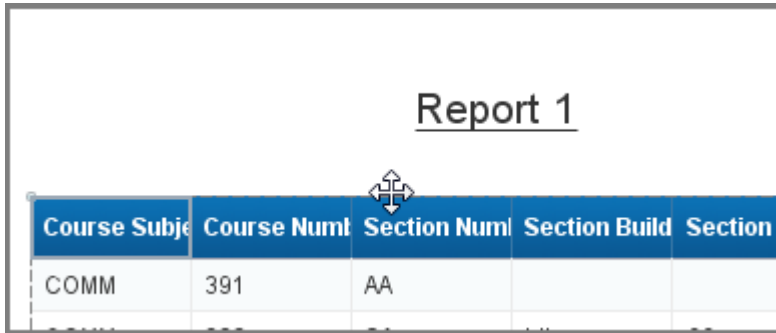


Repeating Table Headers at the Top of Each Page

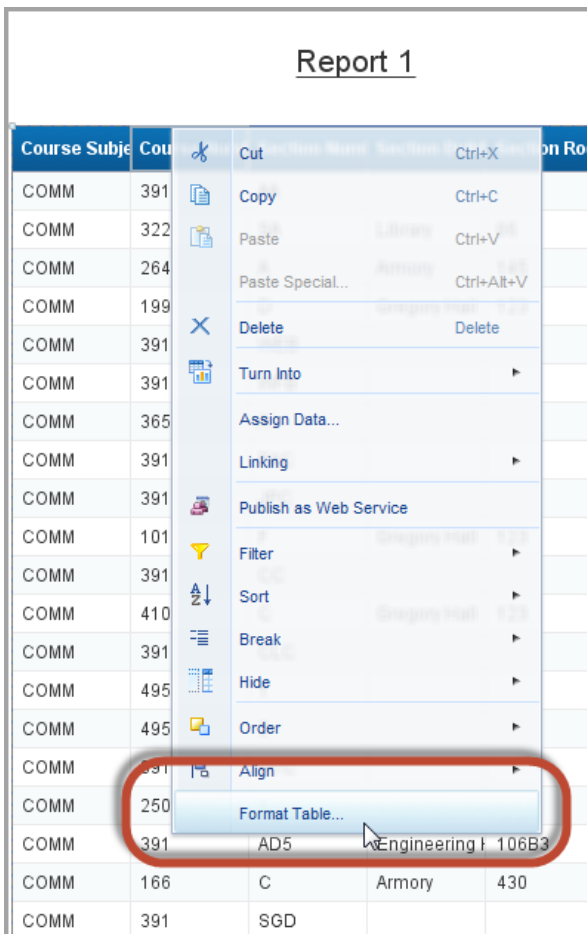
When a table is more than 1-page long, the header row only appears at the top of the first page. You can turn the header on at the top of each page using the Format Table option.

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



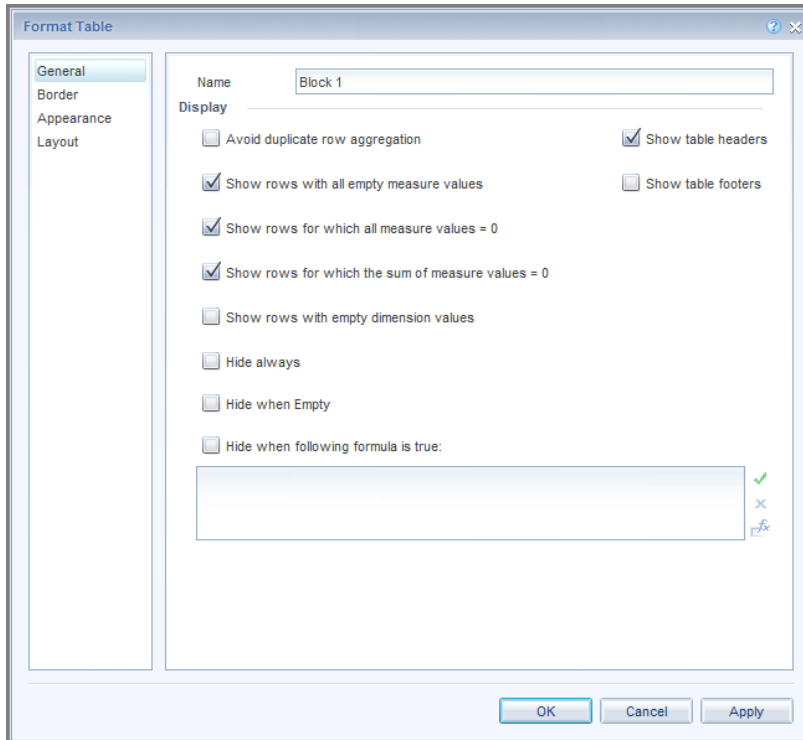
The screenshot shows a report titled "Report 1" with a table below it. The table has five columns: "Course Subje", "Course Numl", "Section Numl", "Section Build", and "Section". The first row of data contains "COMM", "391", "AA", and two empty cells. A 4-way arrow cursor is positioned over the top border of the table.

