

Step-by-Step Guide

Table of Contents

Page

| | |
|---|----|
| General Quick Tips. | 2 |
| Creating your account on our e-learning site. | 3 |
| Signing up for a self-paced online seminar. | 4 |
| Securely paying for your seminar using a credit card or a PayPal account. No PayPal account? No problem. | 6 |
| Mutiple licenses—which one do you need? | 7 |
| Licensing Terms: An important note from Bryan A. Garner. | 8 |
| Purchasing Additional-Viewer Licenses | 9 |
| Accessing your seminars, course materials, and course descriptions. | 11 |
| Where can you find your Certificate of Completion? | 13 |
| CLE-reporting information: What do I need? Course description & Professor Bryan A. Garner's CV | 14 |
| Estimating the Tuition for a Self-Paced Seminar (worksheet) | 17 |

General Quick Tips

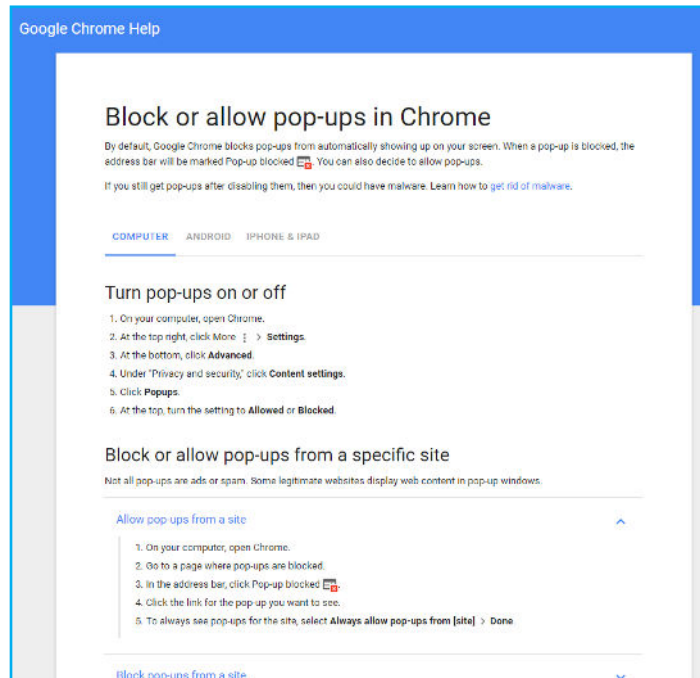
Here's a short troubleshooting sheet to help you on your way.

Tip #1

We recommend using Chrome as your Internet browser.

Tip #2

Manage your pop-ups. (In the top right end of your internet address bar, there will be a pop-up warning notice. You'll need to click on that, then accept all pop-ups from this Vitalect.com (elearning.vitalect.com/LAW-PROSE/) site, then try to relaunch your module again.)



Creating your account on our e-learning site.

Fill out the form on our site: elearning.vitalect.com/LAWPROSE/.

Guidelines

- You can register at our site through the Register form shown on the right. You will receive your account activation information in an email.
- If you do not receive communication emails within 10-15 minutes of registration please check your Spam folder.
- If you have tried logging in a few times and still remain unsuccessful then please clear your browser cache from the Tools menu of your browser and then try re-entering your login details.
- If you do not remember your password, please click the Forgot Password link near the login area. You will receive the instructions to change your password in a separate email.
- The Stay Signed In option keeps your session alive (after you login) until you get logged out or get timed out from the system.

Username
Please enter your email address:
 Stay signed in

Password

[Forgot Your Password?](#)

Don't have an account? Register below:

First Name
Required

Last Name
Required

Email
Required

Password
Required

Confirm Password
Required

Company
Required

Country
Required

State
Required

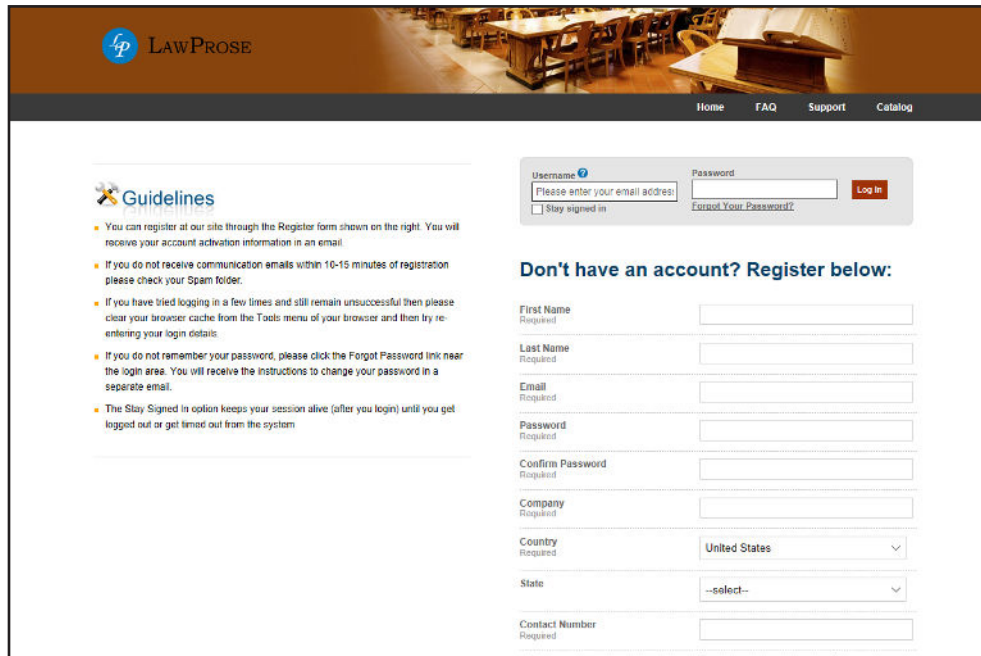
Contact Number
Required

This will also be the page that you'll use to log in for your seminars.

You'll receive an e-mail (check your junk/spam box) that verifies your e-mail address and activates your account. If you have problems logging in after this, please reset your password and try logging in again.

