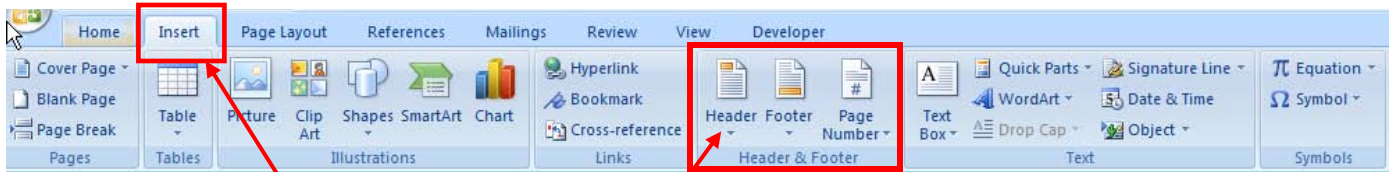


HEADER NOTES



1. Click on **Insert** Tab
2. Click on **Header**
3. Select **Blank (Three Columns)**
4. Type as shown below
5. Select **Date & Time**

