

# Step-by-Step and Troubleshooting Guide

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## General Quick Tips

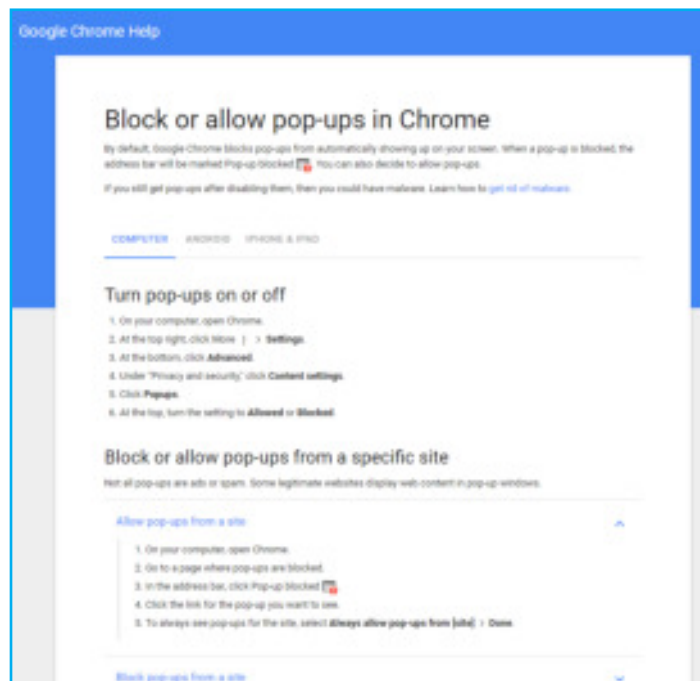
Here's a short troubleshooting sheet to help you on your way.

### 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.vitalelect.com/LAWPROSE/](http://elearning.vitalelect.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 Forget 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.

**Don't have an account? Register below:**

Username:  Password:

☐ Stay signed in 

First Name Required

Last Name Required

Email Required

Password Required

Confirm Password Required

Company Required

Country Required

State Required

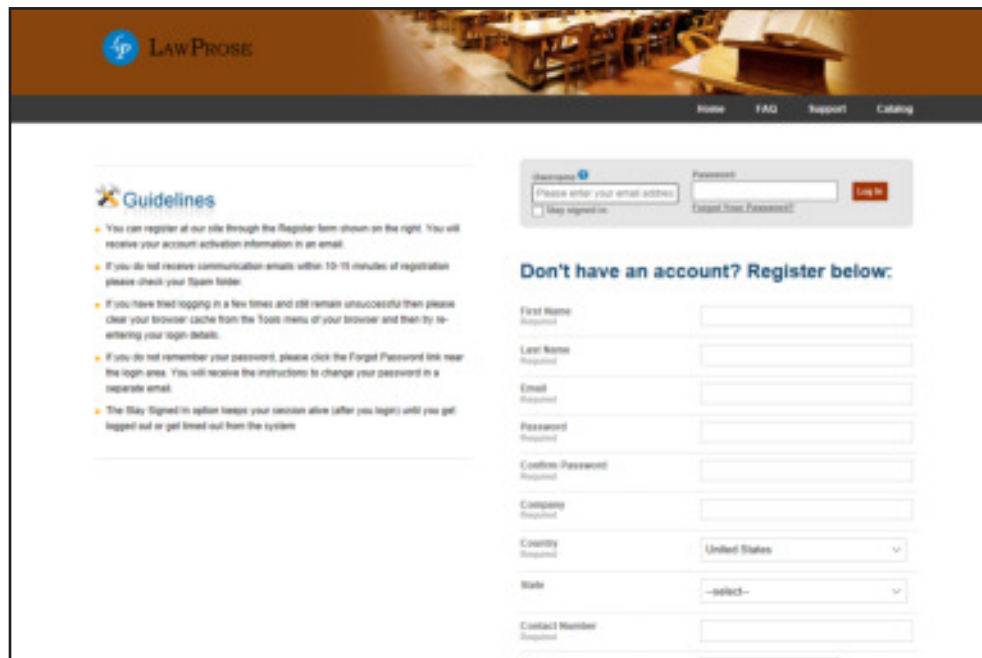
Contact Number Required

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.

