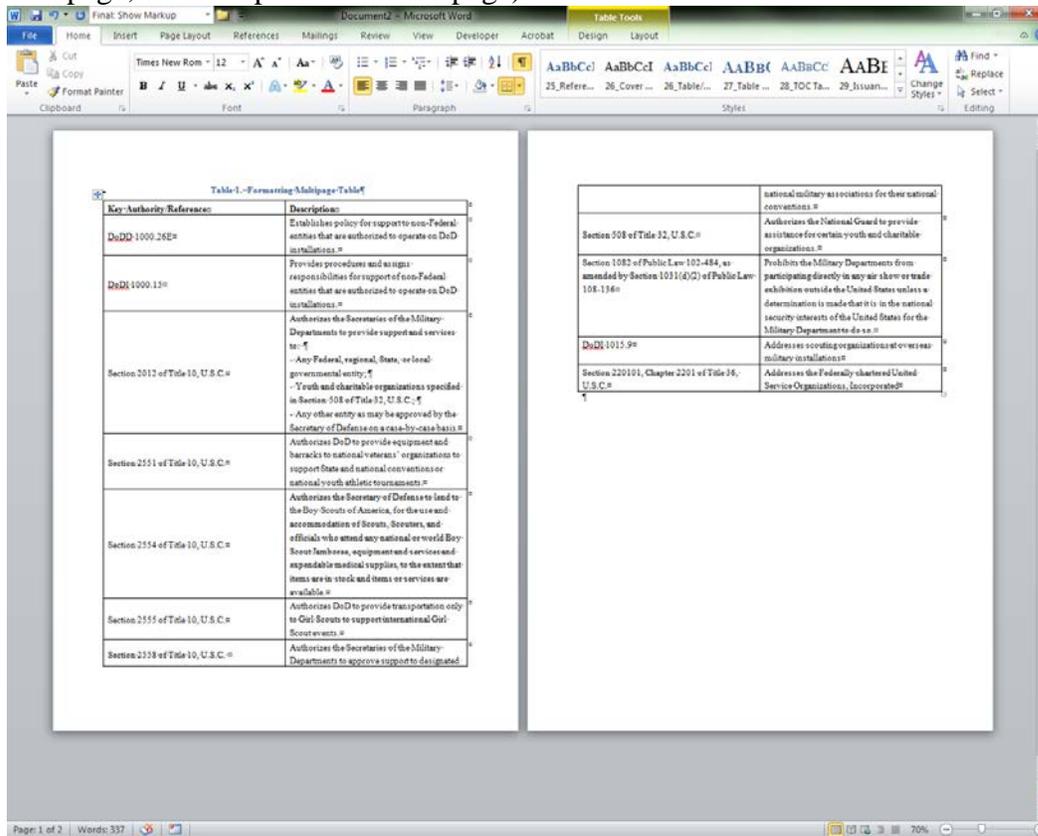
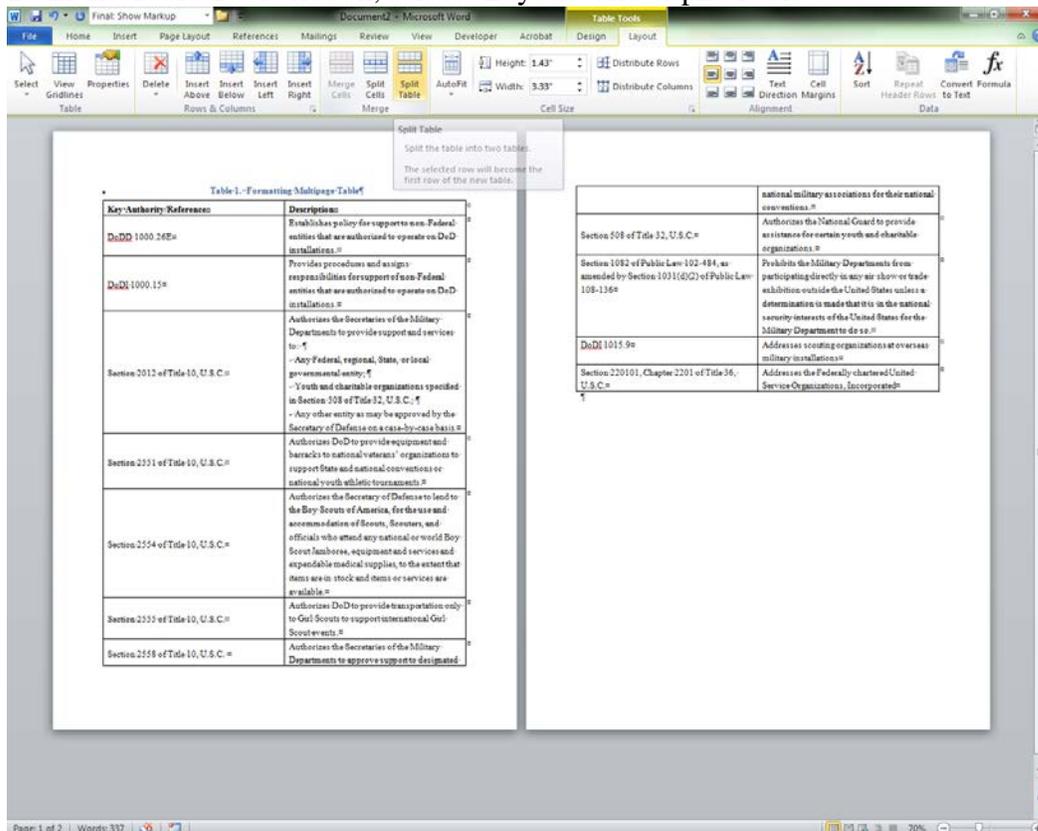


