



Orientation Schedule: Thursday, January 3, 2013

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| 8:00–9:00 Conference Room | Carolyn Recap and questions Review: ACS, the supplement, the bound volumes Boilerplate, bill SECTIONS review Statutory Review: Levels of Edit 2 (Proofing) and 3 (Editing) The editor’s vocabulary: A quick review of common errors |
| 9:00–9:30 Conference Room | Vince A Brief History of the <i>Arkansas Code of 1987 Annotated</i> |
| 9:30–9:45 | Break |
| 9:45–11:00 IT Training Room | Barbara Adobe features, quirks, tips, and shortcuts Folio Views search tips and shortcuts |
| 11:00–11:45 | Lunch |
| 11:45–1:00 IT Training Room | Jennifer Introduction to Agencies, Programs, Funds, and Federal Lists How to verify non-state entities and other claims of fact in resolutions How to check internal references, first and second references Practice |
| 1:00–1:15 | Break |
| 1:15–2:00 Conference Room | Carolyn List and outline format, parallelism |
| 2:00–4:30 | Abduction and impressment into service, perhaps? Reading assignments: <ul style="list-style-type: none">• Sections 1, 3, and 4 of the <i>2010 Legislative Drafting Manual (LDM)</i>• Vince’s article Also, please do: <ul style="list-style-type: none">• Locate Folio Views on your desktop and familiarize yourself with 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• Keep Carolyn’s contact info on hand• Add the link for your work email access to your personal browser favorites |
