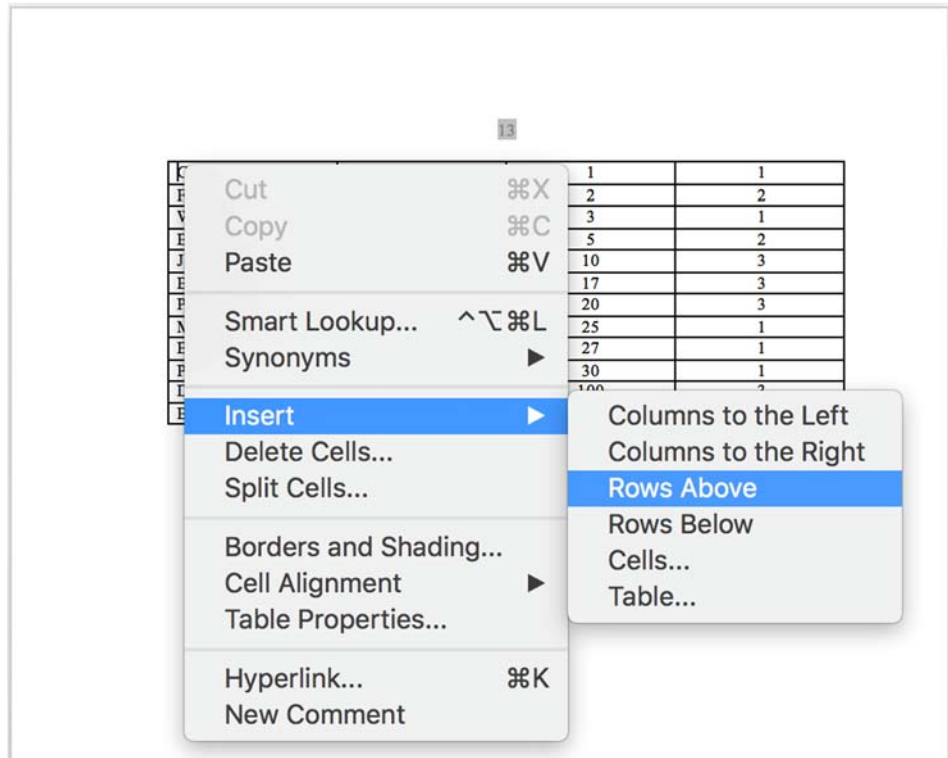


How to Format Tables that Span Multiple Pages

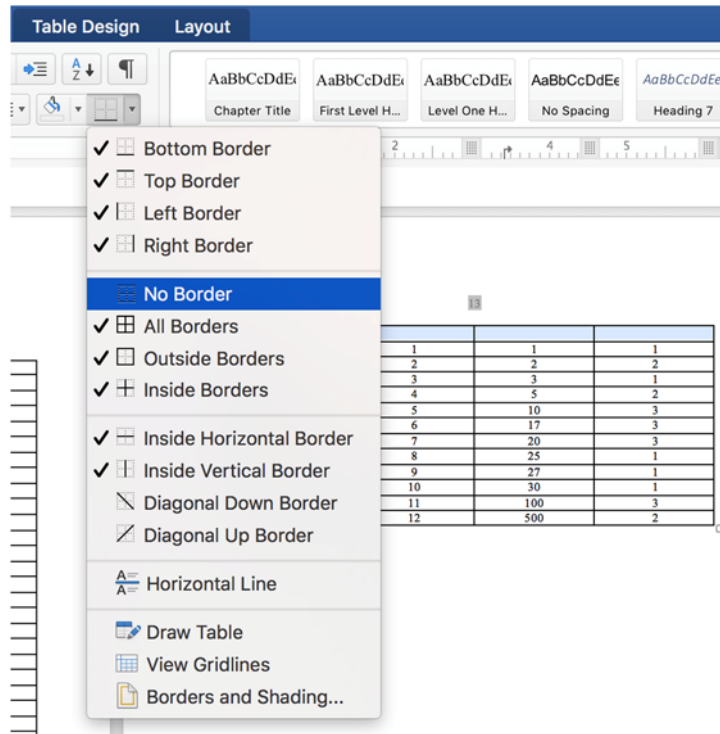
If your table runs onto more than one page, include a heading (e.g. Table 1 Continued) at the top of the second page. If you are having trouble adding “Table [x] Continued” to the top line of the second page, try these tips:

