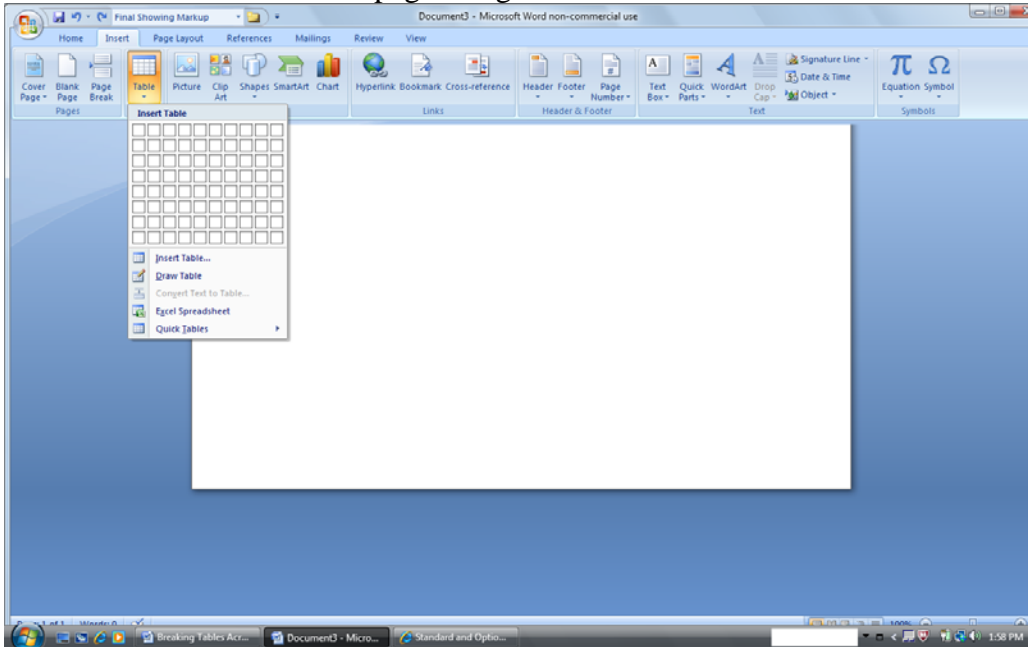
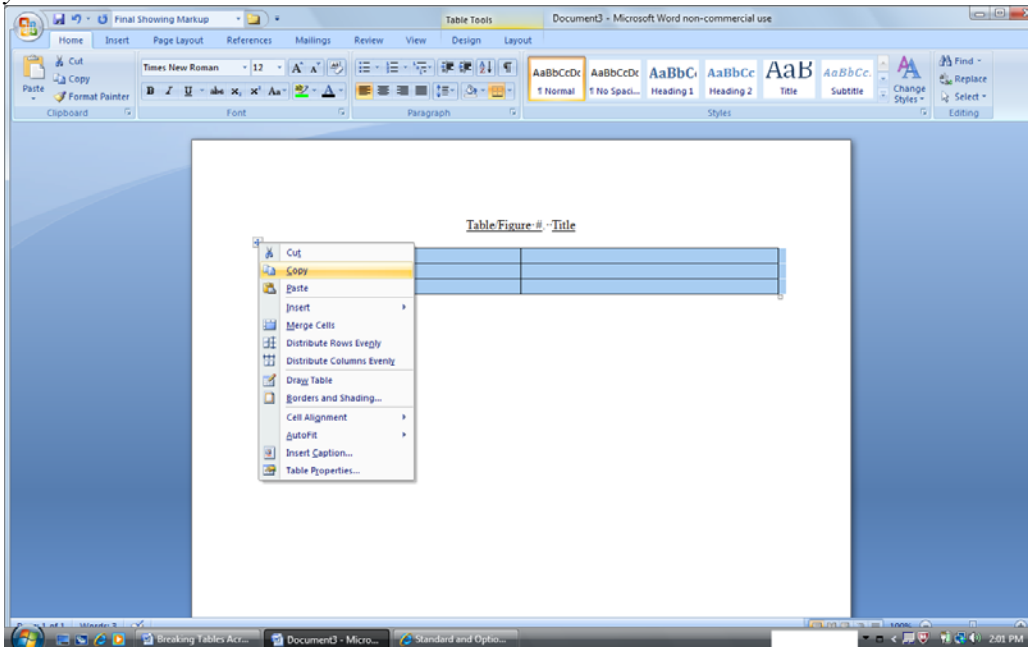


