

## READ-ME INFORMATION

1. The zipped folder contains 6 Microsoft Word files as follows:
  - “Read Me”: general instructions on how to print the whole document.
  - “Recommendations”: all recommendations made by the Working Group.
  - “Headers”: header pages for the document as a whole and for each one of the three appendices.
  - “Appendix 1”: SEC Industry Guide 7.
  - “Appendix 2”: 1999 SME Guide.
  - “Appendix 3”: 2005 SME Guide.
2. To Print the document, do the following:
  - Print the content of the six files.
  - Make sure that all pages are in the proper order and that pages printed using the Landscape orientation are facing in the right direction. (Landscape pages can be found in Table 1 of Appendix 3 and Section 1 of the Recommendations.)
  - Place Appendix 3 down. Put the header of Appendix 3 on top.
  - Place Appendix 2 on top of Appendix 3. Put the header of Appendix 2 on top.
  - Place Appendix 1 on top of Appendix 2. Put the header of Appendix 1 on top.
  - Put the Recommendations on top.
  - Put the overall header on top.
3. You are done. You can now put the document in a binder. You might consider including tabs to mark the main sections in the Recommendations, and to separate the main document from the three appendices.