2. Right-click on the table border.
3. Select **Format Table** from the right-click menu.



The screenshot shows the same report titled "Report 1" with a table. A right-click context menu is open over the table, listing various actions such as Cut, Copy, Paste, Delete, Turn Into, Assign Data..., Linking, Publish as Web Service, Filter, Sort, Break, Hide, Order, and Align. The "Format Table..." option is highlighted with a red oval, and a mouse cursor is pointing at it.

The Format Table window is displayed:



4. Select **Layout** from the left-side menu
5. Check the **Repeat Header on every page** checkbox



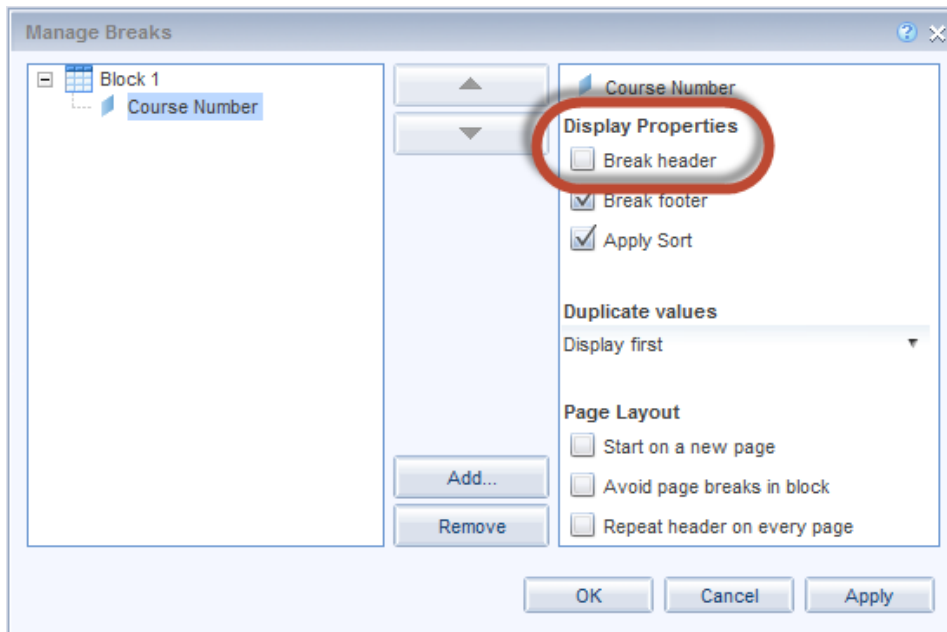
6. Click **OK** to apply the change and exit.

Your column headers will now show at the top of each page.

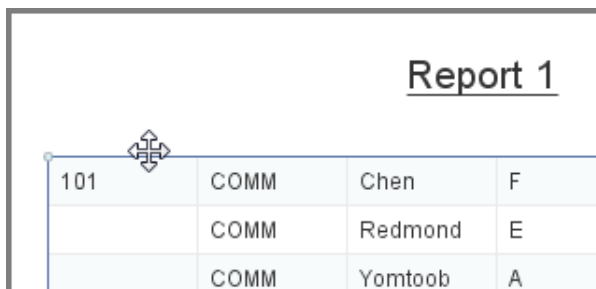
Display Break Headers at the Top of Each Page

When you add breaks to your reports, the header row will be displayed at the top of each break. If you would prefer to just show the header at the top of each page:

1. Right-click in the column that contains the break.
2. Select **Breaks > Manage Breaks** from the right-click menu
3. Under Display Properties, uncheck **Break header**



