Two ways for MS Word 2010 users: 1st Way:

Download and open "Open Office Text" template in Word, When the following two messages appear click "OK" and "Yes" then save as a Word document.

ſ	Microsoft Office Word	
	The file PaperTemplate16-OpenOffice (2).odt cannot be opened because there are problems with the contents.	
crosoft Office Word		
Word found unread	dable content in "PaperTemplate16-OpenOffice (2).odt". Do you want to recover the contents of this document? If you trust the source of this document, click Yes	S.

2nd: Download and open "MS Office 97 /2000/XP" template in Word, select all of the text, then go to the Word toolbar: "page layout" then "columns" and select "two". Save as a Word document.

The . pdf version should always be used as the final word.

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