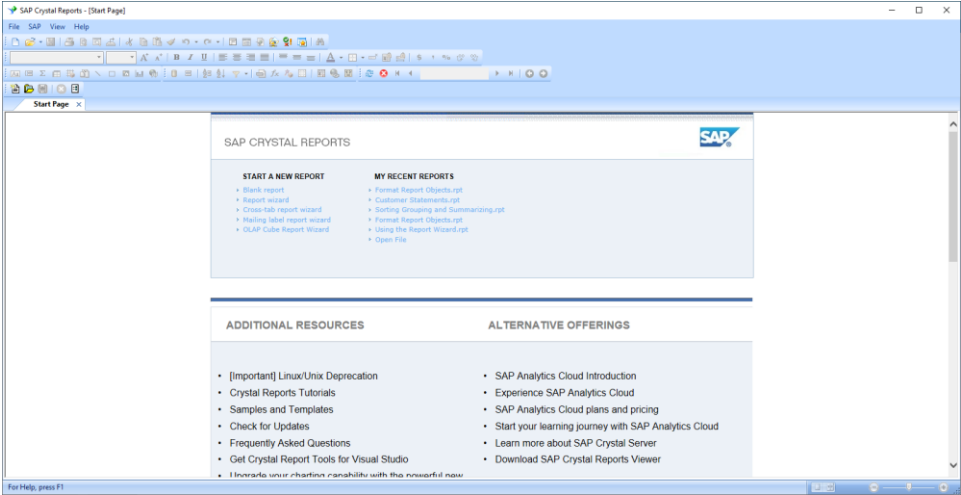
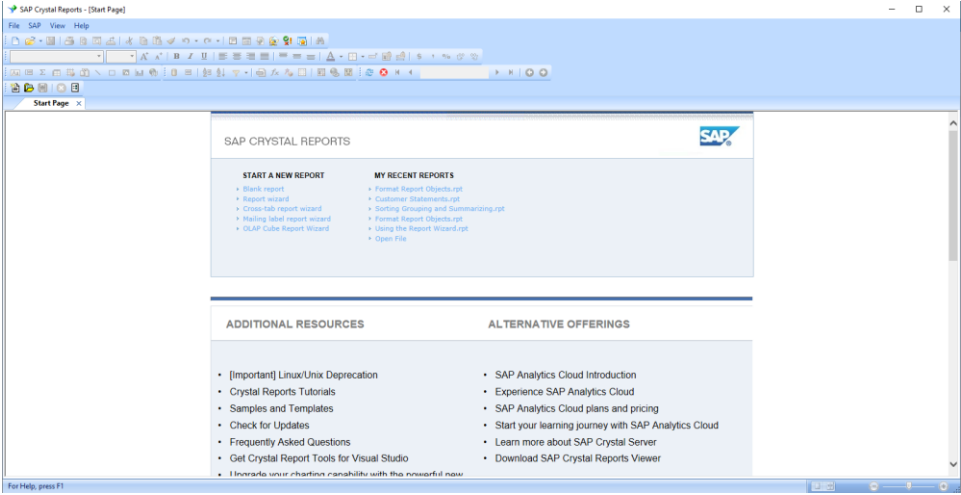
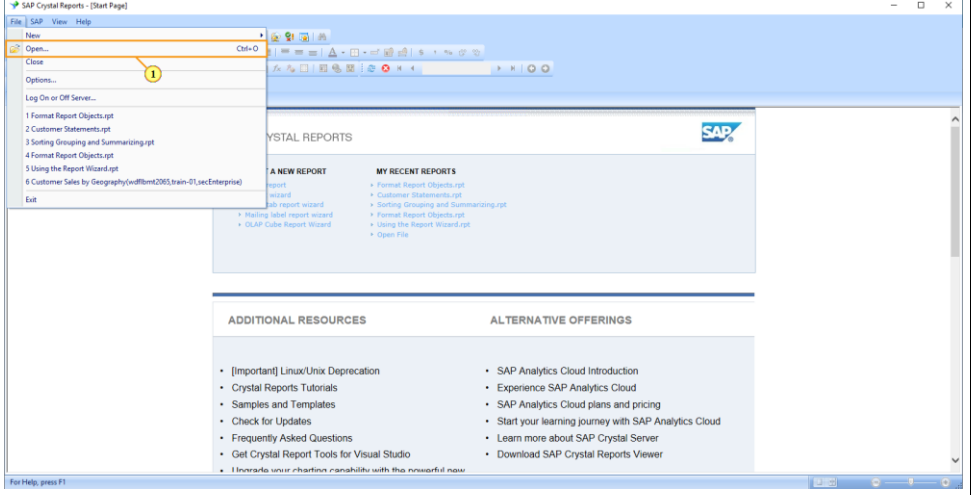
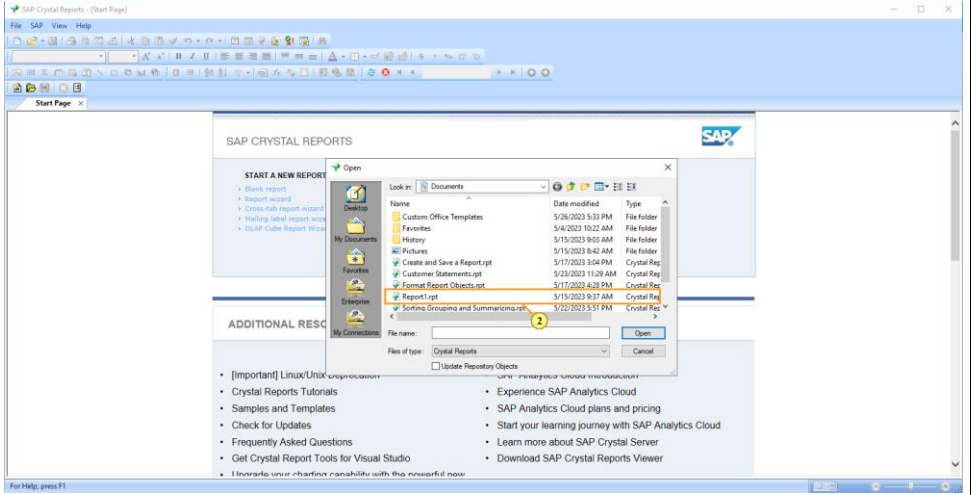
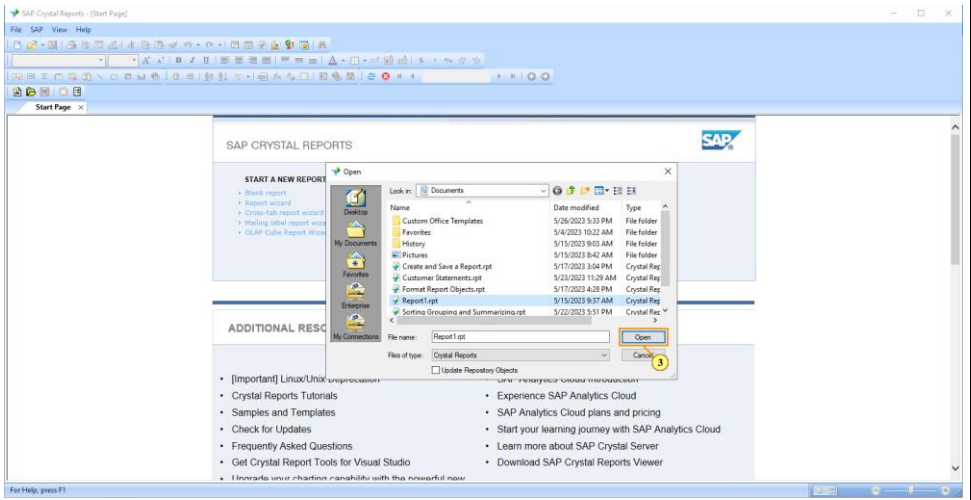


Set Page Breaks on a Report

Explanation	Screenshot
<div><div></div><p>You need a report displaying customer statements, where each customer starts on its own page. You will use options in the Section Expert and Group Expert to control pagination and the display of data.</p><p>To know more about how to set page breaks on a report, follow this interactive tutorial.</p></div>	 A screenshot of the SAP Crystal Reports Start Page. The window title is 'SAP Crystal Reports - [Start Page]'. It features a menu bar with 'File', 'SAP', 'View', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'SAP CRYSTAL REPORTS' and includes sections for 'START A NEW REPORT' (with links like Blank report, Report wizard, Cross-tab report wizard, etc.), 'MY RECENT REPORTS' (listing recent reports like Personal Report Objects.rpt), 'ADDITIONAL RESOURCES' (with links to tutorials and updates), and 'ALTERNATIVE OFFERINGS' (with links to SAP Analytics Cloud and other offerings). The status bar at the bottom says 'For Help, press F1'.
<div><div></div><p>In the following steps, you will open an existing report.</p></div>	 A screenshot of the SAP Crystal Reports Start Page, identical to the one above. It shows the same window title, menu bar, toolbar, and main content area with sections for starting new reports, recent reports, additional resources, and alternative offerings. The status bar at the bottom says 'For Help, press F1'.

