

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).

Table 1.-Formatting Multi-page Table¹

Key Authority Reference	Description
DoDD 1000.26E ²	Establishes policy for support to non-Federal entities that are authorized to operate on DoD installations. ³
DoDI 1000.15 ⁴	Provides procedures and assigns responsibilities for support of non-Federal entities that are authorized to operate on DoD installations. ⁵
Section 2012 of Title 10, U.S.C. ⁶	Authorizes the Secretaries of the Military Departments to provide support and services to: ⁷ - Any Federal, regional, State, or local governmental entity; ⁸ - Youth and charitable organizations specified in Section 108 of Title 32, U.S.C.; ⁹ - Any other entity as may be approved by the Secretary of Defense on a case-by-case basis. ¹⁰
Section 2551 of Title 10, U.S.C. ¹¹	Authorizes DoD to provide equipment and barracks to national veterans' organizations to support State and national conventions or national youth athletic tournaments. ¹²
Section 2554 of Title 10, U.S.C. ¹³	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. ¹⁴
Section 2555 of Title 10, U.S.C. ¹⁵	Authorizes DoD to provide transportation only to Girl Scouts to support international Girl Scout events. ¹⁶
Section 2558 of Title 10, U.S.C. ¹⁷	Authorizes the Secretaries of the Military Departments to approve support to designated

	national military as societies for their national conventions. ¹⁸
Section 508 of Title 32, U.S.C. ¹⁹	Authorizes the National Guard to provide assistance for certain youth and charitable organizations. ²⁰
Section 1082 of Public Law 102-484, as amended by Section 1031(d)(2) of Public Law 108-136 ²¹	Prohibits the Military Departments 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. ²²
DoDI 1015.9 ²³	Addresses scouting organizations at overseas military installations. ²⁴
Section 220101, Chapter 2201 of Title 36, U.S.C. ²⁵	Addresses the Federally chartered United Service Organizations, Incorporated. ²⁶

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

Document2 - Microsoft Word

Table Tools

Layout

Split Table

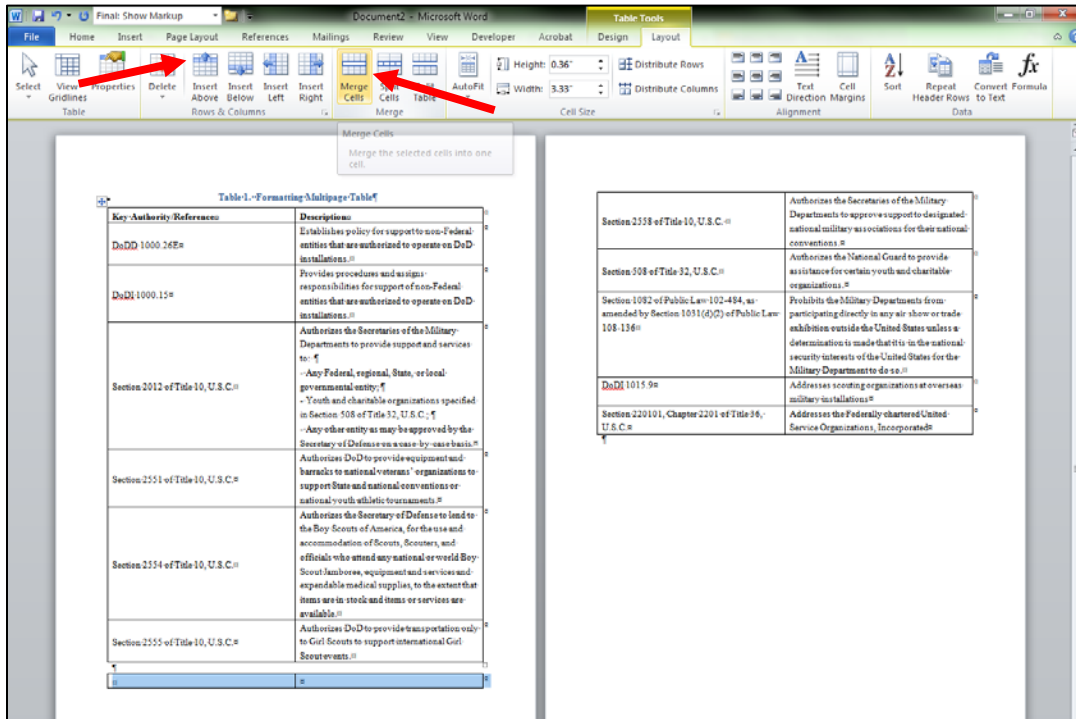
Split the table into two tables.
The selected row will become the first row of the new table.