# FORMATTING AND CAPTIONING TABLES THAT BREAK ACROSS THE PAGE

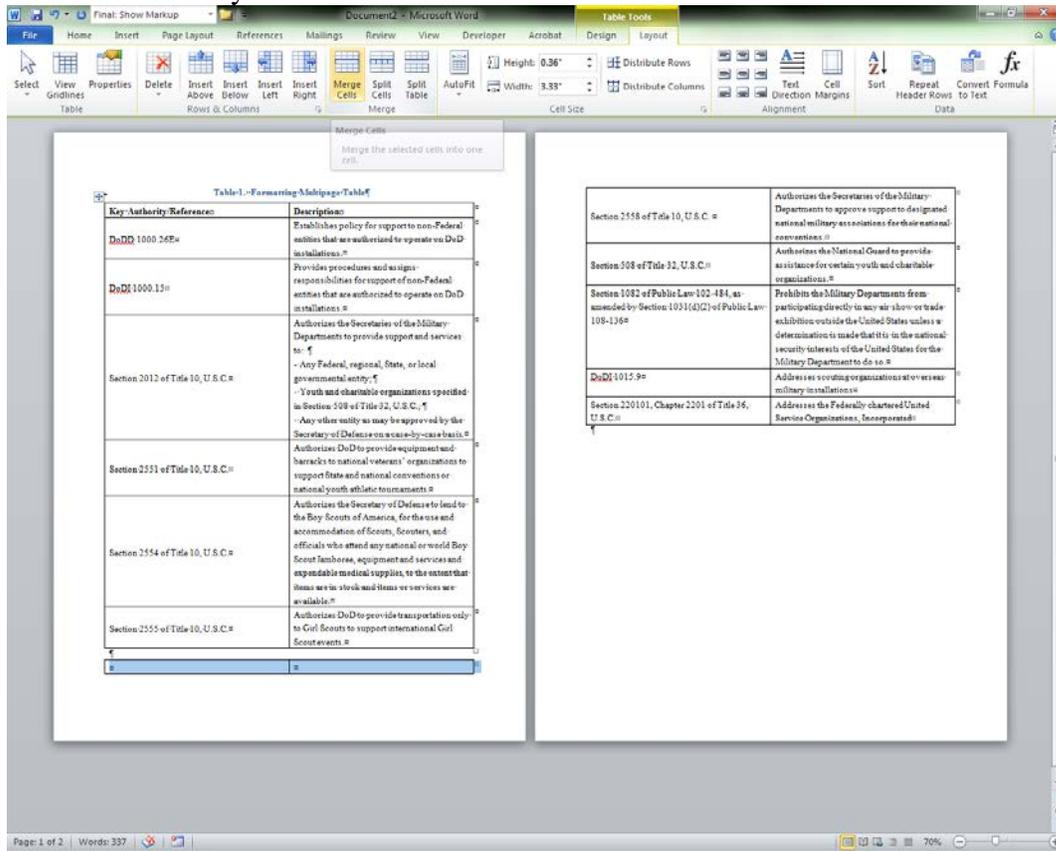
1. Add the caption to the table following the guidelines in *Using the Issuance Template's MS Word Features*. Place cursor in the row of the table that will become the first row on the second page (in this example, it is the last row on the first page, since it splits across the page).



