Hello everyone,

Thank you all for being part of the team room review! Here are the instructions. The 2024 MACStats will be available to proof starting**the morning of Tuesday, November 19 and running through Friday afternoon, November 22.**Please make a calendar appointment in the**team room (you’ll see it in Gmail)**to reserve time to proof. 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 (for these elements, allot yourself at least two hours):**

**Comms**: Key points, TOC, intro, staff and Commission lists, overall book

**Gabby:** Exhibits 1, 3-5, 7-13

**Audrey**: Exhibits 6, 16-28

**Janice**: Exhibits 2, 14-15, 29-34, 39-48

**Shelia**: Exhibits 35-38

**Patrick**: Technical guide

Please open the copy that will be available on 11/19 in the [2024 MACStats: TEAM ROOM REVIEW EDITS](https://macpacgov.box.com/s/nsg68cupmy2ckjs7mxphf87nky5rue04) folder and lock it for editing. Please do not download the document, edit, and upload a new copy or scan the report and make your edits in longhand.

**A few reviewing Dos/Don’ts and tips**:

       Please identify style and data errors or typos, **but no wordsmithing**. 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 <https://macpacgov.box.com/s/yaf223xcy0g9x8n4chbmju7ktw3s6h6f>. The style guide is [here](https://macpacgov.box.com/s/d4zbefygmc6accqhjbdrq0d5tugr0r3z).

Questions? I’m happy answer!

Many, many thanks in advance.