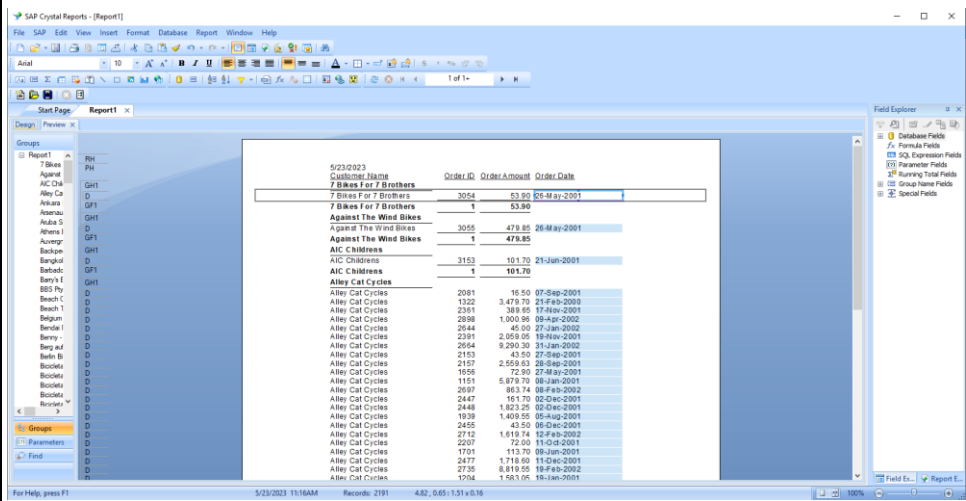
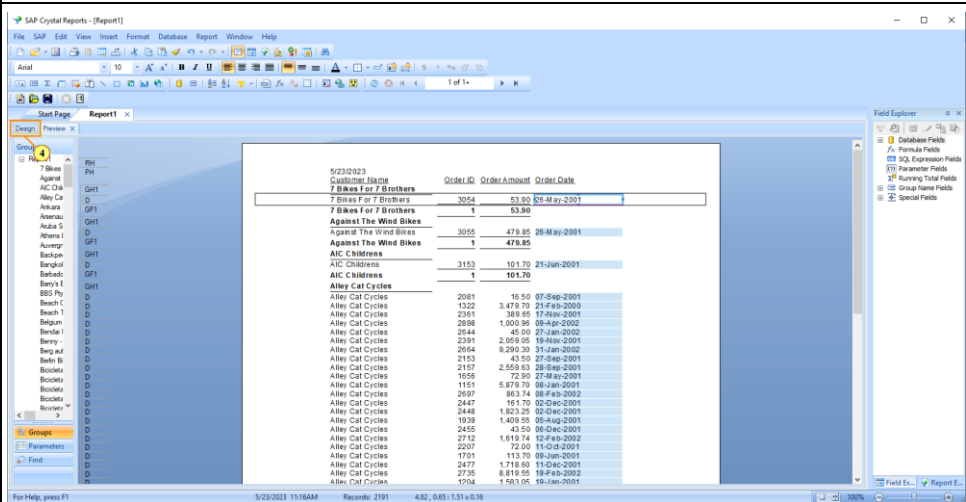
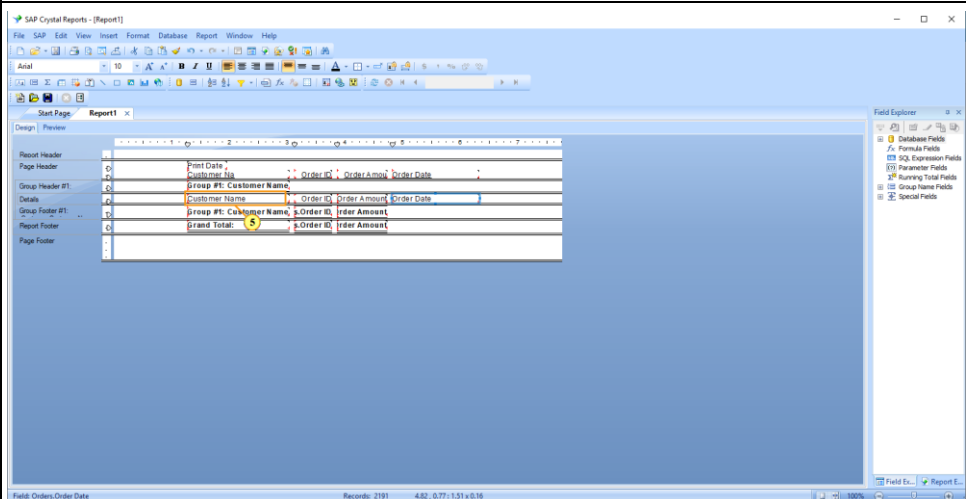
Explanation	Screenshot
<p>1. Choose <i>File &gt; Open</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports application window. The 'File' menu is open, and the 'Open...' option is highlighted with a red circle and the number 1. The background shows the 'SAP CRYSTAL REPORTS' start page with sections for 'A NEW REPORT', 'MY RECENT REPORTS', 'ADDITIONAL RESOURCES', and 'ALTERNATIVE OFFERINGS'.</p>
<p>2. Choose <i>Report1.rpt</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports application window. The 'File' menu is open, and the 'Open...' option is highlighted. A file explorer window is open, showing the 'Documents' folder. The file 'Report1.rpt' is selected in the list, and a red circle with the number 2 is placed over it. The background shows the 'SAP CRYSTAL REPORTS' start page.</p>
<p>3. Choose <i>Open</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports application window. The 'File' menu is open, and the 'Open...' option is highlighted. A file explorer window is open, showing the 'Documents' folder. The file 'Report1.rpt' is selected in the list. The 'Open' button at the bottom right of the file explorer window is highlighted with a red circle and the number 3. The background shows the 'SAP CRYSTAL REPORTS' start page.</p>

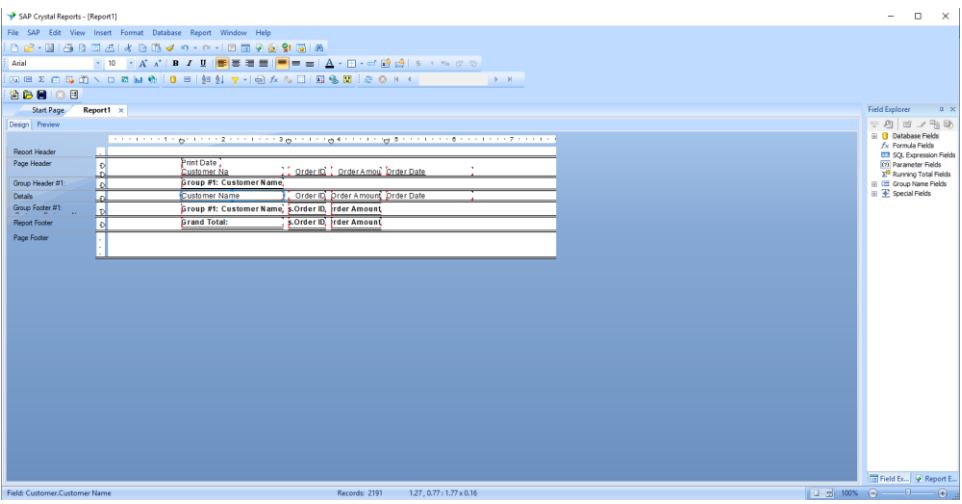
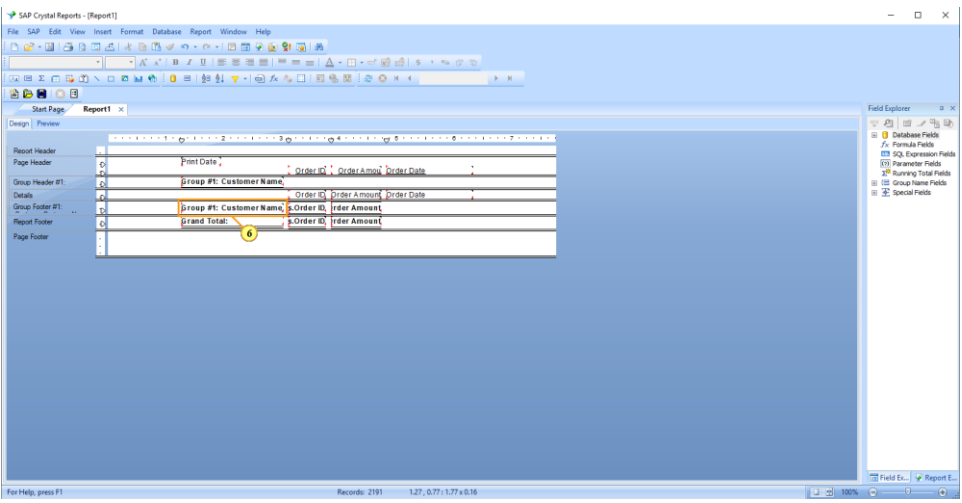
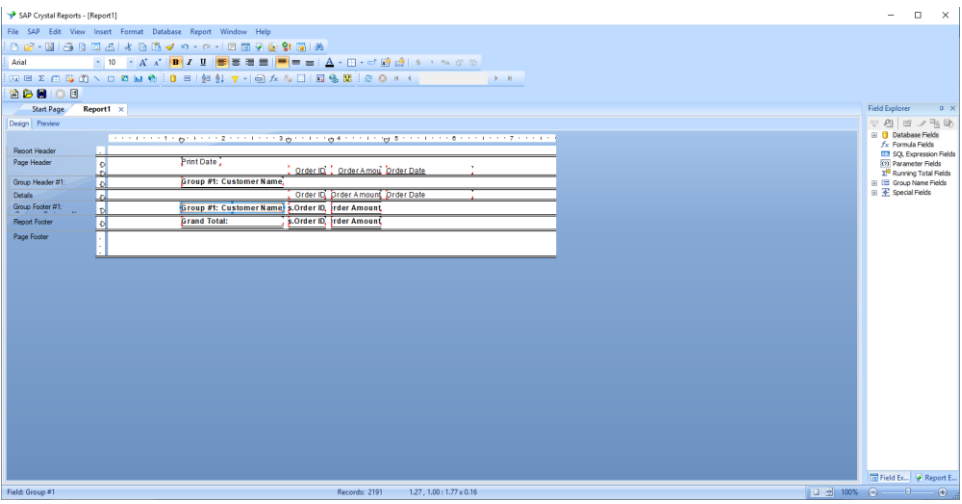
## Explanation

