



TGIF!

Orientation Schedule: Friday, January 4, 2013

8:00–8:45 Conference Room	Carolyn Recap Fun with Punctuation: Outline/List Format
8:45–9:50 Conference Room	Lance A Brief History of Statutory Review
9:50–10:15	Break
10:15–11:30 IT Training Room	Doris How a Bill Becomes Law
11:30–12:30	Potluck lunch
12:00–1:00 Jason's Workstation	Jason reviewing with Nick, por favor? The Arkansas Code in all 3 versions: ACS, supplements, and bound volumes Boilerplate text Folio Views The H and Q drives (Editors > Bills 2012 and > Bills 2013) The logic of outline and list format, punctuation
12:00–2:00 Workstations	Pressed into early service: Reading for the editors on call
2:00–2:15	Break
2:15–4:30 Workstations	Reading for the editors on call Paper and ink practice markup

- Please read: Sections 1, 3, and 4 of the *2010 Legislative Drafting Manual (LDM)*
 - Please also read Vince's article
 - 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
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