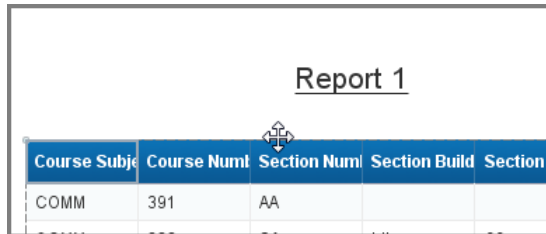


Display Table Headers at the Top of Each Page

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.

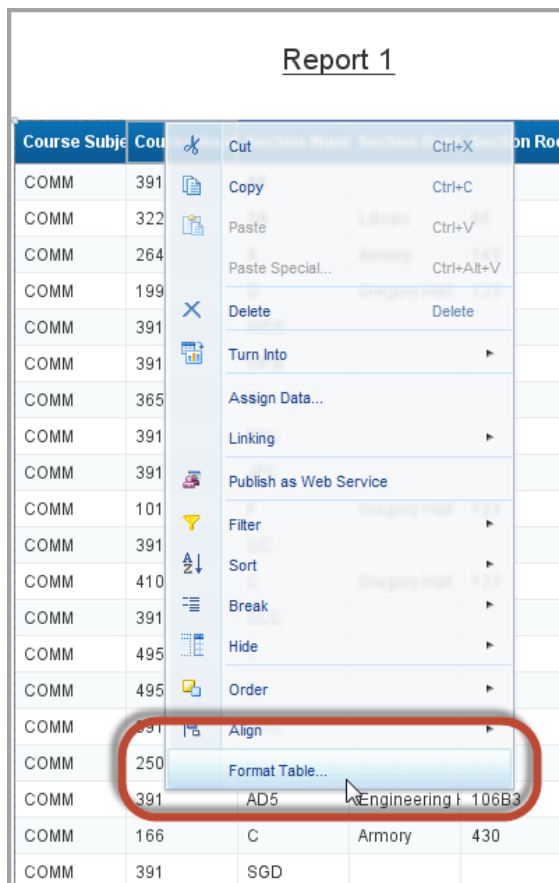
1. Hover your mouse over the top border of the table. You will see the 4-arrow cursor.



Report 1

Course Subje	Course Numl	Section Numl	Section Build	Section I
COMM	391	AA		

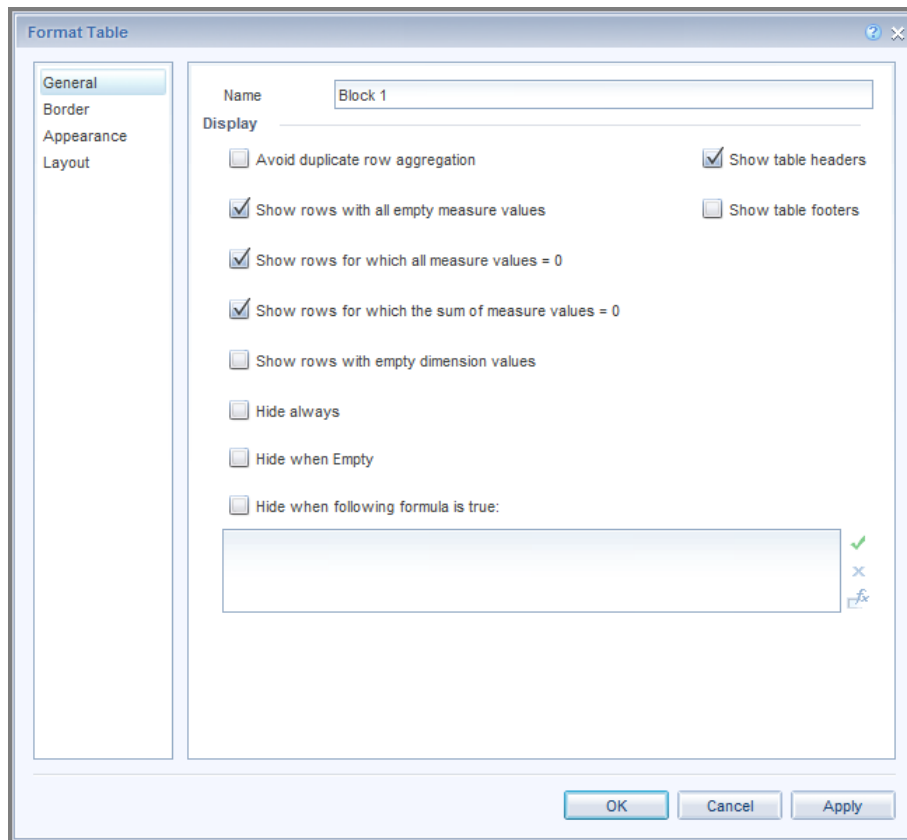
2. Right-click on the table border.
3. Select **Format Table** from the right-click menu.



