# Notes for completion - 101: (and apologies if this appears to be teaching Granny to suck eggs)

# This document uses custom Properties fields. To see your corporate or personal reviewer id., go to File - Properties – Custom, select ‘ReviewerId’, change the text to your own corporate and/or personal name and then Modify. Do the same to set ‘Date completed’. Then open the headers, select the line commencing ‘Reviewer’ and update the field (‘F9’).

# Each review comment in the following table will be automatically numbered but you need to set your own abbreviated ‘RevId’. To set your corporate or personal reviewer id., go to Format – Bullets and Numbering – Customize, in the ‘Number format’ field change ‘RevId’ to your own corporate and/or personal id and then ‘OK’ back out. Please use a max of four characters (two or three is better) – all we need to be able to do is identify your comments among others’.

# Severity (Svrt) should be one of the following, accepting that these are somewhat subjective determinations:

# Removed

# If the document is Word, be cautious of installation-specific variances which may cause line or page numbering to be inconsistent between different reviewers’ copies of the doc. Other formats (e.g. Excel, Adobe) tend to be more reliable in terms of their structure. Use something more permanent e.g. the section number, a title or a unique sample of text.

# Please be brief and to the point – no offence will be taken. Proposed resolutions will speed the review and disposition of comments, which will lead to the agreed resolution.

# Feel free to delete these notes once you’re familiar with them. Problems? Pls either call or email KI (Joni Brennan) or Zygma and we’ll get back to you as soon as we can.

| Ref# | Section/Line/Unique ref. | Reviewer’s comment/observation | Reviewer’s proposed resolution | Editor’s resolution |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  | Add further entries as you require |  |  |

# On completion of your commenting please observe the following requested process for submitting your comments by the requested date, for disposition along with all other comments received:

# save your comments in a Word file with the name ‘KI NSTIC NOI#1 2011-07 v0.0.6&*«RevId»*’ (i.e. append with the ‘RevId’ you used in the table above);

# email your comments to both Joni@IEEE-ISTO.org & RGW@Zygma.biz, using the above filename as the Subject line.

Your adherence to these requests will facilitate the capture & processing of your comments.

**Comments not provided in the above format will not be processed**. Thank you for your time.