

TECHNOLOGY TIPS:

Don't Let Page Breaks Come Between You and Your Table Rows! (All Versions of Word)

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Keeping Table Rows Together

Whenever you create a Table in Word, all of you know that you can type as much information within one table row as needed for the job at hand. However, whenever that table row happens to creep closer to the bottom of a page, Word splits your row between the page break so that some of the lines appear on the bottom of one page and the rest of the lines appear at the top of the next page!

Does this make you nuts? You can fix the situation. Here's how:

1. First, make certain your cursor is in a table row (anywhere in your table) or select the entire table.
2. In Word 2000 and XP, click on **Table, Table Properties**.
(In Word 97, click on **Table, Cell Height and Width**.)
3. Make certain the **Row** tab is selected (click on it if it is not in the forefront).
4. See the little box that is checked that reads, "Allow Row to Break Across Pages"? *This is the culprit.* Click that little box to UNCHECK this option!

Ahhh, all better now. All the table rows you selected and performed this setting on will always be kept together and never let a page break come between them.

Should you ever want a row to split across pages, you can select the row (by clicking in the left margin) and then go back into **Table, Cell Height and Width**, and click on the **Row** tab, then click on the box that says, "Allow Row to Break Across Pages." Then Word will let the one row of your choosing (or however many rows you have selected) to split across pages. The difference? You get to choose.



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