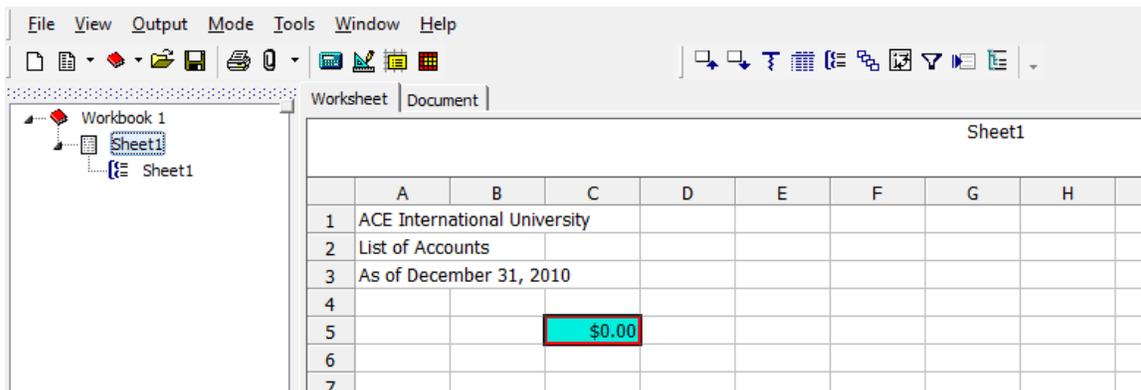# Q&A Executive Training

# Keeping a Heading on Every Page of an Expand

Unless certain settings are defined, the heading on a report will not be repeated on every page, as the following screenshots illustrate.
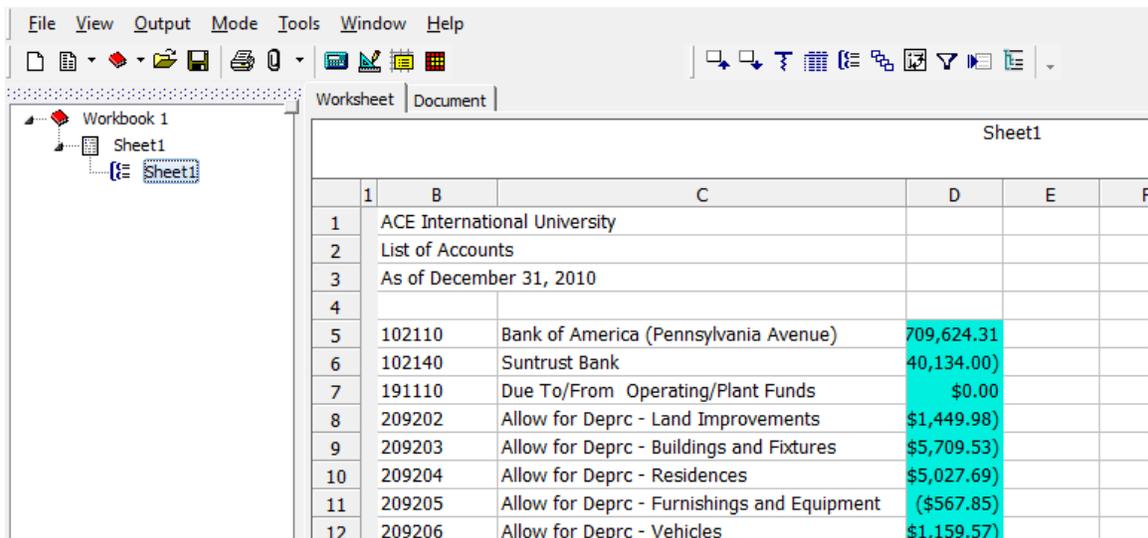
This little report results in a total of account balances.



An Expand by Account Code and Description gives the following results:

Looking at this report in Print Preview reveals there are 6 pages to the report. The heading will print on the first page of the report.



However, it will be missing from all subsequent pages.

That raises the question of how to ensure the report heading is printed on every page of the report?

In the Expand mode, open the Output menu.
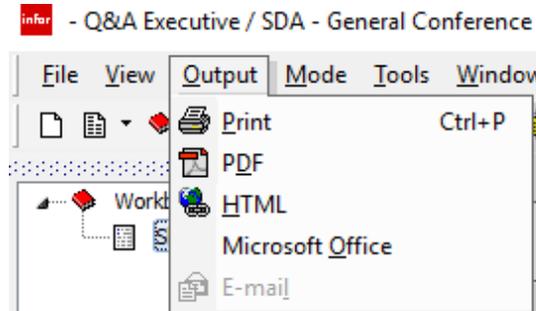


Select Print.