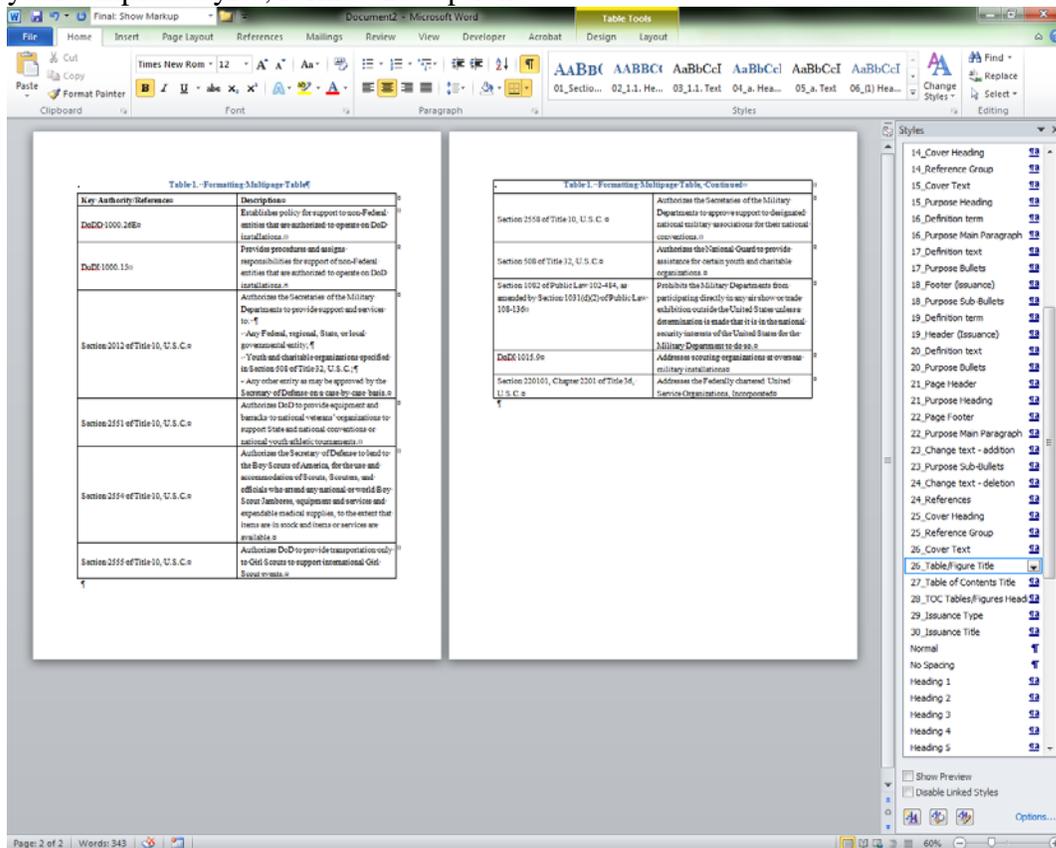
2. In the Table Tools ribbon, select "Layout" and "Split Table".



