

AFTER KATHY ACKER A BIOGRAPHY PDF

after kathy acker a biography

Kathy Acker was a groundbreaking figure in the world of contemporary literature, known for her provocative style, experimental narratives, and bold exploration of themes such as sexuality, power, and identity. Her life and work continue to influence writers, artists, and cultural critics today. This comprehensive biography delves into her early life, literary career, major works, influences, and enduring legacy, providing a detailed overview of one of the most compelling voices in modern literature.

Early Life and Background

Birth and Childhood

Kathy Acker was born on August 18, 1947, in New York City. Growing up in a tumultuous environment, her early experiences shaped her rebellious spirit and her later artistic pursuits. She was raised in a household that valued education but was also marked by instability.

Educational Journey

Acker attended various institutions, including:

- The University of California, Berkeley
- San Francisco State University
- The City University of New York (CUNY)

Her academic background was eclectic, with a focus on literature, philosophy, and the arts, all of which influenced her later innovative writing style.

Literary Career and Major Works

Early Works and Breakthrough

Kathy Acker's early publications gained her recognition for their avant-garde approach. Her first book, *Great Expectations* (1982), a reimagining of Dickens' classic, demonstrated her penchant for remixing canonical texts with raw, visceral language.

Notable Publications

Some of her most influential works include:

- *Blood and Guts in High School* (1984): A semi-autobiographical novel that blends punk aesthetics with experimental narrative techniques.
- *Empire of the Senseless* (1988): Explores themes of violence, sexuality, and cultural critique.
- *The Childlike Life of the Black Tarantula* (1994): An autobiographical novel that delves into her personal struggles and artistic evolution.

Writing Style and Themes

Acker's writing is characterized by:

- Use of collage and pastiche
- Incorporation of explicit sexual content
- Challenging traditional narrative structures
- Exploration of power dynamics, gender, and identity

Her works often defy categorization, blending fiction, autobiography, philosophy, and pop culture references.

Influences and Literary Connections

Philosophical and Literary Influences

Kathy Acker drew inspiration from a wide array of sources, including:

- William S. Burroughs
- Georges Bataille
- Jean Genet
- William Blake
- The beat poets and punk culture

Contemporary and Artistic Circles

Acker was closely associated with the New York City art scene, collaborating with artists and performers such as:

- Ann Magnuson
- William S. Burroughs (who she admired deeply)
- The punk movement of the 1970s and 1980s

Her interdisciplinary approach helped forge a link between literature, visual arts, and performance.

Personal Life and Challenges

Relationships and Personal Struggles

Kathy Acker's personal life was marked by tumult and resilience. She had relationships with various artists and writers, which often influenced her work. Her struggles with addiction and health issues, including her battle with cancer, were significant aspects of her life.

Cancer Diagnosis and Death

In 1997, Acker was diagnosed with cancer. Despite her illness, she continued to write and teach. She passed away on November 19, 1997, at the age of 50, leaving behind a legacy that continues to challenge and inspire.

Legacy and Influence

Impact on Literature and Culture

Kathy Acker's innovative use of language and form has had a lasting impact on postmodern literature. Her work paved the way for:

- Feminist and queer theory
- Experimental narrative techniques
- The blending of high and low culture

Influence on Contemporary Writers

Many contemporary authors cite Acker as an influence, including:

- Kathy Acker's influence on writers like Bret Easton Ellis and Irvine Welsh
- Her role in inspiring feminist and punk aesthetics

Recognition and Posthumous Publications

Since her passing, her work has been anthologized and reissued, reaffirming her importance in the literary canon. Exhibitions and academic studies continue to analyze her contributions.

Conclusion: The Enduring Power of Kathy Acker's Work

Kathy Acker's biography is a testament to her relentless pursuit of artistic authenticity and her refusal to conform to societal norms. Her life was marked by a fierce independence and an unyielding commitment to exploring the complexities of human experience through her provocative writing. Today, her legacy endures as a pioneering figure who challenged conventions and expanded the possibilities of literature.