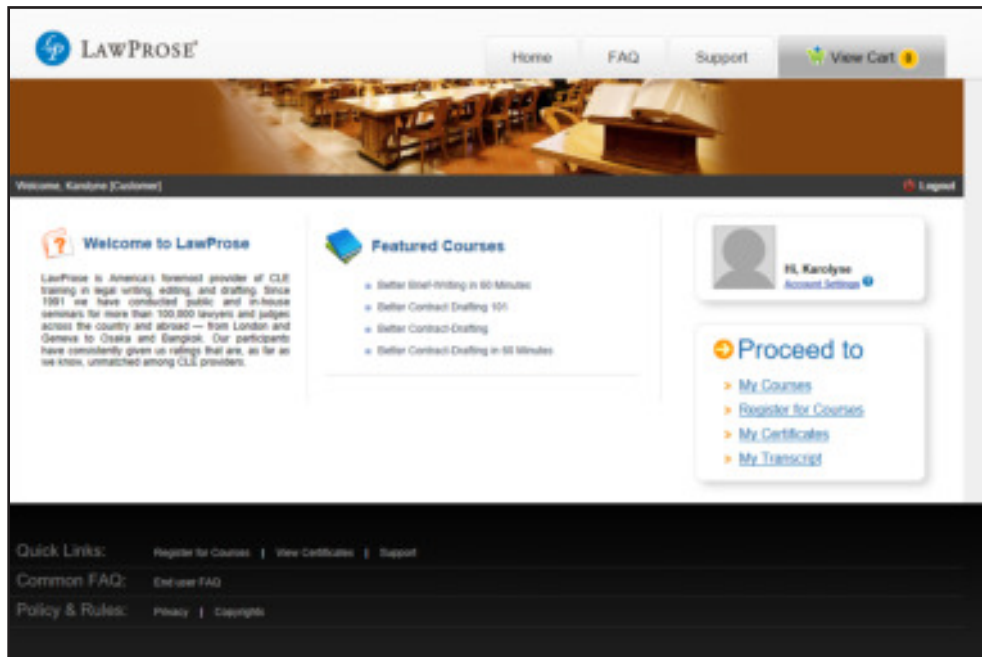
## Signing up for a self-paced online seminar.

