

**Organization**

Logo or tagline

**Type Report Title Here**

**Type Subtitle Here**



*Slogan can go here*

Table of Contents

How To Use This Template .....2

How To Modify This Report .....3

How to Create a Footnote.....3

How to Force a Page Break.....3

How to Modify a Table .....3

How To Edit Table Text .....4

Printing a Document .....4



## Section Title

*Type your section subtitle here. Subtitles can summarize the content in the section or they might emphasize a main point.*

### 1 How To Use This Template

To turn this document into a template, select File, Save As and then choose Document Template (\*.dot) from the Type drop down menu and save the template. You may want to create a new folder for InZones templates. To use the template again, select File, New. Select the template from the list of templates.

Insert the title, subtitle, date and address on the cover page. For the body of your report, use Styles such as Heading 1-5, Body Text, Block Quotation, List Bullet, and List Number from the Style control on the Formatting toolbar.

This report template contains styles for a Table of Contents. The Table of Contents automatically lists Headings 1, 2 and 3 and the page numbers. After you have changed the headings with your own text, select the Table of Contents, right click and pick "update field". The new titles and page numbers will appear.

*In addition to producing reports, this template can be used to create proposals, white papers, product descriptions and documentation.*

To change the text or graphics the follow these suggestions:

- To change text, select any paragraph and just start typing.
- The cover picture is in the Header so it looks much lighter on screen than it actually is. Print the page to see actual colors.
- To save time in the future, you can save the front cover of this report with your company name and address. For step-by-step instructions on how to preserve your changes with the template, please read the following section.



## 2 How to Modify This Report

To create your own version of this template:

1. Insert your company information in the address in the frame on the bottom of the cover page.
2. Choose File Save As. At the bottom of the menu, choose Document Template in the Save File as Type: box. Save the file under a new name to protect the original, or use the same name to replace the existing version.

To create a document, choose File New and choose the template you just created. Your company information should appear in place.

### 2.1 How to Create a Footnote

To create a footnote, choose Footnote from the Insert menu and click OK.

### 2.2 How to Force a Page Break

Rather than use a hard page break (by selecting Insert, Break), format your text in one of two ways:

- To prevent a page break occurring after a paragraph, choose Format>Paragraph. On the Line and Page Breaks tab, check "Keep with Next."
- To force a paragraph to be at the top of a page, click in that paragraph. Choose Format>Paragraph. On the Line and Page Breaks tab, check "Page Break Before."

### 2.3 How to Modify a Table

To modify an existing table, such as the table below, position your cursor in any cell and access the Table menu to select the desired action and/or result.



Competitor	Current Share	Share in 3 Yrs.
Largest competitor	50%	30%
Second largest competitor	25%	20%
Third largest competitor	15%	12%

*Table. Projected Growth of Competitors.*

### 2.3.1 How To Edit Table Text

Table text can be edited and formatted like regular text. Simply select text and type to replace, or apply different formats as needed using the various formatting menus.

*You can search for additional help on the Help menu.*

#### 2.3.1.1 Changing Table Size

To change the size of a table, position your cursor over the right or left side of the table until you see two vertical lines. Pull the edge of the table to expand or contract.

## 2.4 Printing a Document

When you print the Report Document on a standard ink jet printer, the cover picture will not print all the way to the edge of the paper. The size of the white border will vary depending on your printer settings.

If you have Adobe Acrobat and Distiller you can create a PDF document with a cover picture that covers the whole page. First choose "Acrobat PDFwriter" as your printer driver. Then click "Properties" and click the "Custom" page size. Make sure it's set to 8.5 by 11 inches and then change the margin to 0. Click OK and save the PDF document to your computer.

