Report Title

**Submitted to:**

**By:**

**Month 20XX**



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DEQ is a leader in restoring, maintaining and enhancing the quality of Oregon’s air, land and water.



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# Executive Summary

Welcome to the 1st content page for the Report Template. This document contains sample text to give you an idea of what the first page of your new report can look like.

### Creating a report from scratch

If you are creating a report from scratch you can simply replace the sample text you are reading on this page with your own. Highlight and begin typing over the text. Your font style should automatically be applied to your new text.

### Reformatting an old report

If you have a current report that you would like to convert into this template there are a few things to consider.

First try to determine how long your report will be in the new format. Next, if you are going to attempt to paste your text into this template, it is a good idea to save your old file as a “Text Only” document.

Why? When pasting text from one document to another, MS Word will often import any existing formatting. Make life easy for yourself and remove the formatting so you have clean text ready to be molded by your template!

### Creating a “Text Only” document

Print this page for reference. Open your existing report in Microsoft Word. Now select **File🡺Save As…** from the Standard Toolbar at the top of the screen.

Do you see the words “**Save as type:**” in the bottom left? In the long box just to the right of those words go ahead and left click with your mouse. A menu should drop down.

In that menu that drops down move your mouse pointer over **Text Only (\*.txt)**  and left click. Now hit the **Save** button in the top right and…Voila!

If you look in the top left you will notice that your document name has changed. Instead of “.doc” after the name it now has “.txt”. But you aren’t finished yet.

Close your original document. Seriously, close it and now go open your new Text Only file. Now you are ready to select text and paste into your new template.

Hey, if you are tricky you can also copy your text from your original document and then open this template, highlight the text you want to replace. Then from the upper left hand corner of the Home menu, select the **Paste** drop-down menu, then **Paste Specia**l 🡺**Unformatted Text**.

# 1. Chapter

The purpose of this template is to provide a unified format for DEQ reports when they are developed. Use Heading buttons above to automatically format and number any headings needed. Heading levels 1 and 2 will appear in the Table of Contents.

## 1.1 Heading 2, 18 pt Arial Bold

Here’s some more advice. If you want to paste in as “text” highlight only text (this stuff you are reading right now) and paste in your unformatted text. If you want to paste in a headline or small headline, highlight and paste in your unformatted text. If you want to be really wild and crazy and see the background data on all this stuff click the little arrow in the bottom right corner of the style ribbon… just underneath **Change Styles** when you are on the **Home** tab. That brings up the style menu. You can select text and choose a style. It’s all pre-set for you.

### 1.1.1 Heading 3, 12 pt Arial Bold

#### 1.1.1.1 Heading 4, 11pt Arial Bold

##### Heading 5, 11pt Arial

6pt before, 6pt after

###### Heading 6, 11 pt Arial italic

6pt before, 6pt after

-Not used much, but another option if the text needs to be set apart.

Body Type or Normal

11 point, Times New Roman

Several ground level data collection efforts have been completed in the upper Klamath River and Lost River Subbasins. Specifically, this stream temperature analysis relied on the following data types: continuous temperature data, flow volume (gage data and instream measurements), vegetation surveys, channel morphology surveys, and effective shade measurements.

Typical List Style, 10pt

River Subbasins are interrelated, complex and spread over hundreds of square miles. The TMDL analysis strives to capture these complexities using the highest resolution spatial data available.

Caption Type – 10pt bold Arial

Headers/Footers – 10pt Arial (not including bar at top)

## 1.2 Save As...

Remember the **Save as…** feature in the file menu? When you first open this template it is a good idea to go to **Save as…** and change the name to a name you like and will recognize. In other words, create a new document to work with or you will forever alter your copy of the report template and will be forced to download it all over again. This step might be unnecessary if we have successfully converted this template into a true Word template. You’ll be auto prompted to **Save as…**

Chapters: 1-45, 2-26, 3-7

Appendices: A-1, B-23, C-12

Start page numbering on the page after “This page intentionally left blank.”

# 2. Chapter

## 2.1 Authority

Here’s some more advice. If you want to paste in as “text” highlight only text (this stuff you are reading right now) and paste in your unformatted text. If you want to paste in a headline or small headline, highlight and paste in your unformatted text. If you want to be really wild and crazy and see the background data on all this stuff click the little arrow in the bottom right corner of the style ribbon… just underneath **Change Styles** when you are on the **Home** tab. That brings up the style menu. You can select text and choose a style. It’s all pre-set for you.

### 2.1.1 Heading 3

Avoid auto-numbering. I tends to cause difficulties down the road.

#### 2.1.1.1 Heading 4

## 2.2 Applicability

Remember the **Save as…** feature in the file menu? When you first open this template it is a good idea to go to **Save as…** and change the name to a name you like and will recognize. In other words, create a new document to work with or you will forever alter your copy of the report template and will be forced to download it all over again. This step might be unnecessary if we have successfully converted this template into a true Word template. You’ll be auto prompted to **Save as…**

## 2.3 Definitions

## 2.4 Internal Contact

# 3. Summary

# Appendix A

Pages A-1 through A-X

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| --- | --- | --- | --- |
| Revision | Date | Changes | Editor |
|  |  |  |  |

Body Type

Remember the **Save as…** feature in the file menu? When you first open this template it is a good idea to go to **Save as…** and change the name to a name you like and will recognize. In other words, create a new document to work with or you will forever alter your copy of the report template and will be forced to download it all over again. This step might be unnecessary if we have successfully converted this template into a true Word template. You’ll be auto prompted to **Save as…**

Caption Type – 9pt bold Arial

Headers/Footers – 10pt Arial (not including bar at top)

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