The default settings for Printing are shown in the following screenshot:
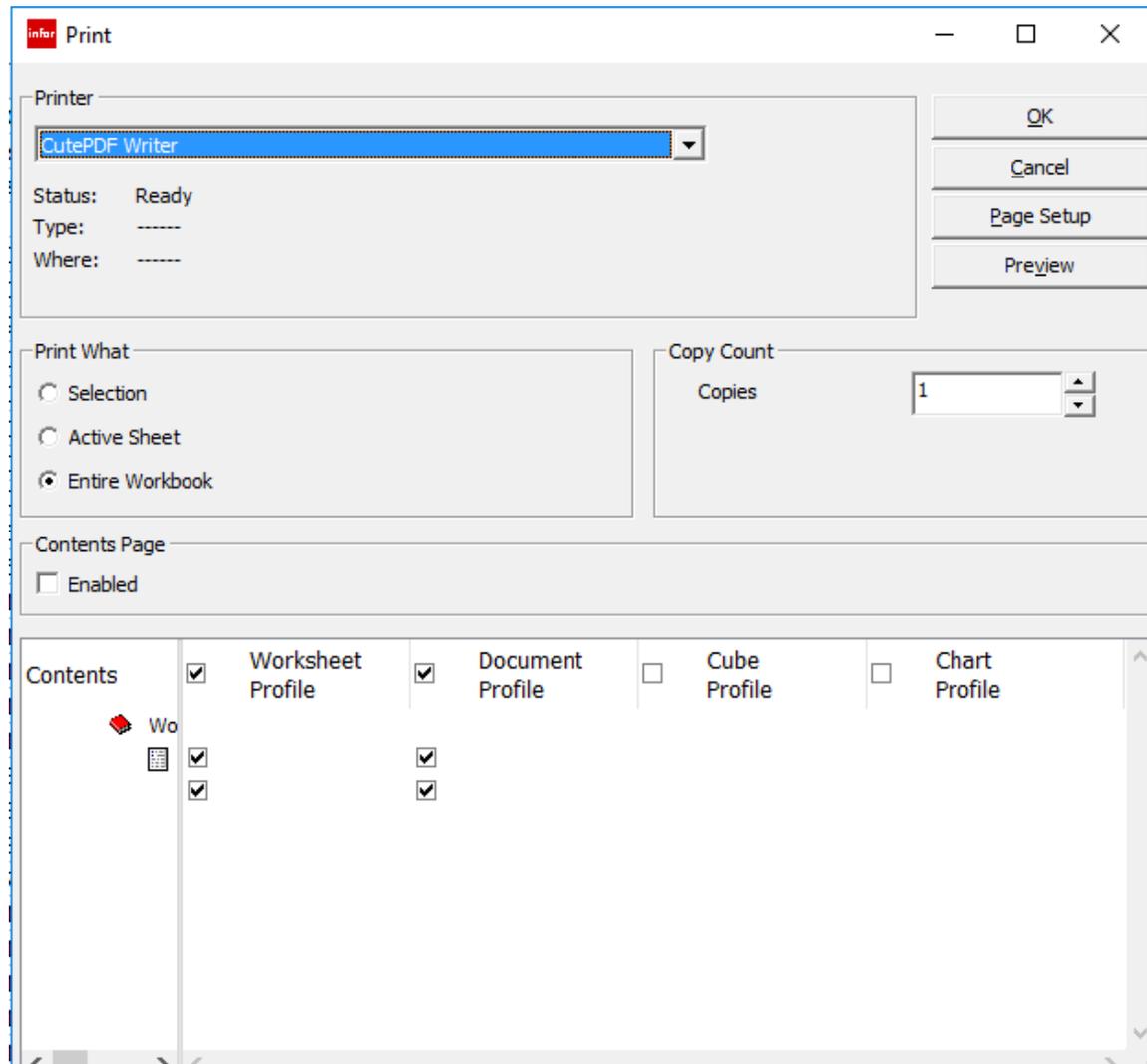