KENT STATE UNIVERSITY
IS TECHNICAL TRAINING

COGNOS

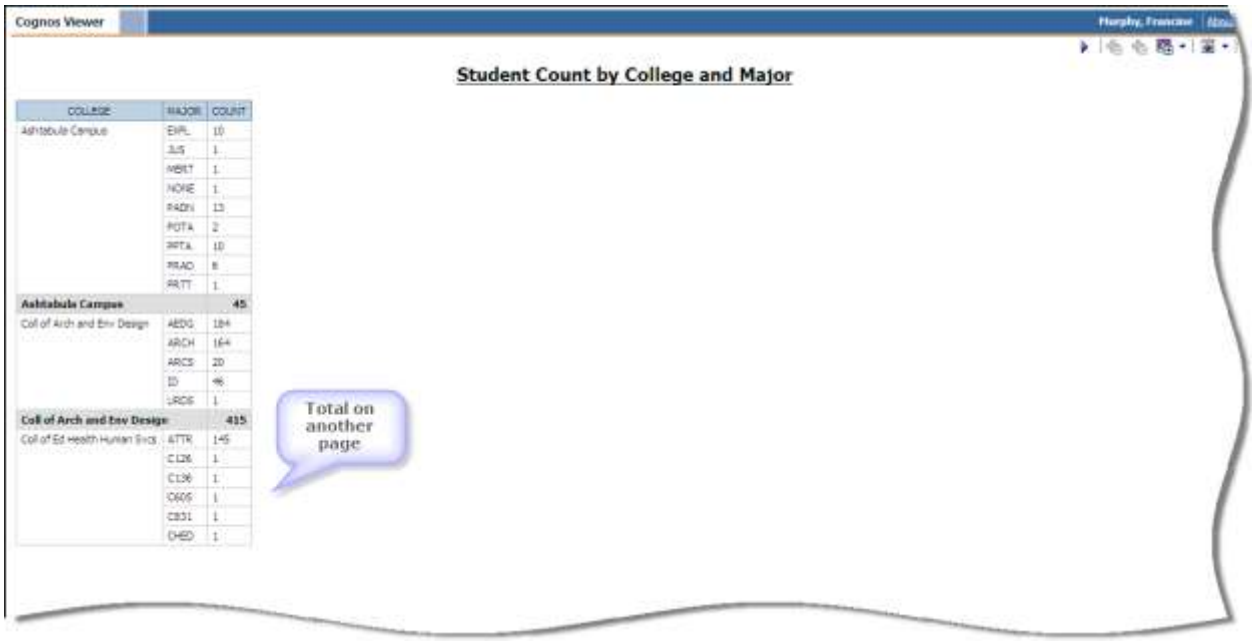
Inserting Page Breaks

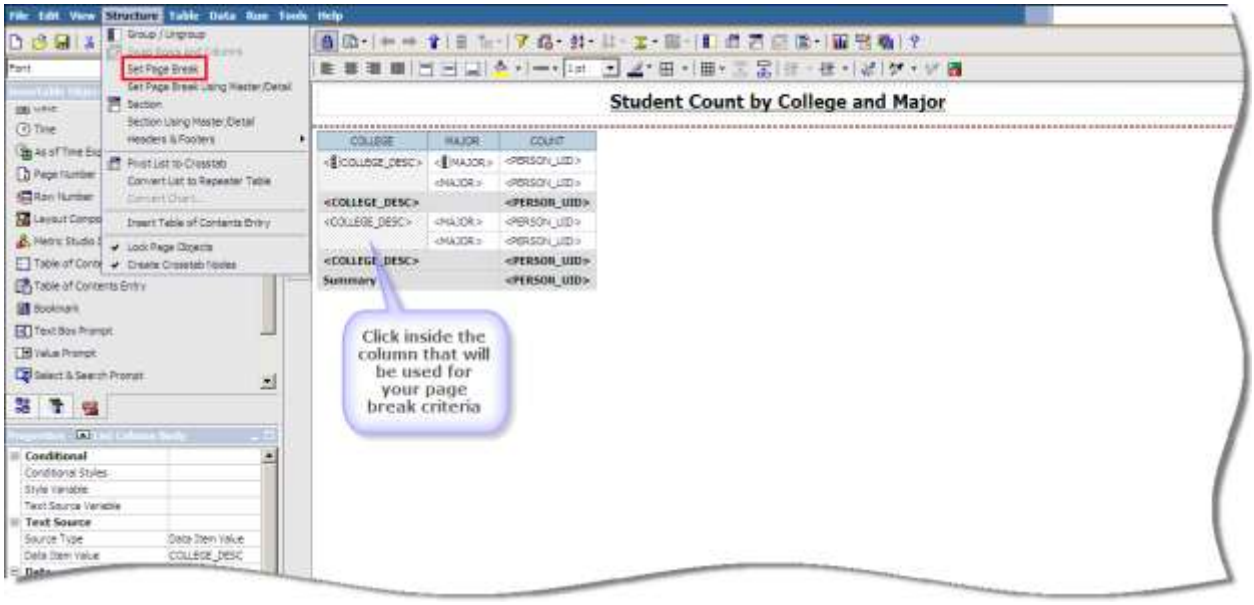
You can create customized page breaks in Cognos that allow you to select the criteria. For example, in the Student Count by College and Major report, you may want a page break inserted for each new college. This document is a demonstration of Simple Page Breaks.

