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**TWO COLUMNS PAGE LAYOUT**
**TITLE OF THE CONFERENCE:**

2<sup>nd</sup> International Conference on Sustainable Buildings and Structures (ICSBS 2019)

**DATE:**

October 25-27, 2019

**LOCATION OF THE CONFERENCE/SYMPOSIUM:**

Suzhou, China

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**FOR ADDITIONAL INFORMATION, PLEASE VISIT OUR CONFERENCE WEBSITE:  
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- *Read Me.pdf*: instructions on how to get started and use the files in this .zip
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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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9. Check if setting of paper size and margins (Page Set Up in File Menu), and Columns (Format Menu) are still correct (see table 1 in instruction file).
10. Change the old tags for the new Balkema tags (see 7 above). Before doing this apply automatic formatting: From the Format Menu select AutoFormat and click AutoFormat now.

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