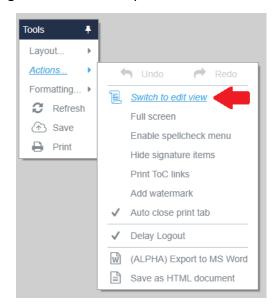
Page Breaks In QL2 Reports

When it comes to implementing pagination in your reports, we have designed tools that make the process a snap! Unlike some text editors, you should *never* repeatedly press the "Enter" key to achieve desired pagination in QL2 reports.

Types of Page Breaks

The first step to implementing pagination within a report is to make sure the report is in "Edit view".



If the menu option says "Switch to document view", you are already in "Edit view" and no change is necessary.

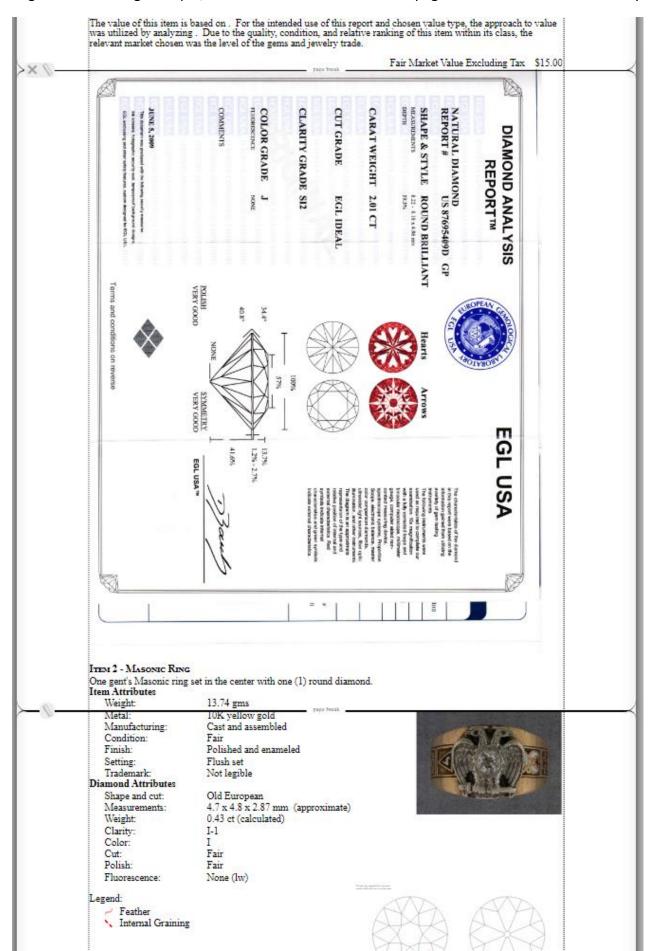
There are two types of page breaks in QL2 reports:



• Manual: Inserted manually either in a report template or in the created report. A manual page break can be removed by clicking the "X".

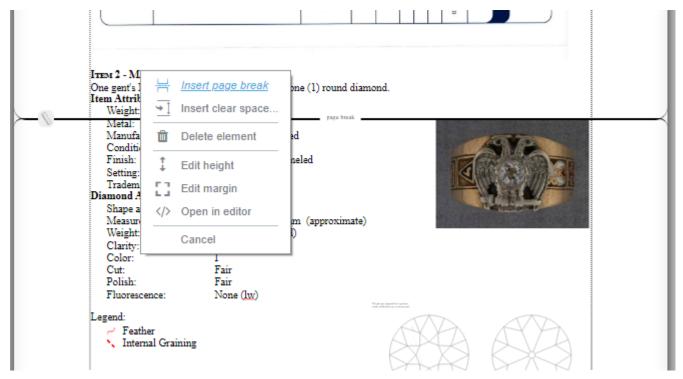


• **Automatic:** Inserted automatically by the pagination code within the created report when there is no more room on a given page.