## BREAKING TABLES ACROSS THE PAGE

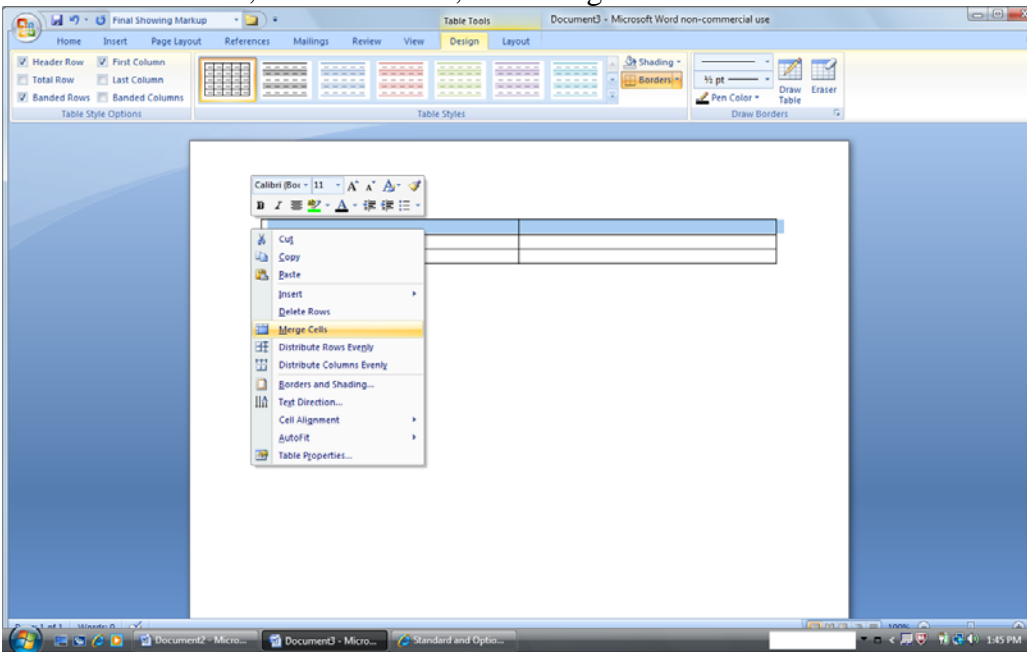
1. Create a table on the first page using the “Insert” ribbon.



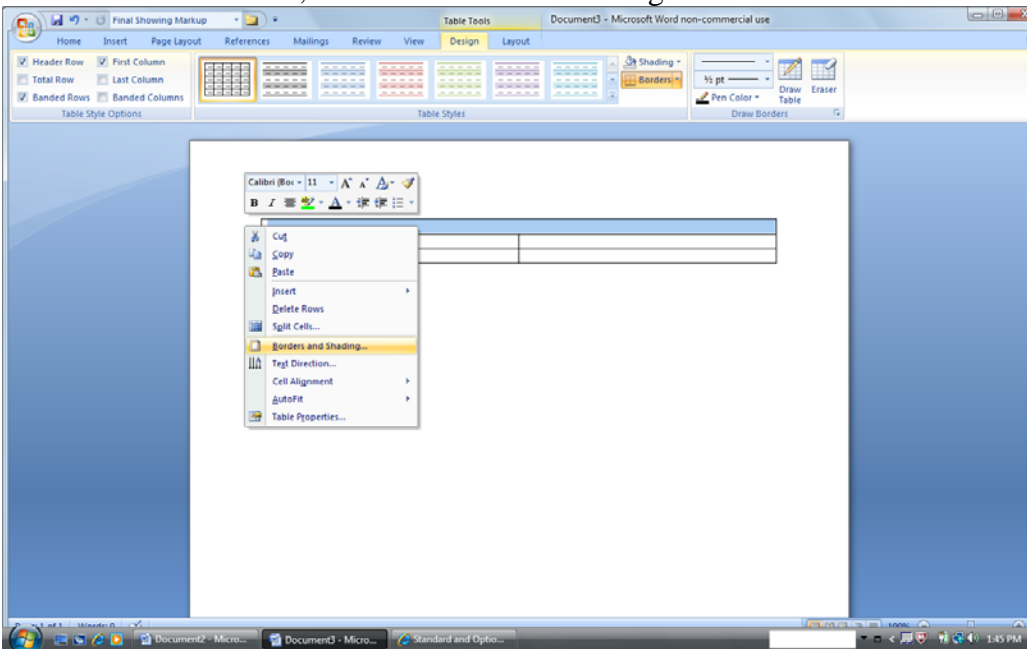
2. On second page, create a second table (copy the format from the first table for consistency). *The pop-up menu on this and succeeding figures is generated by selecting the desired table or row and right-clicking on your mouse.*