Additional Resources for Exploring Kathy Acker's Life

- Books:
 - Kathy Acker: Literary Rebel by Ian MacNaughton
 - The Literary Avant-Garde and the Politics of Embodiment by Richard Kostelanetz
- Documentaries:
 - Kathy Acker: Rebel Writer (available on various platforms)
- Online Archives:
 - The Kathy Acker Papers at the New York University Library
 - Interviews and essays available through literary journals and university collections

Understanding Kathy Acker's biography offers insight into her revolutionary approach to storytelling and her role as a fearless critic of cultural and literary boundaries. Her life exemplifies the power of art to challenge, provoke, and inspire lasting change.

After Kathy Acker: A Biography

Introduction

After Kathy Acker: A Biography offers a compelling exploration into the life and legacy of one of the most provocative and influential figures in contemporary American literature. Renowned for her experimental narrative style, raw thematic content, and fearless exploration of identity and power, Acker's life was as tumultuous as her work. This article delves into her early years, artistic evolution, key themes, and enduring influence, providing a comprehensive understanding of her complex persona and lasting impact on literature and culture.

Early Life and Formative Years

Childhood and Family Background

Kathy Acker was born on August 18, 1947, in New York City, into a family with a layered history. Her father, Herbert Acker, was a French-Jewish immigrant, and her mother, Frieda, was of German descent. Growing up amidst the cultural richness and social upheavals of post-war New York, Acker experienced a childhood marked by instability and trauma, including her father's early death when she was just five years old. These early experiences of loss and displacement would later permeate her writing, underscoring themes of identity fragmentation and resilience.

Education and Academic Influences

Acker attended the University of California, Berkeley, where she earned her bachelor's degree in English Literature. Her academic years were pivotal; she immersed herself in modernist and postmodernist texts, notably works by William S. Burroughs, Jack Kerouac, and Samuel Beckett. These writers' experimental styles and themes of existential despair resonated deeply with her, shaping her literary voice. Later, she pursued a master's degree at Columbia University, further deepening her engagement with literary theory, feminism, and avant-garde art movements.

Artistic Evolution and Literary Breakthrough

Early Works and Experimental Style

Kathy Acker's early writing was characterized by a collage-like approach, blending raw language, quotations, and narrative fragments. Her debut novel, "The Adult Life of Toulouse Lautrec" (1983), exemplifies her disjointed, visceral style, incorporating references from art history, popular culture, and her own experiences. Her work eschewed traditional storytelling, instead creating layered texts that challenge notions of authorship, gender, and authority.

Major Works and Themes

Acker's bibliography is extensive, but some works stand out as milestones:

- "Blood and Guts in High School" (1984): A semi-autobiographical novel that explores adolescent sexuality, violence, and rebellion. Its explicit content and fragmented narrative broke taboos and pushed the boundaries of literature.

- "Great Expectations" (1987): A radical reinterpretation of Dickens' classic, reimagined through a feminist lens, emphasizing themes of power, control, and identity.

- "Empire of the Senseless" (1988): A collection of her essays and writings that critique societal

norms, consumerism, and authoritarianism.

Acker's work often revolves around themes such as:

- Feminism and Gender Politics: Challenging traditional gender roles and exploring female agency.
- Power Dynamics: Examining authority, control, and resistance in personal and societal contexts.
- Identity and Self-Representation: Fragmented identities, multiple selves, and the fluidity of consciousness.
- Transgression and Taboo: Confronting sexuality, violence, and societal repression.

Her style is notorious for its explicitness and confrontational tone, often blending eroticism with political critique.

Personal Life and Influences

Relationships and Personal Struggles

Acker's personal life was marked by tumult, including turbulent romantic relationships and struggles with addiction. Her openness about her experiences with drug use and sexuality reflected her commitment to authentic self-expression and her rejection of societal norms. Her relationships, notably with writers such as John Giorno and David Price, influenced her work and provided insights into her complex emotional landscape.

Artistic and Political Influences

Acker was inspired by a wide array of cultural and political movements:

- The Countercultural Movements of the 1960s and 70s, which fostered her rebellious spirit.
- Feminist theory, particularly the works of Simone de Beauvoir and bell hooks, which informed her critique of patriarchy.

- The Cut-up technique popularized by William S. Burroughs, which she adapted into her collage-style writing.

- Postmodernist philosophy, emphasizing the instability of meaning and the decentering of the subject.

Her work also drew from avant-garde art, punk music, and underground cinema, positioning her at the nexus of multiple subcultures.

