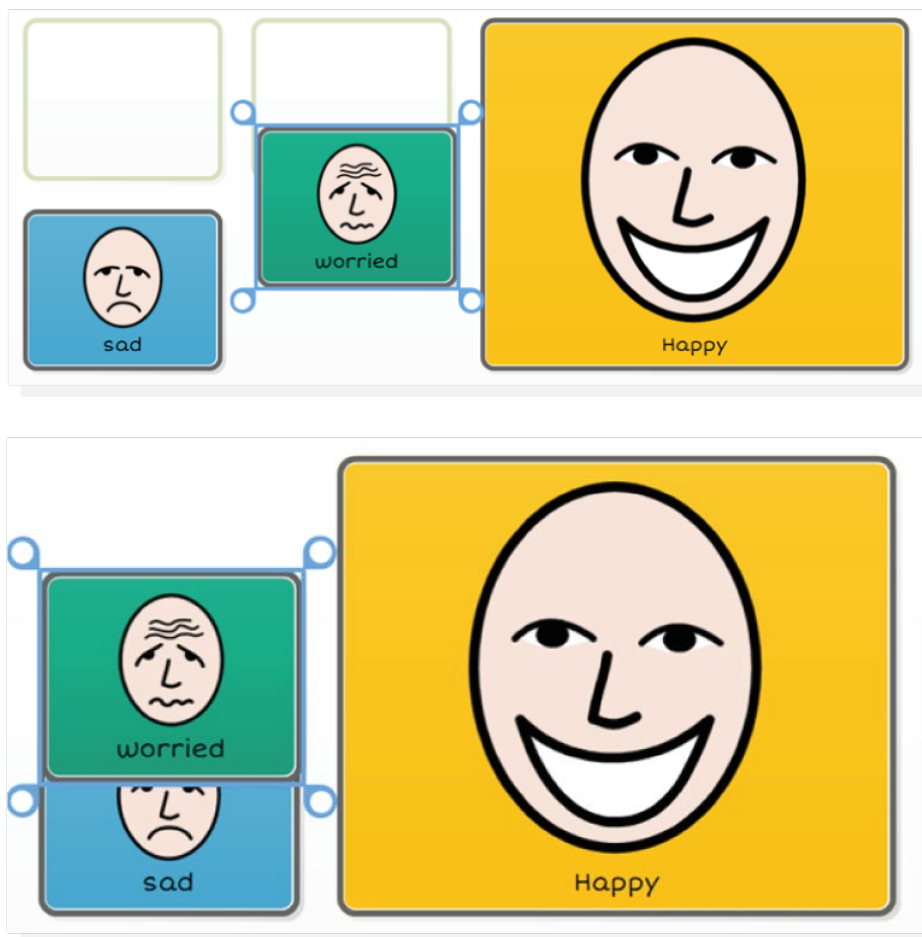
The ability to move and resize cells in Grid is useful when thinking about ordering vocabulary, creating focus on certain words within a vocabulary and creating grids that suit a specific access method.

How to move a cell

Go to Edit mode by pressing F11 or using the drop-down menu in the top left and selecting Edit Grid.

In Edit mode, moving a cell is as easy as Click and Drag.

Grid will automatically make space for the new cell in the location. To swap the location of two cells, click one and drag it over the second.

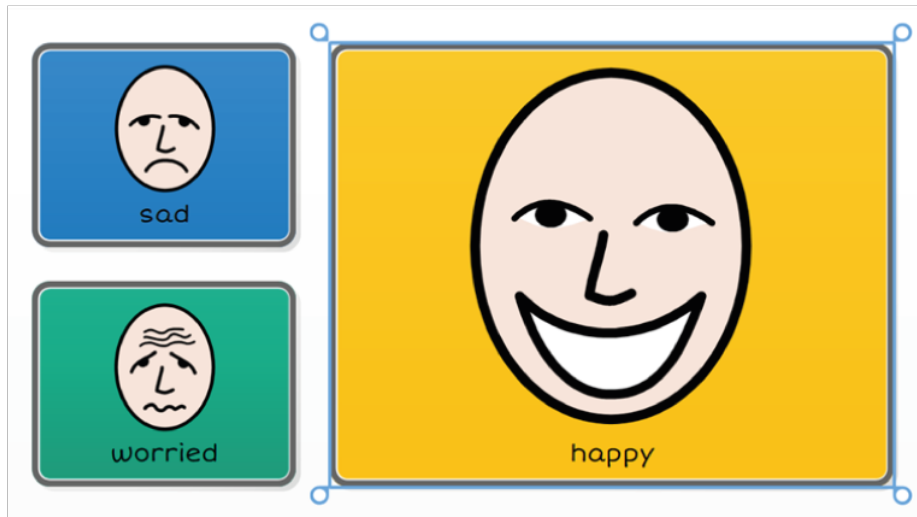


Tip: If you want to move or copy a cell to a different page, copy it to the clipboard (right click on the cell and select Copy or use the keyboard shortcut **Ctrl + C.**)

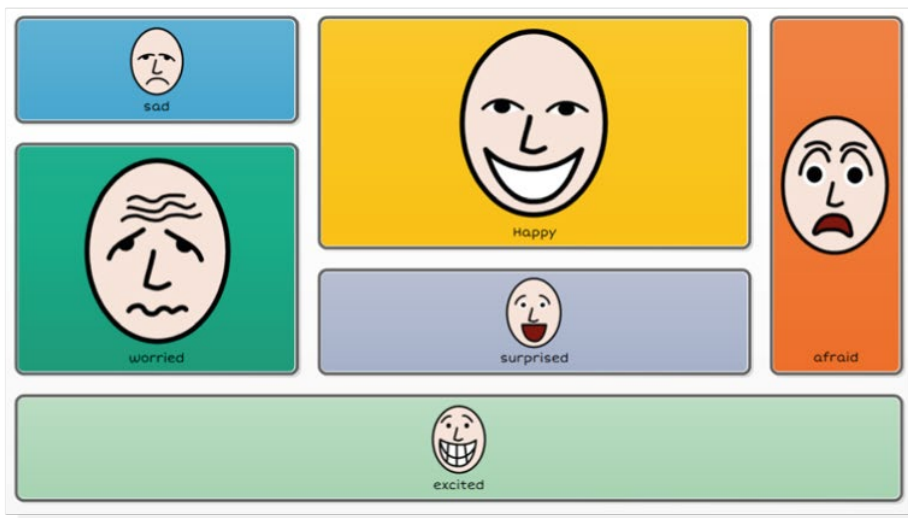
Navigate to the page you want to paste the cell into and click to select the new cell location. Right click and **Paste** or use the keyboard shortcut **Ctrl + V**.

Resizing cells

When a cell is selected, toggles appear at the corners. Click and hold then drag to resize.



Cells don't have to be square and can be sized to suit your needs.



Tip: Dragging the cell toggles to change its shape, may overwrite any cells it covers. To make sure this doesn't happen, ensure existing cells are moved out of the way.