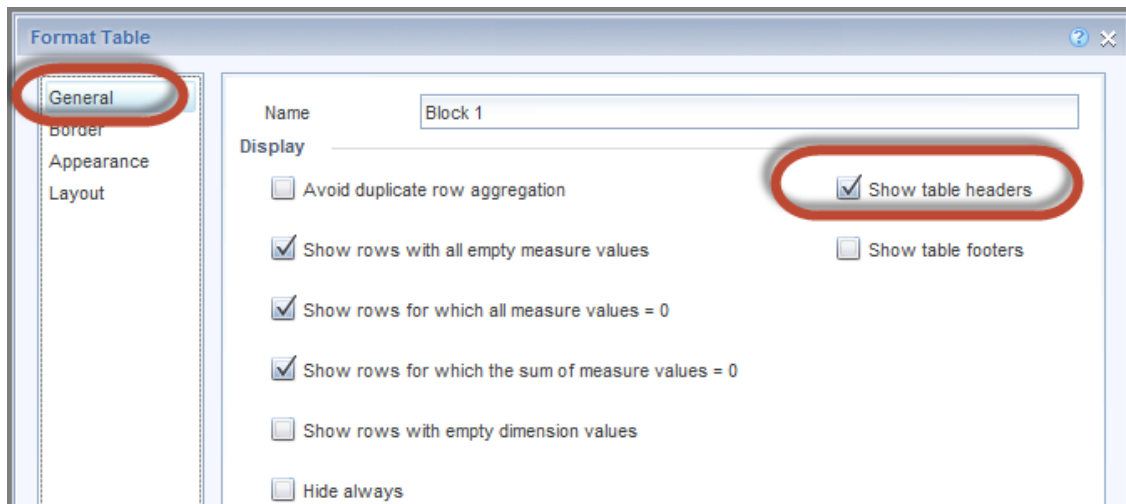
4. Click **OK**
5. Right-click on the table border



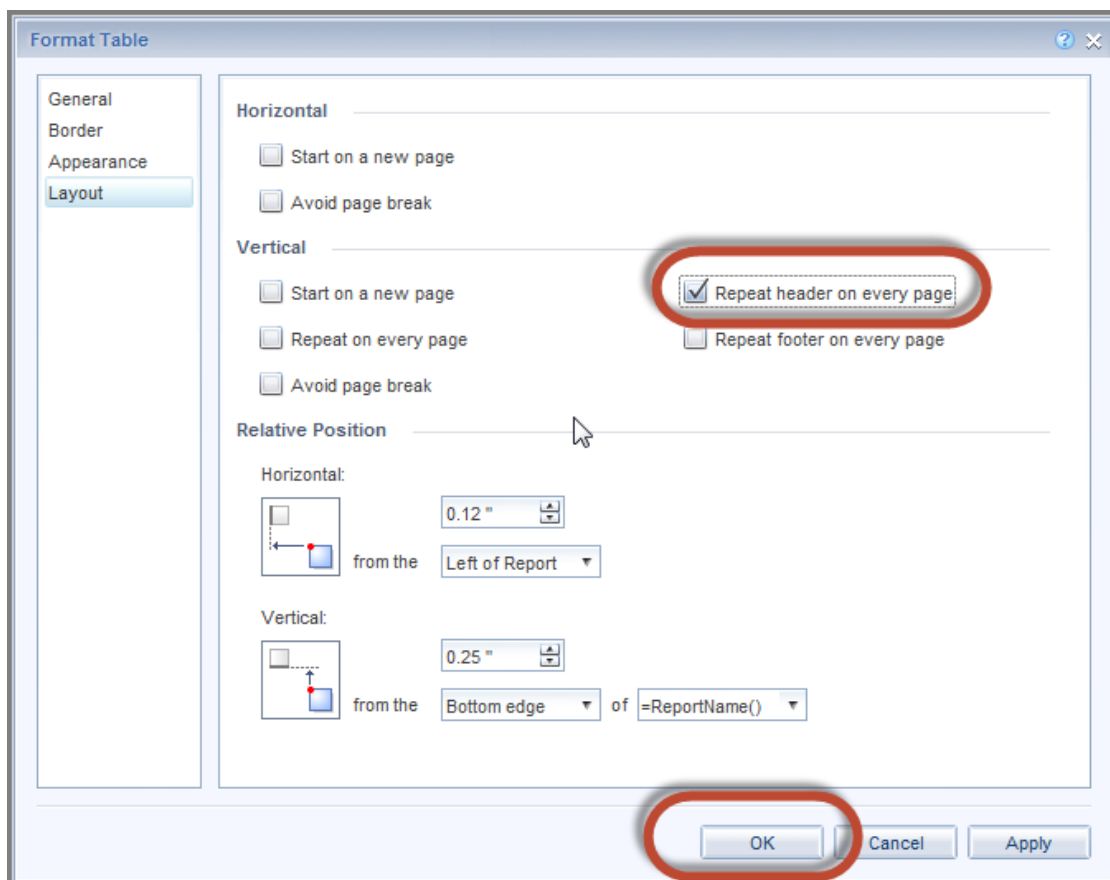
The screenshot shows a report titled 'Report 1' containing a table. A right-click cursor is positioned over the top-left corner of the table. The table data is as follows:

101	COMM	Chen	F
	COMM	Redmond	E
	COMM	Yomtoob	A

6. Select **Format Table** from the right-click menu
7. In the General tab, check **Show table headers** checkbox



8. Click **Layout**
9. Check **Repeat header on every page** checkbox



10. Click **OK**

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