From:	Cathy Marcinkevage - NOAA Federal <cathy.marcinkevage@noaa.gov>
Sent:	Friday, March 29, 2019 10:21 AM
To:	Norma Hinton - NOAA Affiliate
Cc:	Brian Ellrott; Naseem.Alston; Garwin Yip; Boring, Susan
Subject:	ROC LTO Section 2.4 Environmental Baseline

Norma --

No one will need the subject document today (called EB, lovingly). Can you start with using Cite While You Write to insert references? I will come by and we can walk through to be sure everything is set. Here are some suggestions:

1. Close all libraries except CVO References.
2. Check your EndNote tab in Word to see that you have CVO Ecology Base selected.
2. Use the comment bubbles to ID which reference to insert. After you insert, you can right click the comment bubble to mark it as "done" which will gray it out, or just leave it. I do not suggest deleting it at this time.
3. If sources like NMFS 2014, and CDFW 20xx, are difficult, then you can skip them and highlight the comment bubble so we know to cover them later.
4. Save As with your initials at the end.

Use this version:

S:\Draft BiOp\2_ESA\2.4 Environmental Baseline\Environmental Baseline v1 - noa plus others.docx

I'll be there in a bit!
Cathy