Repeating Table Headers at the Top of Each Page

When a table is more than 1-page long, the table header only appears at the top of the first page. You can have the header display on all pages using the Format Table option.

1. Hover your mouse over the top border of the table. You will see the 4-arrow cursor.

   ![Report 1](image1)

2. Right-click on the table border.

3. Select **Format Table** from the right-click menu.

   ![Report 1](image2)

   The Format Table window is displayed:
4. Select **Layout** from the left-side menu

5. Check the **Repeat Header on every page** checkbox

6. Click **OK** to apply the change and exit.

   Your column headers will now show at the top of each page.
Web Intelligence Quick Tip

Display Break Headers at the Top of Each Page

When you add breaks to your reports, the break header will be displayed for each new value. If you would prefer to only just show the header at the top of each page, you can turn off the break header and turn on the table header and display the table header on each page.

1. Right-click in the column that contains the break.

2. Select **Break > Manage Breaks** from the right-click menu.

3. Under Display Properties, uncheck **Break header**.

4. Click **OK**.

5. Right-click the border of the table.

6. In the General settings, check the **Show table headers** option.

7. Follow the steps at the top of this document to display the table header on each page.

Your column headers will now show at the top of each page, instead of for each break value.