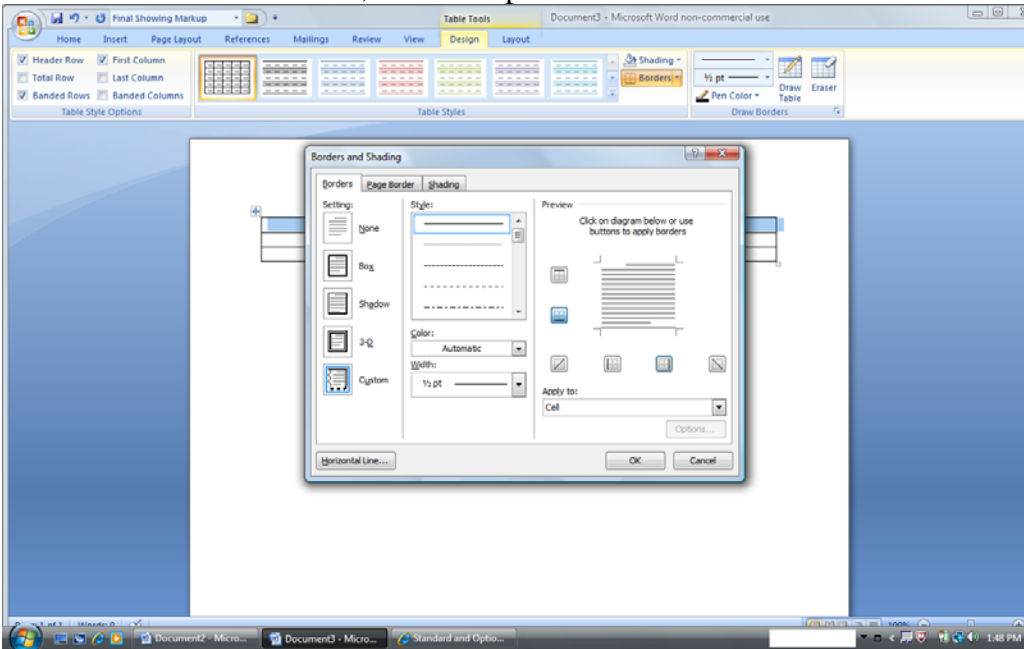
3. On second table, select first row, then Merge Cells.



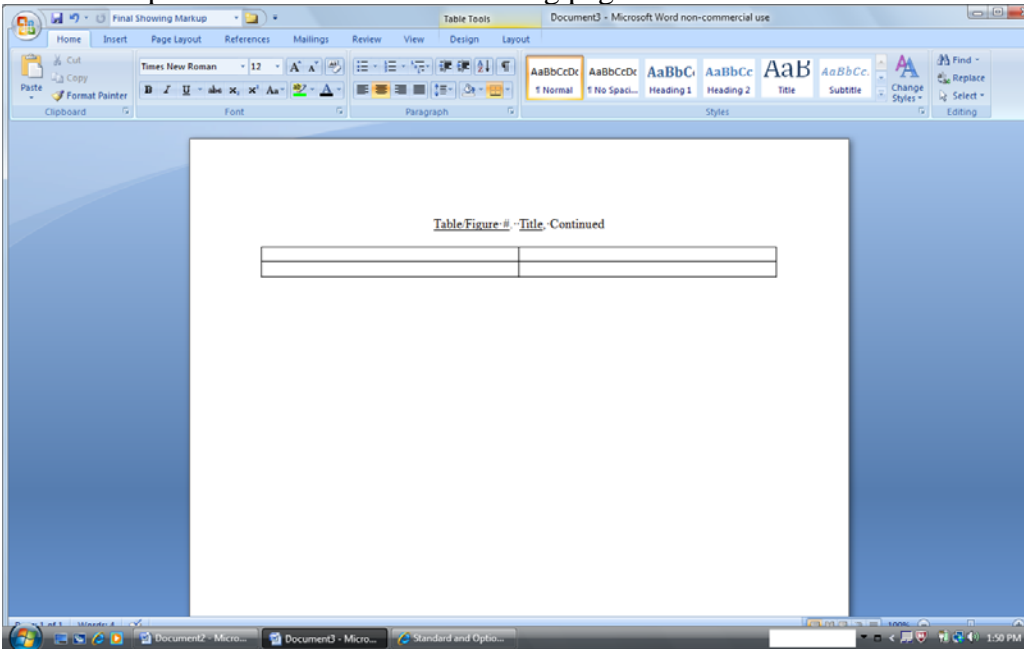
4. Select new first row, select Borders and Shading.