Table 1.-Formatting Multi-page Table¹

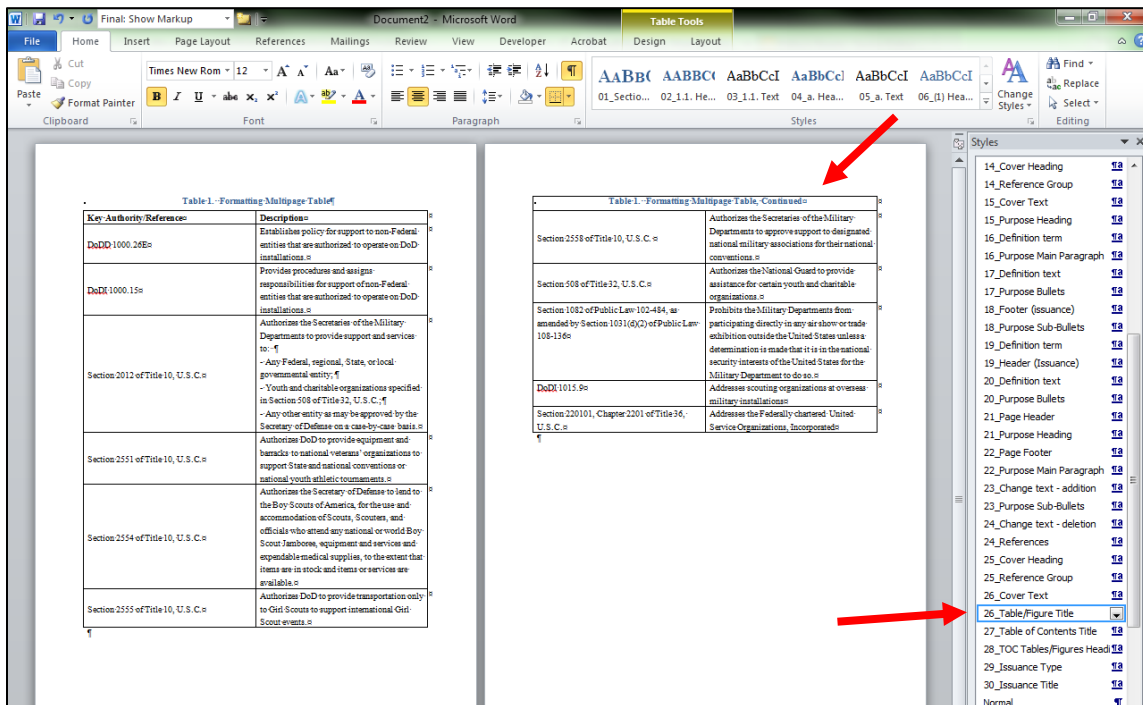
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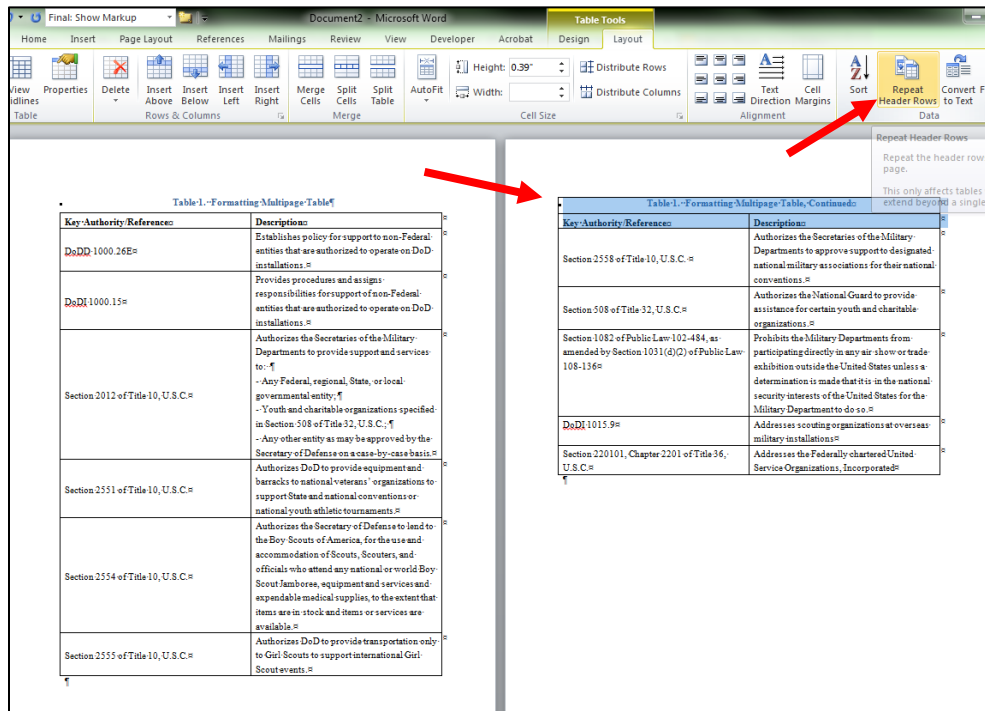
3. Select “Insert Above” to add an additional row for the continued caption. Then select your new row and “Merge Cells” if necessary.



