FORMATTING AND CAPTIONING MULTI-PAGE TABLES

1. Add the caption to the table following the guidelines in *Using the Issuance Template’s MS Word Features*. Place cursor in the row of the table that will become the first row on the second page (in this example, it is the last row on the first page, since it splits across the page).

2. In the Table Tools ribbon, select “Layout” and “Split Table.”
3. Select “Insert Above” to add an additional row for the continued caption. Then select your new row and “Merge Cells” if necessary.

4. Type the original caption in the new row and add “, Continued.” **Do not use** the caption feature this time. Using your template styles, format the caption.
5. If appropriate, copy additional header text from the table on the first page and paste it to the new second table. If your table is more than two pages, designate this and the Continued caption row as “Repeat Header Rows.”

6. Select the Continued caption row. From the Table Tools Layout ribbon, select “Properties” on the left-hand side. Then select “Borders and Shading.”
7. Select “Custom,” then deselect the top, left, and right borders of your cell so that your preview only shows a line below the cell text; hit okay.

8. Your table should now look like this:
9. You can add as much material to the end of your table as you need and the caption will continue to appear correctly at the top of each page. (If you need to add material to the first page, you will have to adjust accordingly.)