Do you have a multi-page report that is consistently and most typically printed as a PDF document, or sent as a PDF document via email by an Analytics Agent? Could that PDF version of your report use some custom page breaks?

Depending on the structure of your initial analysis, and how you're willing or able to modify it, it might be possible to add page breaks to the printed or PDF version of the analysis. As the creator or editor of the analysis, you can dictate where those page breaks will be.

Why Add Page Breaks?

Suppose you have an analysis, typically just printed or sent via email as a PDF document by an Analytics Agent, that includes a table of data that extends across two or more printed pages. In that table, you have sections of information – years, terms, departments, account numbers, etc.

When you print the report or export it to a PDF document, however, the table is just broken up at the point where each printed page is full of data. Sometimes, that leaves just a line or two of data on the next page. Sometimes, the analysis page breaks one or two rows above or below what seems to you to be a more natural point for a page break.

Original Analysis
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Some of those sections might be large enough that you'd like to have each section print on a separate page. Sometimes, as in our example, you'd just like to insert some page breaks in the printed or PDF version of the report for the sake of clarity.

If you're willing to do just a bit of work to adjust the layout of the table or pivot table, you can probably add page breaks that will only affect the printed or PDF layouts. This procedure will also change the way the report is being displayed on the screen in Analytics, but that may be a lesser concern than how it appears in printed form. If the change in the on-screen display is a concern, you'll have to weigh the benefits and drawbacks for yourself and decide which is best for you.

How Do I Insert Page Breaks?

In our example, we have a Financial analysis. That report has a data column named Source of Funds as the left-most data column. That data column in broken up into Government funds and Private funds. When printing, all except one row of data from the Private section of the report is on the first page. The last row of Private data, the Private total, and the Grand Total are on the second page. You can choose to break it up differently.

1. Locate the analysis in the **Catalog** or by whatever means you typically use. Click the **Edit** link or otherwise get to the Results tab of the analysis.
2. On the **Results** tab, click the **edit** (pencil) button for the table or the pivot table. In the **Layout** pane at the bottom-right of the screen, be sure you can see the **Sections** area and either the **Table > Columns and Measures** area or the **Pivot Table > Rows** area, as appropriate.
3. Locate the data column you wish to use as the basis for the page breaks in the printed version. In our example, that's the **Source of Funds** data column. It's in the **Pivot Table > Rows** area.
4. Click the **More Options** button for the selected data column and click **Duplicate Layer**. The system will create a second copy of that data column. The copy will most likely appear on the far right end of the Rows area.
   *Note: This is an optional step. If you'd prefer, you can skip this step and move on to step 4.*
5. Move the duplicate data column (or the original, if you skipped step 3) from the **Rows** area up into the **Sections** area.
   This will break the report up into sections, as the name implies. This also gives you an opportunity to define how those sections will behave on a printed or PDF version of the analysis.
6. Click the **Section Properties** button. It's the second button to the right of the word **Sections**. *(See top image to the right)*
7. Click the drop-down arrow for the **Insert Page Break** field in the **Options** portion of the Section Properties screen. The drop-down allows you to choose one of four options:
   a. **No Page Break**
   b. **Innermost Column** refers to the first column in the Sections area
   c. **Outermost Column** refers to the last column in the Sections area
   d. **Specific Column** lists all columns in the Sections area. You can only choose one column.
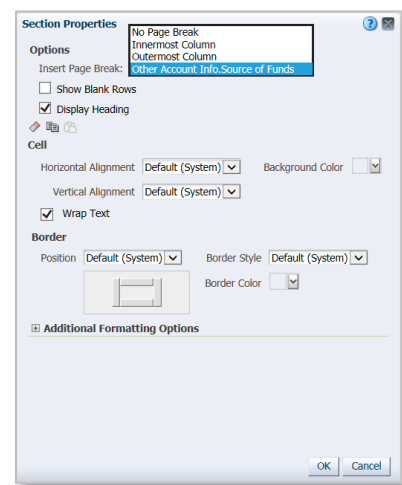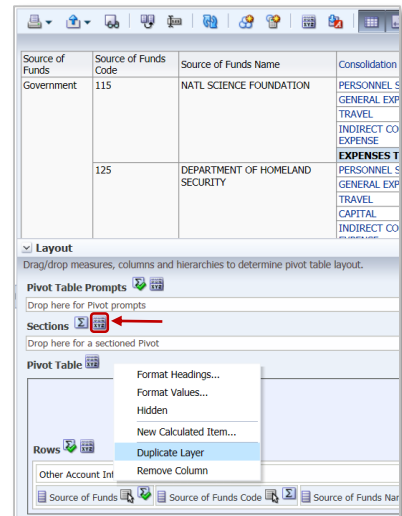
With only one data column in the Sections area, you could select any of the last three options. They'll all function in the same way. If you have more than one data column in the Sections area, you'll have to be more careful. If you need to combine two or more data columns for the page break, you'll have to concatenate them. Instructions for concatenation are not included in this document.

Select the name of the data column you wish to use to establish page breaks. While you're on this screen, you might also check the **Display Heading** checkbox. That will place the name of the data column next to the value that is now the section heading. Click **OK**.

8. Click the **Done** button in the upper-right corner of the screen to return to the default **Results** screen. The pivot table (or table) has now been broken up into sections. Each section has its own unique little header, and each section has its own Grand Total. In addition, the entire analysis is displayed on-screen, and is no longer paginated as it had been. If there are several hundred rows of data in the analysis, all of the rows are displayed by default.

Note: There is no longer an overall Grand Total for the entire analysis. The dollar amounts in this analysis used to total across *sections; now they just total* within *sections. You'll have to weigh the options for yourself. Do you prefer an analysis with page breaks and no overall Grand Total, or an analysis with no defined page breaks but with an overall Grand Total?*

Modified Analysis
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As you can see, the on-screen report seen on the left is broken into two sections. Each of those sections is then printed on a separate page as it's exported to a PDF document. Once again, please note that, although there are Grand Totals on the report, they are totals for each section. There is no inherent grand total for the entire analysis.

Is There a Way to Restore the Grand Totals?

Depending on the structure of the analysis, how much detail is required, and how the report was initially constructed, it *may* be possible to create another table or pivot table in the analysis that would include just the minimum data required to display a grand total. The one-off instructions for that process are a bit more complex than can readily be explained in this relatively short document. One-on-one contact or communication via the UAccess Community, email, phone, or – better yet – Analytics Office Hours might better suffice.