



# Welcome!

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## Orientation Schedule: Monday, December 8, 2014

8:00–9:00 Break Room	<b>Carolyn</b> Welcome Bathrooms Map Contact Information, Inclement Weather, Emergency Procedures Refrigerators, Coffee Overview of Orientation & Training The Plan for the Day: HR, Security Badges, Snack Bar & Cafeteria Meet the Editors
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9:00–11:30 Statutory Review	<b>Carolyn</b> Meet the SR Attorneys and Administrative Assistants Settle in to Workstations and Get Supplies Log in HR Paperwork
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11:30–12:30	Lunch
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12:30–2:00 Statutory Review	<b>Carolyn</b> Photos and Security Badges
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2:00–2:15	Break
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2:15–3:30 IT Library	<b>Carolyn</b> Hands-on Introduction to the Code
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3:30–4:30 Workstations	Exploration of Folio and the Q Drive Reading
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**Reading assignments:**

- Sections 1, 3, and 4 of the *2010 Legislative Drafting Manual (LDM)*

- Vince's article

**Also, please do:**

- Locate Folio Views; investigate its bookmarks and search features
  - Locate the electronic copy of the LDM on the BLR website, save with a new file name, and create a shortcut to it on your desktop
  - Investigate the various drives available to the bureau, especially Q
  - Take a look at Q > Editors > Bills 2012 and > Bills 2013
  - Create a desktop shortcut to Merriam-Webster online dictionary
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