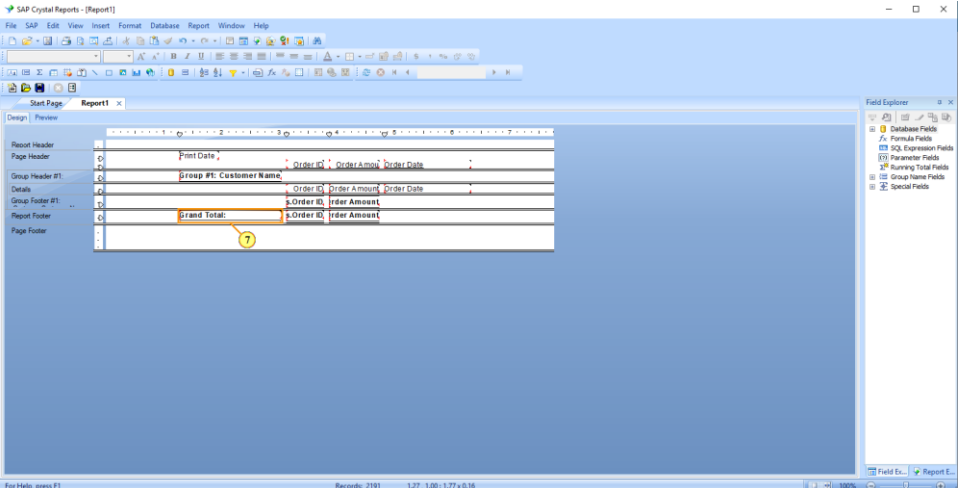
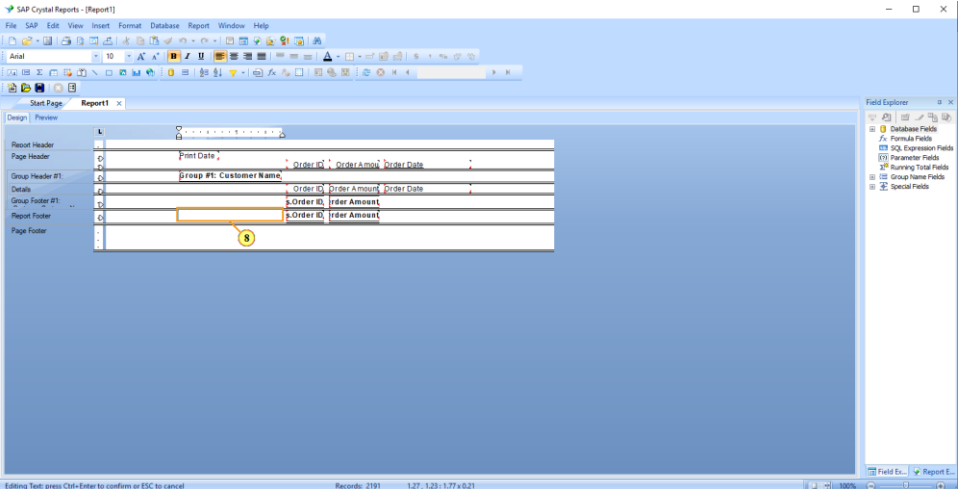
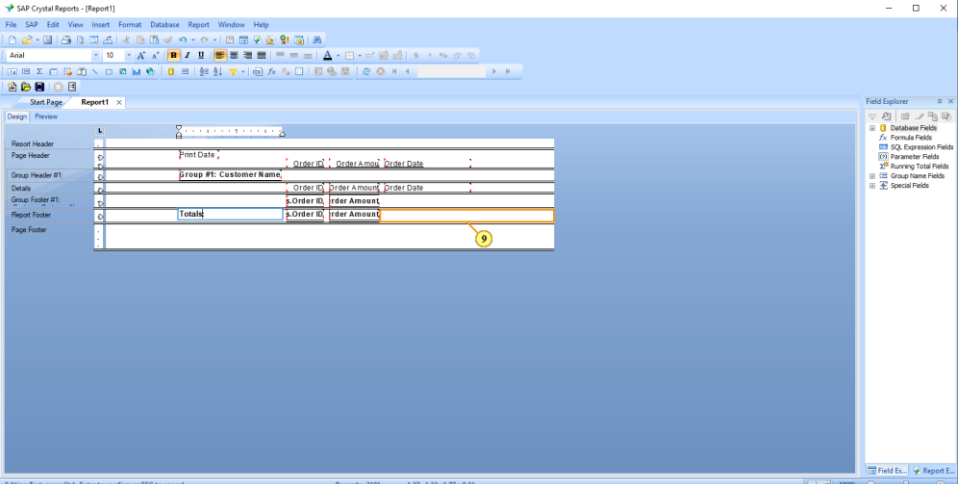


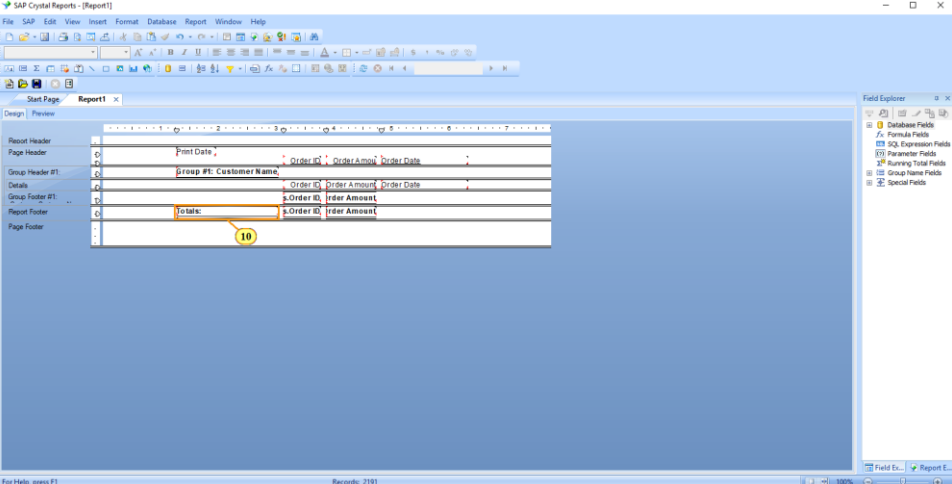
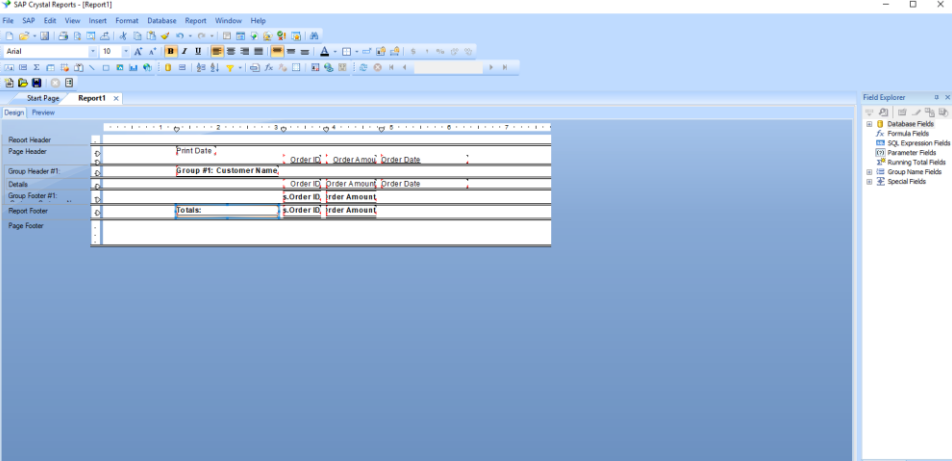

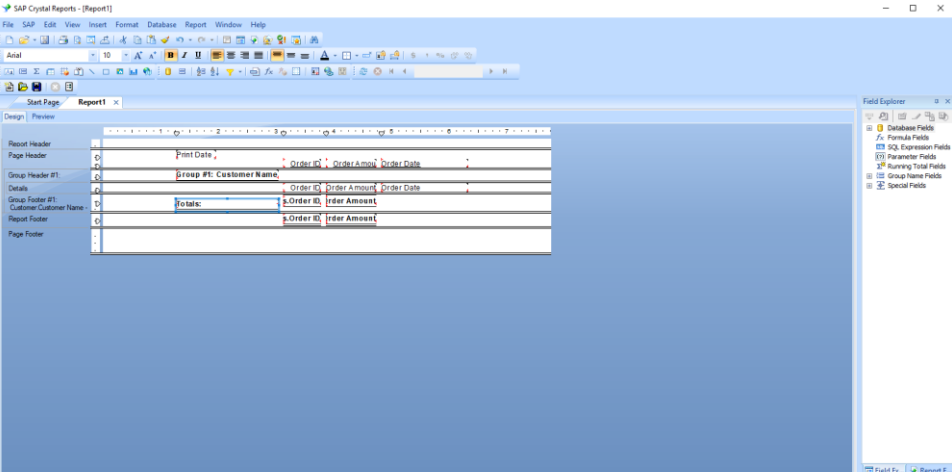
In the following steps, you will remove the customer name from the details and group footer section.

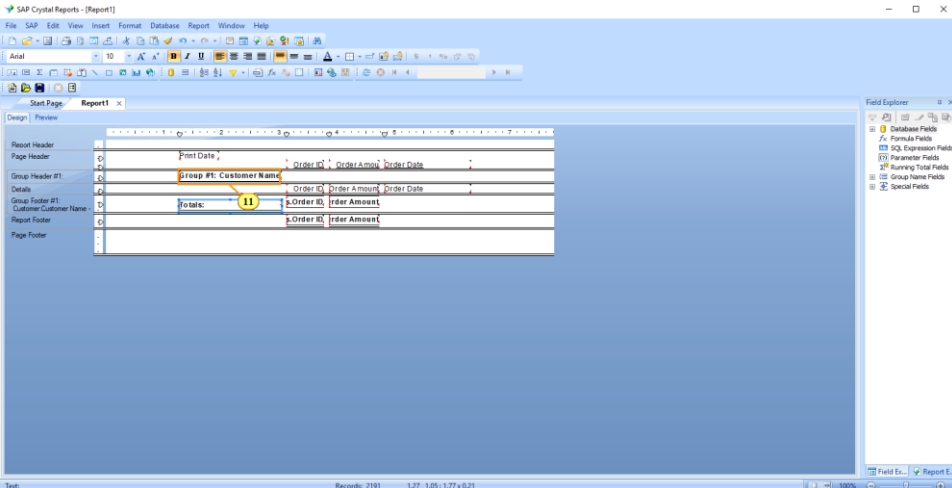
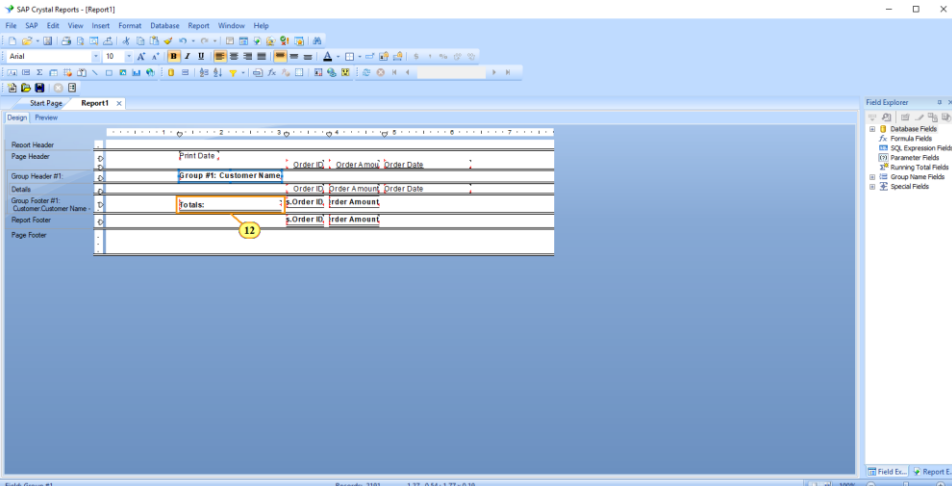

