[INSERT REPORT TITLE]

ValleyView

[Author's Name]
[Author's Title]
[Date]
TABLE OF CONTENTS

[INSERT AUTOMATIC TABLE OF CONTENTS HERE]
1. INTRODUCTION [HEADING 1 STYLE]

The Style 'ParaText' should be used in reports where there will be long bodies of text. This Style incorporates a serif typeface which is easier to read over long passages.

1.1 SECOND LEVEL HEADING [HEADING 2 STYLE]

Text under second level headings should be indented to 1.27 cm

Bulleted and Numbered lists which occur under second and third level headings should be also indented to 1.27 cm. This will result in bulleted lists which begin with the (●) bullet for the first set of points.

1.1.1 Third level heading [Heading 3 Style]

Text under third level headings should be indented to 1.27 cm