1. Sign in to your e-learning account at [elearning.vitalect.com/LAWPROSE/](http://elearning.vitalect.com/LAWPROSE/).

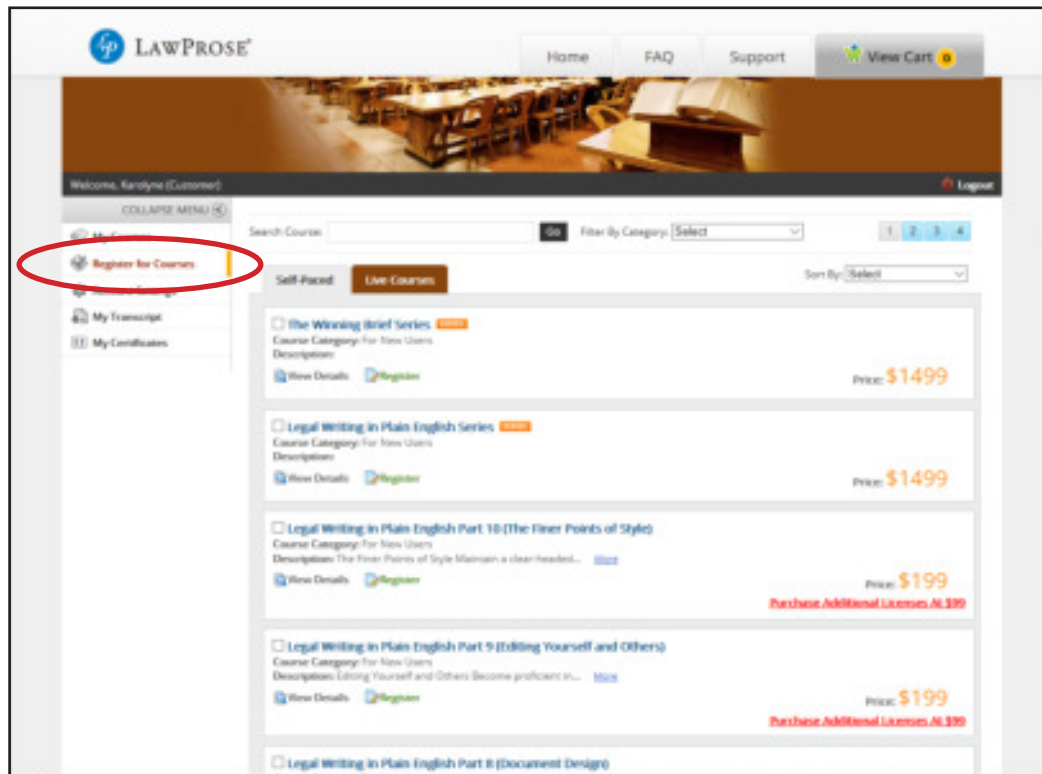


The screenshot shows the LawProse website's login and registration interface. At the top, there is a navigation bar with links for Home, FAQ, Support, and Catalog. Below this, the page is divided into two main sections. On the left, under the heading "Guidelines", there are several bullet points providing instructions for users, such as "You can register at our site through the Register form shown on the right" and "If you do not receive communication emails within 10-15 minutes of registration please check your Spam folder". On the right, there is a login form with fields for "Username" (with a hint to "Please enter your email address") and "Password", along with a "Log In" button. Below the login form, there is a section titled "Don't have an account? Register below:" which contains a registration form with fields for "First Name", "Last Name", "Email", "Password", "Confirm Password", "Company", "Country" (set to "United States"), "State" (set to "select"), and "Contact Number".

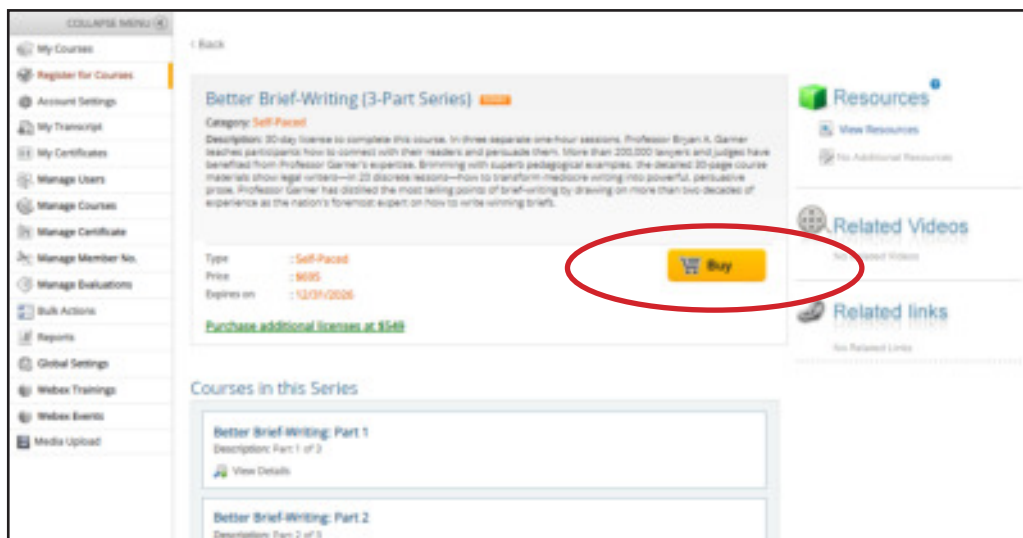
2. This will take you to your main page.