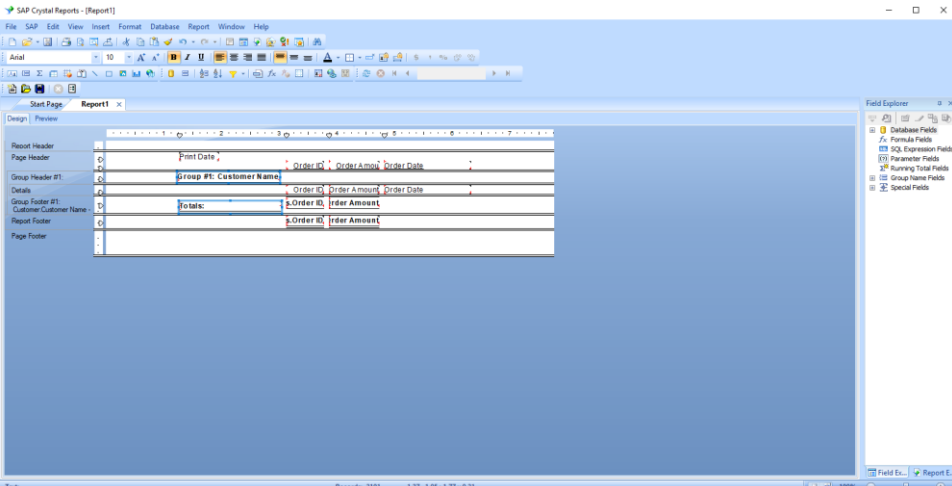
## Screenshot

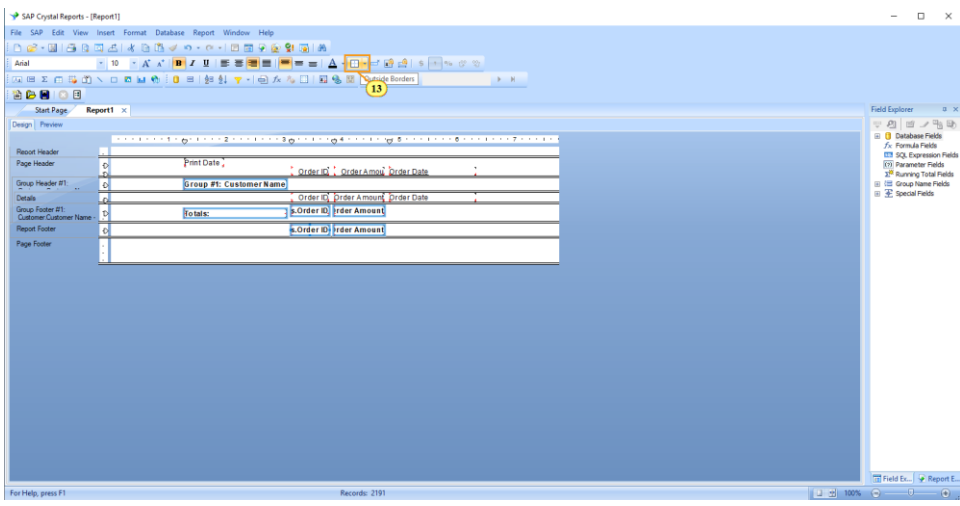
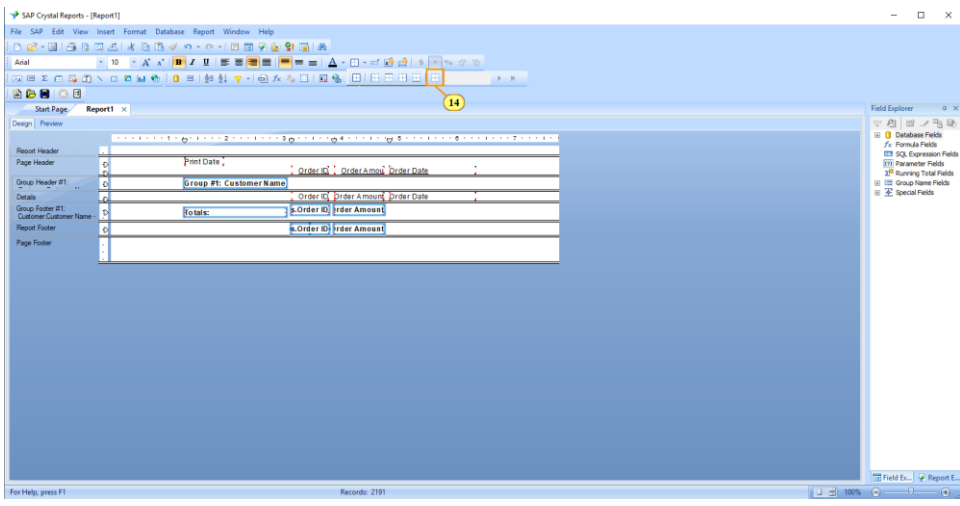

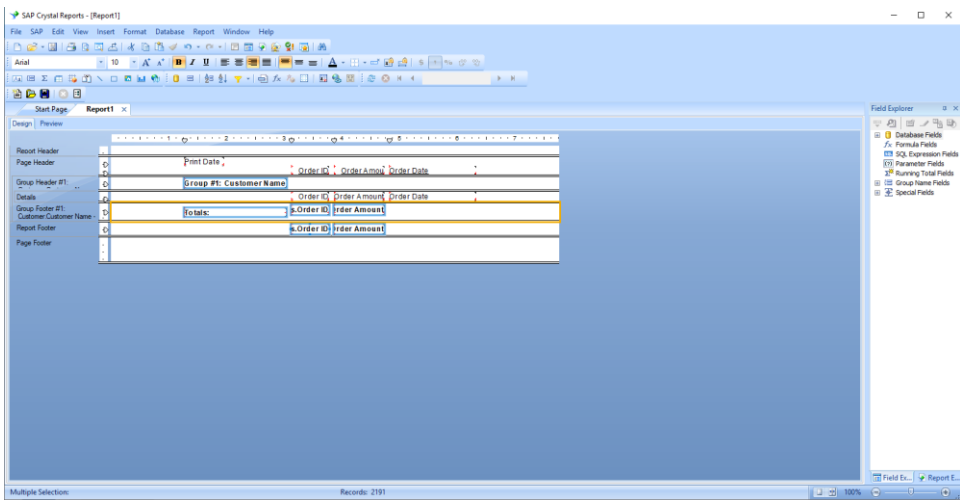
4. Choose *Design*.5. Choose *Customer Name*.

Explanation	Screenshot
Please press <b>Delete</b> .	
6. Choose <i>Group #1: Customer Name</i> .	
Please press <b>Delete</b> .	


