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.

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The Format Table window is displayed:

Web Intelligence Quick Tip

General	Name Block 1	
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- 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**.

Manage Breaks	3 X
E Block 1 Course Number	Course Number Display Properties Break header Break footer
	Duplicate values Display first v
	Add Page Layout Start on a new page Add Remove
	OK Cancel Apply

- 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.

Web Intelligence Quick Tip

Format Table		@ X
General Border Appearance Layout	Name Block 1 Display Image: Avoid duplicate row aggregation Image: Avoid duplicate row aggregation Image: Avoid duplicate row aggregation Image: Avoid duplicate row aggregation Image: Avoid duplicate row aggregation Image: Avoid duplicate row aggregation Image: Avoid duplicate row aggregation Image: Avoid duplicate row aggregation Image: Avoid duplicate row aggregation Image: Avoid duplicate row of with all empty measure values Image: Avoid duplicate row aggregation Image: Avoid duplicate row of rows for which all measure values = 0 Image: Avoid duplicate row of measure values = 0 Image: Avoid duplicate row of rows with empty dimension values Image: Avoid duplicate row of measure values Image: Hide always Image: Avoid duplicate row of measure values	Show table headers

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

format Table	1	?
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10. Click **OK**

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