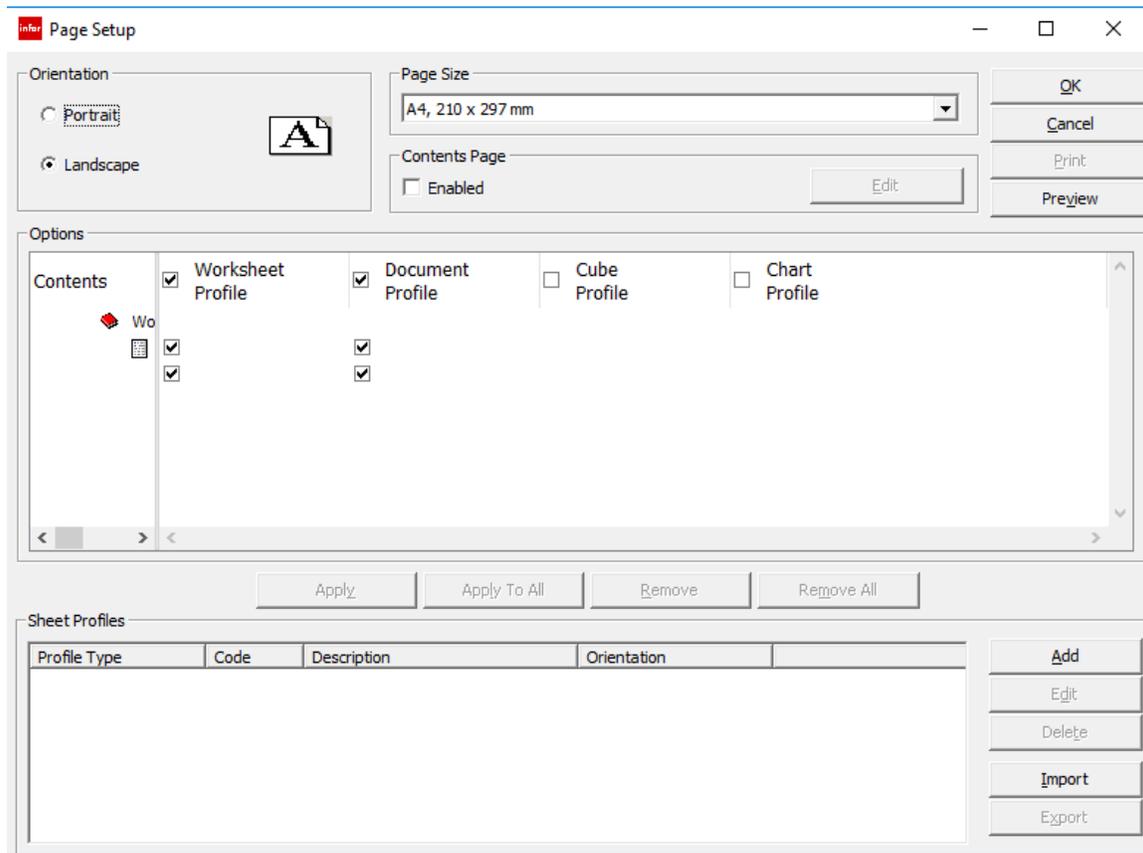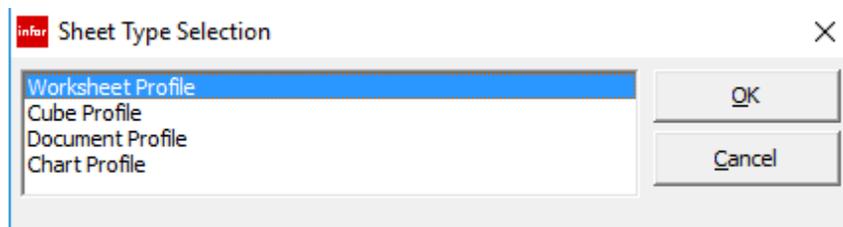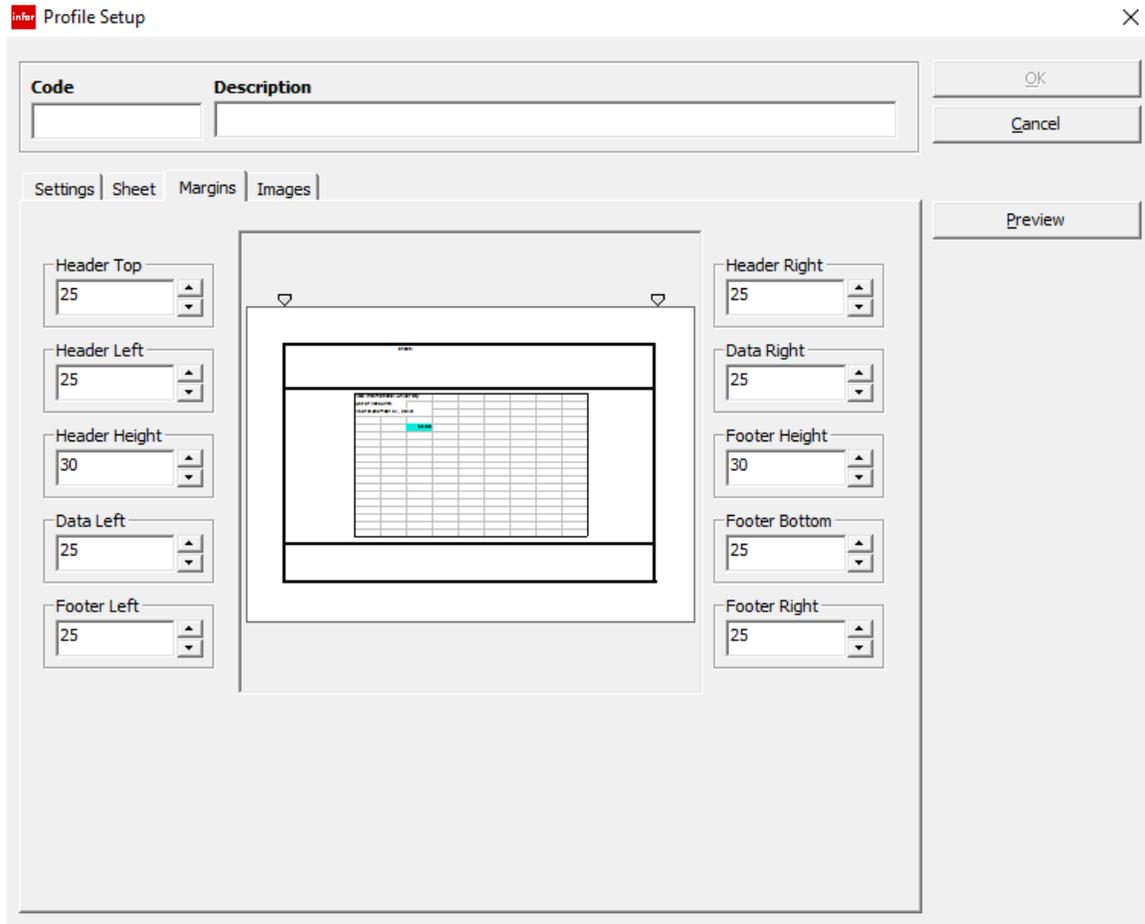