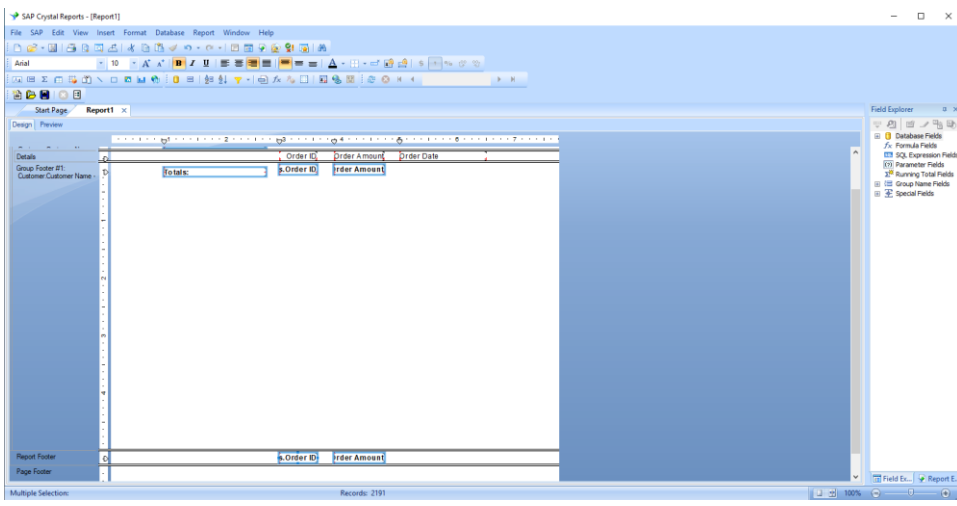
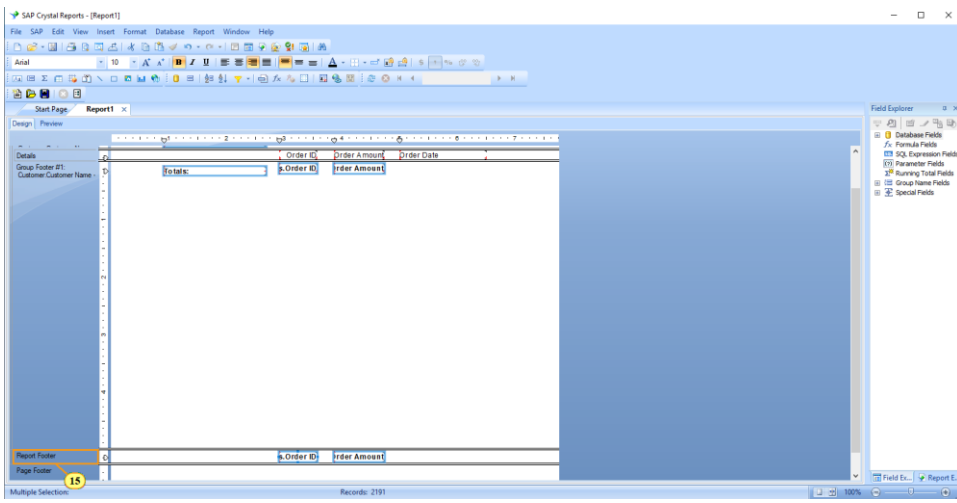
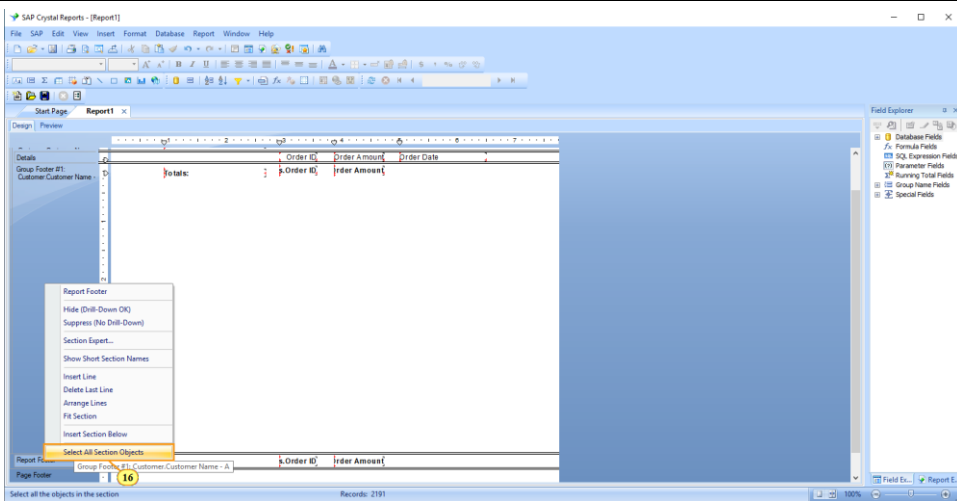
Explanation	Screenshot
<p>7. Choose <i>Grand Total</i> with the double-click.</p>	 <p>The screenshot shows the SAP Crystal Reports design view. The 'Report Footer' section is selected, and the 'Grand Total' field is highlighted with a double-click, indicated by a yellow circle with the number 7. The 'Field Explorer' on the right shows the 'Grand Total Fields' category selected.</p>
<p>8. In the <i>Text Object</i> field, enter <b>Totals:</b>.</p>	 <p>The screenshot shows the SAP Crystal Reports design view. The 'Report Footer' section is selected, and the 'Totals:' text is entered in the 'Text Object' field, indicated by a yellow circle with the number 8. The 'Field Explorer' on the right shows the 'Grand Total Fields' category selected.</p>
<p>9. Choose <i>Report Footer</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports design view. The 'Report Footer' section is selected, and the 'Totals:' text is entered in the 'Text Object' field, indicated by a yellow circle with the number 9. The 'Field Explorer' on the right shows the 'Grand Total Fields' category selected.</p>

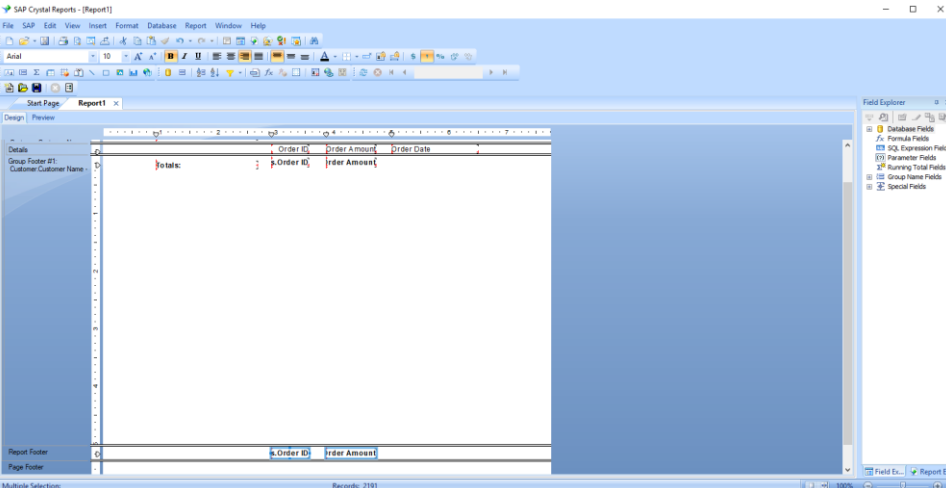
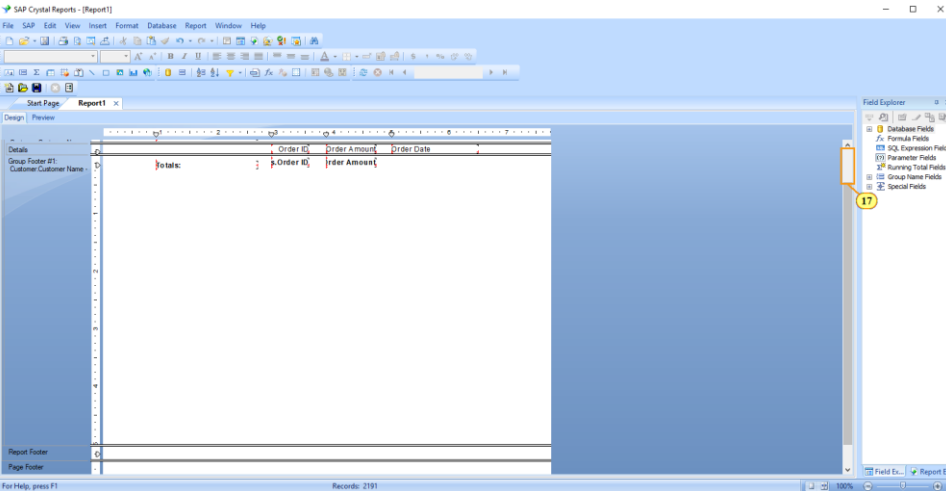
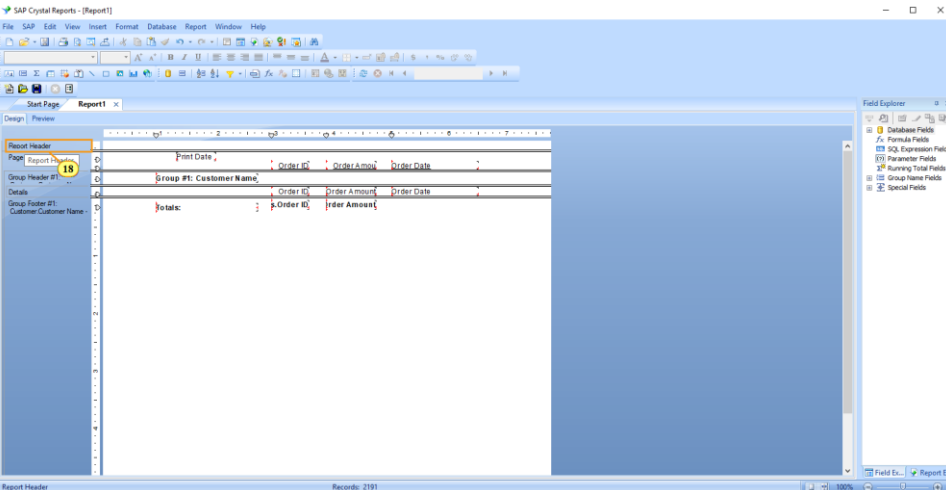
Explanation	Screenshot																
10. Choose <i>Totals</i> .	 <p>The screenshot shows the SAP Crystal Reports design view. The report structure is as follows:</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Fields</th> </tr> </thead> <tbody> <tr> <td>Report Header</td> <td>Print Date</td> </tr> <tr> <td>Page Header</td> <td>Order ID, Order Amount, Order Date</td> </tr> <tr> <td>Group Header #1</td> <td>Group #1: Customer Name</td> </tr> <tr> <td>Details</td> <td>Order ID, Order Amount, Order Date</td> </tr> <tr> <td>Group Footer #1</td> <td>Order ID, Order Amount</td> </tr> <tr> <td>Report Footer</td> <td>Totals: Order ID, Order Amount</td> </tr> <tr> <td>Page Footer</td> <td></td> </tr> </tbody> </table> <p>The 'Totals' group footer is highlighted with a yellow box and the number 10, indicating it is the selected section.</p>	Section	Fields	Report Header	Print Date	Page Header	Order ID, Order Amount, Order Date	Group Header #1	Group #1: Customer Name	Details	Order ID, Order Amount, Order Date	Group Footer #1	Order ID, Order Amount	Report Footer	Totals: Order ID, Order Amount	Page Footer	
Section	Fields																
Report Header	Print Date																
Page Header	Order ID, Order Amount, Order Date																
Group Header #1	Group #1: Customer Name																
Details	Order ID, Order Amount, Order Date																
Group Footer #1	Order ID, Order Amount																
Report Footer	Totals: Order ID, Order Amount																
Page Footer																	
Please press <b>Up</b> arrow key.	 <p>This screenshot is identical to the previous one, showing the 'Totals' group footer selected in the report design.</p>																
<p> In the following steps, you will remove the borders from all objects outside the page header section, adjust the position of the objects as necessary and add additional space to the group footer section.</p>	 <p>This screenshot is identical to the previous ones, showing the 'Totals' group footer selected in the report design.</p>																