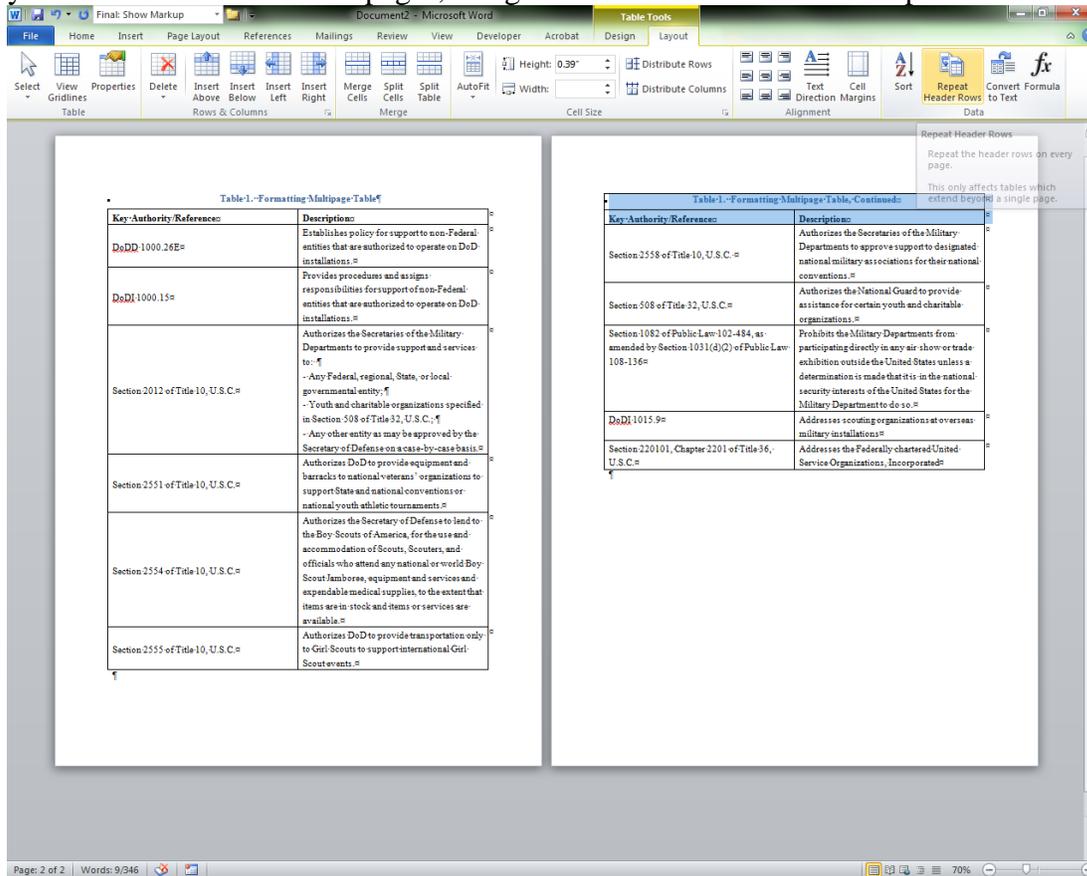
3. Select “Insert Above” to add an additional row for the continued caption. Then select your new row and “Merge Cells” if necessary.