Option One: Insert Rows Above

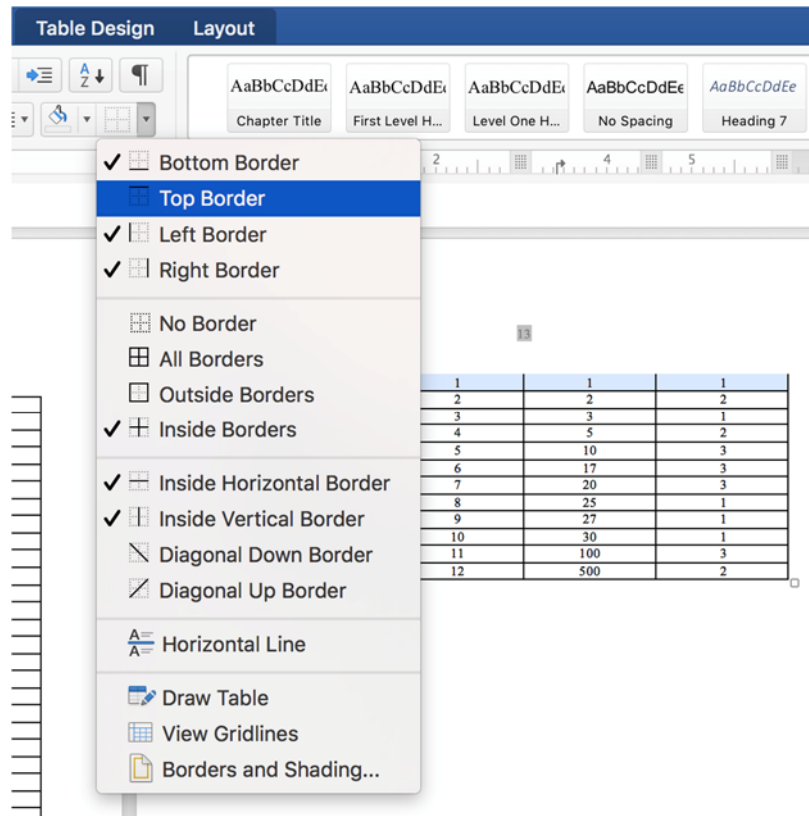
1. Click in one of the cells of your topmost row on your table’s second page and choose “Insert Rows Above.”



2. Highlight the cells in this new column and select “No Border.”



3. Highlight the cells in your original topmost row and reselect “Top Border.”



4. Type your table's caption with the word "Continued" above the topmost bordered row!

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Table 1 Continued

Grizzly	1	1	1
Fox	2	2	2
Wolf	3	3	1
Black Bear	4	5	2
Jackrabbit	5	10	3
Beaver	6	17	3
Pika	7	20	3
Mountain Goat	8	25	1
Bighorn Sheep	9	27	1
Pronghorn	10	30	1
Deer	11	100	3
Bison	12	500	2

Option Two: Add a Text Box

1. Click below your table and select "Insert" > "Text Box" > "Draw Text Box."

The screenshot shows the Microsoft Word ribbon with the 'Text Box' menu open. The 'Draw Text Box' option is highlighted in blue. Below the ribbon, the same table from the previous image is visible, with a vertical cursor line positioned below the table.

Grizzly	1	1	1
Fox	2	2	2
Wolf	3	3	1
Black Bear	4	5	2
Jackrabbit	5	10	3
Beaver	6	17	3
Pika	7	20	3
Mountain Goat	8	25	1
Bighorn Sheep	9	27	1
Pronghorn	10	30	1
Deer	11	100	3
Bison	12	500	2

- Type "Table [x] Continued" into the box. Ensure your font size and style remain the same as your main text and remove any border from your text box.

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Grizzly	1	1	1
Fox	2	2	2
Wolf	3	3	1
Black Bear	4	5	2
Jackrabbit	5	10	3
Beaver	6	17	3
Pika	7	20	3
Mountain Goat	8	25	1
Bighorn Sheep	9	27	1
Pronghorn	10	30	1
Deer	11	100	3
Bison	12	500	2

Table 1 Continued

- Move the box above your table, which should push the table down!

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Table 1 Continued

Grizzly	1	1	1
Fox	2	2	2
Wolf	3	3	1
Black Bear	4	5	2
Jackrabbit	5	10	3
Beaver	6	17	3
Pika	7	20	3
Mountain Goat	8	25	1
Bighorn Sheep	9	27	1
Pronghorn	10	30	1
Deer	11	100	3
Bison	12	500	2

The above directions should work whether you are using a Mac or PC. Please contact the Formatting Advisor if neither Option One nor Option Two work for you!