

# Technology Tips

October 17, 2000



## Question:

*I am having trouble with page headers and tables in Word. I need to create a document with several tables that cover multiple pages. The header row for a table should repeat on each page. Also the title for each table should appear on the first page of the table. Then on subsequent pages, the title for the table should appear followed by the word “continued” in parentheses. Of course, each table should start on a new page. In WordPerfect, I could just create a new header for every page and put the appropriate table title in each, but Word won’t let me create a new header for every page.*



## Answer:

The basic trick to creating this kind of document in Word is to put each table in a separate section within the document. You can have different headers for each section and the first page of each section can have a different header than subsequent pages within the section. Here’s what to do:

- 1 Start a new document in Word. Create your first table by clicking **Table** on the menu bar. Click **Insert** in the drop-down menu and then click **Table**. In the dialog box, enter the number of rows and columns needed for your table. Click **OK**. Before proceeding, save your document. (*Note: If you are editing an old document, it may be simpler to copy and paste the existing tables into a new document rather than trying to fix the old document.*)
- 2 The next step is to create the header row for the table. Click once in the first cell of the table to drop your cursor there. Type the header for the first column, then press Tab to move to the next column. Type the header for that column and press Tab to move to the next one. Finish typing the headers for each column. When you are done, select the whole row by positioning your cursor just outside the left edge of the row. When the cursor looks like a big arrow, click once to select the row. Apply any formatting you want to the row. To designate the row as a header, click **Table** on the menu bar. In Word 97, click **Headings** in the drop-down menu. In Word 2000, click **Heading Rows Repeat** in the drop-down menu.
- 3 Now create the page headers. First you must tell Word that you want the header on the first page to be different than subsequent pages. Click **File** on the menu bar and then click **Page Setup** in the drop-down menu. Click the **Layout** tab. Click the box next to **Different First Page** and then click **OK**. Click **View** on the menu bar and then click **Header And Footer**. Your cursor will now be in the header for the first page. Type the title for your table and format it. When you are done, click the **Show Next** button on the Header/Footer toolbar in the middle of your screen (second button from right end of toolbar). Now your cursor will be in the header for the second page. Type the title for the table followed by (continued). Apply formatting.
- 4 If you want each page except the first one to have a footer with the page number, click the **Switch Between Header And Footer** button on the Header/Footer toolbar in the middle of your screen (fourth button from right). Your cursor will be in the footer on the second page of your document. To insert the page number, click the **Insert Page Number** button on the Header/Footer toolbar (second button from left). Apply formatting. When you are done, click the **Close** button on the Header/Footer toolbar.

- 5 Now you are ready to create your second table. To start the next table on a new page, press **Control-End** to move your cursor to the end of the document. Click **Insert** on the menu bar and then click **Break**. Under **Section Breaks**, click **Next Page**. Click **OK**. Your cursor will now be at the top of a new page. To create a new table, click **Table** on the menu bar, then **Insert**, then **Table**. Enter the number of columns and rows for your new table and click **OK**.
- 6 Create the header row for the second table (see step 2 above).
- 7 Next you will create the page headers for the second table. First you must tell Word that you want the header on the first page of this section to be different than subsequent pages in the section. Click **File** on the menu bar and then click **Page Setup** in the drop-down menu. Click the **Layout** tab. Make sure there is a check in the box next to **Different First Page**. Then check that **Apply To** is set for **Selected Sections** (not whole document). Click **OK**.
- 8 Click **View** on the menu bar and then click **Header And Footer**. Your cursor will be in the header for the first page of this section. Word incorrectly assumes that you want the header for the second section to be the same as the first section. To break the link to the first section, click the **Same As Previous** button on the Header/Footer toolbar (fifth button from right). Now type the title for your second table and format it. When you are done, click the **Show Next** button on the Header/Footer toolbar in the middle of your screen (second button from right end of toolbar). Your cursor will be in the header for the second page of the second section. Again, Word incorrectly assumes that you want the header for the subsequent pages of the second section to be the same as the header for the subsequent pages of the first section. To break the link, click the **Same As Previous** button on the Header/Footer toolbar. Now type the title for the second table followed by (continued). Apply formatting.
- 9 Next you will check the footers. Click the **Switch Between Header And Footer** button on the Header/Footer toolbar (fourth button from right). Your cursor will be in the footer on the *second* page of the second section. If you want the footer to be the same as the footer for subsequent pages in the first section, you will not need to change anything and you can leave it linked to the previous section. Now you need to check the footer on the *first* page of the second section. Click the **Show Previous** button (third button from right). Because you did not create a footer for the first page of the first section, there will be nothing in this footer. You need to break the link to first section by clicking the **Same As Previous** button (fifth button from right). To insert the page number, click the **Insert Page Number** button on the Header/Footer toolbar (second button from left). Apply formatting. When you are done, click the **Close** button on the Header/Footer toolbar.
- 10 To add more tables, follow steps 5 through 8 above. If you want the footer to remain the same throughout the document, you will not need to do step 9 for the additional tables. Word will assume that you want the footers to be the same as those in the second section.