

# How can I change the number of rows in the table at the top of each page?



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## Answer:

By default, there are 5 rows in this table (Substance, Method, Assay Number, Technician and Date of Assay). There are always 2 columns.

To add rows, click on the last row, second column of the table and press the ENTER or the DOWN arrow key as many times as necessary. Make sure you type something in the last row before leaving it, otherwise it will be removed.

To remove rows, start by deleting the content of the second column in the row(s) you want to remove. Then select the rows and press the DELETE key (make sure you include the last row in your selection).