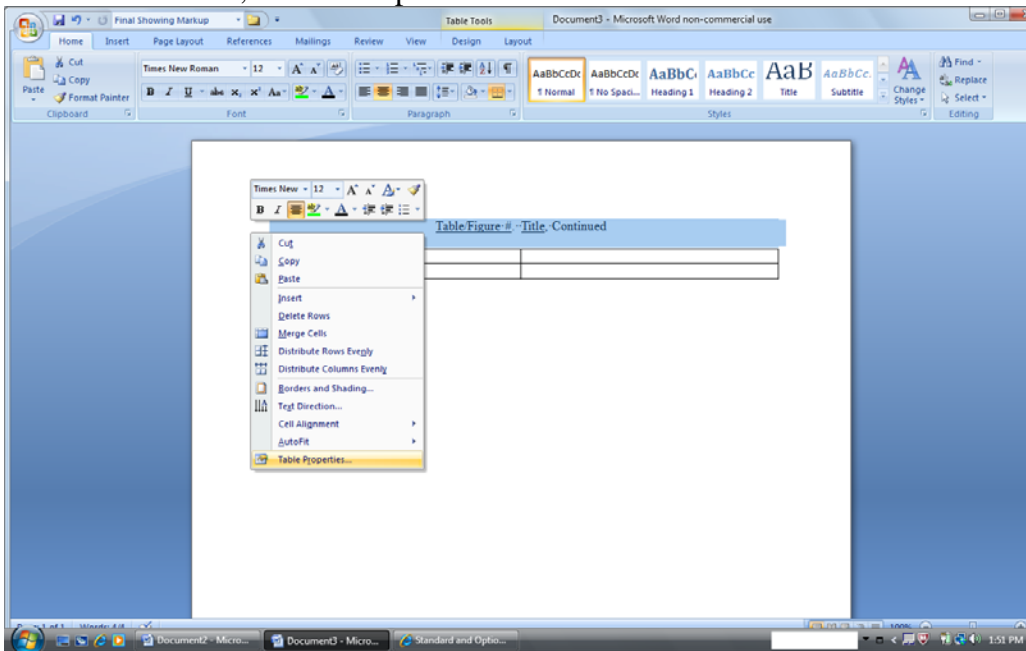
5. Select "Custom" borders; remove top and side borders.



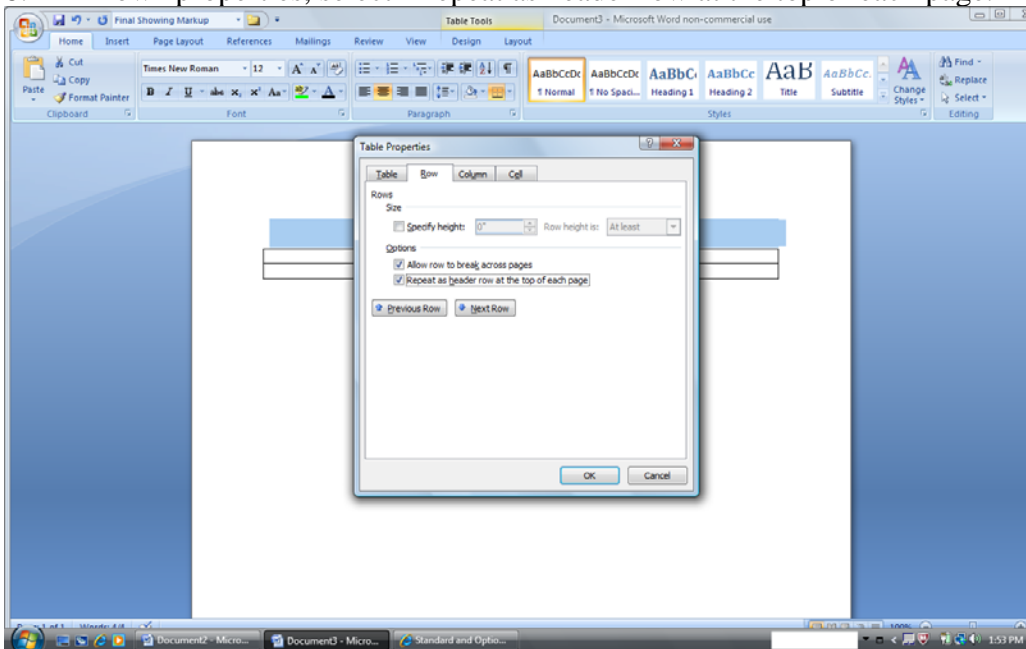
6. Enter caption for second and succeeding pages in the first row.



7. Select first row, "Table Properties."



8. In "Row" properties, select "Repeat as header row at the top of each page."



9. For any other column headings that you wish to repeat on each page, follow Steps 7 and 8 for those selected rows.

