



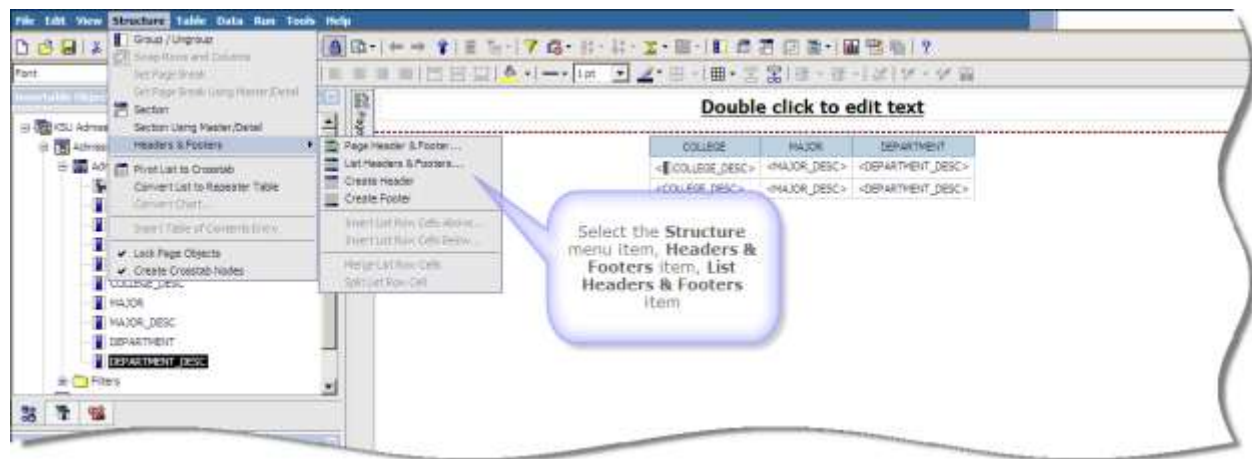
COGNOS

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

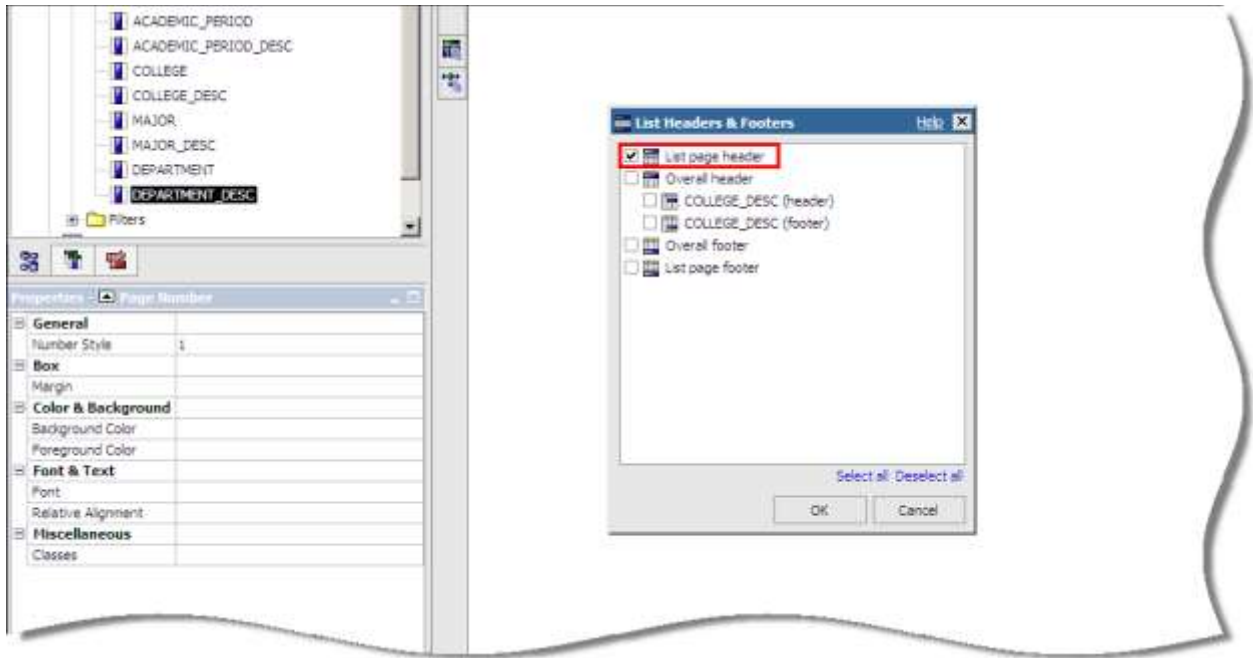
List Page Headers & Footers are headers and footers that appear at the top or bottom of the list on every page of the report.