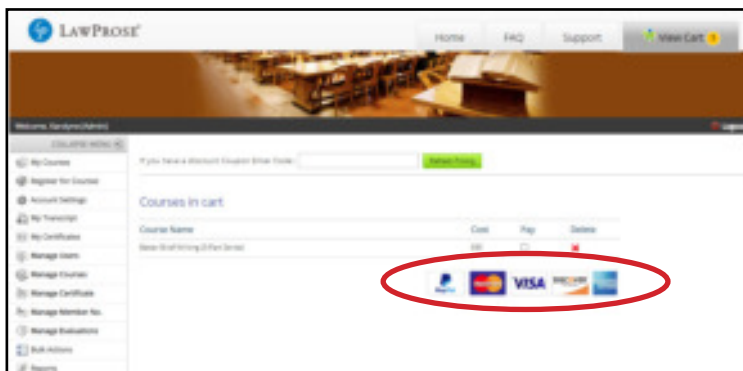
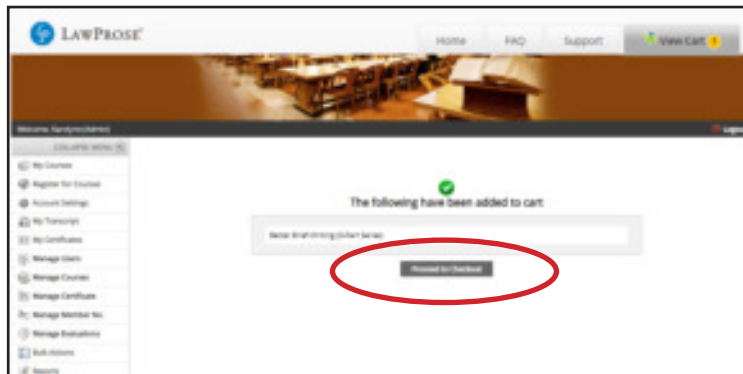
3. To find a course to register for, click on [Register for Courses](#) in the menu to the right.
4. This will bring you to our course catalogue.



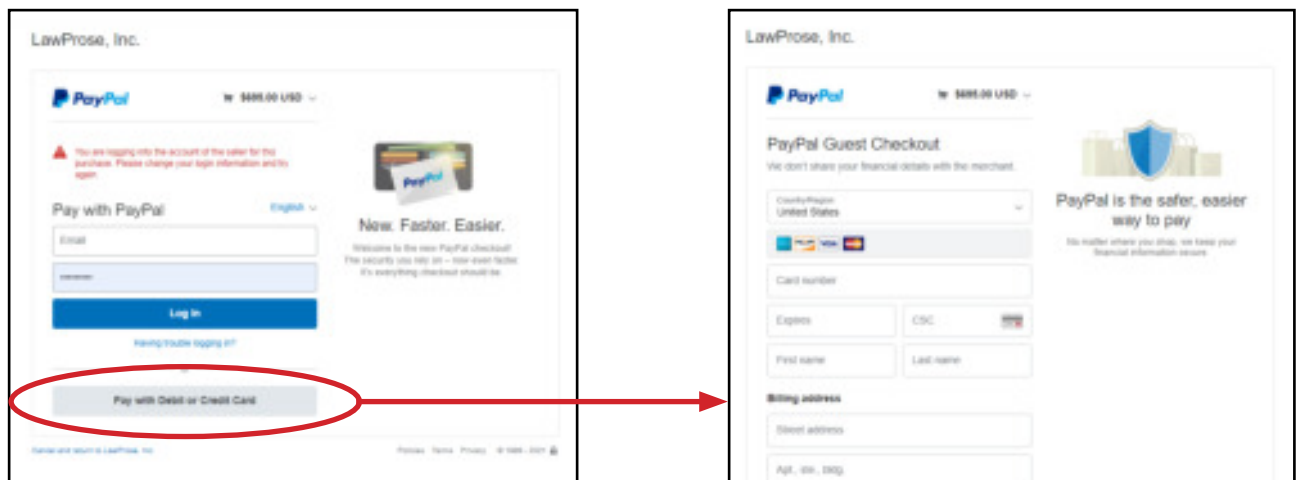
5. Click on any course you want to read more about.  
This will take you to the course page.  
To purchase the course, click the **Buy** button. This will then take you to another page to confirm that you're adding this course to your cart for purchase.



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.

