Hello, and happy (almost) Friday,

First, thank you all. The report will be available to proof starting**in the morning on Tuesday, November 15 through 5 p.m. on Friday, November 18,**but please make a calendar appointment in the**team room (you’ll see it in Gmail)**to reserve time to proof if you have not already done so. It's important for version control for everyone to work from the same document, so more than one person should not be proofing at the same time. Please **“lock”** the document when you edit and unlock when you are done to prevent overlap.

The formatted version of the report is a PDF, so you'll need to have at least Adobe Reader to edit this document. **Here is the list of reviewers:**

**Caroline**: Intro/Key points

**Carolyn**: TOC

**Lesley**: Exhibits 1, 3-5, 37, 38

**Audrey**: 6-13

**Sean**: 14-16; 29-34

**Aaron**: Exhibits 17-28

**Martha and Linn**: Exhibits 2, and 39-48

**Martha and Audrey**: Exhibits 35-36

**Linn:** Technical guide

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**A few reviewing Dos/Don’ts**:

* Please identify style and data errors or typos, but no wordsmithing. However, if you think you’ve caught a factual error, please note it either in a comment bubble, or using the cross-out option which will also allow you to add your change.
* Lock the document when you are working in it. Unlock it when you are done.
* Make your edits using the comment tool. Please don't use the editing tool.
* Do not phrase edits as a question.

The detailed set of [reviewers’ guidelines](https://macpacgov.app.box.com/file/451026517787) is in Box. The style guide is [here](https://macpacgov.box.com/s/l8mxevspo8wu5rhkisrgwcswzuvtdhtr).

Thank you again. If you have questions, I’ll do my best to answer them!