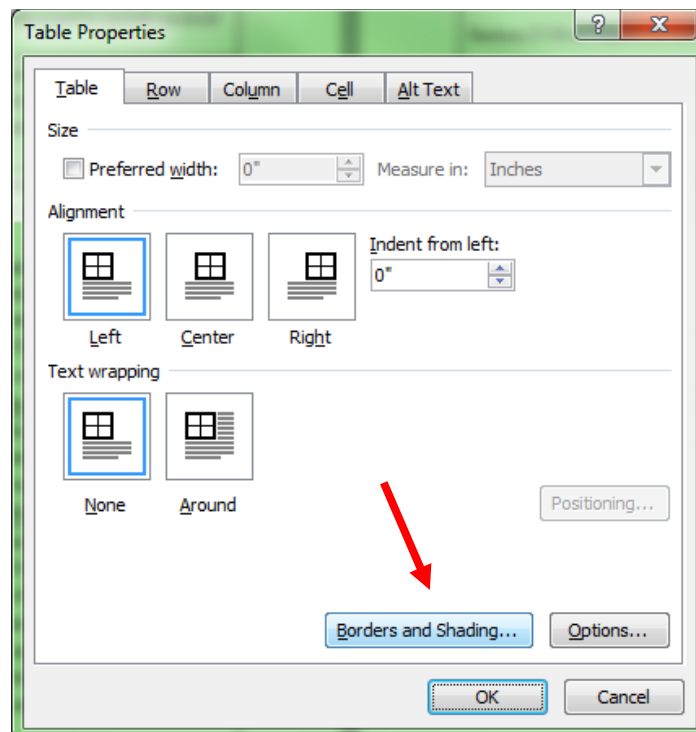
4. Type the original caption in the new row and add “, Continued.” **Do not** use the caption feature this time. Using your template styles, format the caption.



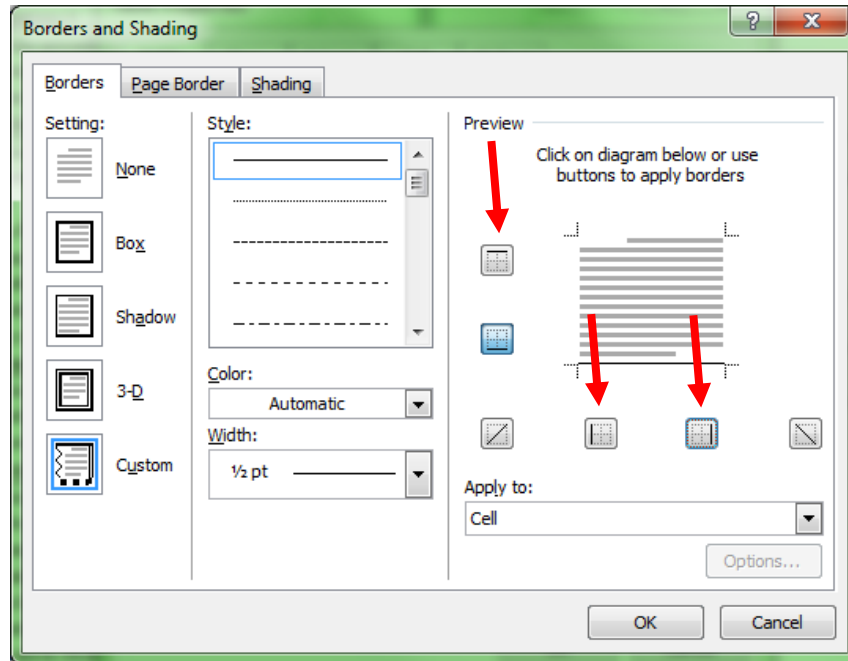
5. If appropriate, copy additional header text from the table on the first page and paste it to the new second table. If your table is more than two pages, designate this and the Continued caption row as “Repeat Header Rows.”



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:

Key Authority/Reference	Description
DoDD 1000.26E	Establishes policy for support to non-Federal entities that are authorized to operate on DoD installations.
DoDI 1000.15	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"> - Any Federal, regional, State, or local governmental entity. - Youth and charitable organizations specified in Section 508 of Title 32, U.S.C. - Any other entity as may be approved by the Secretary of Defense on a case-by-case basis.
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Section 220101, Chapter 2201 of Title 36, U.S.C.	Addresses the Federally chartered United Service Organizations, Incorporated.

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.)

