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*

A message will display confirming the page break

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

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