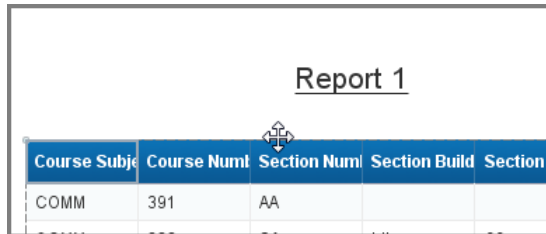## Display Table Headers at the Top of Each Page

When a table is more than 1-page long, the header row only appears at the top of the first page. You can have the header display at the top of each page using the Format Table option.
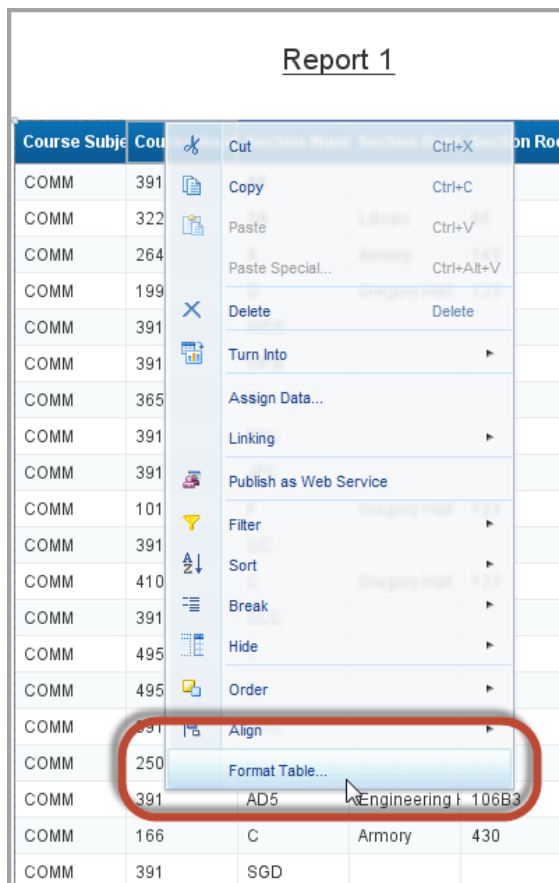
1. Hover your mouse over the top border of the table. You will see the 4-arrow cursor.

2. Right-click on the table border.

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

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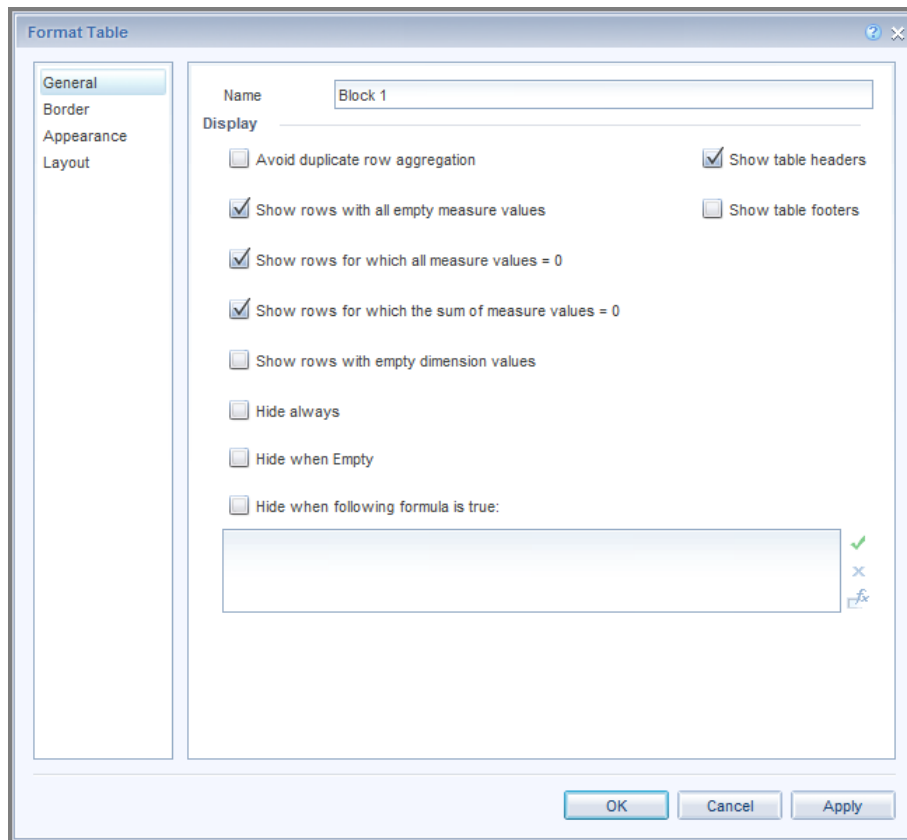
4. Select **Layout** from the left-side menu

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

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

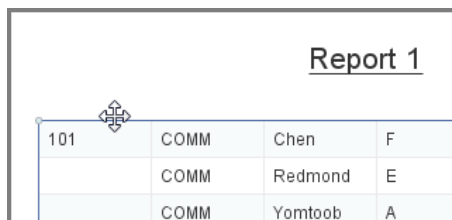Your column headers will now show at the top of each page.

