KENT STATE
U N I V E R S I T Y
IS TECHNICAL TRAINING

COGNOS
Creating Headers and Footers

Headers and footers are containers where you can add objects such as text, images and report expressions. You can add headers and footers either to a report page or in the list.
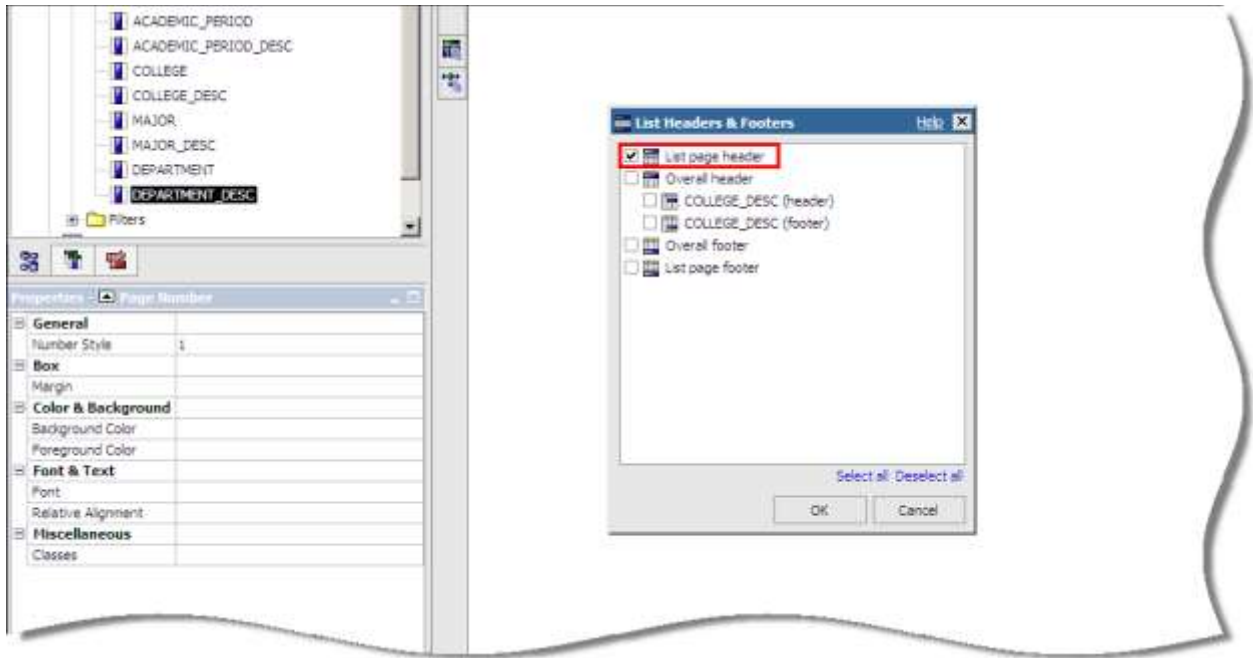
List Page Headers & Footers

