**Formatting an Unbound Report Practice**

**Directions:** Key the unbound report below following the rules written in the body of the report and printed in bold. (READ THE REPORT BEFORE YOU BEGIN.) Save the report as “Unbound Report” and print the report.

Top margin 2 inches

**Title-all caps and followed by a QS**

Double space the body of the report

FORMATTING AN UNBOUND REPORT

**(QS)**

Side Heading-underlined, initial caps, and followed by a double space

Unbound Reports

**Right margin 1 inch**

 An unbound report is typically a short report for a business prepared without binders or covers. It may be held together by a paper clip or staple.

Side Heading-underlined, initial caps, and followed by a double space

Margins

**Left margin 1 inch**

 The side margins for an unbound report are 1 inch. The top margin of the first page is 2 inches and 1 inch on succeeding pages.

Side Heading-underlined, initial caps, and followed by a double space

Title

 Center the title of the report in all capital letters for unbound reports. Quadruple space between the title and the body of the report. Double space the body of the report. If the title has more than one line, double space between the main heading and the sub heading,

Side Heading-underlined, initial caps, and followed by a double space

 Side Heading

Side headings are keyed at the left margin, underlined and keyed in initial caps. Initial caps means to capitalize the first letter.

Side Heading-underlined, initial caps, and followed by a double space

Page Numbers

The 1st page of the report is usually not numbered. All pages after the first have page numbers at ½” from the top of the page and right aligned.

**Bottom margin 1 inch**