

TECH TIP

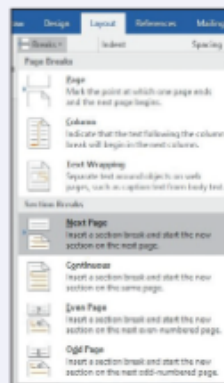
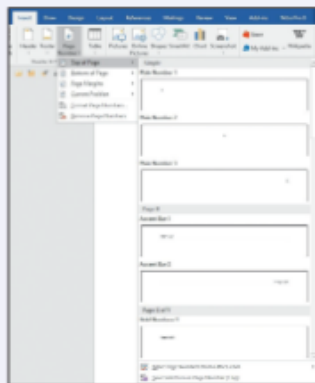
WHY TO MAKE A LONG REPORT NAVIGABLE

Whether your report is being read in print or online, your readers will appreciate page navigation guides to help them find the information they need. Headers, footers, and page numbers are useful, especially in print documents and PDFs, to help readers know where they are in a document. A table of contents can direct or link readers to the right location as well as provide them with a sense of the scope and organization of the report.

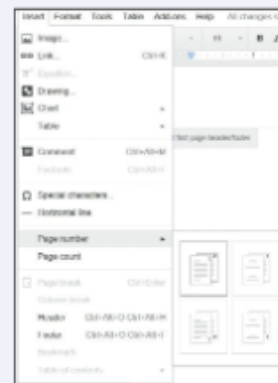
How To Make a Long Report Navigable

With programs such as Microsoft Word or Google Docs, you can easily format a report to include page navigation tools. To insert headers, footers, and page numbers, choose the function you want from the **Insert** tab. Both Word and Google Docs allow you to set up the header differently on the first page of the document. Word offers additional design options, allowing you to insert **section breaks** (in the **Layout** tab) so that you can have different headers and footers in different sections of a long report.

Microsoft Word

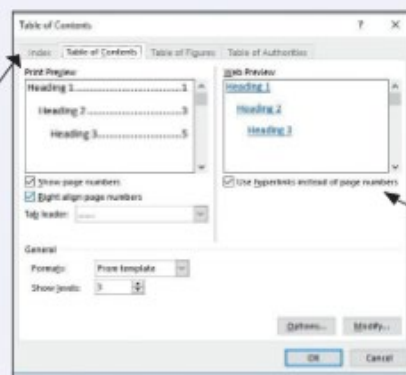


Google Docs



To create a preformatted table of contents, use Word's Table of Contents drop-down menu in the Reference tab; in Google Docs, choose the Table of Contents feature from the Insert tab. For online documents, you can choose to use hyperlinks instead of page numbers in your table of contents. As with headers, footers, and page numbers, Word offers additional customization tools for the table of contents.

Microsoft Word



hyperlink option

Google Docs