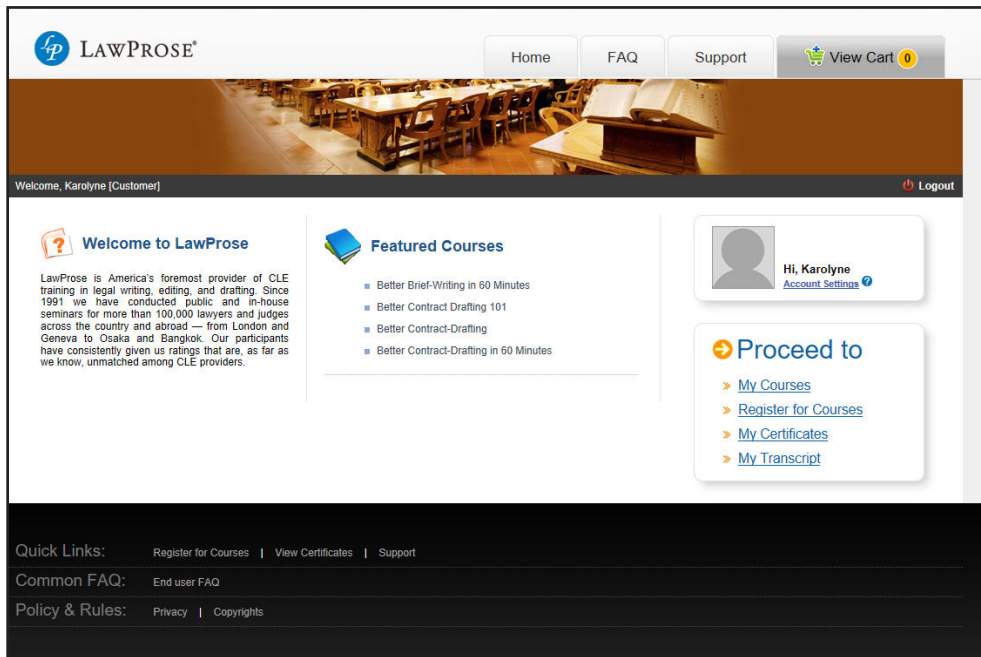
Signing up for a self-paced online seminar.

1. Sign in to your e-learning account at elearning.vitalect.com/LAWPROSE/.



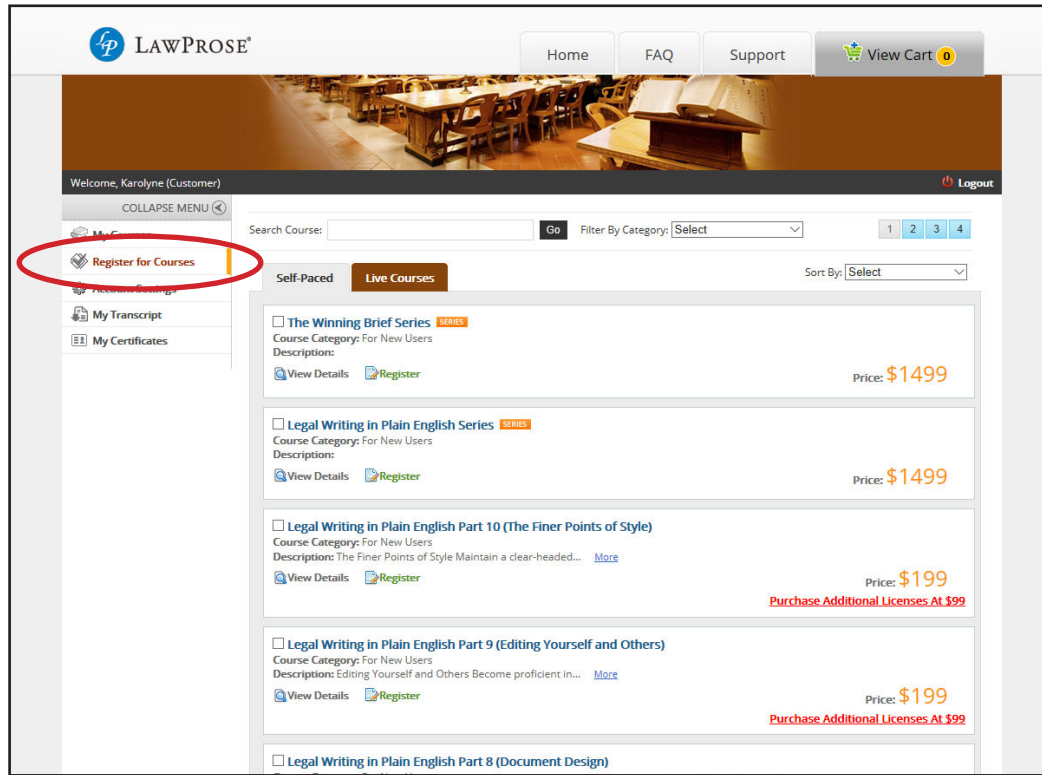
The screenshot shows the LawProse website's login and registration interface. At the top, there is a navigation bar with links for Home, FAQ, Support, and Catalog. Below this, the page is divided into two main sections. On the left, there is a 'Guidelines' section with a list of instructions for users, including how to register, what to do if they don't receive emails, how to handle login failures, how to reset a password, and the 'Stay Signed In' option. On the right, there is a login form with fields for Username (with a note to enter an email address), Password, and a 'Log In' button. Below the login form is a 'Don't have an account? Register below:' section with a registration form. The registration form includes fields for First Name, Last Name, Email, Password, Confirm Password, Company, Country (set to United States), State (set to --select--), and Contact Number.