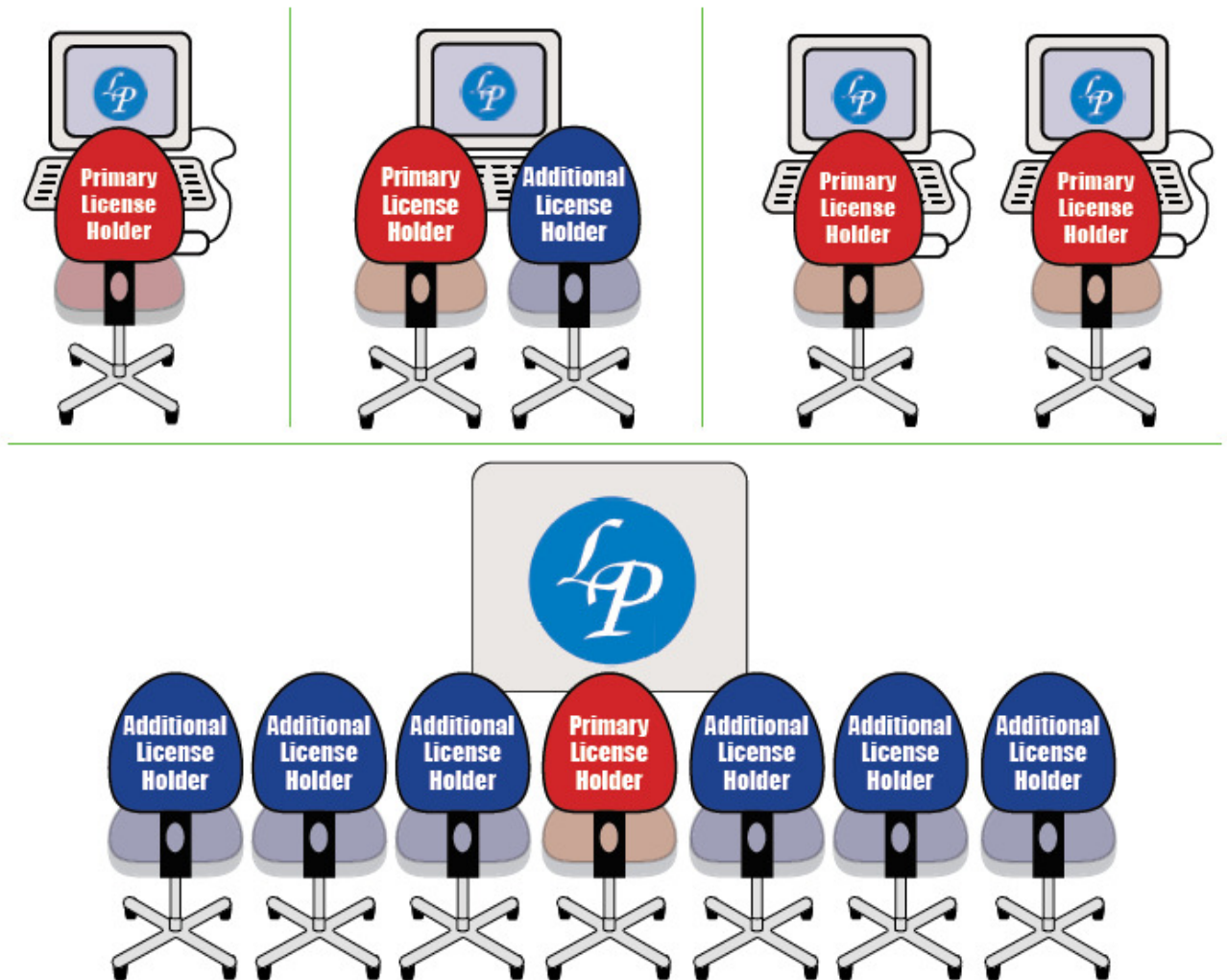


7. Once you complete your purchase, the course will appear in your My Courses section [shown on left bar menu above].



## 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](mailto: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.

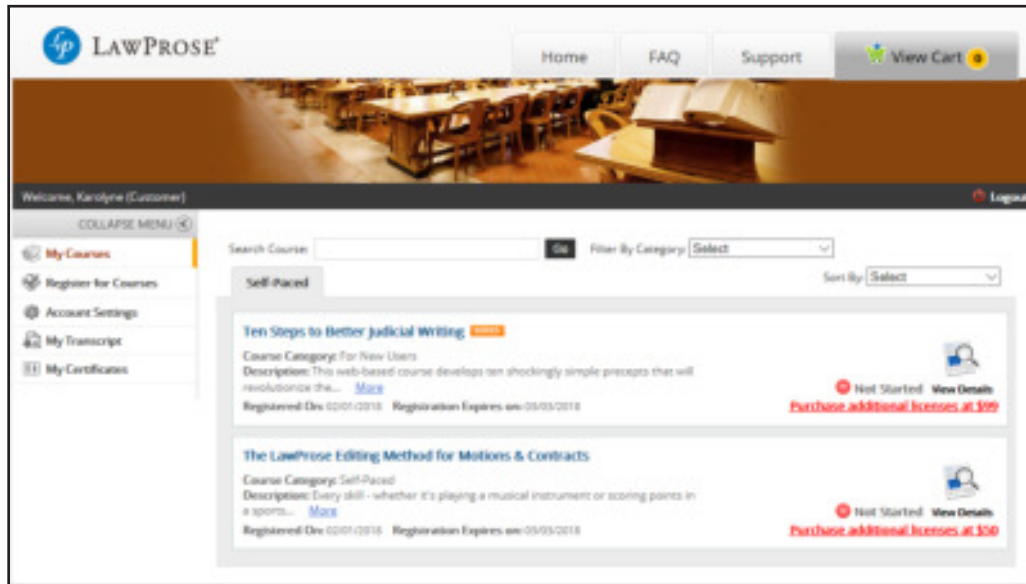
