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## ONE COLUMN PAGE LAYOUT

**TITLE OF THE CONFERENCE:**

Wastes: Solutions, Treatments and Opportunities (Wastes 2023)

**DATE:**

September 6 – 8, 2023

**LOCATION OF THE CONFERENCE/SYMPOSIUM:**

Coimbra, Portugal

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**FOR ADDITIONAL INFORMATION, SEE THE CONFERENCE WEBSITE:**

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## MICROSOFT WORD USERS

Start MS Word. Close the empty file which appears on your screen (Close in File Menu). Now open the file B1ProcA4.doc (if you have a printer printing on A4 size paper - European standard) or B1ProcLe.doc (if you have a printer printing on Letter size paper - American standard) (Open in File Menu). Print this document. It gives detailed instructions on how to proceed when you still have to type your paper and also when you want to use the text from an old file. After you have read the first two pages of these instructions you are ready to start.

*Note that you should always use the tag "First paragraph" after a heading. For the rest of the text use "Normal, text". When importing figures always set the paragraph tag on "Figures". Figures cannot be imported on the paragraphs tag. Use only the headings 1, 2, and 3 prepared by the Publisher.*

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1. Copy the correct template file to the template directory. The name of this directory can be found in File Locations of Options (Tools Menu).
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