

How Do I...

Add a Page Break Between Contacts?

Problem

I have a report that shows a contact and his giving history for my solicitors. Each report is not quite a full page; however, I do not want the next contact to start printing until a new page.

Solution

By defining a group and configuring the appropriate settings, we can make the report print a new contact profile each page.

Process

1. Open the report for editing that needs to be printed by page.
2. Go to Report → Groups...
3. From the Data Field dropdown, select a unique field representing the individual page.

For a CONTACT, this might be IND_ID, for a PLEDGE, this might be PC_ID.

*This field should be unique for each page. For example, while Contact Name is **mostly** unique, it's possible you have two John Smiths. Therefore, if no ID field is available, it is recommended to modify the date to include one. For assistance, refer to the support site and other "How Do I?" docs.*

4. Check *Start new page*. This will create a new page each time the Data Field changes.
5. Other settings can be set as well.

Reset Page Number: Sets the page number back to 1 for each new Data Field

Start on an odd page: If the new page would be an even page number, skips a second page (ex, page 2 would become page 3)

Create new file: When exporting the report, a separate file is generated instead of just a new page

Email new file: Similar to *Create new file*, when emailing the report, a new email is sent for each Data Field

Keep group together: Attempts to keep the entire Data Field block together on one page.

Prevent orphans: If only the Group Header/Footer prints on a page, the detail section will be adjusted to print with the header/footer section

Repeat group headers on subsequent pages: When a section spans more than one page, should the group header section be repeated

6. Once complete, click OK.
7. Other changes are frequently desired when a group change is made such as adding fields like Contact Name to a Group Header.