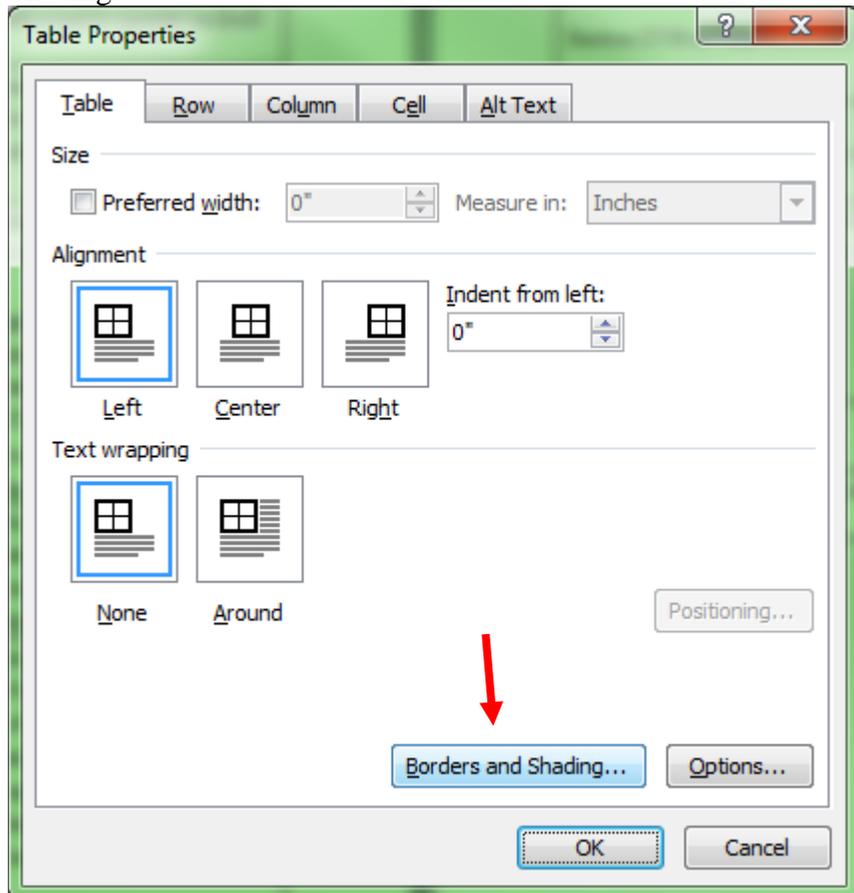
4. Type the original caption in the new row and add “, Continued” - *do not use* the caption feature this time! Using your template styles, format the caption.



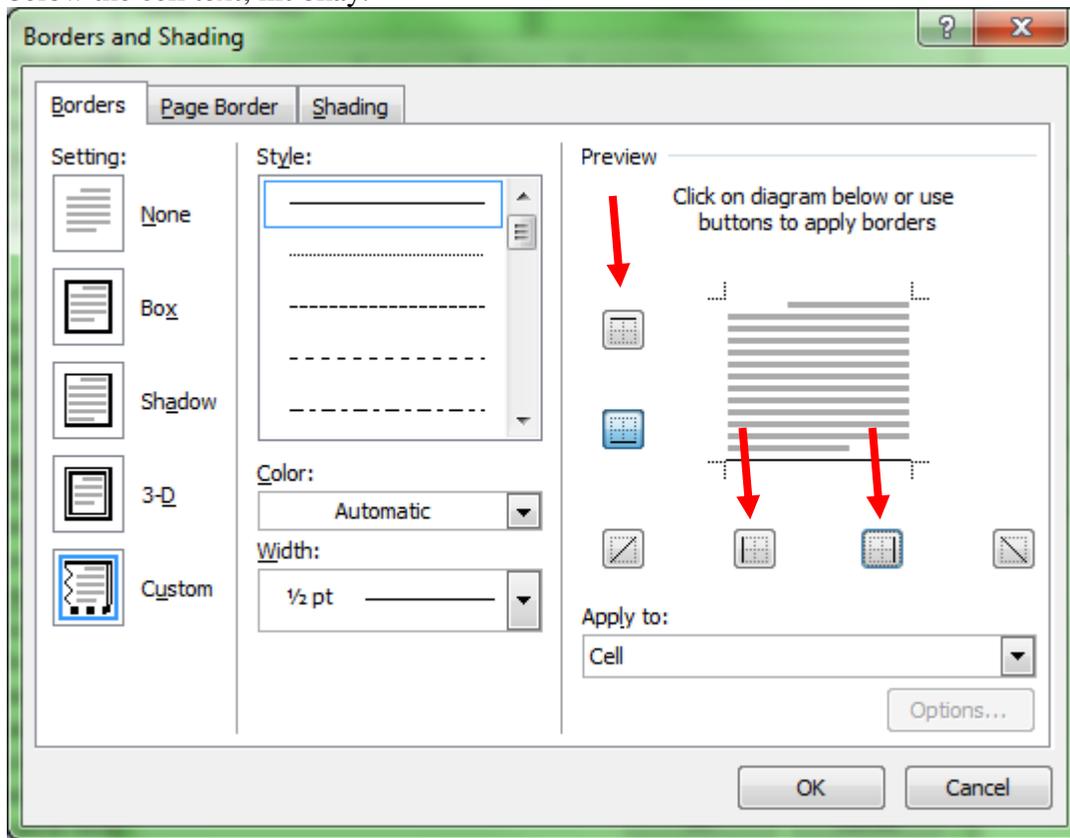
5. If appropriate, copy additional header text from the table on the first page and paste it to the new second table. If your table is more than two pages, designate this and the Continued caption row as repeat header rows.