Report 1

Course Subje	Cou	Section	Section	on Roc
COMM	391			
COMM	322			
COMM	264			
COMM	199			
COMM	391			
COMM	391			
COMM	365			
COMM	391			
COMM	391			
COMM	101			
COMM	391			
COMM	410			
COMM	391			
COMM	495			
COMM	495			
COMM	391			
COMM	250			
COMM	391	AD5	Engineering I	106B3
COMM	166	C	Armory	430
COMM	391	SGD		

The Format Table window is displayed:



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



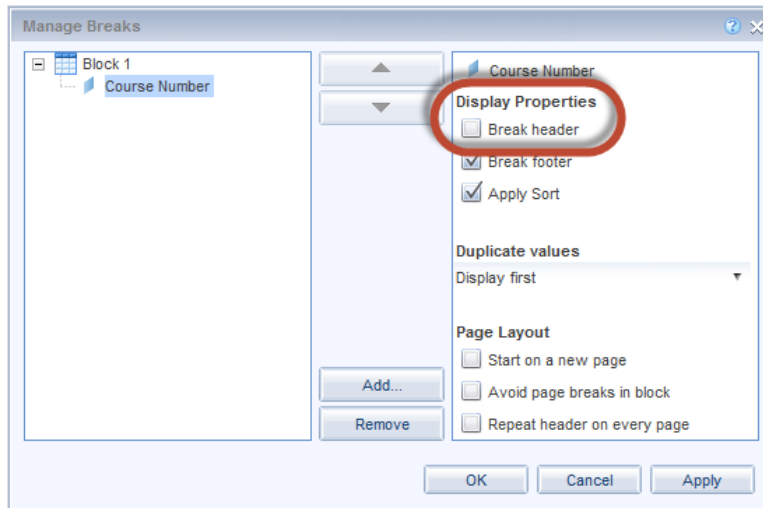
6. Click **OK** to apply the change and exit.

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

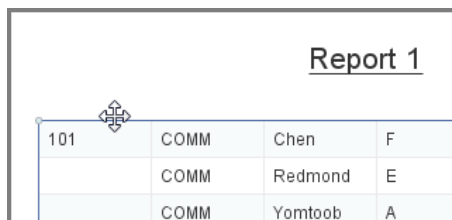
Display Break Headers at the Top of Each Page

When you add breaks to your reports, the header row 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**.



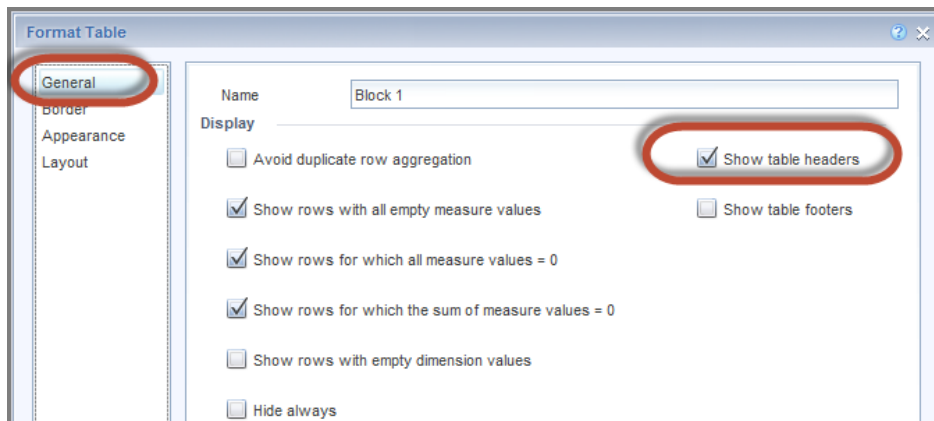
4. Click **OK**.
5. Right-click on the table border.



The screenshot shows a report titled 'Report 1' with a table. The table has four columns and three rows. The first row is highlighted, and a mouse cursor is over the first cell. The data in the table is as follows:

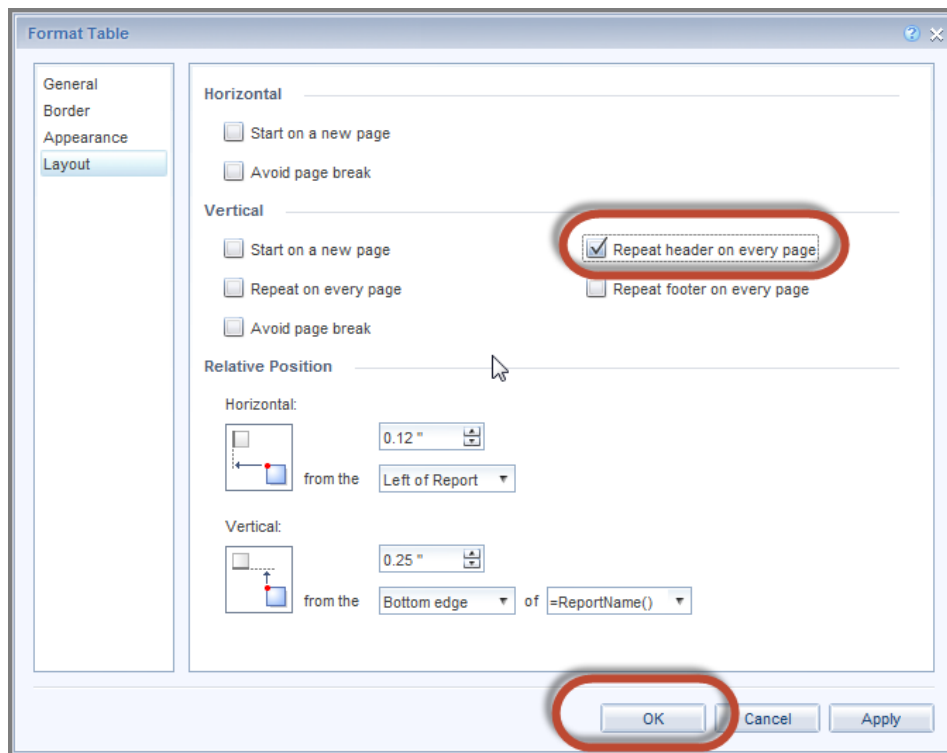
101	COMM	Chen	F
	COMM	Redmond	E
	COMM	Yomtoob	A

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.