

To: Cynthia Pitchford; Paloma Lopez Landry; Caitlin Grussing;
Wyk Parish
From: Tenzing Briggs *TB*
Subject: Progress Report for Style Guide Update
Date: 13 April 2023

This memo **covers** my update on my work with the nonprofit client Katog Choling, namely, what has been completed and how the current timeline for the project has changed from the previous timeline.

Work Accomplished

Of the two sections outlined in the proposal memo previously sent, a full draft of one section has been completed and a full draft of the second section is roughly half-finished. Specifically, the tutorial chapter on InDesign (titled “InDesign Tutorial & Skills”) is finished in its entirety and ready for review with Caitlin Grussing and Wyk Parish in the coming week. The InDesign formatting chapter (titled “Pujas Prayer Booklets”) based on *Guru Sadhana* has been split into the specific style formatting (e.g. Paragraph and Character Styles) and into the specific parent/master pages layouts; the draft of the Paragraph Style chapter is completely finished, and the Character Styles are half-done. More specifically, Character Style subchapters “Pagination” and “English translation” are finished and subchapters “English transliteration,” “Tibetan,” and “Title Pages” are unfinished. The Parent/Master Pages Layouts chapter is yet undrafted.

Work Scheduled

Originally, the goal had been to have a full “out-the-door” draft by this date; in other words, a draft with all chapter headings and subheadings, all base screenshots, and all text to be included in both the InDesign Tutorial chapter and the specific InDesign Formatting chapter. Then, the next goal to follow would be to review the “out-the-door” text with Caitlin and Wyk, to ensure that the base text was good enough to be transformed for a finished Word doc—that is, the edited base text would be taken out of Google Docs (where it currently resides) and added into the Style Guide created last semester, merging the old text with the new chapters and attending to document design matters such as making smaller cropped screenshots with visible highlights or such as adding captions for screenshot figures.

For a few reasons, this goal can still be achieved. Since the Tutorial chapter stands alone and aside from the Formatting chapter, work can begin on adding the Tutorial chapter as an update to the old Style Guide of last semester. This means review meetings and screenshot/text formatting for Word are still part of work scheduled. However, since the Formatting chapter remains incomplete, further work on it is also (still) scheduled, to be completed ASAP since it is behind on the timeline. Additionally, further work on the minor edits for the Website chapters (written last semester in the old incarnation of the Style Guide) are scheduled, as a follow-up if there is time available after finishing the Formatting chapter.

Problems

One main problem persists, which needs addressing in a special meeting between Caitlin and I. As it stands, the bulk of the Formatting chapter documents the Character Styles used in the *Guru Sadhana* practice—of which there are 50+ different Styles. My intent in writing the draft of

this part of that chapter was to record every single different instance, organized and named exactly as they show up in the InDesign document. However, I realized very late into drafting these subchapters that some instances didn't appear in the document at all, and seemed to exist primarily as an experimental link between Styles that *were* used. My preliminary meeting with Caitlin didn't cover this aspect, rather we primarily focused on how to navigate Styles and look at their settings, to record what they were.

In short, the problem I came upon was that, since some Character Styles were exact replicas or weren't used at all, I could not classify what content one would apply them to or how to describe how each one's use differed—especially since some were used and others not, despite the fact that they would often be exact copies of each other. Furthermore, difficulties in identifying where Character Styles were used and where they weren't delayed writing of that chapter—thus another problem is that the Parent/Master Pages chapter hasn't been drafted at all.

Proposed Changes

A proposed change, then, would be to *not* record all Character Styles used, but, rather, to identify only key Character Styles that could feasibly be used in another *pujas* project. Moreover, another proposed change would be to merge the organization of some Character Styles—for example, the possible merging of the Character Style folders titled “Eng/Transliteration” and “Transliteration.” Thus, a proposed change is to meet once more with Caitlin to discuss in better detail all the Character Styles.

Likewise, another change will be to draft the Parent/Master Pages chapter *before* finishing the Character Styles chapters, so that there will be time to add onto the review meeting with Wyk specific attention to Parent/Master Pages.

Updated Schedule

Thus, the schedule has been updated to include one more meeting with Caitlin, to discuss Character Styles; this meeting, to still work towards previous milestones, should be on or very soon after our current scheduled meeting date for review. Another meeting is also needed to discuss the Parent/Master Pages section, as an add on to the already scheduled meeting with Wyk. An updated schedule is below, with the new additions italicized and bold.

A. Week of April 10th through 16th:

- a. Friday, April 14th—Finish “out the door” draft of first deliverable (new or edited sections)

B. Week of April 17th through 23rd:

- a. Monday, April 17th—Meet with Caitlin over InDesign **Tutorial and Paragraph Styles** sections draft

- i. **Monday, April 17th—Meet with Caitlin over Character Styles section problems**

Or

- ii. **Tuesday, April 18th—Meet with Caitlin over Character Styles section problems**

- b. Wednesday, April 19th—Meet with Wyk over InDesign section draft **and more specifically Parent/Master Pages section**
 - c. Friday, April 21st—Meet with Wyk over website new and edited sections
- C. Week of April 24th through 30th:
- a. Tuesday, April 25th—Give graduate presentation on the project’s editing process
 - b. Friday, April 28th—Finish and send to both Katog Choling and Dr. Nahrwold last two deliverables (completed full style guide + a version with track changes)

This concludes my progress report for the project; please let me know if you think this updated schedule seems viable, given the short amount of time to schedule extra meetings for discussing the yet-uncompleted draft sections. I look forward to your comments.