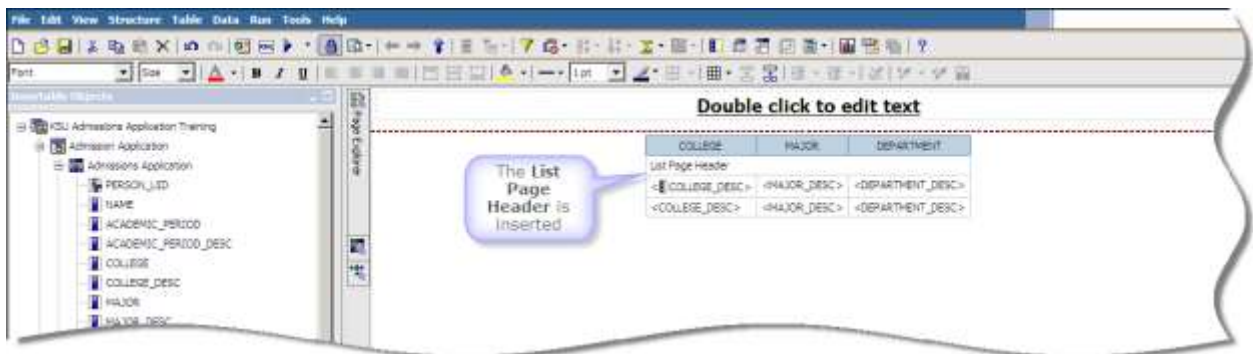
Steps:

