



The Undaunted Return!

Orientation Schedule: Tuesday, December 9, 2014

8:00–9:00 Statutory Review	HR (Judith and Anita) Reading Meet Kevin and Erica
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9:00–11:30 Small Conference Room	Carolyn Recap Legislative Drafting Manuals (print) Hands-on Intro to the Code, cont'd. Bill Document Structure
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11:30–12:30	Lunch
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1:00–3:00 IT Training Room	Jennifer, Jason Demo: First Proofing a Bill Introduction to Reading Techniques
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3:00–3:15	Break
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3:15–4:30 Workstations	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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