Legacy and Cultural Impact

Literary Influence

Kathy Acker's innovative approach to narrative and identity has influenced countless writers and artists. Her experimental style prefigured contemporary practices in postmodern literature, multimedia art, and performance. Writers such as Kathy Acker have paved the way for feminist and queer narratives that challenge societal norms.

Cultural and Political Significance

Acker's work remains a touchstone for discussions on free expression, gender fluidity, and resistance to authoritarianism. Her willingness to confront taboo and societal repression continues to inspire activists and artists seeking to push boundaries.

Posthumous Recognition

Acker died prematurely at age 50 from complications related to surgery in 1997. Nonetheless, her work has experienced a renaissance, with reprints, academic studies, and exhibitions celebrating her contributions. Her life and work embody a relentless quest for authenticity and liberation through art.

Conclusion: The Enduring Aftermath

After Kathy Acker: A Biography encapsulates the life of a pioneering artist whose fearless exploration of taboo subjects and innovative literary techniques reshaped the landscape of contemporary literature. Her personal struggles, radical ideas, and uncompromising style continue to resonate, challenging readers and creators to question authority, identity, and societal norms. As we reflect on her life, it becomes clear that Kathy Acker's legacy is not only in her writings but also in her enduring influence on culture's ongoing fight for freedom of expression and authenticity.

In summary, Kathy Acker's biography is a testament to the transformative power of art to confront societal limitations and embrace chaos as a form of liberation. Her life story, marked by rebellion, vulnerability, and brilliance, remains a vital narrative in understanding the evolution of avant-garde literature and feminist thought in the late 20th century.

Question Who was Kathy Acker and what is her significance in literature? Kathy Acker was an influential American experimental novelist, playwright, and punk icon known for her provocative, genre-blending works that explore themes of sexuality, identity, and power. Her innovative style and rebellious ethos have made her a pivotal figure in postmodern literature. **What are some key highlights of Kathy Acker's biography?** Kathy Acker was born in 1947 in New York City. She studied at the City College of New York and later became known for her avant-garde writing style. Throughout her career, she published influential works such as 'Blood and Guts in High School' and 'Empire of the Senseless.' She passed away in 1997, leaving a lasting legacy in experimental literature. **How did Kathy Acker influence contemporary writers and artists?** Kathy Acker's bold narrative techniques, use of collage, and exploration of taboo topics have inspired a new generation of writers and artists to challenge traditional storytelling and embrace subversion, influencing genres like postmodern fiction, punk culture, and feminist literature. **Are there any recent biographies or documentaries about Kathy Acker?** Yes, recent biographies such as 'Kathy Acker: A Biography' by Chris Kraus and documentaries like 'Kathy Acker: My Shadow' explore her life, work, and impact, providing deeper insights into her revolutionary approach to literature and her role in countercultural movements. **What themes are central to Kathy Acker's life story as depicted in biographies?** Biographies of Kathy Acker often highlight themes of rebellion, sexuality, trauma, artistic innovation, and her struggle to find her voice within both the literary world and society at large, reflecting her complex personality and groundbreaking work.

Related keywords: Kathy Acker, biography, American writer, postmodern literature, experimental fiction, punk culture, literary biography, feminist literature, avant-garde, 20th-century authors

Ms word biography template

MS Word Biography Template: The Ultimate Guide to Creating a Professional Biography with Ease

In today's digital age, a well-crafted biography is an essential tool for professionals, students, authors, and public figures alike. Whether you're preparing a resume, an author profile, or a personal introduction for networking events, having a polished biography can make a significant difference in how you are perceived. Microsoft Word, being one of the most widely used word processing tools, offers a versatile platform to create, customize, and showcase your biography

effectively.

One of the most efficient ways to streamline this process is by using an MS Word biography template. These templates serve as ready-made frameworks that simplify the creation process, ensure consistency, and help you focus more on your content rather than formatting. In this comprehensive guide, we'll explore everything you need to know about MS Word biography templates—from their benefits and features to how you can customize them to suit your specific needs.

Understanding the Importance of an MS Word Biography Template

Creating a biography from scratch can be time-consuming and sometimes challenging, especially if you're not familiar with document formatting or layout design. An MS Word biography template addresses these challenges by providing a pre-designed structure that you can easily personalize.