2. This will take you to your main page.

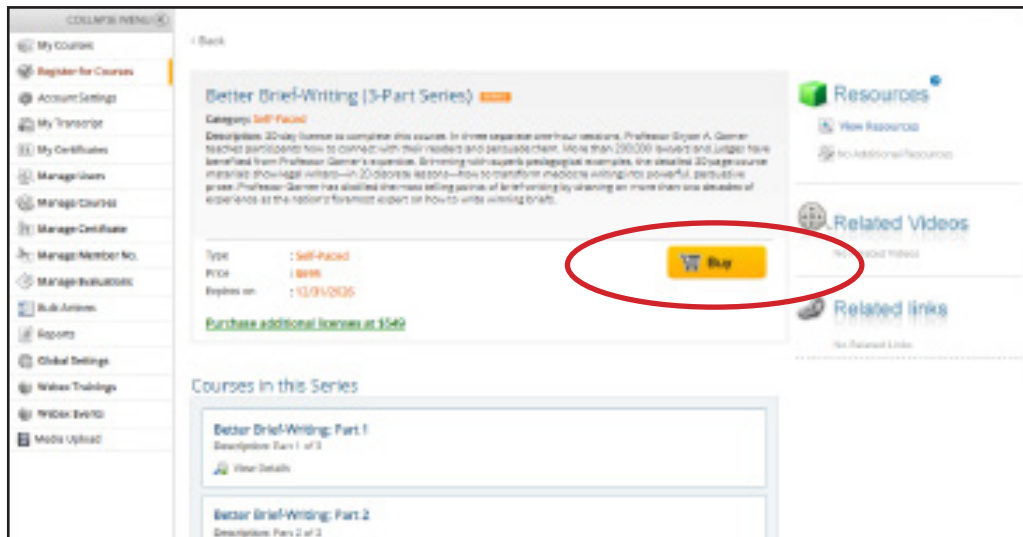


The screenshot shows the LawProse user dashboard for a logged-in user named Karolyna. The top navigation bar includes Home, FAQ, Support, and a View Cart icon with a 0 count. Below the navigation bar, there is a welcome message: 'Welcome, Karolyna [Customer]' and a Logout button. The main content area is divided into three columns. The left column, titled 'Welcome to LawProse', contains a brief introduction to LawProse as a provider of CLE training. The middle column, titled 'Featured Courses', lists four courses: 'Better Brief-Writing in 60 Minutes', 'Better Contract Drafting 101', 'Better Contract-Drafting', and 'Better Contract-Drafting in 60 Minutes'. The right column, titled 'Proceed to', contains a list of links: 'My Courses', 'Register for Courses', 'My Certificates', and 'My Transcript'. At the bottom of the page, there is a 'Quick Links' section with links for 'Register for Courses', 'View Certificates', and 'Support'. Below that is a 'Common FAQ' section with a link to 'End user FAQ'. Finally, there is a 'Policy & Rules' section with links for 'Privacy' and 'Copyrights'.

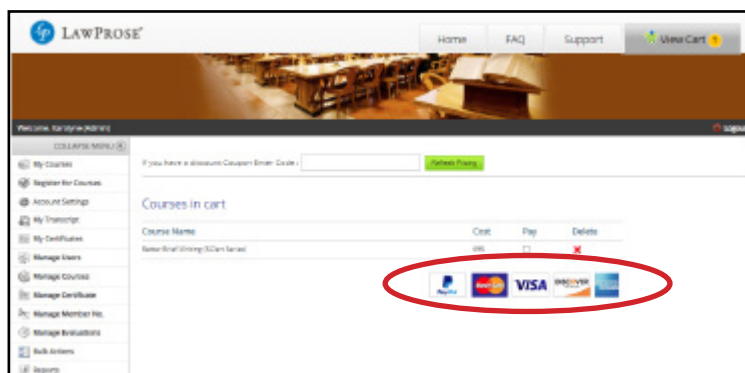
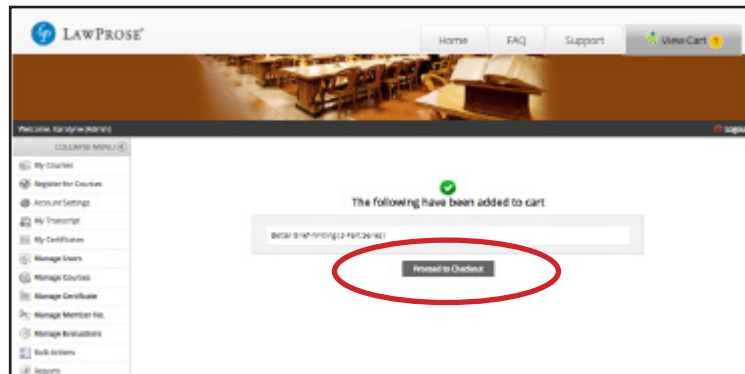
3. To find a course to register for, click on [Register for Courses](#) in the menu to the right.
4. This will bring you to our course catalogue.



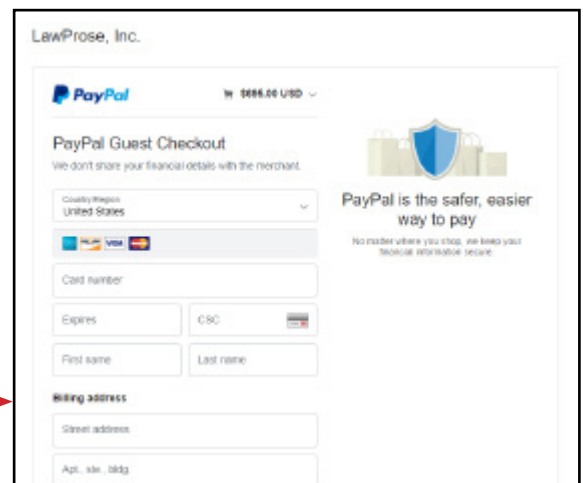
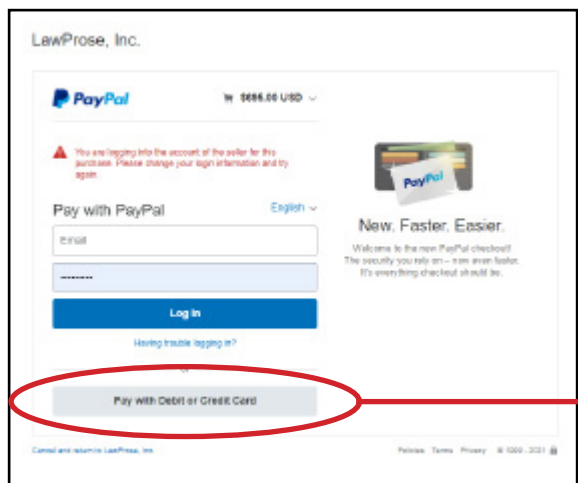
5. Click on any course you want to read more about.
This will take you to the course page.
To purchase the course, click the **Buy** button. This will then take you to another page to confirm that you're adding this course to your cart for purchase.



