A. Creating a list report to fit on one page.

1. Click on any item in the body of the report.
2. From Properties pane, click Select Ancestor, and then click List.
3. In the Properties pane, under General, click Pagination, and then click the ellipsis.

Note that the Allow Horizontal Pagination is selected. This ensures that new reports allow horizontal pagination.

The results will appear as follows:

![Pagination dialog box](image)

4. Clear the Allow horizontal pagination check box, and then click OK.

B. Repeat columns on multiple pages.

When a report is split across pages, it is useful to repeat columns to carry context across. The author determines which list columns repeat.

1. Click any column in the list, click Select Ancestor, and then click List.
2. In the Properties dialog box, in the Pagination cell, click the ellipsis.
3. In the Pagination dialog box, enable Allow horizontal pagination check box, and then click OK.
4. From the View menu, click Page Structure.
5. Expand Page – Page 1, expand Page Body, expand List, and then expand List Columns.
6. Ctrl+click the columns you would like to repeat.
7. In the Properties pane, under General, click Pagination, and then click the ellipsis.
8. Select the Repeat every page check box, and then click OK.
9. From the View menu, click Page Design.

C. Add horizontal page numbering.

Currently, the page numbering in your report is 1, 2, 3, and so on. Report Studio provides three methods to create the page numbering: present, report layout functions, and custom number style.
1. To use a preset number, locate the Page Number object in the page footer.
2. Double-click the Page Number object, click 1A, and then click OK. The pages are now numbered 1A, 1B, 2A, 2B, and so on.
3. To create a number using Custom Number Style, double-click the Page Number object, and then click the Edit icon.
4. In the Custom Number Style window, add the following formatting, and then click OK twice to close each dialog box.

5. The custom page number style is now applied.

C.A. Create numbers using report layout functions.

1. To create a number using a report layout function, right-click the Page Number object, and then click Delete.
2. From the Insertable Objects pane, click the Toolbox tab, and drag a Layout Calculation to the middle cell of the footer.
3. In the Expression Definition box, create the following expression:

```
if (HorizontalPageCount() = 1) 
then (number2string(PageNumber())) 
else (number2string(PageNumber()) + ‘…(‘+ mapNumberToLetter (‘A’,HorizontalPageNumber()-1)+ ‘)’)
```

4. Validate the expression, and then click OK.
5. Run the report in PDF and see the page numbers are now 1…(A), 1…(B), 2…(A), 2…(B), and so on.