

Add Page Breaks to a Report

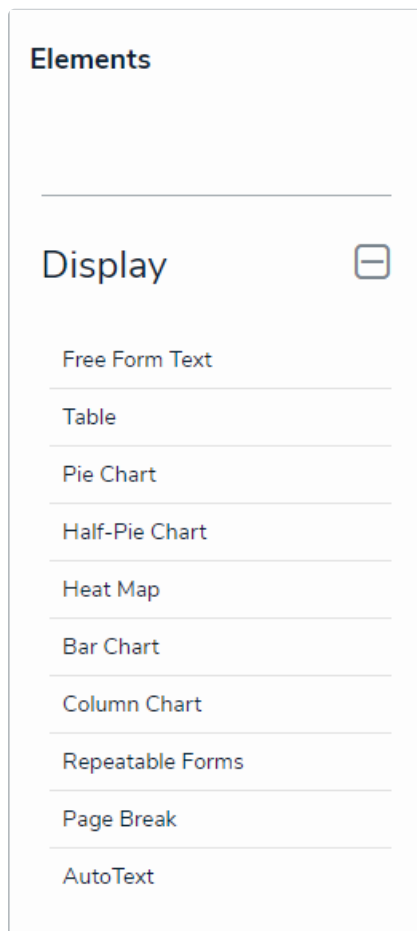
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The **Page Break** element breaks the page based on where an admin placed the element on the report canvas. This element has no effect on reports displayed in view, but it ensures [printed](#) and [exported](#) reports are displayed as required.


Instructions

To add a page break to a report:

1. In the **Elements** section, click the  icon beside **Display**.




The Elements section.

2. Drag and drop **Page Break** from the **Elements** section to the **Report Canvas**.
3. Hover your cursor over the **Page Break** element to show the  icon, then click and drag the element to the desired location on the canvas.



The Page Break element on the canvas.

4. Repeat the steps above to continue adding more page breaks to the report as needed. To delete an element, hover your cursor over it, then click the  icon.

Once you're done adding elements and configuring your report, you must add it to a report view to make it available to end-users. See the [Views Overview](#) and [Create a Report View](#) articles for more information.