This is a headline

(max 40 character)

This is a subtitle (maximum of 70 characters with spaces)

# Replace with your heading

### Replace with your subheading

Replace with your body copy.

* List Item
* List Item

# Replace with your heading

### Replace with your subheading

Replace with your body copy.

Note: If you need to import an image do so through the Insert>Picture>From file menu. Be sure to import images that are appropriately sized for the column width of this template, and be sure that the image is placed appropriately in the flow of copy.

### Replace with your second subheading

Replace with your body copy.

# Table of Contents Creation

1. In order to insert a table of contents (using Microsoft Word 2016)
2. First, complete the content of the document.
3. Insert a page break immediately before your copy begins.
4. On this new blank page position your cursor at the top of the page.
5. Go to the *References* tab.
6. Click on Table of Contents, then select one of the automatic table of content options.

Adjust the styles within the table of contents to match the rest of the document.