6. Once you're ready to purchase the course, click on Proceed to Checkout. The site will direct you to the payment page to securely check out with a credit card or through a PayPal account.



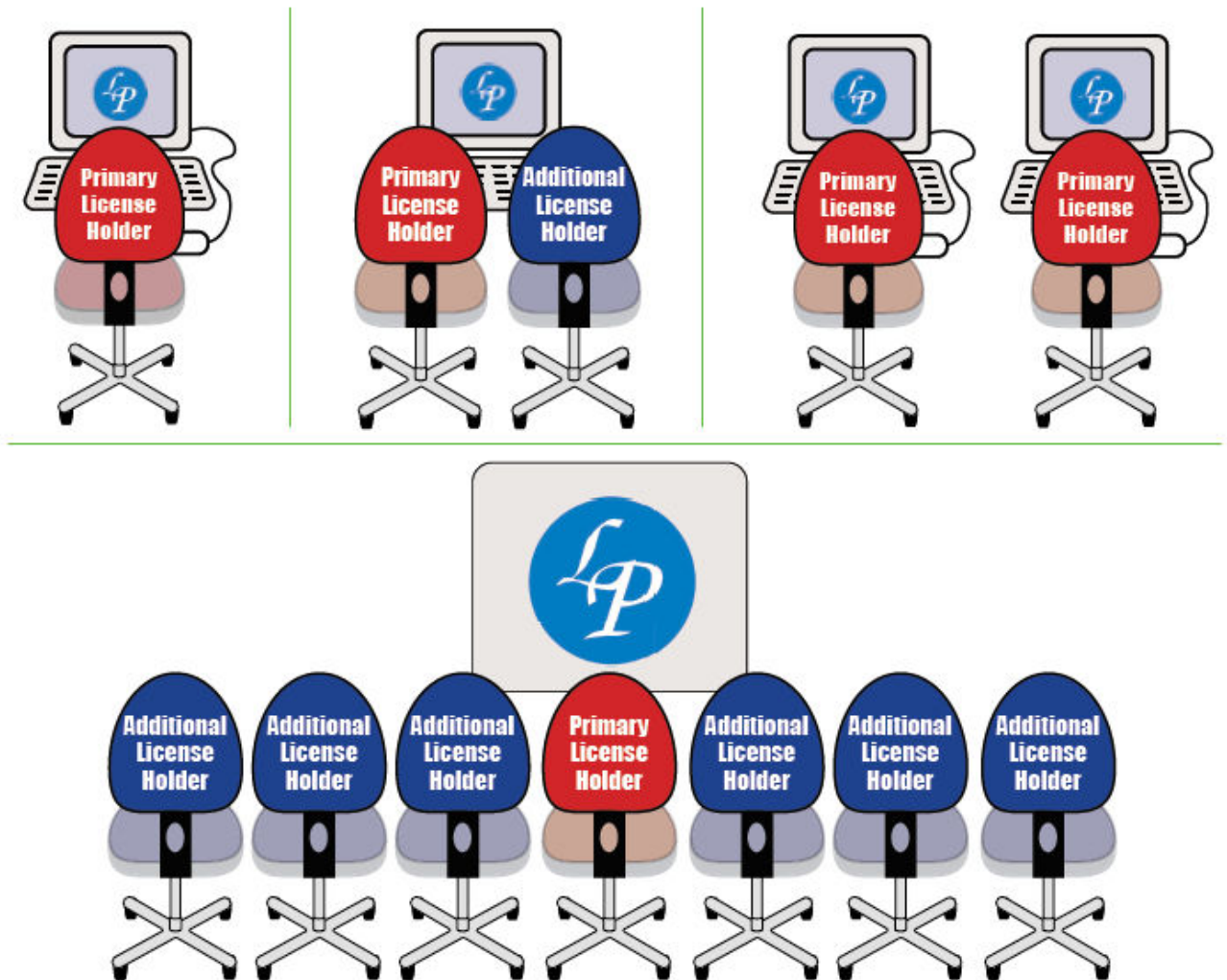
Using PayPal without a PayPal account.



7. Once you complete your purchase, the course will appear in your My Courses section [shown on left bar menu above].

Multiple licenses—which one do you need?

Depending on if you're watching by yourself or with a group, we have the right license for you.



You'll need a primary license to access the seminar. You can buy the additional licenses for your colleagues in your account in a separate transaction with PayPal. Each self-paced online seminar has its additional-viewer license tuition listed.

If you're watching in a seminar in multiple locations, each location needs a primary license (that covers one person there) and then additional-viewer licenses for everyone joining to watch with the primary-license holder in that location.

If you're an additional view, you don't need your own account since you'll be watching *with* the primary-license holder who has an account. The primary-license holder controls the seminar and course materials.

Have questions? Ask us: info@lawprose.org.

An important note from Bryan A. Garner

I'm excited to be a part of your legal-writing education, but before you start your program, we have a few legal bits to cover:

Terms of use

- You're receiving this course-material packet for purchasing the appropriate license for the seminar.
- You, and only you, are allowed to use this course-material packet, its contents and associated contents, for your personal use.
- You're allowed unrestricted access to print, backup, copy, and use this course-material packet—again, for your personal use.

Limited-Use License

- Unless LawProse grants explicit permission in writing, you cannot distribute this course-material packet, or its contents and associated contents, to anybody else, whether offline or online. This prohibition, of course, includes modifying the source file and then distributing it.
- Unless LawProse grants explicit permission in writing, resale of the work within this course-material packet, or any portion of it is prohibited. Online or other republication of any of its contents is prohibited.

Violation of this License may result in immediate termination of your seminar license and may result in legal action for injunction, damages, or both.