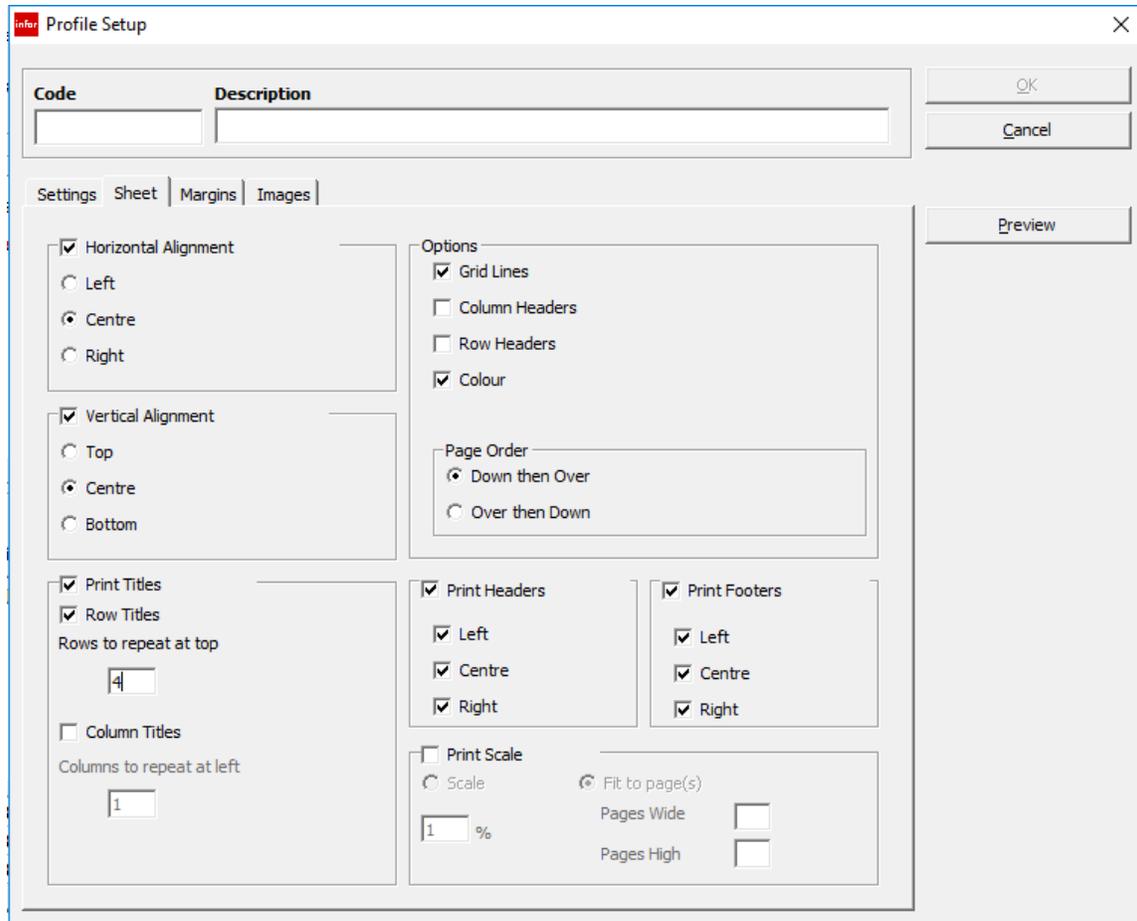To modify the settings, click the [Page Setup] button.