List Page Headers & Footers are headers and footers that appear at the top or bottom of the list on every page of the report.
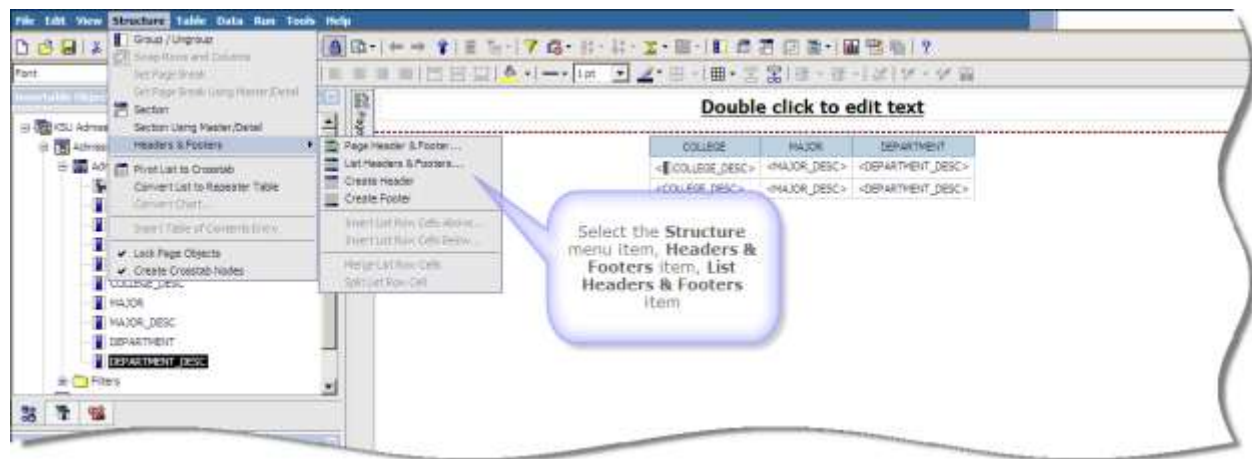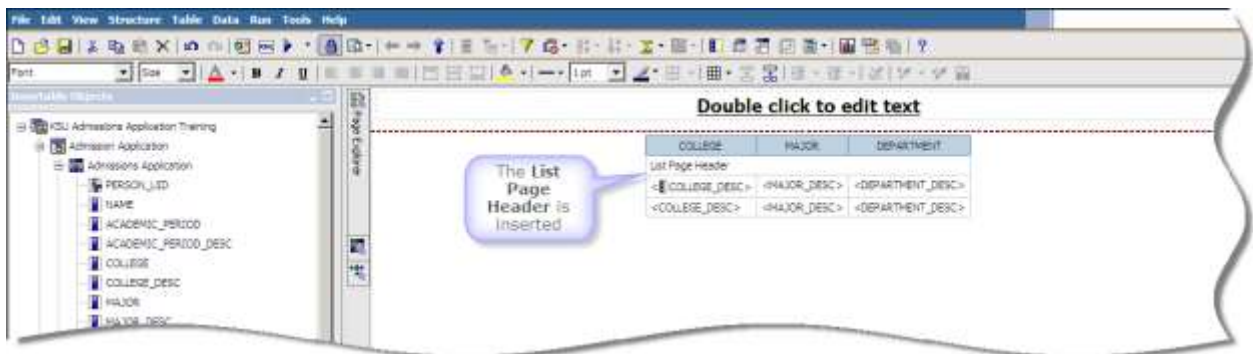

Steps:

