

## Repeat Table Heading at Each Document Page

When you create a very long table that spans into multiple pages, you will find that Word does not display the table headings/labels at the top of each page that contains the portion of the table, making it hard to read and follow.

[Click here](#) to know how to repeat the table headings at the top of each pages of a document.



Word

Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various  
office and branch applications.

## Repeat Table Heading at Each Document Page

1. Select/highlight the row(s) that contains the column labels/headings (including the first row of the table).

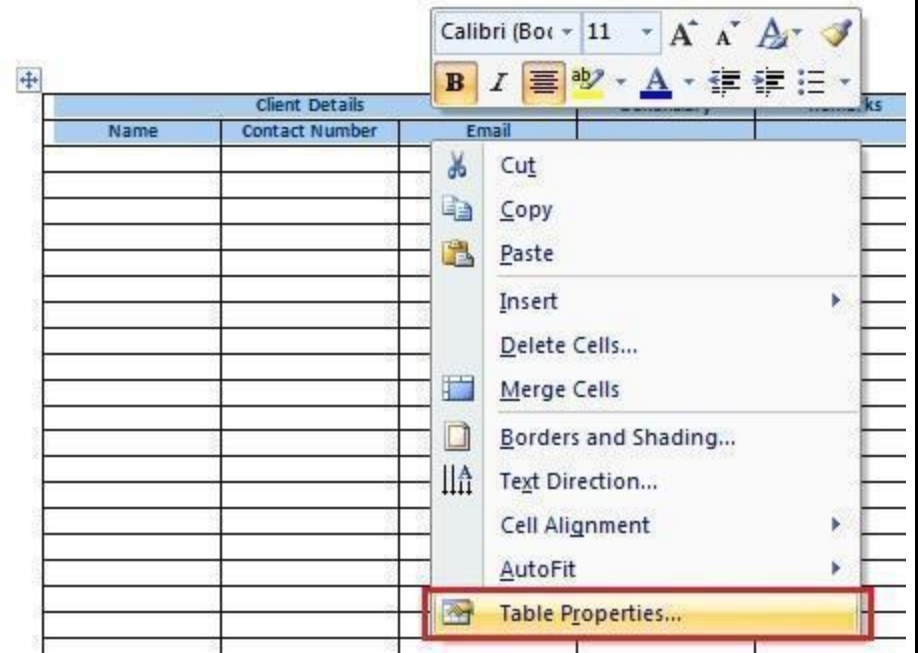
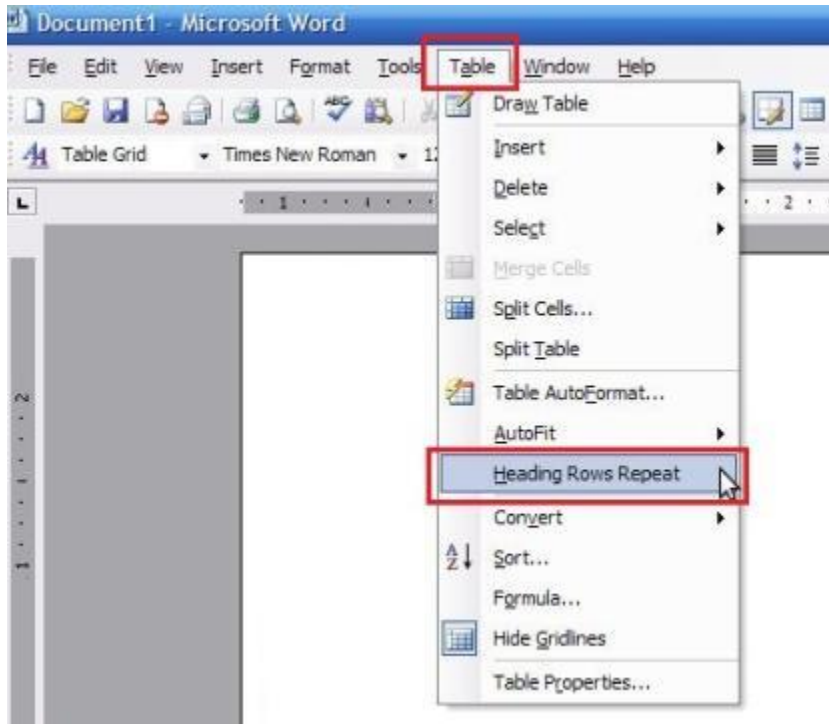
The image shows two side-by-side screenshots of a table in MS Word. The table has five columns: 'Name', 'Contact Number', 'Email', 'Beneficiary', and 'Remarks'. The first row is highlighted in blue. The left screenshot shows the table with the first row highlighted. The right screenshot shows the table with a context menu open over the first row.

MS Word 2003

2. On the **Table** menu, select **Heading Rows Repeat**.

MS Word 2007

2. **Right Click** on the mouse and select **Table Properties...** from the context menu.



3. Table Properties dialog box will pop-up. In the **Row** tab, select/tick the checkbox Repeat as **h**header row at the top of each page. Then click OK.



Notice that Word automatically repeats the selected row contents wherever the table breaks across the pages.