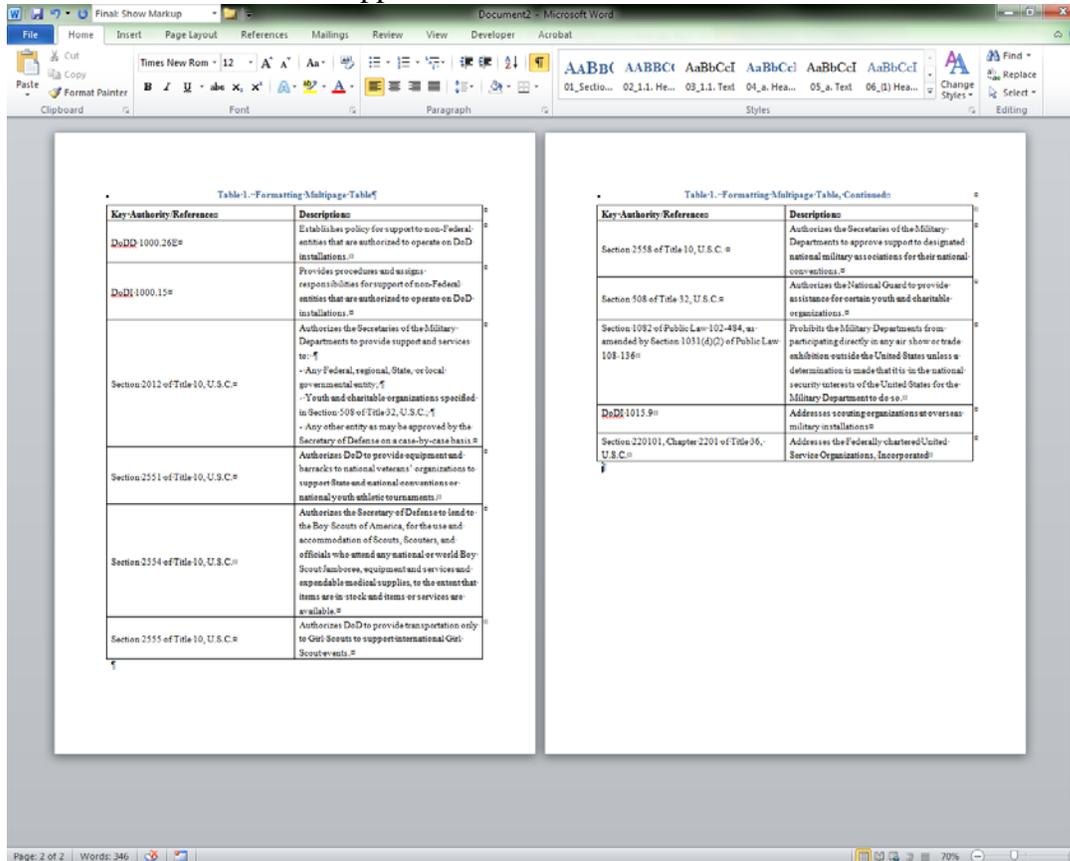
6. Select the Continued caption row; from the Table Tools Layout ribbon, select “Properties,” then select “Borders and Shading.”



