

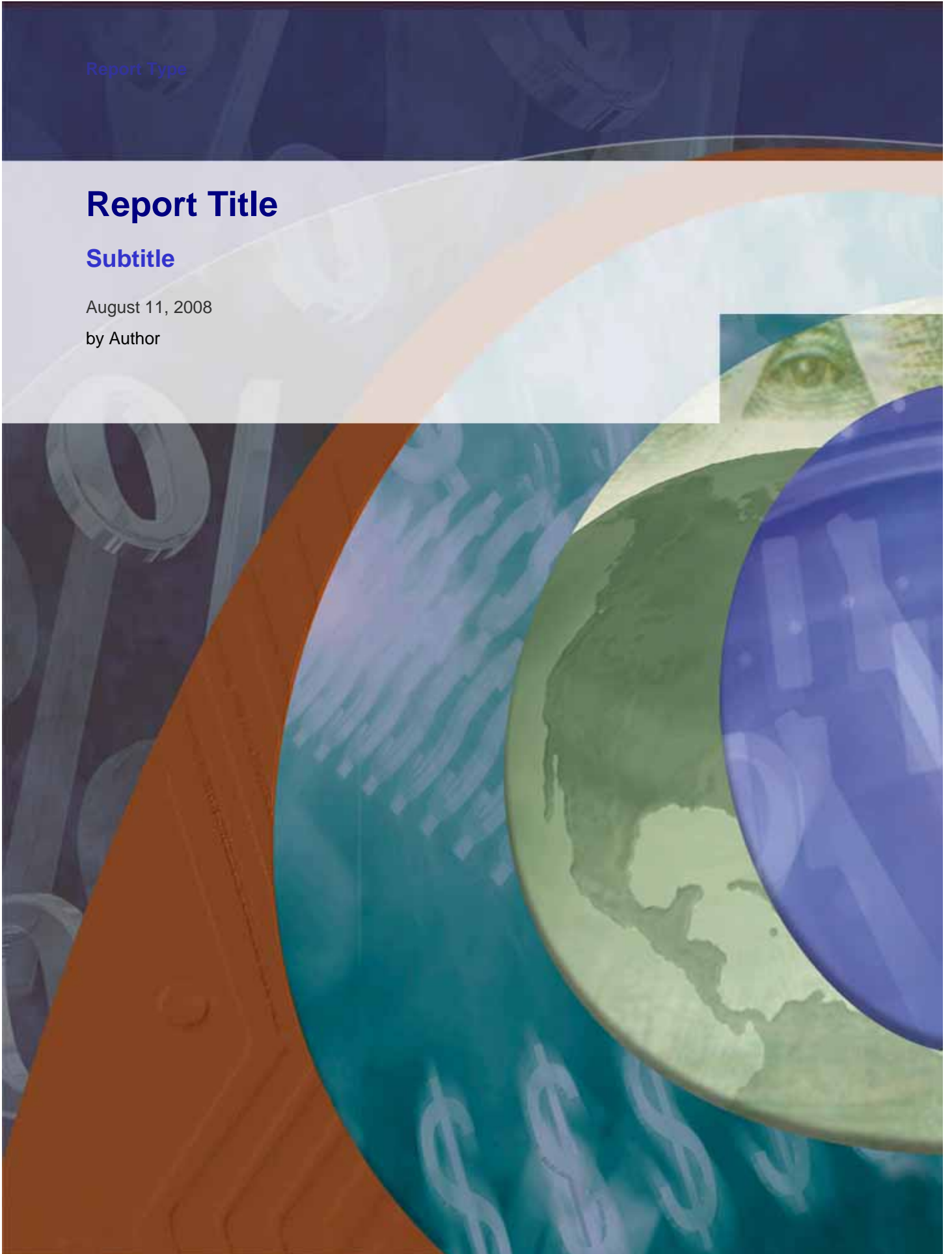
Report Type

# Report Title

Subtitle

August 11, 2008

by Author





# Table of Contents

- Chapter Head..... 1**
- Heading 1 .....1**
- Heading 2 .....1
- Body Text.....1
- Lists .....1
- Quotes ..... 2**
- Headers and Footers ..... 2**
- Tables of Contents ..... 2**
- Tables .....3**
- Figures ..... 4**
- Glossary.....5**

# List of Figures

Figure 1: Use the Figure Title style for figure titles. .... 4

**List of Tables**

Table 1: Select the style "Caption" for table captions..... 3

## Chapter Head

A Chapter Head will automatically create a new page.

