

Report title

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# 5588608575_270b18b382_o.jpgSection 1: Heading Level 1

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## Sub Heading: Heading Level 2

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Box 1: Example

To insert a box like this, select the outside of this box (make sure the outline is a solid line). Then copy and paste it to wherever you would like to place a new box and insert your new content instead of this text. You can then drag and re-size the box as necessary.

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Photo 1: Caption

To update the **Table of Contents**, simply right click on it and choose “Update Field” and then “Update Entire Table”. This will then automatically add correct page numbers and any new headings (as long as they have been created using the heading styles described above).

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To insert a **picture**, go to the Insert tab and then choose Pictures. If your picture is not placing properly (i.e. if it is moving around in the text) click on it once (to highlight it) then right click it to bring up a drop down menu. In that menu choose Text Wrapping >Tight. This will allow you to drag the picture to any part of the page. To curve the edges of a picture, select the picture and go to the formatting tab. Click ‘Crop’ and then ‘Crop to Shape’. Then select the desired picture shape (‘rounded rectangle’ for curved edges).

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The Global Water Partnership’s vision is for a water secure world. Our mission is to advance governance and management of water resources for sustainable and equitable development.

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