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 appear 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.)

The screenshot shows a Microsoft Word document with a multi-page table. The table is titled "Table 1 - Formatting Multi-page Table" and is split across three pages. The caption "Table 1 - Formatting Multi-page Table" appears at the top of each page. The table has two columns: "Key-Authority/Reference" and "Description".

Key-Authority/Reference	Description
DoD 1000.2Ee	Establishes policy for support to non-Federal entities that are authorized to operate on DoD installations.
DoD 1000.15e	Provides procedures and assigns responsibilities for support of non-Federal entities that are authorized to operate on DoD installations.
Section 2012 of Title 10, U.S.C.	Authorizes the Secretaries of the Military Departments to provide support and services to: <ul style="list-style-type: none"> <li>- Any Federal, regional, State, or local governmental entity; §</li> <li>- Youth and charitable organizations specified in Section 108 of Title 32, U.S.C.; §</li> <li>- Any other entity as may be approved by the Secretary of Defense on a case-by-case basis.</li> </ul>
Section 2251 of Title 10, U.S.C.	Authorizes DoD to provide equipment and barracks to national-veterans' organizations to support State and national conventions or national youth athletic tournaments.
Section 2254 of Title 10, U.S.C.	Authorizes the Secretary of Defense to lend to the Boy Scouts of America, for the use and accommodation of Scouts, Scouters, and officials who attend any national or world Boy Scout jamboree, equipment and services and expendable medical supplies, to the extent that items are in stock and items or services are available.
Section 2555 of Title 10, U.S.C.	Authorizes DoD to provide transportation only to Girl Scouts to support international Girl Scout events.

The table continues on the next page with the following entries:

Key-Authority/Reference	Description
Section 2218 of Title 10, U.S.C.	Authorizes the Secretaries of the Military Departments to approve support to designated national military associations for their national conventions.
Section 508 of Title 32, U.S.C.	Authorizes the National Guard to provide assistance for certain youth and charitable organizations.
Section 1062 of Public Law 102-454, as amended by Section 1011(6)(2) of Public Law 108-136e	Prohibits the Military Department from participating directly in any air show or trade exhibition outside the United States unless a determination is made that it is in the national security interests of the United States for the Military Department to do so.
DoD 1003.9e	Addresses scouting organizations or overseas military installations.
Section 220101, Chapter 2201 of Title 36, U.S.C.	Addresses the Federally-chartered United Service Organizations, Incorporated.
DoD 1000.15e	Provides procedures and assigns responsibilities for support of non-Federal entities that are authorized to operate on DoD installations.
Section 2012 of Title 10, U.S.C.	Authorizes the Secretaries of the Military Departments to provide support and services to: <ul style="list-style-type: none"> <li>- Any Federal, regional, State, or local governmental entity; §</li> <li>- Youth and charitable organizations specified in Section 508 of Title 32, U.S.C.; §</li> <li>- Any other entity as may be approved by the Secretary of Defense on a case-by-case basis.</li> </ul>
Section 2251 of Title 10, U.S.C.	Authorizes DoD to provide equipment and barracks to national-veterans' organizations to support State and national conventions or

The table continues on the third page with the following entries:

Key-Authority/Reference	Description
Section 2254 of Title 10, U.S.C.	Authorizes the Secretary of Defense to lend to the Boy Scouts of America, for the use and accommodation of Scouts, Scouters, and officials who attend any national or world Boy Scout jamboree, equipment and services and expendable medical supplies, to the extent that items are in stock and items or services are available.
Section 2555 of Title 10, U.S.C.	Authorizes DoD to provide transportation only to Girl Scouts to support international Girl Scout events.