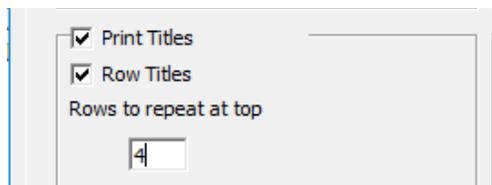Click the [Add] button in the lower part of the interface.



Select Worksheet Profile.
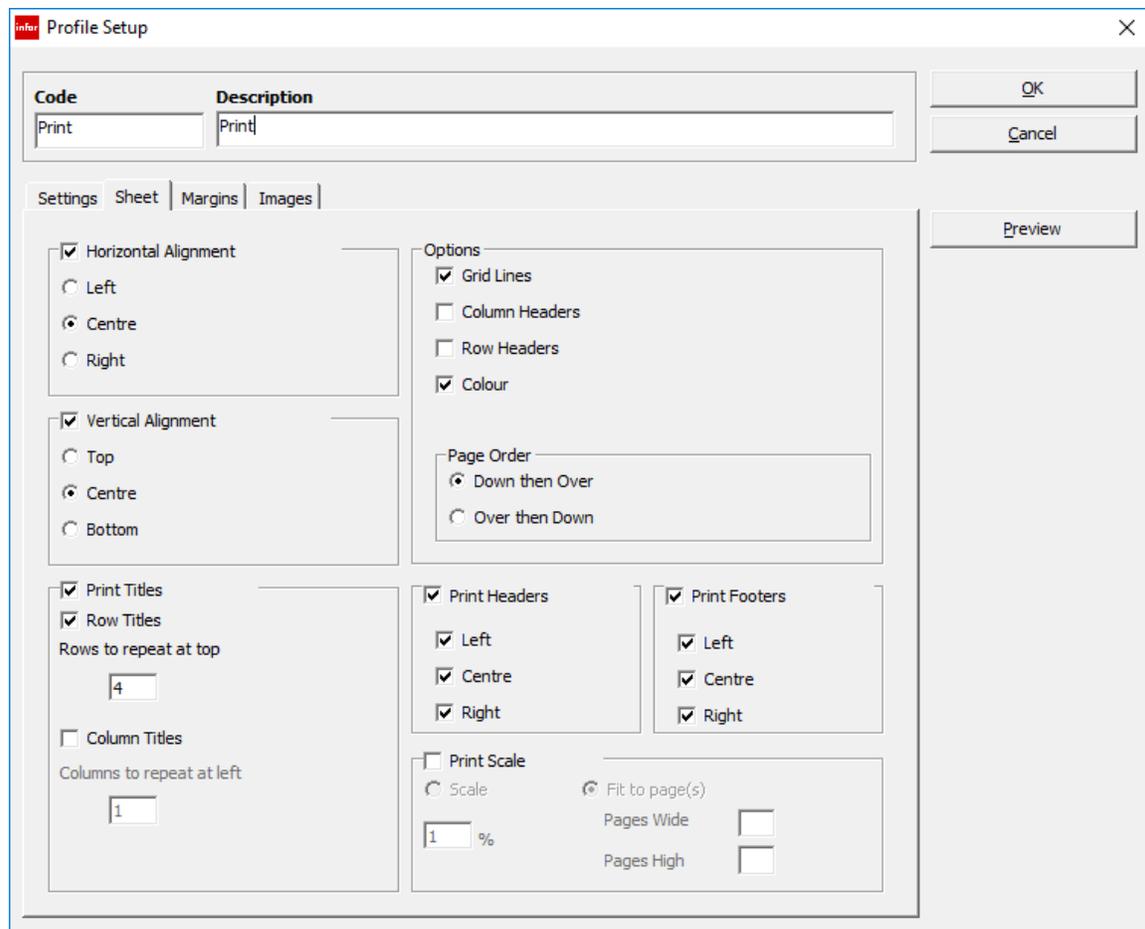
Open the Sheet tab.