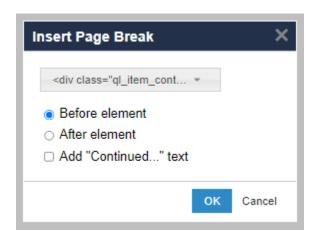


Notice that the Automatic page break appears within the details of the second item in the report. A better layout would be achieved by placing the page break before the second item.

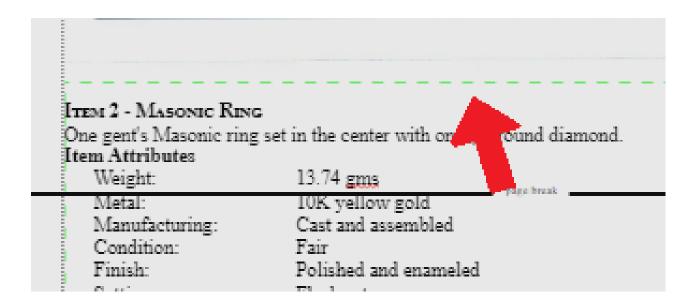
• Start by right-clicking with your mouse in the heading for "Item 2" and then select "Insert page break" from the resulting popup menu.



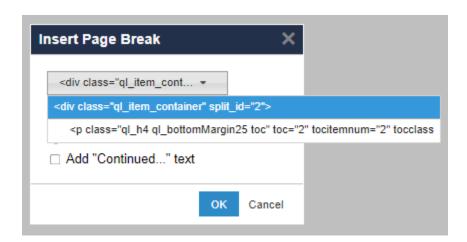
• The resulting dialog provides options for where the page break will be inserted. You can also choose to add "Continued..." before the page break to indicate continuation on the next page of the report. The desired "Continued..." text can be set in Options.



• In most cases, the default settings will be what you want to use. You will also notice a moving, green, dashed line highlight around the element that is selected as the page break target.

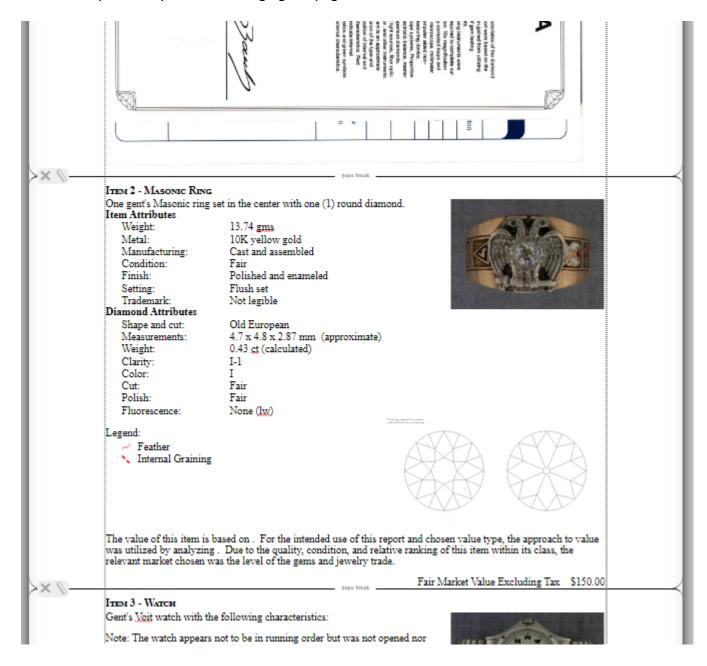


• If you need to change the target element, you can select from the elements list at the top of the dialog. Selecting a different element in the list will change the green highlight to the new selection.



• After setting any options in the dialog, click the "OK" button to insert the page break.

Here is the improved layout after changing the page break.



Page breaks inserted in this way can be removed using the "X" on the left side of the break. You can also use the "Undo" command or Ctrl+Z to remove the added break.

Always remember that we are here to help should you encounter an issue within a created report. Just contact us and we'll be happy to login and take a look.