Key benefits of using an MS Word biography template include:

- Time Efficiency: Save time by starting with a pre-made layout rather than designing one from scratch.
- Professional Appearance: Templates are designed with aesthetics in mind, ensuring your biography looks polished and professional.
- Consistency: Maintain uniform fonts, styles, and formatting throughout your document.
- Customization Flexibility: Easily modify templates to reflect your personality, achievements, and career specifics.
- Ease of Use: Suitable for users of all skill levels, from beginners to advanced.

Types of MS Word Biography Templates

Depending on your purpose, there are various types of biography templates available in MS Word. Here are some common categories:

1. Professional Biography Templates

Designed for business professionals, executives, and entrepreneurs, these templates emphasize career achievements, skills, and professional background.

2. Personal Biography Templates

Ideal for personal websites, social media profiles, or introductions, focusing on personal interests, hobbies, and life stories.

3. Academic Biography Templates

Used by researchers, professors, and students, highlighting educational background, publications, and academic accomplishments.

4. Author Biography Templates

Perfect for writers and authors to showcase their publications, writing style, and literary achievements.

5. Creative and Artistic Biography Templates

Designed for artists, musicians, and performers to reflect their creative journey and portfolio.

Key Components of an Effective MS Word Biography Template

A well-structured biography should include specific elements to present a comprehensive picture of the individual. Most MS Word biography templates incorporate these core components:

1. Header Section

- Name
- Professional title or designation
- Contact information (phone, email, social media links)
- Optional: a professional photo

2. Introduction or Summary

A brief paragraph summarizing who you are, your profession, and your key strengths or mission statement.

3. Detailed Biography

- Educational background
- Career history and milestones
- Achievements and awards
- Skills and expertise
- Personal interests (optional)

4. Call to Action or Closing Statement

Encourages the reader to connect, collaborate, or learn more about you.

How to Find and Download MS Word Biography Templates

Getting started with an MS Word biography template is straightforward. Here are some reliable sources to find high-quality templates:

- Microsoft Office Templates Library

Visit the official Microsoft Office website or open MS Word, navigate to File > New, and search for "biography" or related keywords. Microsoft offers a variety of free templates that are easy to customize.

- Template Websites

Websites like Template.net, Canva, and Hloom provide free and premium biography templates compatible with MS Word.

- Create Your Own Template

If you have specific design preferences, you can create a custom template tailored to your needs and save it for future use.

Step-by-Step Guide to Customizing an MS Word Biography Template

Once you've selected a suitable template, follow these steps to customize it effectively:

1. Open the Template

Double-click the downloaded template or open it directly from MS Word's template library.

2. Replace Placeholder Text

Update the sample content with your personal and professional information.

3. Insert Your Photo (Optional)

Insert a high-resolution professional photo if the template includes a photo section.

4. Adjust Formatting

Modify fonts, colors, and layout to match your personal branding or preferences.

5. Add or Remove Sections

Include additional sections such as publications, projects, or volunteer work, or remove unnecessary ones.

6. Review and Edit

Proofread your biography for grammatical errors and clarity.

7. Save and Export

Save your final biography as a Word document or export it as a PDF for sharing.

Tips for Creating an Impactful Biography Using MS Word Templates

To ensure your biography leaves a lasting impression, consider the following tips:

- Be Concise and Relevant: Highlight key achievements without overwhelming the reader.
- Use Action-Oriented Language: Use strong verbs and active voice.
- Tailor Content to Audience: Customize your biography based on the platform or purpose.
- Include Keywords: Incorporate industry-specific keywords for SEO optimization.
- Maintain Consistency: Use uniform fonts, styles, and formatting throughout.
- Add Visual Elements: Incorporate icons, bullet points, or subtle color accents to enhance readability.
- Update Regularly: Keep your biography current with recent accomplishments.

SEO Optimization Tips for Your Biography

Optimizing your biography for search engines can increase visibility, especially if used online. Here are some SEO strategies:

- Use Relevant Keywords: Incorporate industry-specific terms naturally within your biography.
- Include Location Information: If applicable, mention your city or region for local SEO.

- Add Links: Hyperlink to your website, portfolio, or social profiles.
- Use Descriptive File Names: Save your biography as "John-Doe-Professional-Biography.docx" for easier indexing.
- Optimize Metadata: Add relevant tags and descriptions if publishing online.

