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## **Merging Two Requirements**

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There will be times when the RFP was parsed into two different cells and you would like the two cells merged together. This is generally when you want to merge a top Row with a Bottom row. To merge the top row with the bottom row:

- 1 Select the cell in the top row.
- 2 Click the Merge Down command.

This will take the information in the cell immediately below the selected cell and place it at the end of the text in the current cell. It will place hyphens between the two selected texts to signify that the text has been taken from two cells. It will then delete the entire row below the selected cell.