Inserting Page Breaks

Inserting Page Breaks into a Cognos report

Mary L. Person
9/7/2015
Page Explorer

1. From the main report page, mouse over the navigation bar, specifically the Page Explorer (top section).
2. Click on the top level of Report Pages.
3. Drag Page Set over to the top from the Insertable Objects pane. You should see a black bar above Page 1 before dropping the Page Set.
4. Move Page 1 into a subset of Detail Pages.
5. While Page1 is highlighted, select Query1 (or the name of what your main query is if you have renamed it) under Data/Query in the properties section at the bottom left.
6. Click on Page Set1.
7. Change the Query to Query 1 under Data in the Data section of the properties box.
8. Click in the blank white space next to Grouping & Sorting in the same Data section of the properties box.
9. Click on the ellipse. A new box will pop up.
10. Click and drag the item from the “Data items:” box on which you want to create the page break – in this example “Subject”. Drop it under “Group/overall”.

![Diagram of Grouping & Sorting - Query1]

11. Add any additional page breaks you may want in addition to the primary page break. Drop them under Overall in the order of preference from largest page break to smallest page break. For example if you want to have a page break for Subject, then Instructor within Subject, The order would be Overall, Subject, then Instructor.

12. Click OK.

13. Mouse over the Navigation Pane to and select Page 1 to return to the main report.