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**

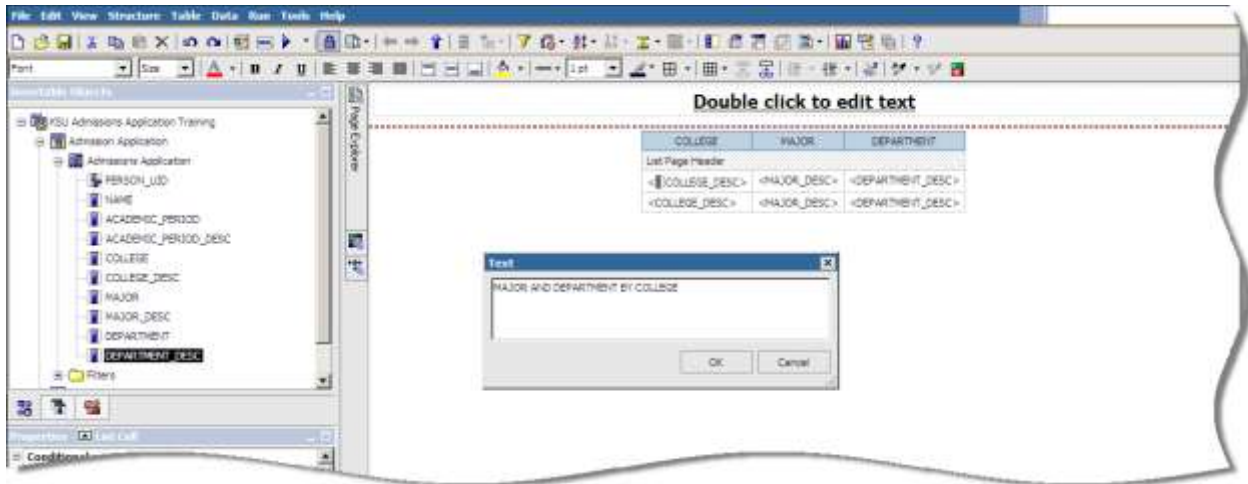
Cognos - Creating Headers and Footers



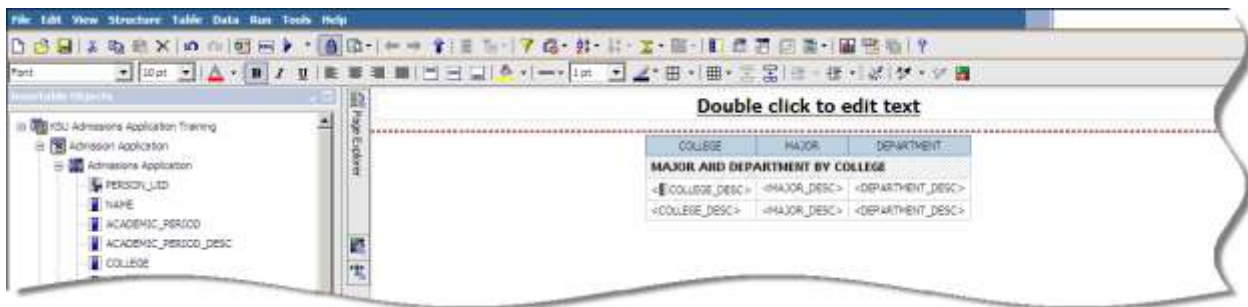
7. The **List Headers & Footers** window will open
8. Check the checkbox for **List Page Header** (or **List Page Footer**)
9. Click **OK**



Cognos - Creating Headers and Footers



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



14. Format the text

COLLEGE	MAJOR	DEPARTMENT
MAJOR AND DEPARTMENT BY COLLEGE		
Col of Arch and Envr Design	Architecture	Architecture
	Guest Admission	Architecture
	Interior Design	Architecture
	Urban Design	Architecture
Col of Ed Health/Human Svcs	AIDS/Tobacco/Other Drug Prevntr	Health Sciences
	Athletic Coaching	Teaching Learning and Curricul
	Athletic Training	Health Sciences
	Cyberology	Health Sciences
	Urban Spectrum Interv: Special	Lifespan Dev and Educ Sciences
	Behavior Intervention Specst	Lifespan Dev and Educ Sciences
	Green-Technical Teacher Educ	Teaching Learning and Curricul
	2 - Math Specialization	Teaching Learning and Curricul
	Initial Mental Health Counsel	Lifespan Dev and Educ Sciences
	College Teaching	Foundations Leadership Admin
	Community College Leadership	Foundations Leadership Admin
	Journalism/Human Dvlpmt Svcs	Lifespan Dev and Educ Sciences
	Nursing	Lifespan Dev and Educ Sciences
	Journal Foundations	Foundations Leadership Admin
	Curriculum and Instruction	Teaching Learning and Curricul
	Early Childhood Education	Teaching Learning and Curricul
MAJOR AND DEPARTMENT BY COLLEGE		
Ashtabula Campus	Accounting Technology	Technology
	Applied Studies	Education
	Business Management Technology	Technology
	CAD/Design Technology	Technology
	Computer Technology	Technology
	Early Admission - Option A	Regional Campus Admin
	Early Admission - Option B	Regional Campus Admin
	Exploratory	Undergraduate Studies
	Hospitality Management	Foundations Leadership Admin
	Info Tech for Admin Professionals	Technology
	Justice Studies	Regional Campus Admin
	Mechanical Engineering Tech	Technology
	No Major Required	Regional Campus Admin
	Pre-Nursing	Nursing
	Pre-Occupational Therapy Assstg	Health Sciences
	Pre-Physical Therapy Assisting	Health Sciences
	Pre-Radiologic Technology-AAS	Health Sciences
	Pre-Respiratory Therapy Tech	Health Sciences
	AED-General	Architecture
	Architectural Studies	Architecture