Check the Print Titles and Row Titles checkboxes.



Also, we need to enter the number of rows we want in our heading in Rows to Repeat at Top. We want to enter 4 for the title I am demonstrating.
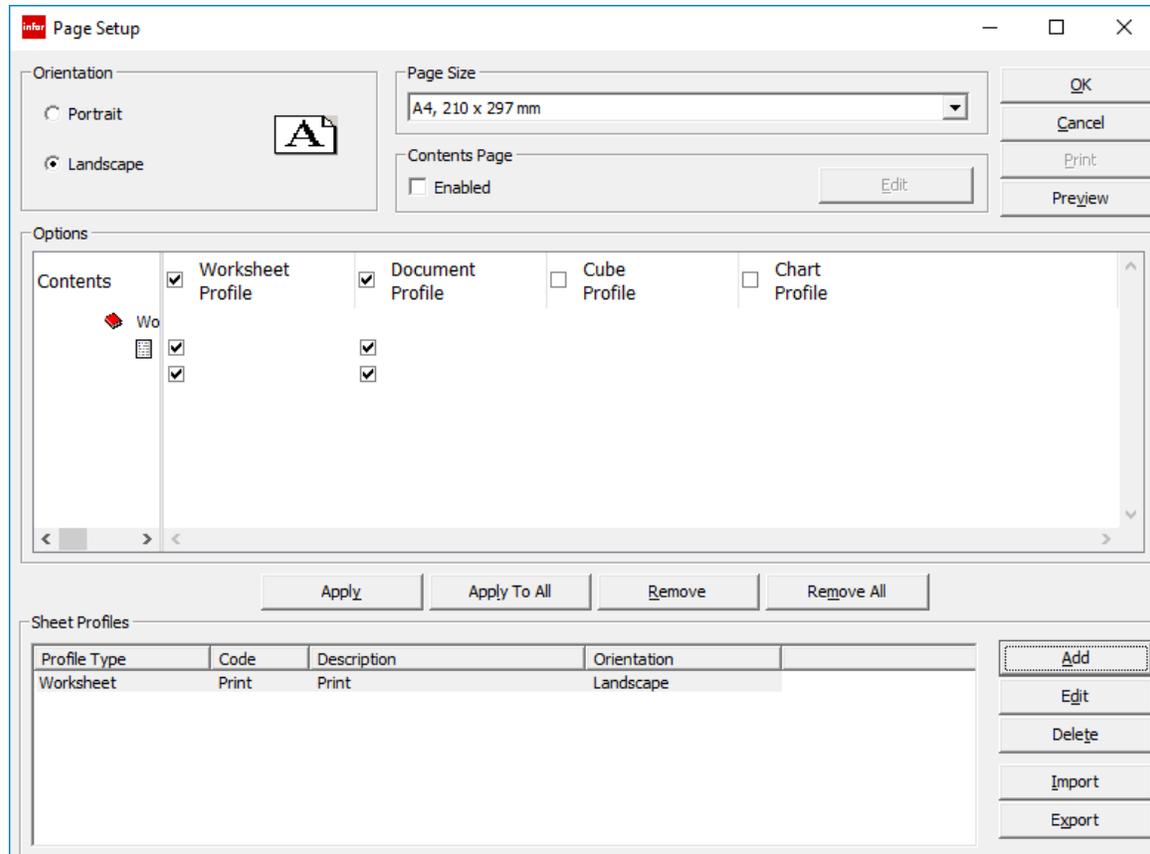
Column Titles can also be set as well. This is exactly the same as Excel functionality.