Advantages of Using MS Word for Your Biography

While many online platforms offer biography templates, MS Word remains a preferred choice due to its versatility and familiarity. Benefits include:

- Offline Accessibility: Work on your biography without internet dependency.
- Advanced Formatting Options: Customize fonts, layouts, and styles extensively.
- Compatibility: Easily share and edit files across devices and with colleagues.
- Integration: Incorporate charts, images, and other media seamlessly.

Conclusion

An MS Word biography template is an invaluable resource for creating professional, impactful biographies efficiently. By leveraging pre-designed structures, you can focus on crafting compelling content that highlights your strengths and achievements. Whether you're preparing a personal profile, academic bio, or professional résumé, choosing the right template and customizing it thoughtfully will ensure your biography stands out.

Remember to select a template that aligns with your purpose, personalize it with your unique information, and optimize it for clarity and SEO. With these strategies, you'll be well-equipped to produce a biography that not only impresses but also effectively communicates your story to your target audience.

Start exploring available MS Word biography templates today and take the first step toward creating a compelling personal or professional narrative that opens doors to new opportunities!

Mastering the Art of the MS Word Biography Template: A Comprehensive Guide for Professionals and Students Alike

In the digital age, crafting a compelling biography is an essential skill, whether you're applying for a job, creating a professional portfolio, or showcasing your achievements on social media. One of the most efficient and customizable ways to produce a polished biography is by utilizing an MS Word biography template. These templates offer a structured foundation, saving you time while ensuring a professional appearance. In this guide, we'll explore the significance of using an MS Word biography template, how to select the right one, and step-by-step instructions to personalize it

effectively.

Why Use an MS Word Biography Template?

Before diving into the specifics, it's essential to understand why an MS Word biography template is a valuable tool:

- Time Efficiency: Templates provide pre-designed layouts, so you don't have to start from scratch.
- Consistency and Professionalism: Well-designed templates ensure your biography looks polished and consistent.
- Customization Flexibility: Templates are easily editable, allowing you to tailor content to your personal or professional brand.
- Versatility: Suitable for resumes, LinkedIn summaries, conference bios, or personal websites.

Choosing the Right MS Word Biography Template

Selecting an appropriate template is crucial for making a positive impression. Here are key considerations:

- Define Your Purpose

Are you preparing a professional biography for a conference, a personal website, or a job application? Different contexts require different styles:

- Formal and Professional: For corporate profiles or academic bios.
- Creative and Personal: For portfolios or personal branding.

- Consider the Layout and Design

Templates come with various designs?some minimalistic, others more elaborate. Choose based on:

- Your industry standards
- Your personal style
- The amount of information you wish to include

- Compatibility and Accessibility

Ensure the template is compatible with your version of MS Word and is easy to edit without technical issues.

- Source Reliable Templates

Use reputable sources such as:

- Microsoft Office Templates
- Trusted third-party providers
- Custom-designed templates from graphic designers

Essential Components of an Effective MS Word Biography Template

A well-structured biography template typically includes the following sections:

- Header Section
- Name
- Title or profession
- Contact information (email, phone, LinkedIn, website)
- Personal Summary or Biography

A brief paragraph summarizing your background, expertise, and goals.

- Professional Experience
- Job titles
- Companies/organizations
- Duration
- Key responsibilities and achievements

- Education and Certifications
 - Degrees earned
 - Institutions
 - Certifications and relevant training
- Skills and Competencies
 - Technical skills
 - Soft skills
 - Languages
- Awards and Recognitions
 - Honors
 - Scholarships
 - Industry awards
- Personal Interests (Optional)

Adding personal interests can humanize your biography and make you more relatable.

Step-by-Step Guide to Personalizing Your MS Word Biography Template

Once you've selected and downloaded your preferred MS Word biography template, follow these steps to customize it effectively:

Step 1: Open the Template and Save a Copy

- Always work on a copy to preserve the original.
- Save your customized version with a clear filename.

Step 2: Update the Header Section

- Replace placeholder text with your full name.
- Add or update your professional title.
- Input current contact information.

Step 3: Craft a Compelling Personal Summary

- Write a concise paragraph that highlights your core expertise, career goals, and unique qualities.
- Use active voice and keywords relevant to your industry.

Step 4: Detail Your Professional Experience

- List positions in reverse chronological order.
- Use bullet points for responsibilities and achievements.
- Quantify accomplishments when possible (e.g., "Increased sales by 20%").