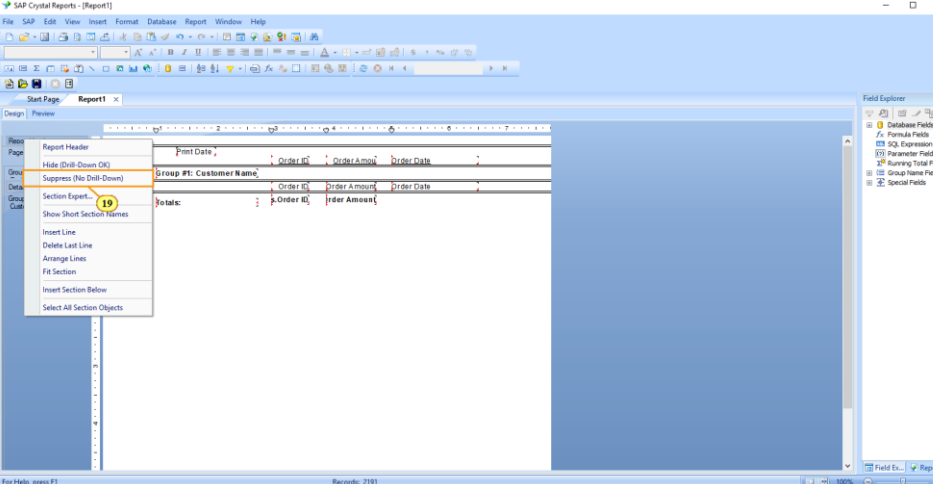
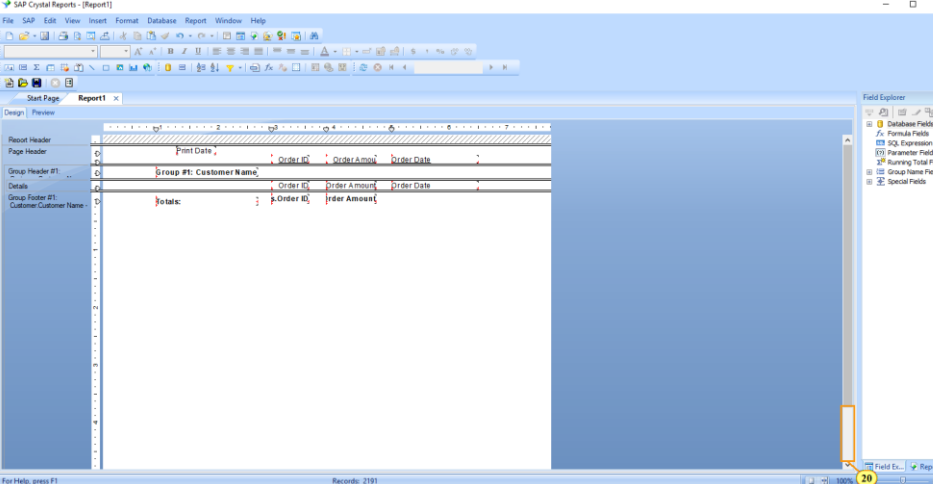
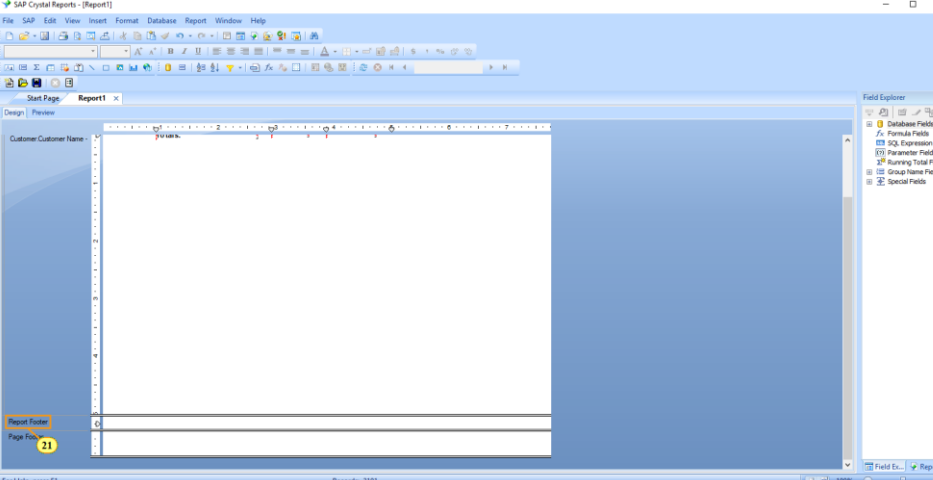
Explanation	Screenshot
<p>11. Choose <i>Group #1: Customer Name</i>.</p>	
<p>12. Choose <i>Totals</i>.</p> <p>Press <b>Shift</b> key while performing the action.</p>	
<p> Similarly, select all the items that need to have the border removed.</p> <p>For this tutorial, this step has been performed for you.</p>	

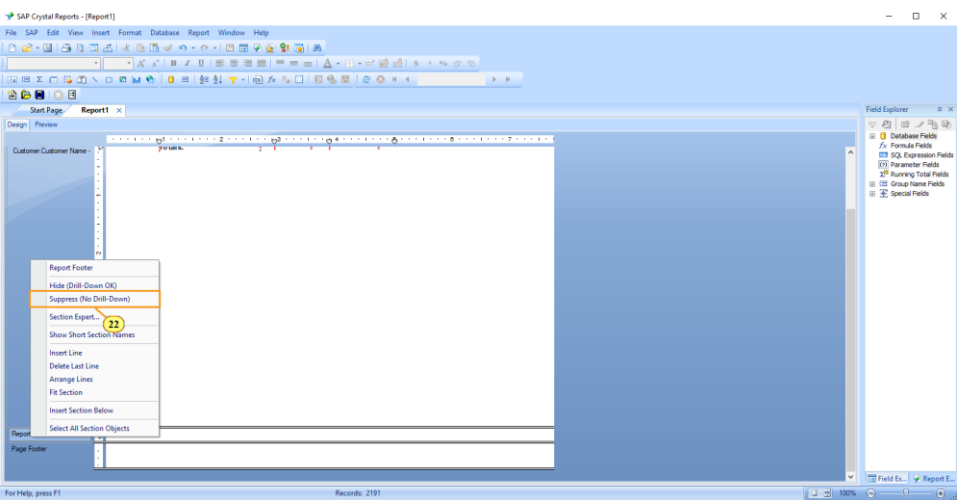

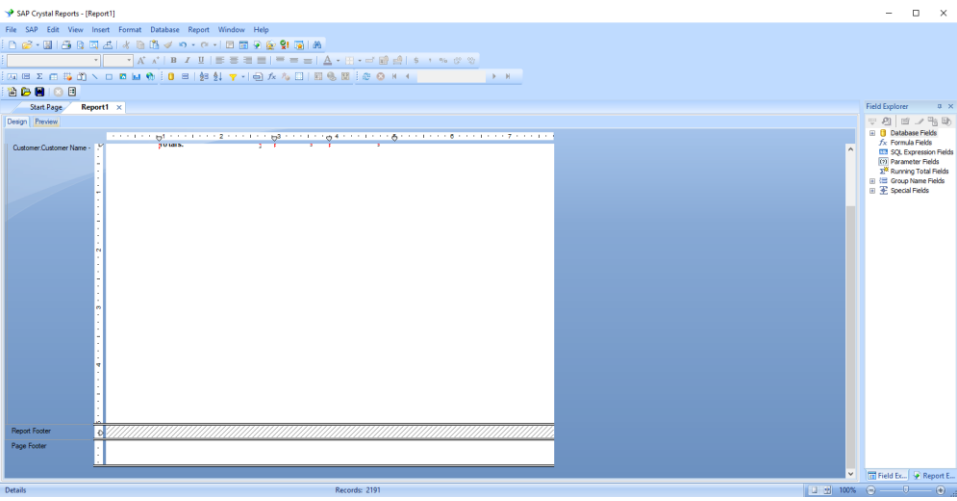
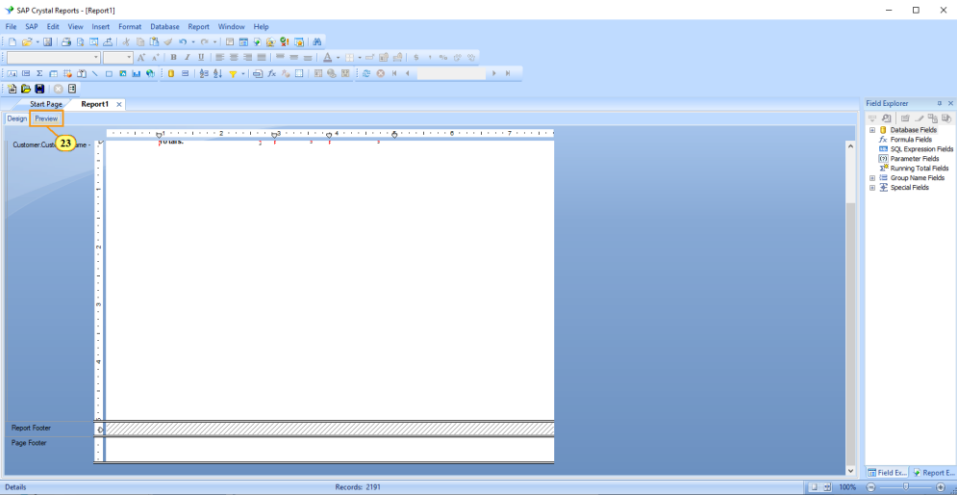
Explanation	Screenshot
<p>13. Choose <i>Outside Borders</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports design view. The 'Border' dropdown menu is open, and 'Outside Borders' is selected. The report layout includes a Report Header, Page Header, Group Header #1, Details, Group Footer #1, Customer-Customer Name, Report Footer, and Page Footer. The 'Field Explorer' on the right lists various fields like Database Fields, Formula Fields, SQL Expression Fields, Parameter Fields, Running Total Fields, Group Name Fields, and Special Fields.</p>
<p>14. Choose <i>No Border</i>.</p>	 <p>The screenshot shows the same SAP Crystal Reports design view. The 'Border' dropdown menu is open, and 'No Border' is selected. The report layout and 'Field Explorer' are the same as in the previous screenshot.</p>
<p> Modify the Group Footer section to a height of 5 inches and adjust all objects as necessary.</p> <p>For this tutorial, this step has been performed for you.</p>	 <p>The screenshot shows the same SAP Crystal Reports design view. The 'Group Footer #1' section is highlighted in yellow. The report layout and 'Field Explorer' are the same as in the previous screenshots.</p>



