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Click on your name below (or in the list in the Reports menu). Then click on the '**New Page**' icon in the toolbar at the top of the page. Next, click on the '**Edit page**' icon. Type in the Report title in the format **Report XX**, where XX is a 2-digit number, e.g. **Report 04**. Start writing your report below the line, or paste in the text if you have already written your report elsewhere. Finally, click the 'Save' icon.

NB: as the first Exploration to have reports is Exploration 03, for consistency, the first report should be titled **Report 03**

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