Before the Profile can be saved, it must be named. The Code can be anything.
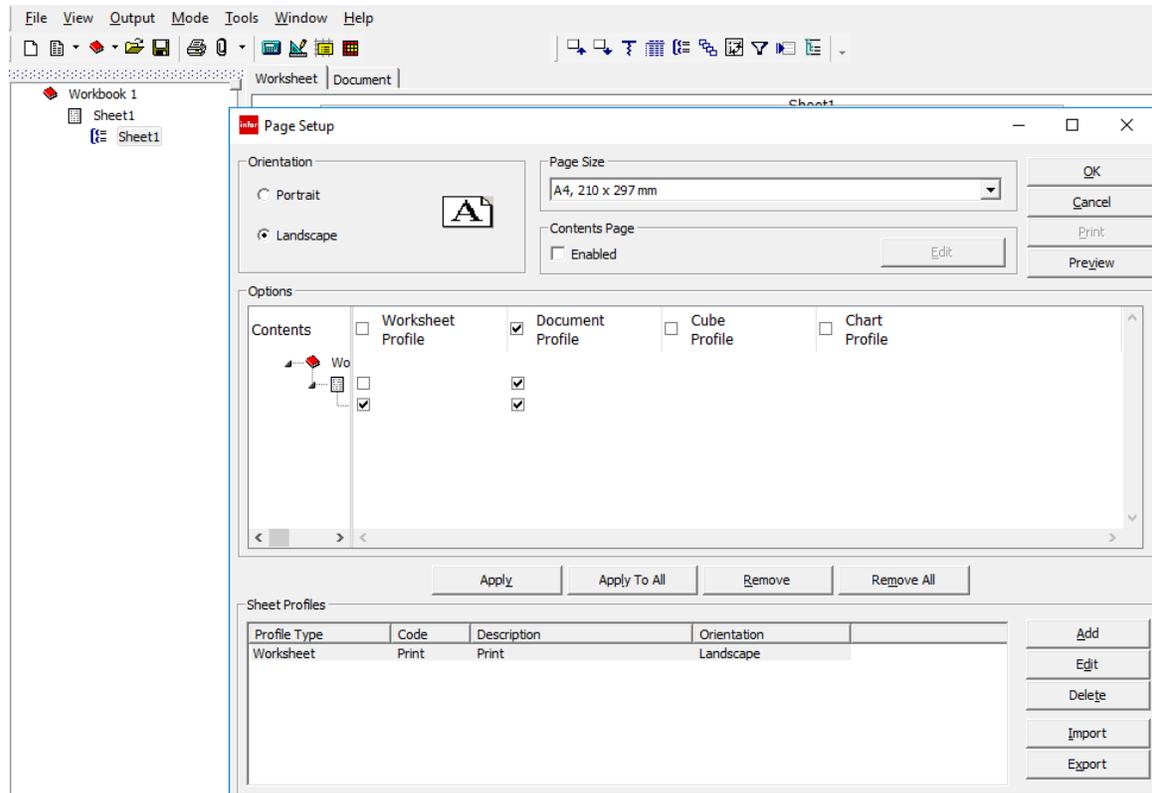
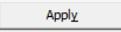Before the Profile can be used, it must be applied to the spreadsheet.
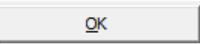
Click [ OK ] to save the Profile Setup settings.

Notice the new Profile is listed in the pane across the bottom of the interface.