Explanation	Screenshot
<p> In the following steps, you will remove the remaining items in the report footer section and suppress the report header and footer sections.</p>	
<p>15. Choose <i>Report Footer</i> with the right-click.</p>	
<p>16. Choose <i>Select All Section Objects</i>.</p>	

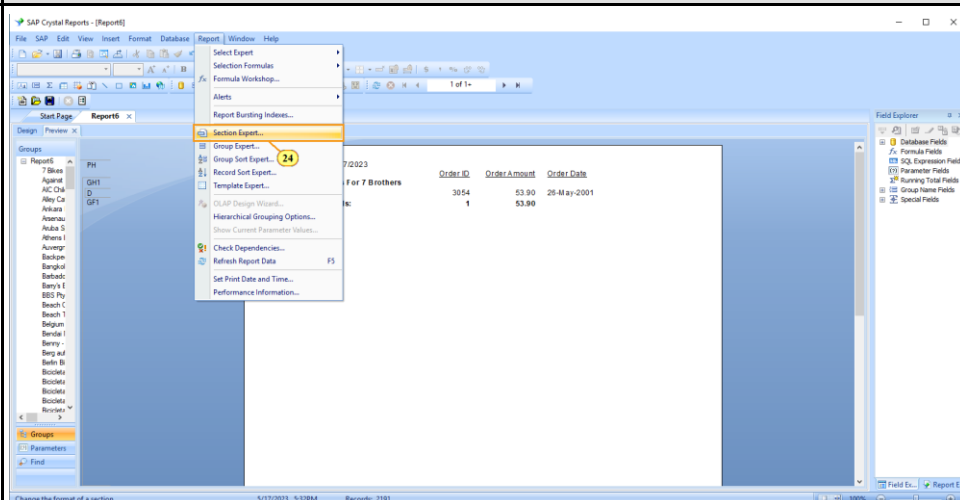
Explanation	Screenshot
<p>Please press <b>Delete</b>.</p>	
<p>17. To view header area, select the scroll bar to scroll up.</p>	
<p>18. Choose <i>Report Header</i> with the right-click.</p>	

Explanation	Screenshot
<p>19. Choose <i>Suppress (No Drill-Down)</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports interface. A right-click context menu is open over the 'Group #1: Customer Name' field in the report design. The menu options include 'Report Header', 'Page Header', 'Hide (Drill-Down OK)', 'Suppress (No Drill-Down)', 'Section Expert...', 'Show Short Section Names', 'Insert Line', 'Delete Last Line', 'Arrange Lines', 'Fit Section', 'Insert Section Below', and 'Select All Section Objects'. The 'Suppress (No Drill-Down)' option is highlighted with a yellow box and the number 19.</p>
<p>20. To view footer area, select the scroll bar to scroll down.</p>	 <p>The screenshot shows the SAP Crystal Reports interface. The report design area is mostly empty, indicating that the report has been scrolled down to the footer. A yellow box and the number 20 highlight the vertical scroll bar on the right side of the report design area.</p>
<p>21. Choose <i>Report Footer</i> with the right-click.</p>	 <p>The screenshot shows the SAP Crystal Reports interface. A right-click context menu is open over the 'Page Footer' field in the report design. The menu options include 'Customer/Customer Name', 'Report Footer', and 'Page Footer'. The 'Report Footer' option is highlighted with a yellow box and the number 21.</p>

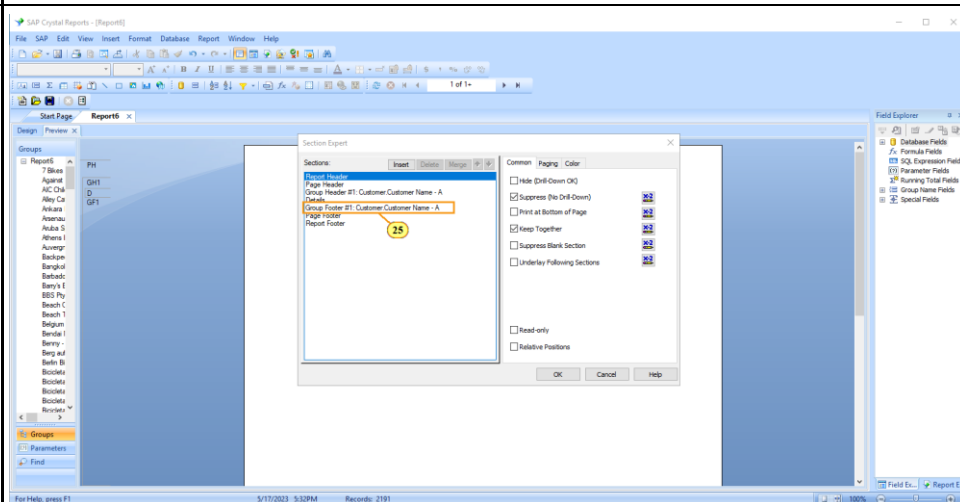
Explanation	Screenshot
22. Choose <i>Suppress (No Drill-Down)</i> .	
 In the following steps, you will preview the report and insert the appropriate page break.	
23. Choose <i>Preview</i> .	

**Explanation**

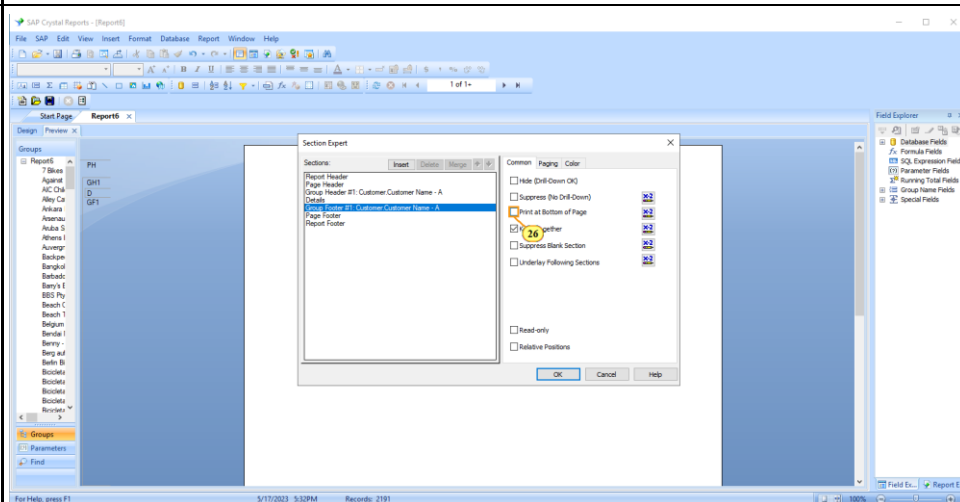
24. Choose *Report > Section Expert*.

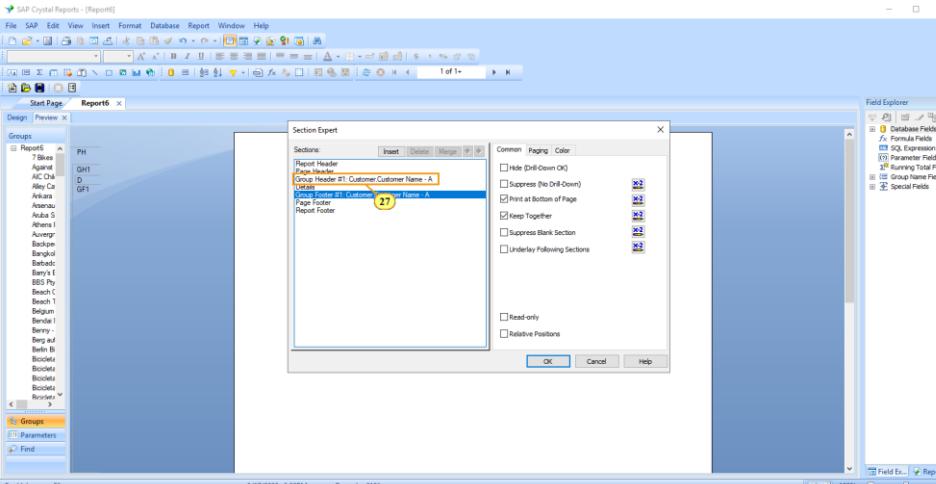
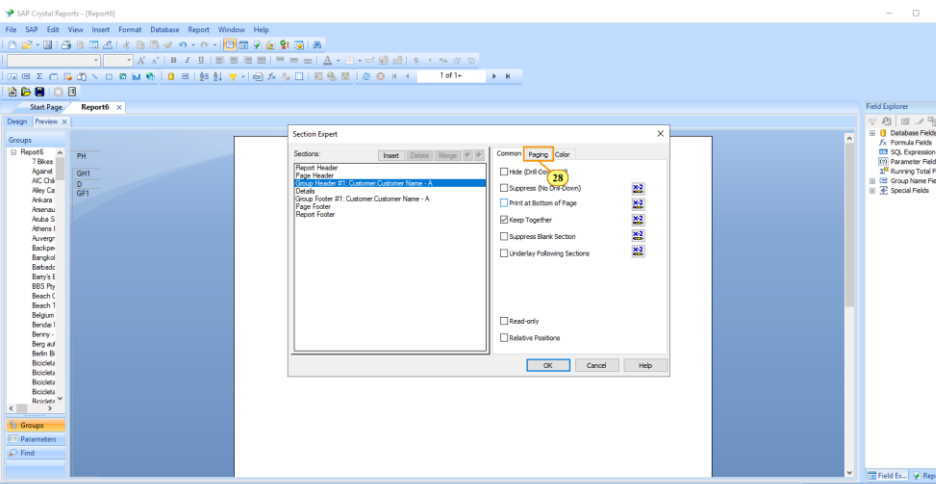
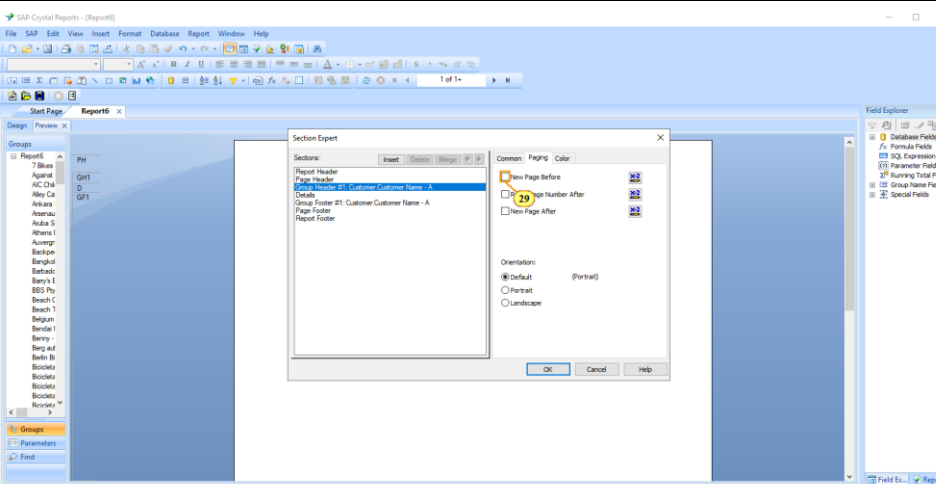
**Screenshot**