Thank you for continuing the LawProse tradition of the rules we all learned in kindergarten: (1) say “please” and “thank you,” (2) everything nice and neat, and (3) be a good person and follow the honor code.

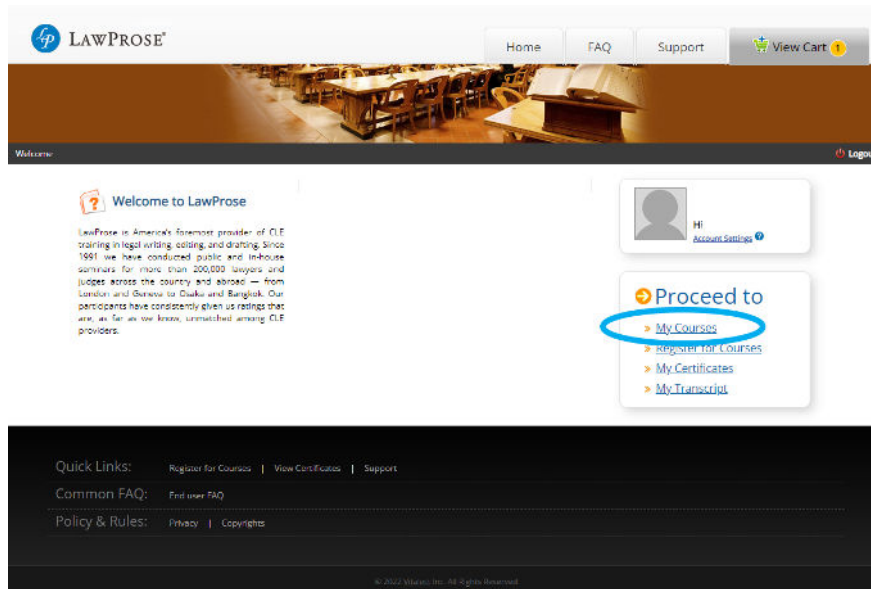
Best wishes,
Bryan A. Garner

Purchasing Additional-Viewer Licenses.

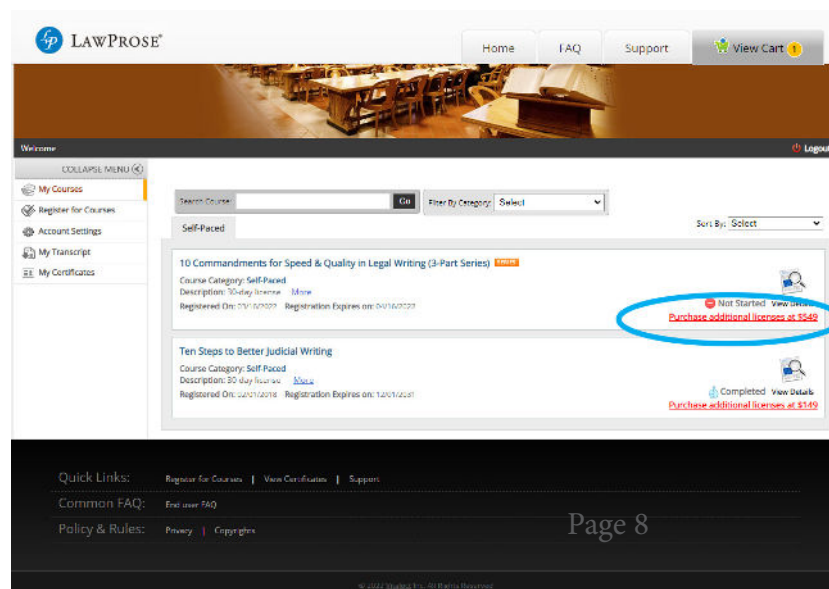
1. Please purchase your primary license to the seminar.

The additional-viewer licenses must be purchased in a separate transaction.

Then go back into your My Courses section.



2. Click the red link to Purchase additional licenses.”



3. Enter how many additional-viewer licenses you'd like to purchase and then continue to complete tuition payment.

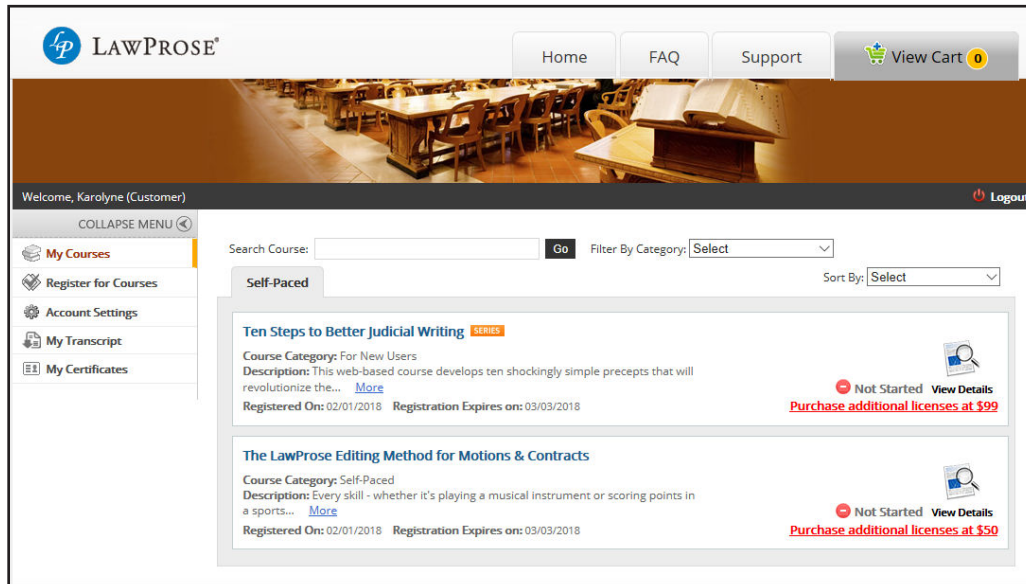
The screenshot displays the LawProse website interface for purchasing secondary licenses. At the top, the LawProse logo is on the left, and navigation buttons for 'Home', 'FAQ', 'Support', and 'View Cart' are on the right. A 'Welcome' message and a 'Logout' button are in the top right corner. A sidebar menu on the left includes 'My Courses', 'Register for Courses', 'Account Settings', 'My Transcript', and 'My Certificates'. The main content area is titled 'Secondary Licenses Purchase' and features a table with the following data:

| Course Name | Price per additional viewer | Quantity |
|--|-----------------------------|----------------------|
| 10 Commandments for Speed & Quality in Legal Writing (3-Part Series) | 549 | <input type="text"/> |

