

# Title of the Report (Heading 1)

Report Subtitle

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As requested by Minnesota Statute 3.197: This report cost approximately $ to prepare, including staff time, printing and mailing expenses.

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## Table of Contents Instructions (Read and delete before using template)

After you have completed your document, you can update the Table of Contents (TOC) below by going to References > Update Table in the Word Ribbon. The Table of Contents will be updated to reflect the new headings that appear in your document.

Alternatively, you can insert a new Table of Contents by using the Automatic Table of Contents feature. This will automatically create a TOC based on the Style Headings you have used, and assign bookmarks to each entry. This is also a good way to see if the Styles you’ve used are correct. Here’s how to insert a TOC:

* Go to the References Tab.
* Click the dropdown arrow in the Table of Contents section.
* Choose one of the Automatic Table of Contents.
* Then modify it to include the number of levels you want to display.
* Update the TOC if you make changes to the document structure: go to References/Table of Content and click on Update Table.
* Insert a Page Break at the end of the TOC entries. Do not use the Enter key to add extra lines. If you are simply updating the existing table of contents, rather than adding a new one, simply leave the existing page break in place.

## Contents

[Title of the Report (Heading 1) 1](#_Toc531768312)

[Include this Information in Legislative Reports (Heading 2) 2](#_Toc531768313)

[Table of Contents Instructions (Read and delete before using template) 3](#_Toc531768314)

[Contents 3](#_Toc531768315)

[Subhead (Heading 2) 3](#_Toc531768316)

[Subhead (Heading 3) 3](#_Toc531768317)

## Subhead (Heading 2)

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| Column A | Column B | Column C | Column D |
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| First Result | Second Result | Third Result | Fourth Result |
| Fifth Result | Sixth Result | Seventh Result | Eight Result |
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| Thirteenth Result | Fourteenth Result | Fifteenth Result | Sixteenth Result |

Table 1 – You can add captions to tables and figures by selecting “Insert Caption” in the References tab