25. Choose *Group Footer #1: Customer.Customer Name - A*.



26. Enable *Print at Bottom of Page*.

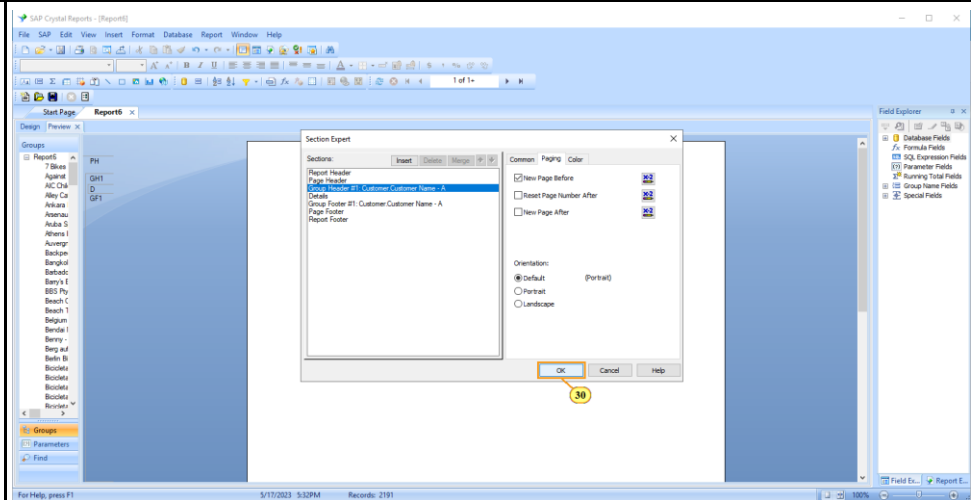


Explanation	Screenshot
<p>27. Choose <i>Group Header #1: Customer.Customer Name - A</i>.</p>	
<p>28. Choose <i>Paging</i>.</p>	
<p>29. Enable <i>New Page Before</i>.</p>	

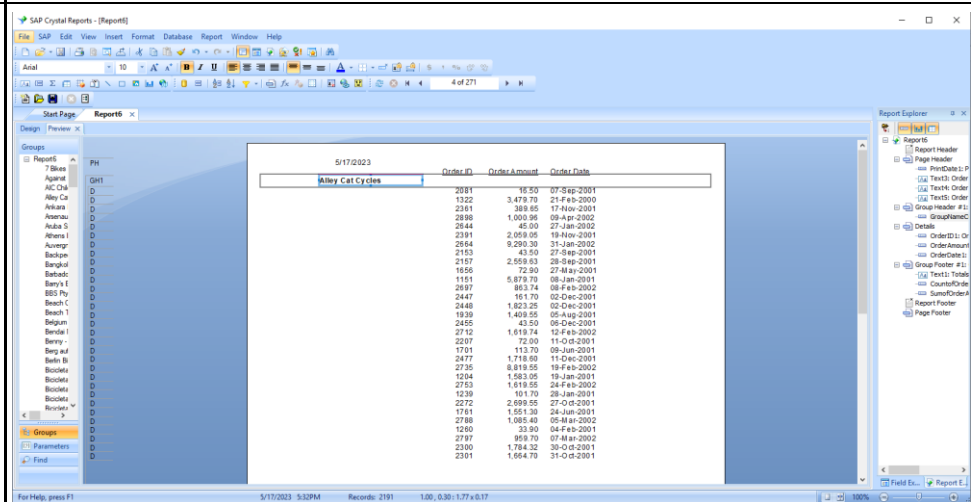
## Explanation

30. Choose OK.

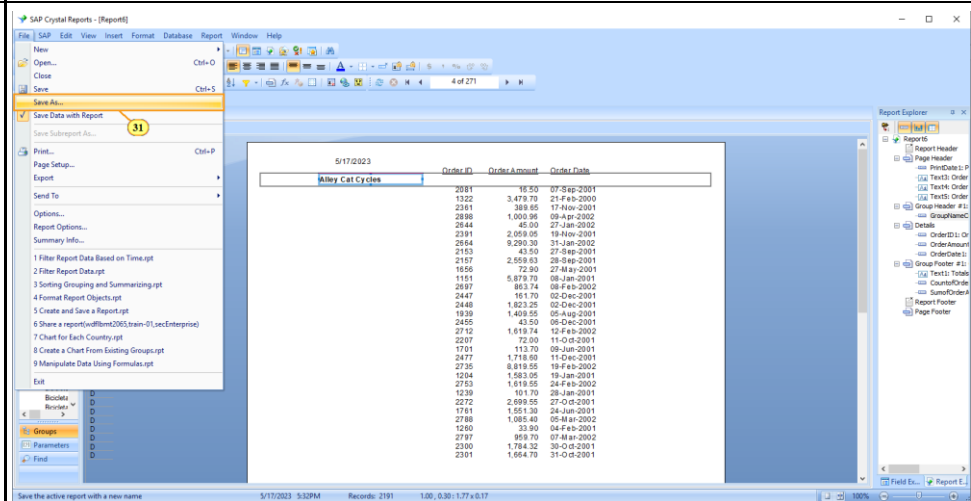
## Screenshot



**i**  
In the following steps,  
you will save the  
report.



31. Choose File &gt; Save As.

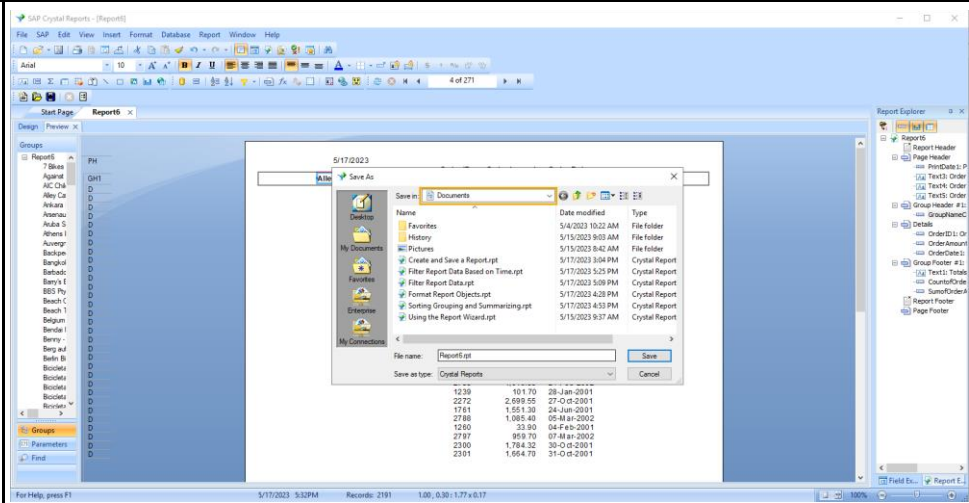


## Explanation

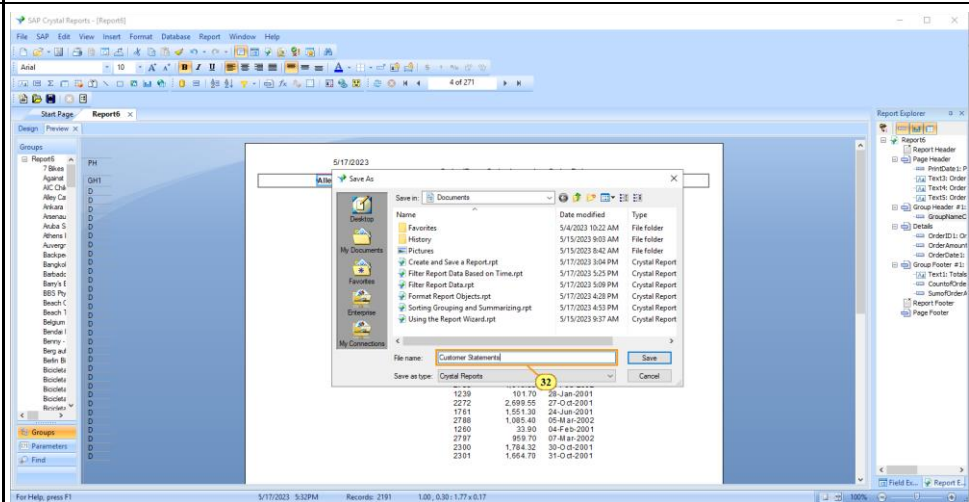
## Screenshot



The *My Documents* folder has already been selected.



32. In the *File name* field, enter **Customer Statements** and choose **Save**.



You have successfully set page breaks on a report.

This concludes the interactive tutorial.

