When you create a new analysis in Analytics, the default method of moving through the data in the table is to scroll up and down in the table using the scroll bar on the right side of the table, or using the scroll wheel on your mouse. The column headers are locked in place, and the data scrolls up and down behind and below those headers. That same default scrolling function would be in place if you were to add a new table or a new pivot table to an existing analysis.

In some instances, the data in the table is so wide that the width of the data exceeds the default width of the table, which is set at 600 pixels. In that situation, you might decide to edit the table properties to make the table wider.

In other instances, a table or pivot table will function better if the scrolling action were turned off and a paginated table or pivot table were used. Fortunately, editing the table properties to make the switch is relatively easy.

From the Results tab on your analysis, locate the table view or pivot table view you wish to edit. Click the View Properties button (gray XYZ) in the upper-right corner of that view. Alternatively, you could click the Edit View button (gray pencil), then click the View Properties button on the Edit View screen.

The scrolling function is referred to here as Fixed headers with scrolling content. It’s the default method of viewing data.

If the data in your analysis is causing the table to have both a horizontal and a vertical scroll bar, you might consider increasing the width of the table.

Even though the values aren’t displayed, the default width is set at 600 pixels; the default height is 700 pixels. You can increase the width up to a maximum width of 2880 pixels, or two screens wide. The height field will max out at 1800 pixels. The minimum values for either field is 75 pixels. A common suggestion would be to set the width at about 1200 pixels.

If you wish to change the action of the table rather than trying to figure out an appropriate width, you could simply select the Content paging option. This will paginate your analysis into pages of 25 rows each and will put a set of paging buttons at the bottom of that analysis.