**Steps to create a report template:**

**N.B. Numbering steps - https://erinwrightwriting.com/start-page-numbers-on-a-specific-page-in-microsoft-word/**

1. **Insert blank pages**
2. **Insert cover page and fill it out**
3. **Create a heading for executive summary directly after cover page**
4. **References – insert tables of contents (chose option)**
5. **Page insert heading Introduction**
6. **Put cursor at beginning of the word on introduction go layout**
7. **Select Breaks – Next Page section break (check section break has appeared under Contents)**

**A picture containing text, line, receipt, screenshot

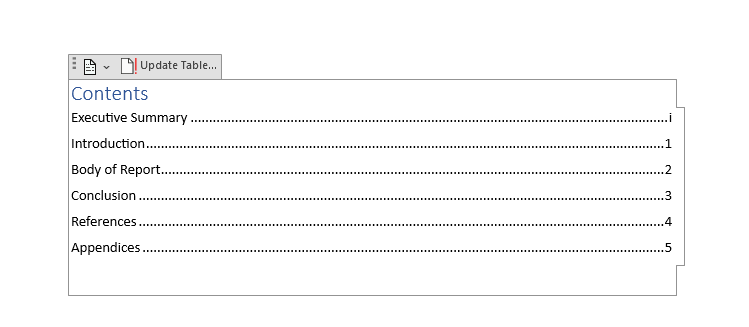
Description automatically generated**

1. **Double Click Footer on introduction page Deselect Link to previous button**

**A screenshot of a computer

Description automatically generated**

1. **Select Format Page numbers chose your preference e.g. 1, 2…**
2. **Go back to Executive summary and format your page numbers to i, ii…**
3. **Check numbering on pages, edit footer to add your name if you like**
4. **Add rest of headings**
5. **Update Contents Page, entire page**

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