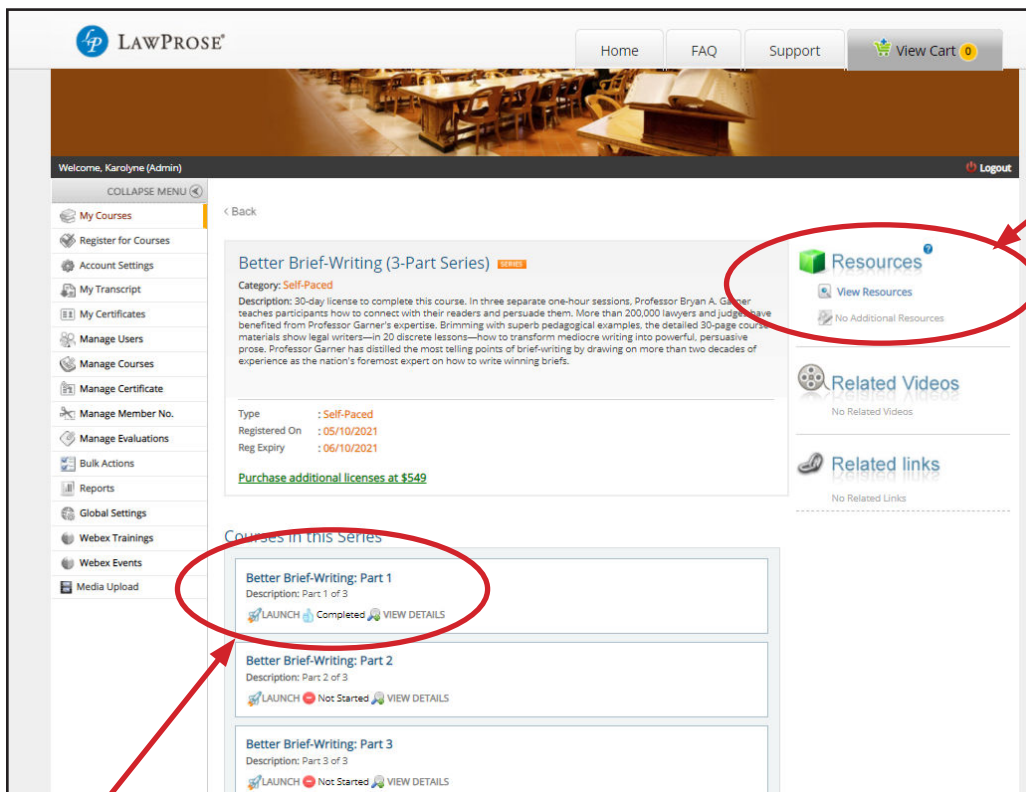
Below the table, there is a 'Grand Total' field and two payment icons: 'PayPal' and 'MasterCard'. The footer contains 'Quick Links' (Register for Courses, View Certificates, Support), 'Common FAQ' (End user FAQ), and 'Policy & Rules' (Privacy, Copyrights). A copyright notice for 2022 is at the bottom center.

Accessing your seminars.

1. To find the courses you're registered for, click on My Courses in the menu. This will bring you to your registered courses.



2. Click on the seminar you'd like to access.
This will bring you to the course page.
Click on the Launch Icon to start the seminar and access the course materials.



Course description

Seminar
Launch Icon
to start seminar

3. A new page will appear with the start page.
To the left is the content tree that lists what's included in this seminar module. (This content-tree inventory is also included in the course-description document.)



Content Tree

The course materials are in PDF form so you may download them to use during the seminar.

*For multiple-part seminars, you'll need to download the course materials for each part.

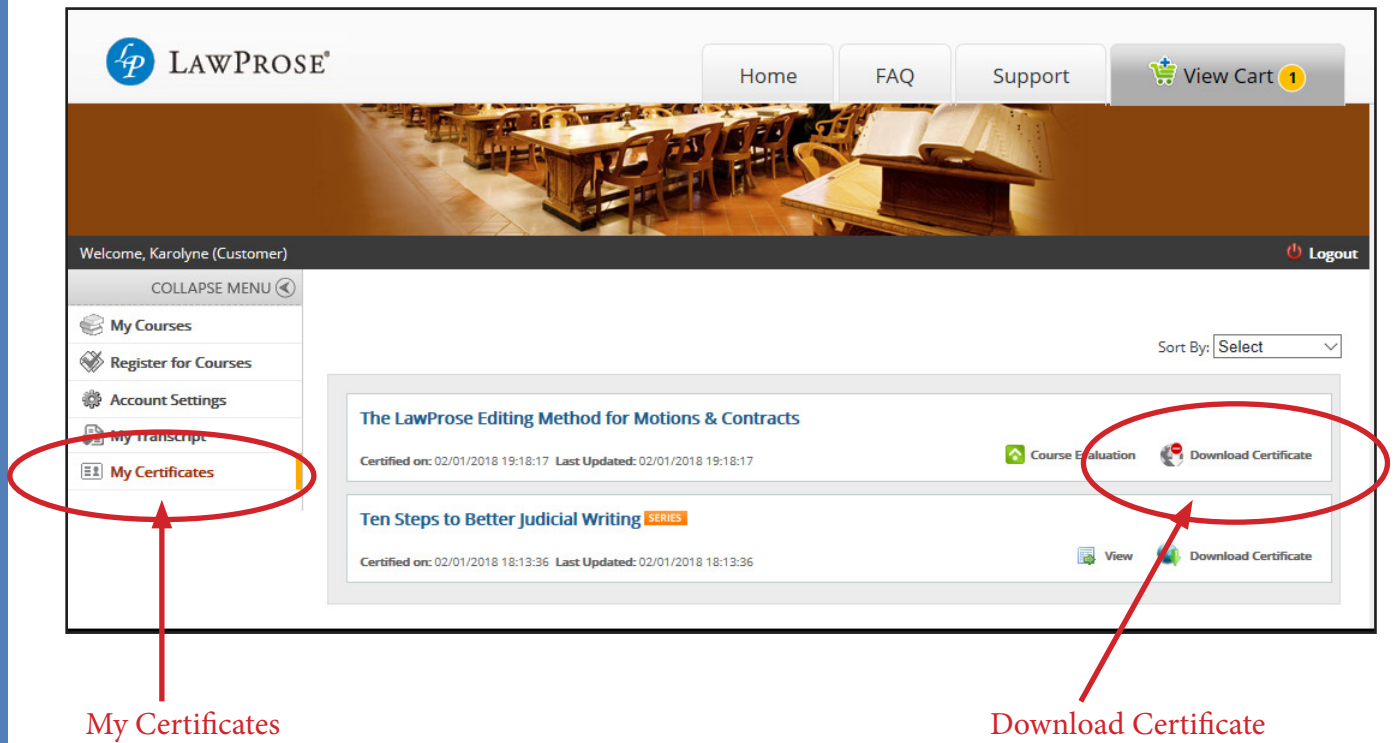
Certificates of Completion.

