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| **Address Line 1 Arial Regular 9pt**Address Line 2 Arial Regular 9ptAddress Line 3 Arial Regular 9ptAddress Line 4 Arial Regular 9ptAddress Line 5 Arial Regular 9pt |  | DD / MM / YYYY |
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Dear Name Surname,

Subject: How to become an Affiliated Country two lines underneath

Body text appears in Arial 9pt with 10pt leading by which a country or region became part of Instruct. The scientific institution nominated by the appropriate authorities of the country or region will be the point of contact to interact with Instruct and the base for their national users group.

Space for notes etc 8pt Arial Italic Perosto dolobor acingea ad te tie

**Side Notes: Office 2007® for Windows** – mouse-click in the paragraph you need the Side Note to align with; under the ‘Insert’ ribbon, choose the ‘Quick Parts’ button and the Side Note will be the first option available. Clicking this inserts a Side Note box and dummy text in the correct place on the document. The text is set to move with the paragraph to which it is anchored.

**Office 2008® for Mac** – navigate through View > Toolbars > Autotext > INS Side Note. Selecting this inserts a Side Note box and dummy text in the correct place on the document. The text is set to move with the paragraph to which it is anchored.

Kind regards

Prof Name Surname