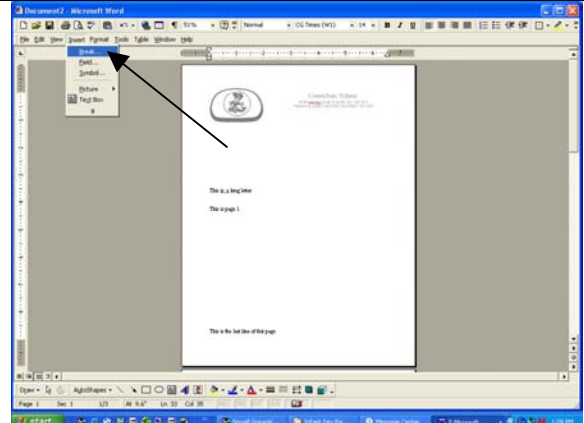
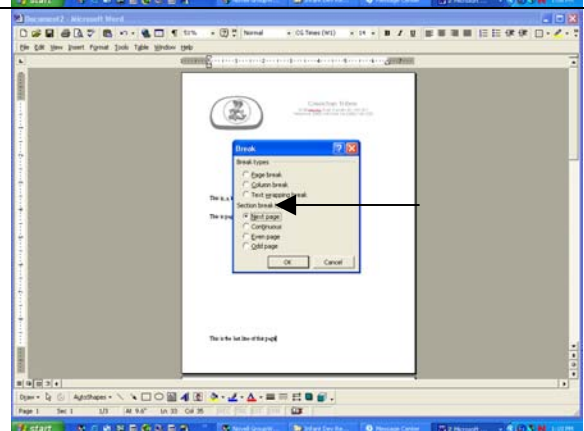
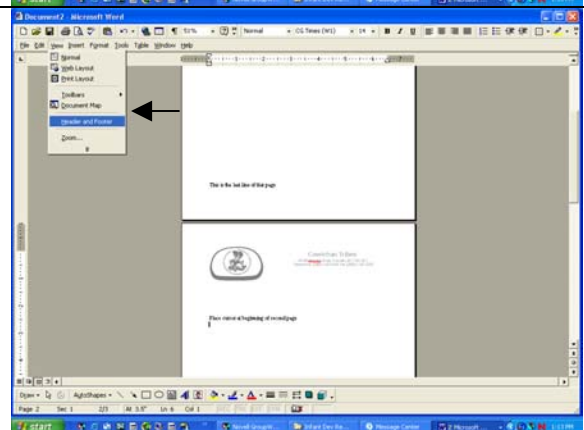


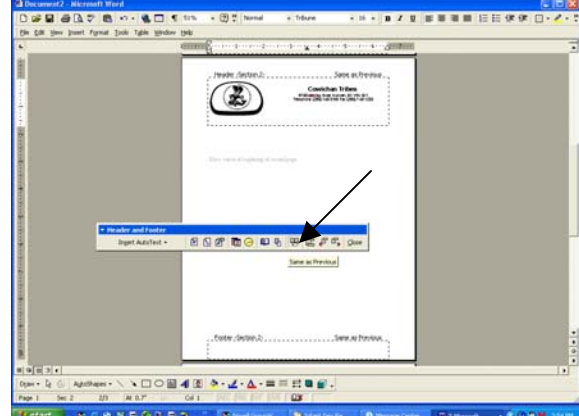
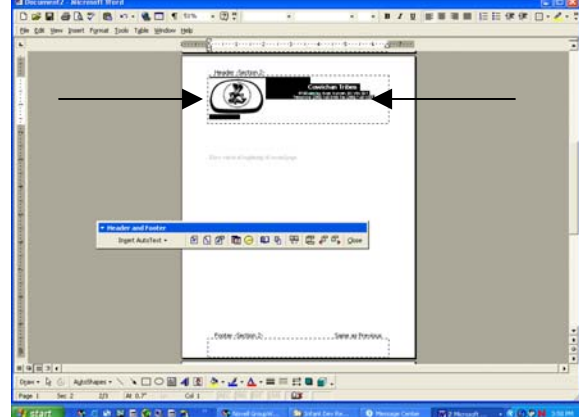
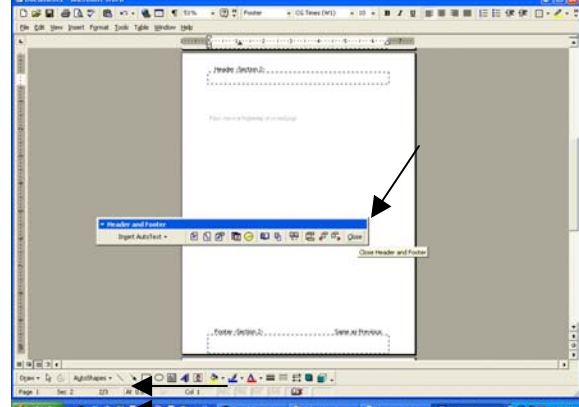
## HOW TO REMOVE HEADER FROM CONSECUTIVE PAGES WHEN USING LETTER HEAD TEMPLATE

When using a letter head template that is more than one page in length you may one the second formatted such that it does not have the letter head logo etc at the top of the page. To achieve this take the following steps:

Move the cursor to the top of the second page

	<ol style="list-style-type: none"><li>1. Move your cursor to the end of the first page.</li><li>2. Click on Insert</li><li>3. Select break</li></ol>
	<ol style="list-style-type: none"><li>3. Click on next page and click ok</li></ol>
	<ol style="list-style-type: none"><li>4. Now move the cursor to the beginning of the second page.</li><li>5. Click on view on the pulldown menu and the select header and footers.</li></ol>

## HOW TO REMOVE HEADER FROM CONSECUTIVE PAGES WHEN USING LETTER HEAD TEMPLATE

	<p>6. You will note on this screen in small print above the header it say's "Header Section 2 Same as previous"</p> <p>7. On the pop up tool bar the button that is 4th from the left of the close button is " the same as previous button.</p> <p>8. click this button once</p> <p>9 You will note that the "same as previous" above the header has gone.</p>
	<p>10. Highlight the logo and text in the header box and delete it, or delete the individual elements.</p>
	<p>11. You now have a second page that does not have the header from the first. All consecutive pages will be the same as the second i.e. no header.</p> <p>12. Click close to return to editing your document.</p>