You can access your Certificates for your completed courses on the site under My Certificates in the menu.

Certificates will issue after you complete the seminar. If your seminar requires quizzes and keywords (listed in the content tree), then you'll need to successfully complete those before the certificate will issue.

The certificate lists your name as the account holder (primary-license holder). If you're taking this program with additional-viewer-license holders, you can still use this certificate and replace the name by hand.

LawProse does not certify attendance by additional viewers since we cannot verify seminar completion and so we do not send out certificates for them.



CLE-reporting documents.

Most CLE applications require specific seminar information. Much of this is listed in the seminar's course description.

You can access this description in two places:

- (1) on the seminar's course page on our e-learning site, and
- (2) on the seminar's course page on www.lawprose.org.

You may also need the Instructor's CV. Professor Garner's CV follows this page.

Introduction for Professor Bryan A. Garner

Bryan A. Garner is the award-winning author of more than 25 books. He writes on jurisprudence, lexicography, grammar, advocacy, and legal drafting. His magnum opus is the fourth edition of *Garner's Modern English Usage*, published by Oxford University Press—a thousand-page book that uses big data in the assessment of English words and phrases. In the legal world, he is best known as the editor in chief of the past five editions of *Black's Law Dictionary*, the most widely cited lawbook in the world.

He is the most frequently cited scholar in U.S. Supreme Court opinions. Over the past several terms, the Supreme Court cited his work in about 20% of its decisions.

At SMU Dedman School of Law, where he has taught since 1990, he holds the title Distinguished Research Professor of Law. He also teaches at the University of Texas School of Law.



In *D Magazine*, the noted writer Paul Kix called Garner the “foremost lexicographer of our time.” Writing in *Harper's* magazine, the late novelist and essayist David Foster Wallace called Garner “a genius, though of a rather particular kind. He’s both a lawyer and a lexicographer, which seems a bit like being both a narcotics dealer and a DEA agent.”

A few of Professor Garner's books:

HBR Guide to Better Business Writing

Garner's Modern English Usage

Making Your Case: The Art of Persuading Judges
(coauthored with Justice Antonin Scalia)

The Winning Brief

Reading Law: The Interpretation of Legal Texts
(coauthored with Justice Antonin Scalia)

The Chicago Guide to Grammar, Usage, and Punctuation

Legal Writing in Plain English

The Law of Judicial Precedent (coauthored with 12 appellate judges) (foreword by Justice Stephen Breyer)

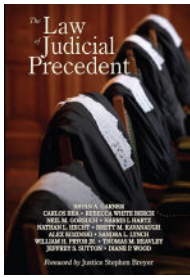
Quack This Way: David Foster Wallace and Bryan A. Garner Talk Language and Writing

Garner on Language and Writing
(foreword by Justice Ruth Bader Ginsburg)

Garner's Guidelines for Drafting and Editing Contracts

The Rules of Golf in Plain English
(coauthored with Jeffrey Kuhn)

The Law of Judicial Precedent

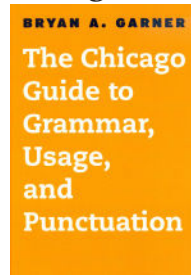


The first hornbook-style treatise on the doctrine of precedent in more than a century, this book is the product of 13 distinguished coauthors: 12 appellate judges (who work with precedents daily) and their editor and coauthor, Bryan A. Garner. They have thoroughly researched and explored the many intricacies of the doctrine as it guides the work of American lawyers and judges. There are 93 blackletter sections. 910pp.

“Clearly written, fully supported by caselaw, and impressively argued throughout.”

—Richard Helmholz

Chicago Guide to Grammar, Usage, and Punctuation

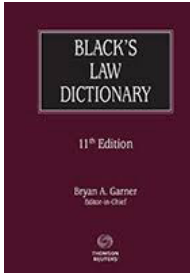


The author of the *Chicago Manual of Style*'s popular “Grammar and Usage” chapter explains the vagaries of English with absolute precision and utmost clarity. This is the definitive guide for writers who want their prose to be both memorable and correct. Usage advice is backed up in many entries with “big data” in the form of Google ngrams showing the relative frequency of competing word-forms and phrases. 583pp.

“A thoroughgoing, clear explication of the traditional categories of grammar.”

—John E. McIntyre

Black's Law Dictionary

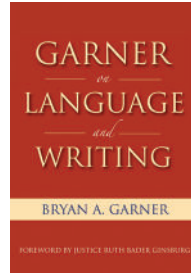


Bryan A. Garner, editor in chief
The most authoritative, comprehensive law dictionary ever published, *Black's* is cited more than any other lawbook. The tenth edition was reviewed by a distinguished panel of more than 200 critical readers throughout the world. Over the past four editions, Garner and his team at LawProse have re-researched and rewritten the entire book. 2075pp.

