
Splitting One Requirement into Two Requirements

There will be times when the RFP was parsed into a single cell and you would like the information to be separated into two different cells. This is useful when you want to break down complex RFP paragraphs into smaller Proposal Paragraphs. For example: the RFP stated that you should discuss your companies' organization and key personnel. You want to split this down into two separate cells to create a Proposal Paragraph Heading for Organization and another Proposal Paragraph Heading for Key Personnel. To split a cell:

- 1 Select the cell you want to split
- 2 Click the Split Down Command. A dialogue box with two text boxes will appear. The text to be split displayed for you in the TOP text box.
- 3 Drag and select the text from the top text box that you want in the bottom cell.
- 4 Perform a CUT (CTRL X)
- 5 Tab to or Click into the Bottom Text Box
- 6 Perform a Paste (CTRL V) to paste the text that you want in the bottom cell.
At this point, you can see the exact text that will be in the top cell and the text that will be in the bottom cell. You can make edits to the text boxes if you need to. Once you have the text exactly as you would like it, perform the next step.
- 7 Click the Split Cell Button

The entire current row will have been duplicated. The top row will have the first half of the text and the bottom row will have the second half of the text. The Proposal Paragraph number for the lower of the two rows will have a “-1” added to it.

TIP: You can repeat the step as many times as you would like. For instance if the text read: One, Two, and Three. The first split would be: One, | Two, and Three. You would perform a second split on the new row which would be: Two, | and Three.