



Hey . . . guess what day it is!

Orientation Schedule: Wednesday, December 10, 2014

8:00–9:00
Workstations

Reading

9:00–10:00
IT Training Room

Doris
How a Bill Becomes Law

10:00–10:15

Break

10:15–11:30
Small Conference Room

Vince
History of the Arkansas Code of 1987 Annotated

11:30–12:30

Lunch

12:30–2:00
IT Library

Jason
Introduction to Code Format and End Punctuation
Practice

2:00–2:15
2:15–4:30

Break
Introduction to the Masterlist
How to Verify Entity Names
How to Check Second References
Practice

- 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