Uncheck the first checkbox under Worksheet Profile. This programs the system not to print Sheet 1, but to print the Expand (the second Sheet1 in the Directory tree).
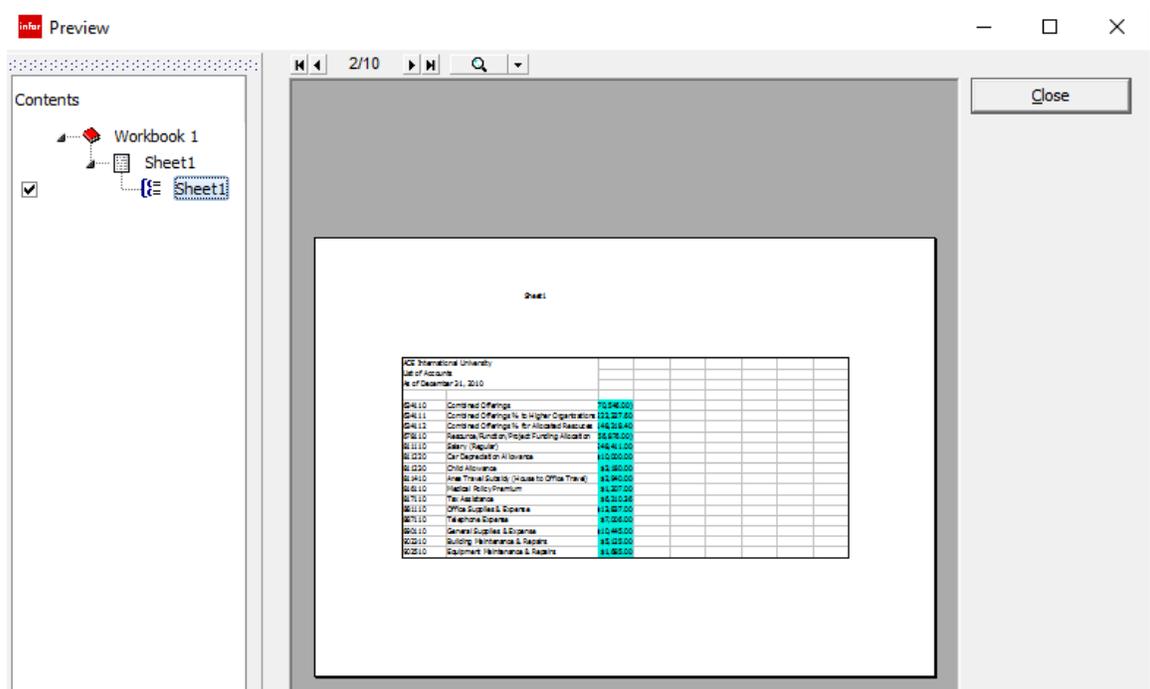
Once the sheets to be printed are checked, click the [Apply] button located between the panes.
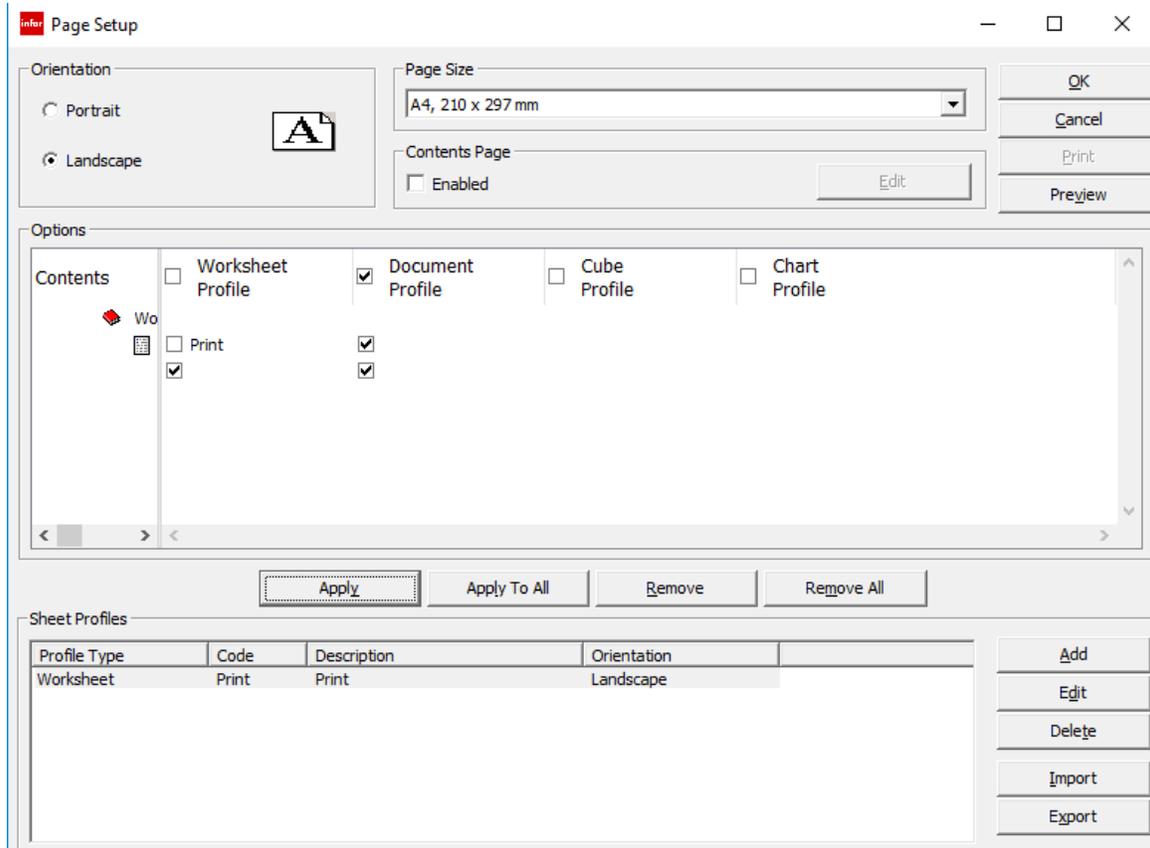
For a Preview, click the Preview button.

There will be 10 pages if this report is printed.

The heading is displayed on every page.