1. Insert the query items into the work area
2. Create any filters and prompts
3. Format the report
4. Select the **Structure** menu item
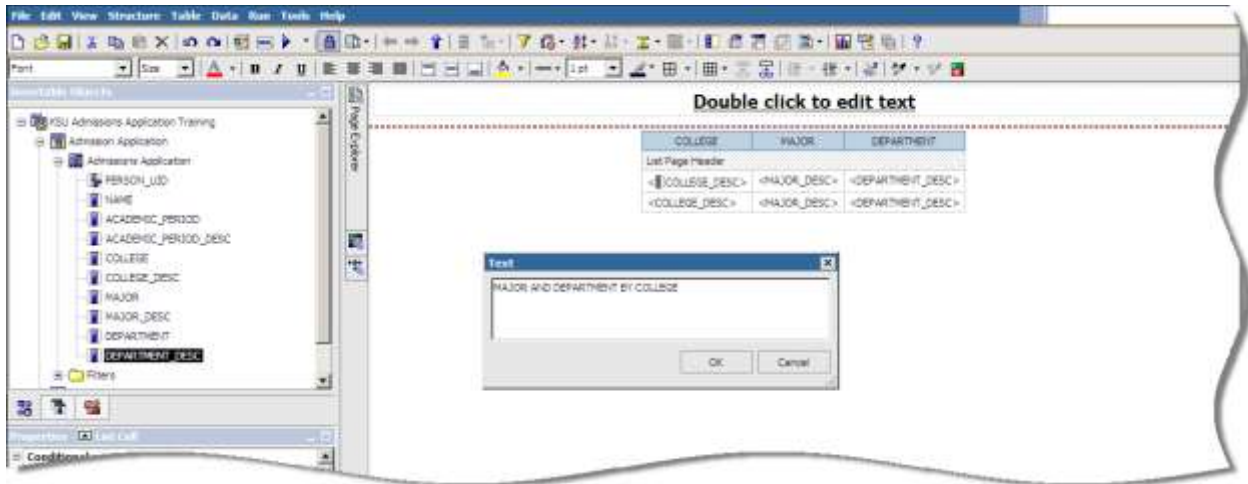5. Select **Headers & Footers**
6. Select **List Headers & Footers**
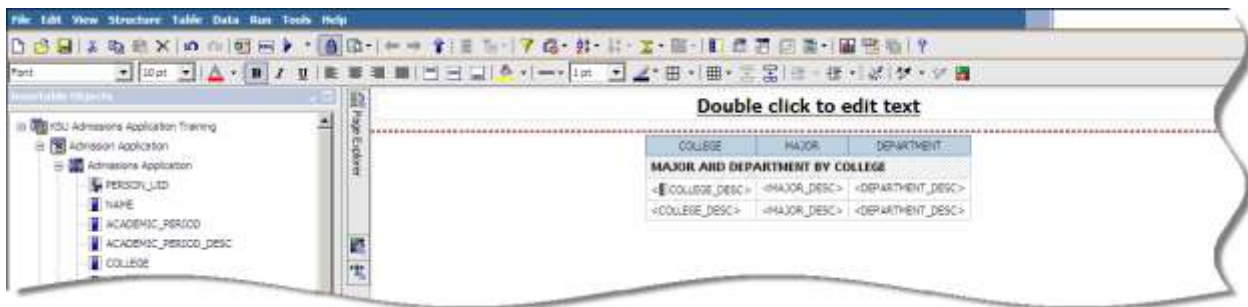
7. The **List Headers & Footers** window will open
8. Check the checkbox for **List Page Header** (or **List Page Footer**)
9. Click **OK**

10. Double-click inside the header
11. The Text window will open
12. Enter your text
13. Click **OK**

14. Format the text

15. Run the report
16. The **List Page Header** is on every page of the report

*You can also use the **Headers & Footers** [icon] icon
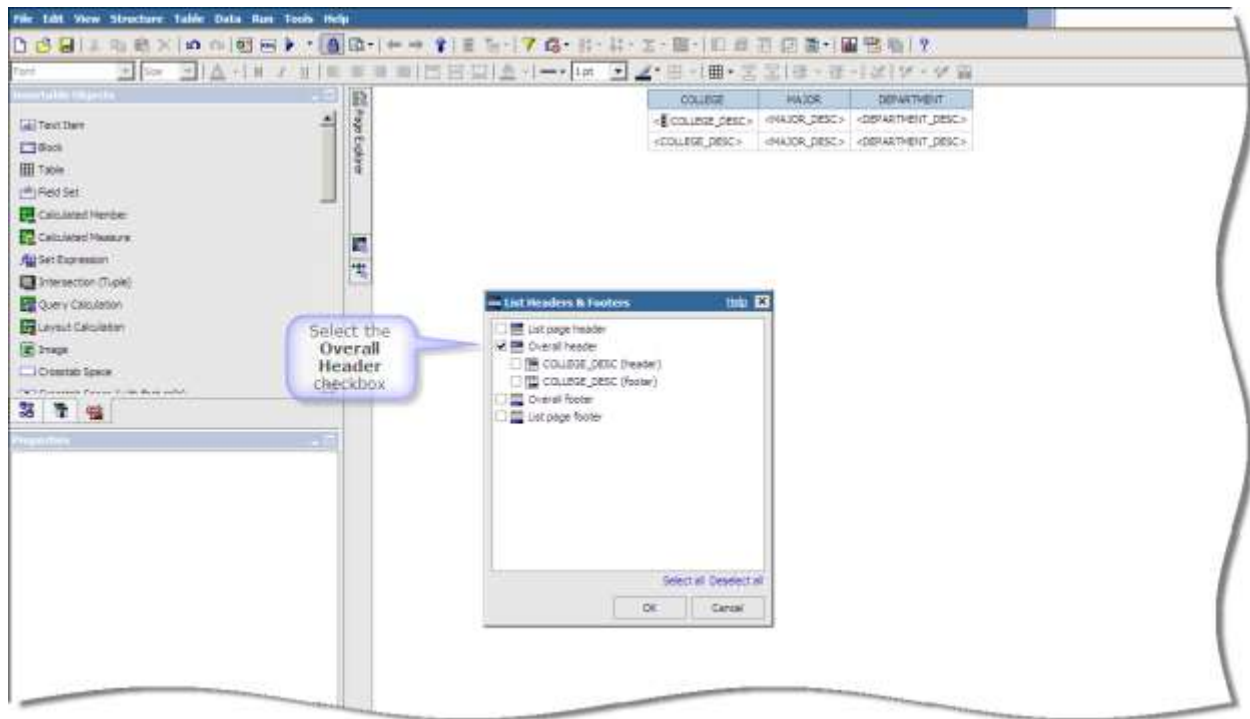

