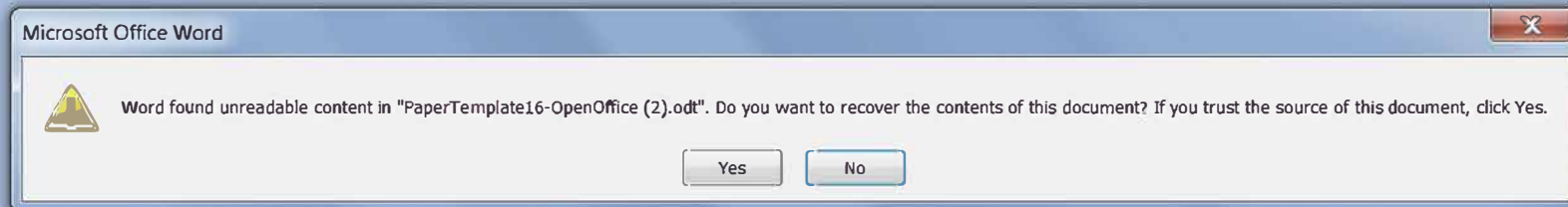
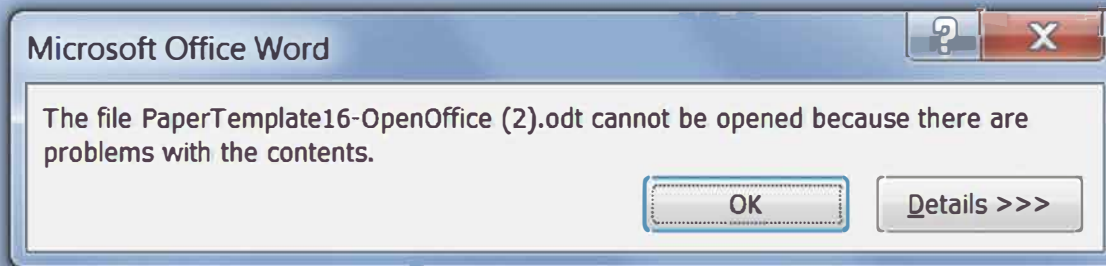


Two ways for MS Word 2010 users:

**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.



**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 guide.**