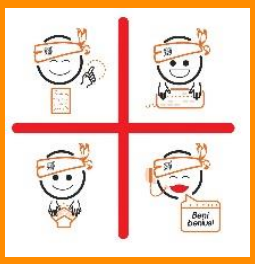
52nd INTERSTENO Congress
Cagliari 2019



INSTRUCTIONS WORD PROCESSING

1	When entering the competition room, please look for your place: your name and competitor ID are indicated. Registration and control of the participation data by the jury assistant: please prepare your ID card.
2	Distribution of the USB-stick with the files to use in *.doc* and *.rtf* format. Create a folder with the name **WPXXXX** on your hard disk and copy the delivered files in that folder. **All documents must be saved in that folder.**
3	Distribution of instructions and control of the text quality.
4	After distribution jury assistants sit down. **Attention - Start will follow**.
5	**During 15 minutes – Study time** Read these instructions without using your computer. Handwritten notes are allowed.
6	**During 75 minutes - Contest is running** Working out - The candidate has to fulfill a maximum of the tasks given in the instructions.
7	**End of the competition -** Please remove your hands from the keyboard, go back with your chair and wait for the jury assistant. Under jury control, save all your documents in folder **WPXXXX**. Copy this folder on the USB provided by the jury.
8	**Break** - Don't touch your computer, clear up your desk and leave the competition room without your computer. Control USB-keys by the jury.
9	End: you may take your computer. Thank you for your participation.

XXXX is your personal competitor number received with the registration confirmation.

As soon as correction will be done, your competition results will be published on your personal page (access with your password received with registration confirmation).

Competition leader – Georgette Sante