Overall Headers & Footers

An Overall Header or Footers are headers and footers that appear only once at the top or bottom of the list.

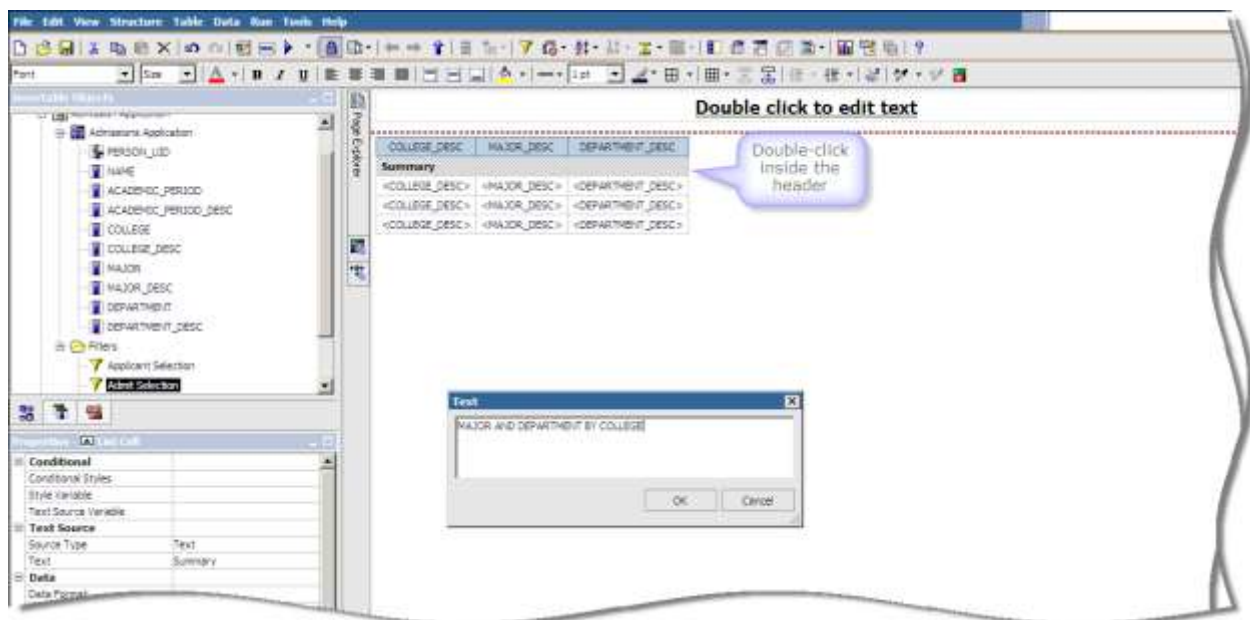Steps:

1. Follow Steps 1 - 7 from the List Page Header section (Page 1)

2. Check the **Overall header** checkbox
3. Click **OK**

4. Double-click inside the new header
5. The Text window will open
6. Enter your text
7. Click **OK**
8. Format your text

9. Run your report
10. Note how the header is on page 1, but not page 2

For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at **cognos@kent.edu**. For technical assistance, contact the IS Help Desk at 672-HELP (4357).

www.kent.edu/is/training
istraining@kent.edu