15. Run the report

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

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

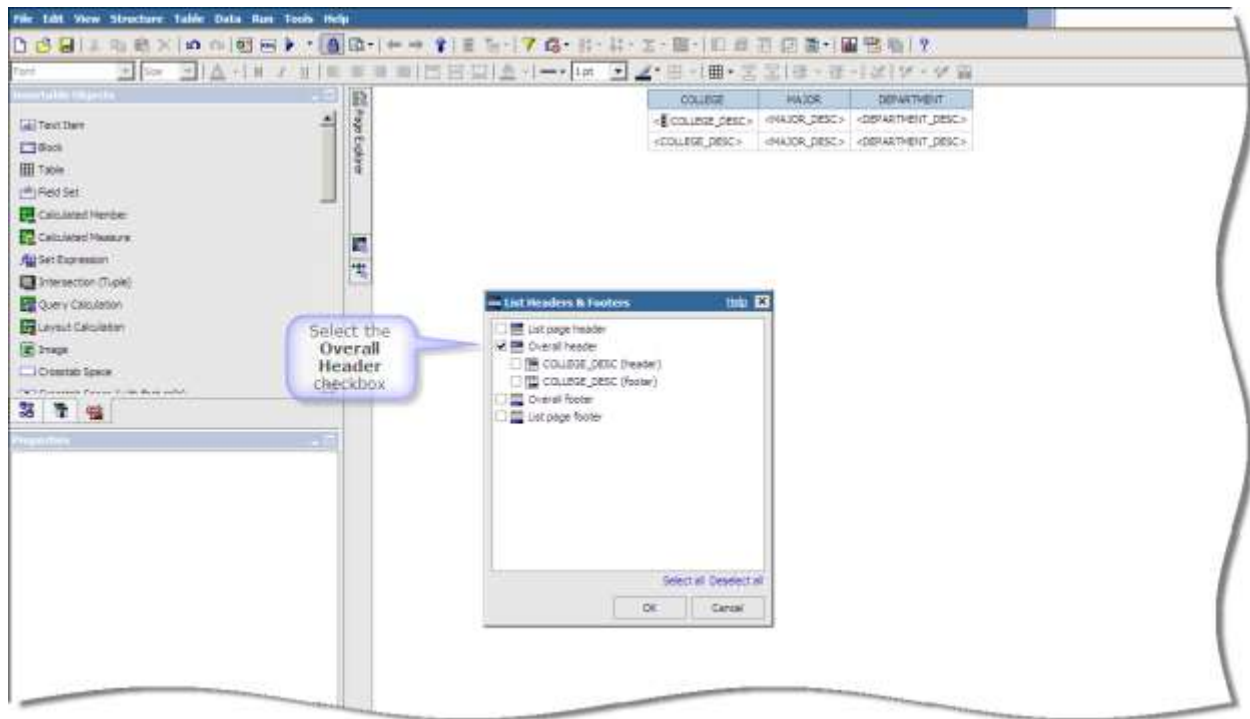
Overall Headers & Footers

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

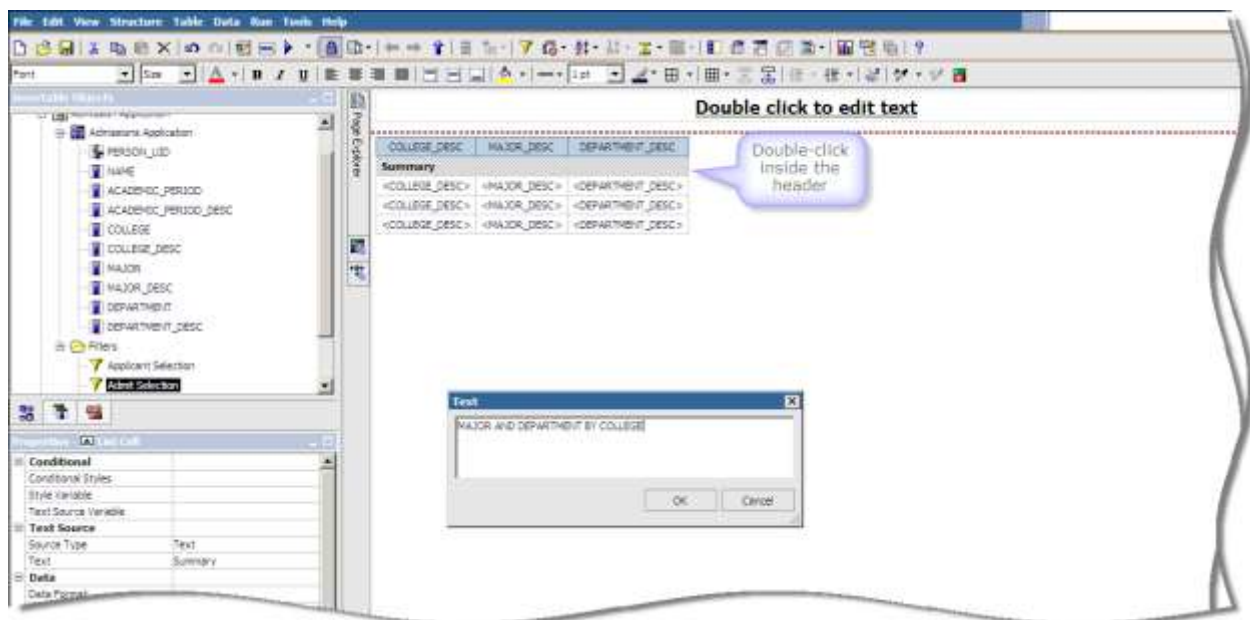
Steps:

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

Cognos - Creating Headers and Footers



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

COLLEGE_DESC	MAJOR_DESC	DEPARTMENT_DESC
Coll of Arch and Env Design	Architecture	Architecture
	AED-General	Architecture
	Interior Design	Architecture
	Architectural Studies	Architecture
Coll of Ed Health Human Svcs	Athletic Training	Health Sciences
	Autism Spectrum Intern: Special	Lifespan Dev and Educ Sciences
	C1 - Math Specialization	Teaching Learning and Curricul
	Counsel/Human Origin Svcs	Lifespan Dev and Educ Sciences
	Early Childhood Education	Teaching Learning and Curricul
	Educ Admin-K-12 Leadership	Foundations Leadership Admin
	Educ Health/Human Service Gen	Education
	Educational Psychology	Lifespan Dev and Educ Sciences
	Evaluation and Measurement	Foundations Leadership Admin
	Family Studies	Lifespan Dev and Educ Sciences
	Guest Admission	Education
	Health Education and Promotion	Health Sciences
	High Educ and Student Personl	Foundations Leadership Admin
	Integrated Business Education	Teaching Learning and Curricul
	Integrated Health Studies	Health Sciences
	Integrated Mathematics	Teaching Learning and Curricul
COLLEGE_DESC	MAJOR_DESC	
MAJOR AND DEPARTMENT BY COLLEGE		
Ashtabula Campus	Computer Technology	T
	Mechanical Engineering Tech	T
	No Major Required	T
	Pre-Nursing	T
	Pre-Physical Therapy Assisting	T
	Pre-Respiratory Therapy Tech	T
	Business Management Technology	T
	Hospitality Management	T
	Applied Studies	E
	Exploratory	L
	Info Tech for Admin Professionals	T
	Justice Studies	T
	Pre-Occupational Therapy Assig	T
	Accounting Technology	T
	CAD/Design Technology	T
	Early Admission - Option A	E
	Early Admission - Option B	E
	Pre-Radiologic Technology-AAS	A
Coll of Arch and Env Design	Guest Admission	A
	Urban Design	A

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).



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