To:	Dr. Cynthia Nahrwold
CC:	Cynthia Pitchford; Paloma Lopez Landry; Caitlin Grussing; Wyk Parish
From:	Tenzing Briggs *TB*
Subject:	Project Submission — Katog Choling Style Guide Revision 5-1-2023
Date:	1 May 2023

This memo covers the to-date work on nonprofit client Katog Choling's Style Guide, as well as some possible dates for future work.

I've attached a PDF and Word version for the most recent revision of the Katog Choling Style Guide. This revision includes the addition of two new chapters: an InDesign Tutorial chapter, and a chapter on the specific formatting used in the *Guru Sadhana* pujas currently being developed.

Future Work

As this Style Guide aims at being exhaustive, there certainly is future work to be done. Most notably, Wyk and I have discussed modifying the Style Guide so that it could be made into an online wiki — this would make editing the guide easier in the future, and would also ease reading by introducing hypertext into the guide's organization/format.

The current schedule is to return to the project after the semester has finished. Wyk and I will meet sometime during the week of May 15th to begin work on converting this to a wiki; any possible additions to the Guide moving forward will be discussed at that time.

If you have any questions on the current revision, such as a more in-depth outline of what all got added in this revision, please let me know.

Attached: 2023 AdvEdit Style Guide 5-1-2023 Revision.pdf
             2023 AdvEdit Style Guide 5-1-2023 Revision.docx