“*Black's Law Dictionary* is the freshest and best-written law dictionary published today.”

—ABA Appellate Practice Journal

Garner on Language and Writing

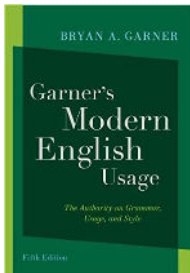


Introduced by Justice Ruth Bader Ginsburg, this eclectic anthology contains hard-to-find essays plus much-reprinted ones. Garner's contributions on writing in practice, in law school, and within the judiciary are included, together with his innovative contributions to the art of legal lexicography. The uniquely comprehensive bibliography recommends books in virtually every subgenre of writing—based on Garner's own library. 839pp.

“A ‘must read’ primer for my law clerks.”

—Justice Ruth Bader Ginsburg

Garner's Modern English Usage

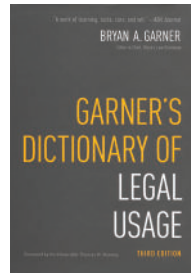


Since first appearing in 1998, *GMEU* has established itself as the gold standard for English usage. It's the book people turn to when they need guidance on grammar or style: the most comprehensive A-Z guide on editorial questions of every kind. The book is replete with insight and wit—as well as authoritative editorial rulings—on more than 10,000 trouble spots in the language, including a *vs.* *an historical*, *flaunt vs. flout*, *imply vs. infer*, and the problems with *irregardless*. 1306pp.

“Really, really good. Bryan Garner is a genius.”

—The late David Foster Wallace

Garner's Dictionary of Legal Usage

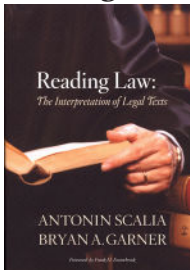


This is the seminal Garner text—his first published reference work. The idea was to create an equivalent of Fowler's *Modern English Usage* for lawyers and judges. The book concentrates on the myriad usage questions unique to legal writing: What's the difference between a *living will* and an *advance directive*? *Jury-packing* and *jury-tampering*? *National* and *federal*? *Collateral estoppel* and *res judicata*? Also included are such entertaining entries as “Lawyers, Derogatory Names for.” 991pp.

“Don't confront your editor without it.”

—Harvard Law Review

Reading Law with Justice Antonin Scalia

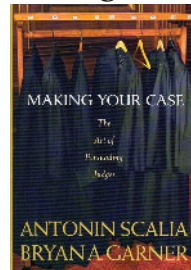


Taking a fresh canon-by-canon approach, Scalia and Garner examine the interpretation of legal texts. Using case studies as illustrations, they make an often-dry subject riveting. Intended primarily for judges and lawyers, *Reading Law* is enlightening for anyone who wants to understand how judges decide cases—or *should* decide cases. It's an in-depth treatise on textualism and a superb look at modern judicial decision-making. 569pp.

“Lucid, delightful, and entertaining.”

—Laurence H. Tribe

Making Your Case with Justice Antonin Scalia

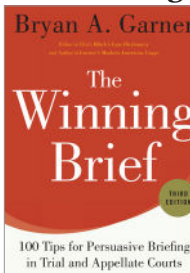


In their first collaboration, Scalia and Garner team up to explain, in short compass, every important principle of advocacy—both written and oral. The authors bring to bear on their discussion the enduring insights of Aristotle, Cicero, and Isocrates, as well as the most accomplished advocates of today. They have created a fresh, original work that takes a down-to-earth approach to the art of persuasion. 245pp.

“Deserves the widest possible audience. Read it and reap.”

—Arizona Attorney

The Winning Brief

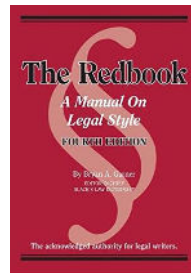


Aimed at remedying the most common failings of brief-writers, this book has revolutionized how lawyers approach persuasive writing. Each tip is designed to enhance judicial receptivity. The format makes it perfect for browsing or in-depth study: a blackletter principle, followed by quotations on rhetoric and writing, Garner's own explanation, and illustrative before-and-after examples. 775pp.

“One of the best books on legal writing available today.”

—Lawyers Weekly

The Redbook: A Manual on Legal Style

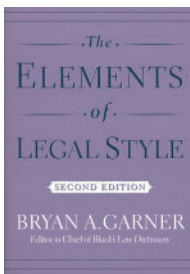


Now in its expanded third edition, this book's original working title was “A Restatement of the Principles of Legal Writing.” The text is designed on the model of explicit rules followed by commentary. Every rule of punctuation, every important grammatical rule, and every important principle of legal writing can be found here. If the *Bluebook* deals with citational norms, the *Redbook* deals with the legal prose itself. Plus examples of superbly written legal documents.

“Invaluable.”

—Judge Richard A. Posner

The Elements of Legal Style

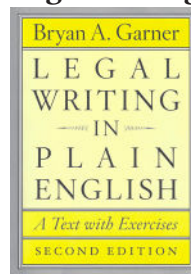


Inspired by the Strunk & White classic, this book explains what distinguishes good from poor writing style, with examples from such legal writers as Holmes, Cardozo, Jackson, Scalia, and Easterbrook. Its pages feature the clearest explanation to be found on organizing arguments, one-of-a-kind illustrations of rhetorical figures in law, an inspiring essay on how to approach legal style, and more. The appendix records 82 classic statements about writing style. 268pp.

“Expansive, instructive, witty, and wise.”

—Michigan Bar Journal

Legal Writing in Plain English



This book embodies every important principle of plain-English writing, from word choice to large-scale organization, from litigation papers to transactional documents. Each of the 50 sections features a trenchant explanation followed by basic, intermediate, and advanced exercises. Useful as the text for a writing course, its model documents are among the best exemplars of memos, motions, briefs, and contracts. 268pp.

“A significant improvement over other books on the subject.”

—Law Library Journal