The default number of rows per page for HTML is 20; when viewing larger lists, you may want to increase

Simple Page Breaks

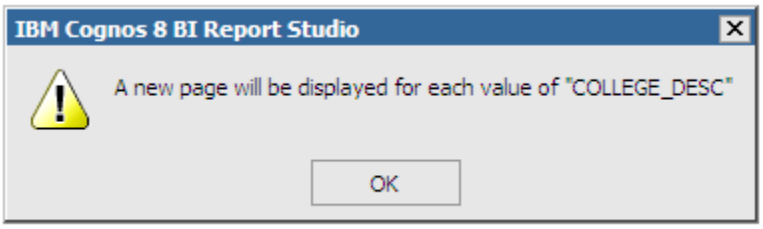
As you can see from the sample below, when you allow Cognos to use the default settings, you may not have all of the information on the same page.



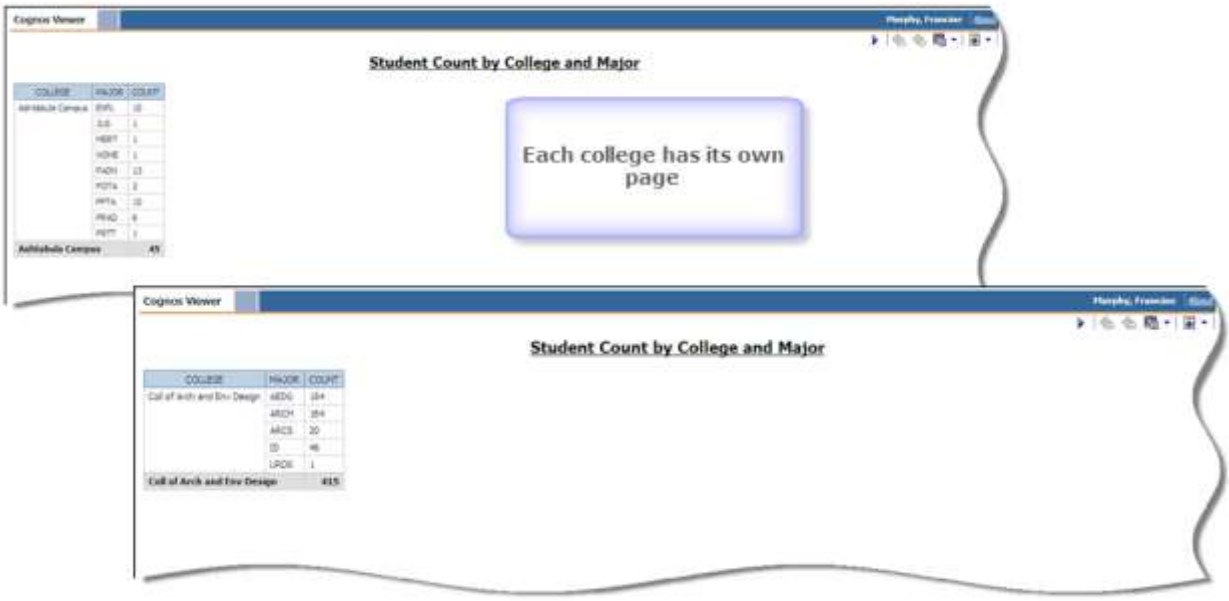


Follow these steps to create a simple page break:

1. Click inside the column that will be used for your page break
2. Select the **Structure** menu item
3. Select **Set Page Break**



4. A message will display confirming the page break
5. Run your report


Cognos Viewer
Student Count by College and Major
Each college has its own page
Cognos Viewer
Student Count by College and Major

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).

KENT STATE UNIVERSITY
IS TECHNICAL TRAINING

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

©2012 This information is provided by the Division of Information Services, Kent State University and is proprietary and confidential. These materials are made available for the exclusive use of Kent State University employees, and shall not be duplicated, published or disclosed for other purposes without written permission.