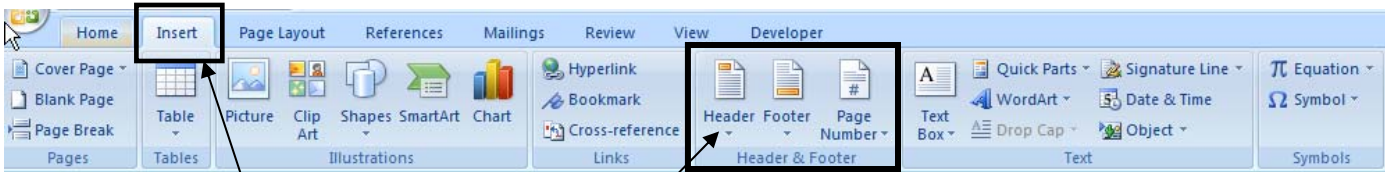


HEADER NOTES



Click on Insert Tab
Click on Header
Select Blank (Three Columns)
Type as shown below
Select Date & Time