### Heading 1

The Heading 1 is designed to be a major header.

### Heading 2

The Heading 2 style is also picked up in the TOC

### Heading 3

The Heading 3 style is not picked up in the TOC

### Heading 4

The Heading 4 style is not picked up in the TOC. There are no other heading tags formatted for the standard report template

### Body Text

Use the *Body Text* style for all text.

If you want the paragraph to stay with the next paragraph on a page, use the *Body Text Keep* style.

### Lists

Use the List Bullet Style for bullets:

- One
- Two
- Three

Use the List Number style for Numbered Lists

1. One
2. Two
3. Three

## Quotes

***Use the Quote style for quotes. Reading is orders of magnitude slower than this innate ability to spot what's significant.<sup>1</sup>***

## Footnotes

To insert a footnote select insert/reference/footnote. You may then choose to have the footnote appear at the bottom of the page or at the end of the document. Be sure to always use the same treatment within a document. For more information about footnotes, search for *Footnotes* from the Help menu.

## Headers and Footers

To modify running headers and footers, select View/Header Footer and make appropriate changes. Click the Link to icon to link or unlink the header or footer from the previous stream.

## Tables of Contents

The Table of Contents included with this report will automatically extract the Chapter, Heading 1 and Heading 2 information. To update the Table of Contents, right click on the table and select *Update Field*.

A List of Figures and List of Tables are included in this template. When you add figures and tables to this document, follow the instructions on the following pages and the figure and table titles will be added to your list when updated. If you do not want a List of Figures or List of Tables, simply delete them.

For detailed instructions on modifying the TOCs search for Tables of Contents on the Help menu.

---

<sup>1</sup> Dr. Eugene Ramona

## Tables

The following table has been formatted for this template. It is a modification of the *Simple 1* table style and is designed for a 2 column table. The rows will automatically shift from light to dark gray. The header row will be dark blue with white type.

To apply this table format to your table, first create a two column table. Then make sure the whole table is selected by clicking on the table cross-hairs that appear when you roll your mouse over the top left corner of the table. Then select the style *Table Simple 1* from the style drop-down.

Problem	Actions to Consider
Hardware failure	Replace the hardware and test. If storage devices fail, restore the indexes or other software components, and test. Rebuilding the indexes may be necessary.
Network outage	If the problem occurs when a network device is upgraded or replaced, configuration may be the issue.
Network overload	To reduce load on your network, you can [a] reduce the number of users and queries [b] reduce the aggressiveness of content acquisition [c] check process priorities to ensure that search functions are not consuming too much bandwidth [d] expand bandwidth
Storage issues	Insufficient storage or storage device malfunctions can cause problems of many types. Faulty storage devices should be replaced. Fault tolerant storage reduces some risks, but a poorly performing device may create bottlenecks that slow another process; for example, writing temporary files during index updates and requires replacement.

**Table 1: Select the style “Caption” for table captions**

If you want to create a List of Tables after the TOC, use the Insert Reference function to number the Table caption. Select *Insert/Reference/Caption* from the menu bar and then select *Table* as the type of caption. Word will automatically insert the word “Table” and number the caption. This is especially handy when you insert a table in the middle of the report ... Word will number the caption correctly and change the numbers of subsequent tables.

For more information about inserting and modifying tables, search for *Tables* from the Help menu.

## Figures



**Figure 1:** Use the **Figure Title** style for figure titles.

Select *Insert/Reference* and pick *Figure* to insert the *Figure* number. This will ensure that the numbers are correct and that the title is picked up in a *List of Figures*. Use the *figure para* style if you have a long description that you would like to add after the figure that is too long for the *List of Figures*. To keep the figure paragraph on the same page as the *Figure Title*, you will have to override the current figure title.

For more information about inserting, cropping, and placing figures, search for *Figures* from the MS Word Help menu.

## Glossary

The following table *Table Glossary* is suitable for a glossary.

Term	Definition
telecommuting	Telecommuting, e-commuting, e-work, telework, working at home (WAH), or working from home (WFH) is a work arrangement in which employees enjoy limited flexibility in working location and hours. In other words, the daily commute to a central place of work is replaced by telecommunication links.
VPN	A virtual private network (VPN) is a communications network tunneled through another network, and dedicated for a specific network.
videoconference	A videoconference (also known as a videoteleconference) is a set of interactive telecommunication technologies which allow two or more locations to interact via two-way video and audio transmissions simultaneously.