## Sections of the Report

<table>
<thead>
<tr>
<th>Section</th>
<th>Page numbering</th>
<th>Type of break (page bottom)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Page</td>
<td>None</td>
<td>Page</td>
</tr>
<tr>
<td>Memo/Letter of Transmittal</td>
<td>None</td>
<td>Section (Next Page)</td>
</tr>
<tr>
<td>Title Page</td>
<td>None but counted (i)</td>
<td>Section (*)</td>
</tr>
<tr>
<td>Executive Summary</td>
<td>Roman (ii)</td>
<td>Page (*)</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Roman</td>
<td>Page</td>
</tr>
<tr>
<td>Table of Illustrations</td>
<td>Roman</td>
<td>Page</td>
</tr>
<tr>
<td>Glossary</td>
<td>Roman</td>
<td>Section</td>
</tr>
<tr>
<td>Introduction</td>
<td>Regular (1)</td>
<td>See note below (*)</td>
</tr>
<tr>
<td>Next heading (body)</td>
<td>Regular</td>
<td>See note below</td>
</tr>
<tr>
<td>Conclusions/Recommendations</td>
<td>Regular</td>
<td>Depends on formatting of appendices (usually Page)</td>
</tr>
<tr>
<td>Appendices</td>
<td>Regular</td>
<td>Section</td>
</tr>
<tr>
<td>References</td>
<td>Regular</td>
<td></td>
</tr>
</tbody>
</table>

* Remove link to previous on the first page of this section.

Note: The first page of a section (body) has a special margin. Use a section break before and after the page to change the margins without affecting the rest of your document.
Changes to Make to ‘Template’

- Add all section and page breaks (see page 1)
- Add heading style 1 to titles: Appendix A and References
- Add heading style 2 to sections under Introduction (Purpose, Significance, etc.).
- Modify heading style 1: Bold, upper case, centred, font colour
- Modify heading style 2: Bold, centred, font colour
- Modify heading style 3: Italics, font colour
- Add automatic table of contents to the appropriate page
- Create a custom style (recommend call Figure) for captions of illustrations
- Add automatic table of illustrations
- Remove link to previous (find in footer, see chart above):
  - Memo of Transmittal
  - Title Page
  - Executive Summary
  - Body: Introduction
- Change Body: Introduction page to 1
- Change page numbers to Roman:
  - Memo of Transmittal: page i
  - Executive Summary: page iii
- Remove page numbers (see chart above):
  - Cover Page
  - Title Page
- Double check to make sure pages are numbered correctly
- Create a new multilevel list (put cursor on Body: Introduction), with the following:
  - .0 after first heading (e.g. 1.0, then 1.1 for first subheading)
  - Link Level 1 to Heading Style 1
  - Link Level 2 to Heading Style 2
  - Link Level 3 to Heading Style 3
- Remove number from headings not needing one (e.g. Table of Contents)
- Update Table of Contents