Display Break Headers at the Top of Each Page

When you add breaks to your reports, the header row is displayed at the top of each break. If you would prefer to just show the table 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.

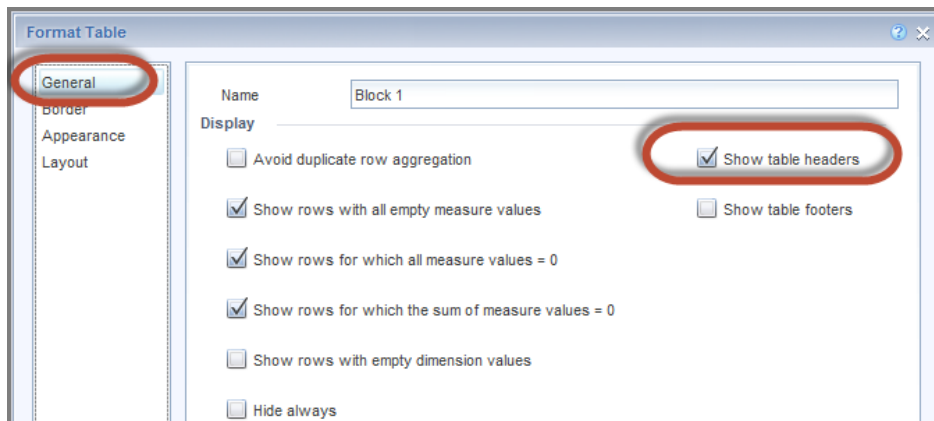3. Under Display Properties, uncheck **Break header**.
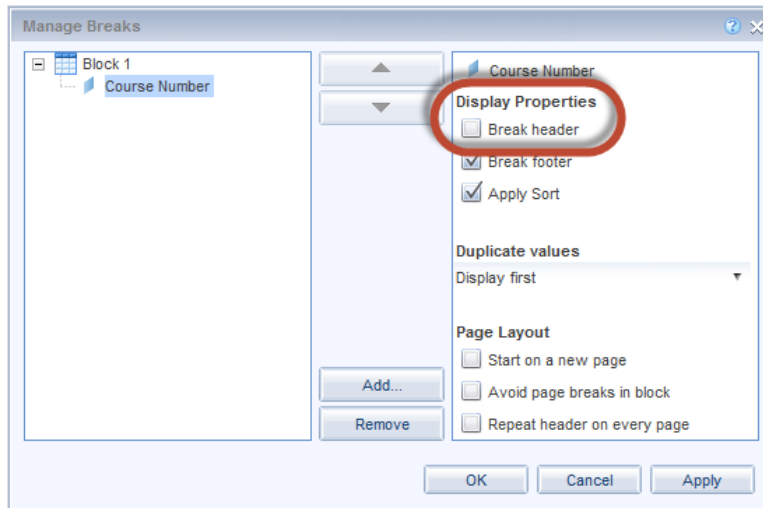
4. Click **OK**.

5. Right-click on the table border.

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
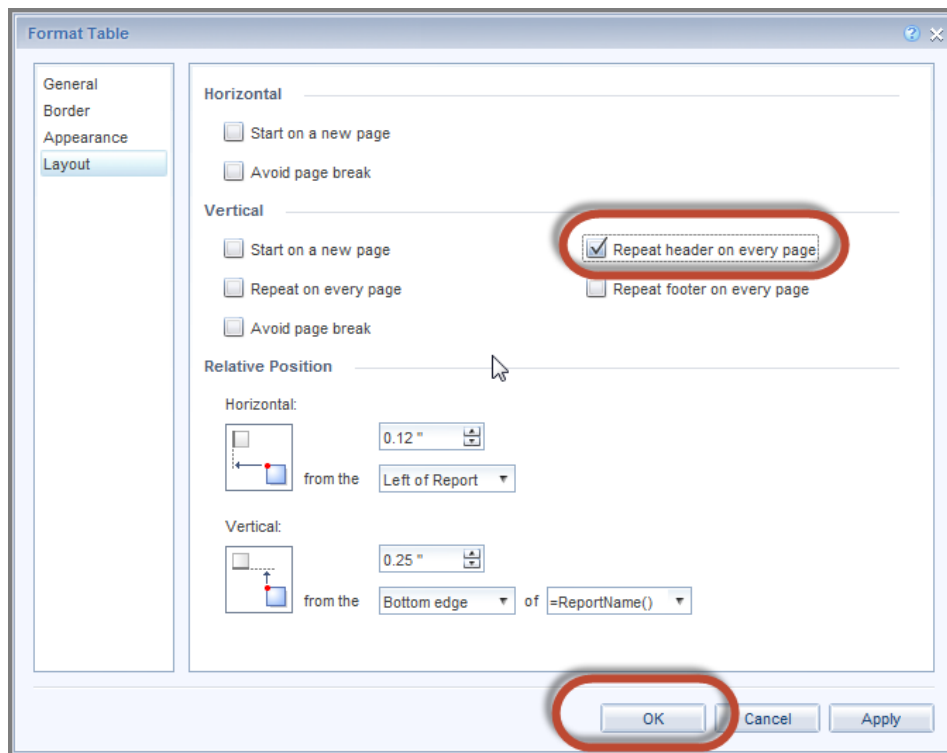
10. Click **OK**

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