Step 5: Include Your Educational Background and Certifications

- Mention degrees, institutions, and graduation dates.
- Add any relevant certifications and ongoing training.

Step 6: Highlight Your Skills

- Use a bulleted list or a skill matrix.
- Prioritize skills relevant to your target audience or industry.

Step 7: Add Awards and Recognitions

- List notable awards or recognitions that bolster your professional profile.

Step 8: Incorporate Personal Interests (Optional)

- Share hobbies or interests that align with your personal brand.

Step 9: Review and Edit for Clarity and Consistency

- Check for grammatical errors.
- Ensure formatting is uniform.
- Keep the biography concise? ideally 300-500 words, but longer for detailed profiles.

Step 10: Save and Export

- Save your document in MS Word format (.docx).
- Export as PDF if needed for sharing or printing.

Tips for Making Your Biography Stand Out

- Use a Professional Photo: If your template allows, add a high-quality headshot.
- Incorporate Keywords: Use industry-specific keywords to optimize for search engines or applicant tracking systems.
- Maintain a Consistent Tone: Match your tone to your target audience? formal, friendly, or creative.
- Be Authentic: Highlight genuine achievements and interests to build credibility.
- Update Regularly: Keep your biography current, especially after significant career changes.

Advanced Customization Options

Beyond basic editing, consider these enhancements:

- Adding Visual Elements
 - Incorporate icons for contact details.
 - Use borders or shading to highlight sections.
- Embedding Links
 - Hyperlink your LinkedIn profile or portfolio website.
- Incorporating Testimonials or Quotes

- Add brief testimonials or professional quotes to reinforce credibility.
- Using Tables or Charts
- Display skill levels or achievements visually.

Conclusion

An MS Word biography template is a powerful resource that streamlines the process of creating a professional, engaging biography. By carefully selecting a template aligned with your goals and personalizing it thoughtfully, you can craft a compelling narrative that highlights your strengths and achievements. Remember to keep your biography updated, authentic, and tailored to your audience. Whether for job applications, professional networking, or personal branding, mastering the use of biography templates in MS Word will significantly enhance your professional presence in the digital world.

Final Thoughts

Investing time in creating a polished biography using an MS Word template pays dividends in establishing your personal brand. With the right tools and strategies, you can craft a biography that opens doors and leaves a lasting impression. Explore different templates, experiment with design elements, and continually refine your content to reflect your evolving career and aspirations.

Question What is a MS Word biography template and how can it be used? An MS Word biography template is a pre-designed document that helps users easily create professional and consistent biographies. It provides structured sections for personal details, achievements, career history, and more, simplifying the process of drafting biographies for resumes, websites, or profiles. **Where can I find free MS Word biography templates online?** You can find free MS Word biography templates on websites like Microsoft Office Templates, Template.net, and Canva. Many platforms offer customizable templates that you can download and edit directly in Word. **Can I customize an MS Word biography template to fit my needs?** Yes, MS Word biography templates are fully customizable. You can modify layouts, fonts, colors, and sections to personalize the template according to your preferences or specific requirements. **What are some tips for creating an effective biography using a Word template?** Ensure your biography is concise, highlight key achievements, use a professional tone, and tailor the content to your target audience. Also, use the template to maintain a clean and organized layout for better readability. **Are there specific MS Word biography templates for different professions?** Yes, many templates are tailored for specific fields like academia, business, arts, or healthcare. Choosing a profession-specific template can help emphasize relevant skills and experiences more effectively. **How do I add a photo to my MS Word**

biography template? You can insert a photo by clicking on the designated image placeholder in the template or by using the 'Insert' tab, selecting 'Pictures,' and uploading your image. Adjust the size and position as needed to fit the layout. Can I save my MS Word biography as a PDF for professional sharing? Yes, after editing your biography, you can save or export the document as a PDF directly from MS Word, ensuring your formatting remains intact when sharing or printing. What are the benefits of using an MS Word biography template over creating one from scratch? Using a template saves time, ensures a professional appearance, provides a structured format, and helps maintain consistency. It also offers design ideas and layout options that might be difficult to create from scratch.

Related keywords: biography template, Word biography document, biography resume template, personal profile template, biography layout Word, biographical report template, professional biography Word, biography worksheet, editable biography template, biography formatting Word

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