Thank you for continuing the LawProse tradition of the rules we all learned in kindergarten: (1) say “please” and “thank you,” (2) everything nice and neat, and (3) be a good person and follow the honor code.

Best wishes,  
Bryan A. Garner

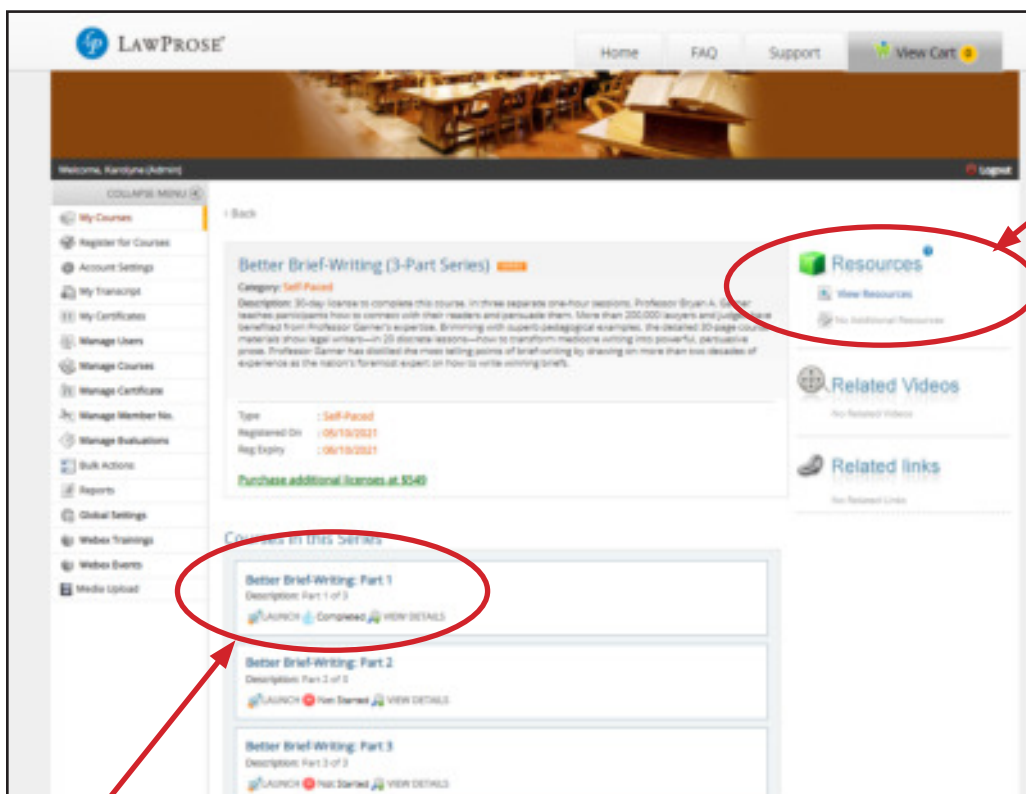


## Accessing your seminars.

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.



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.

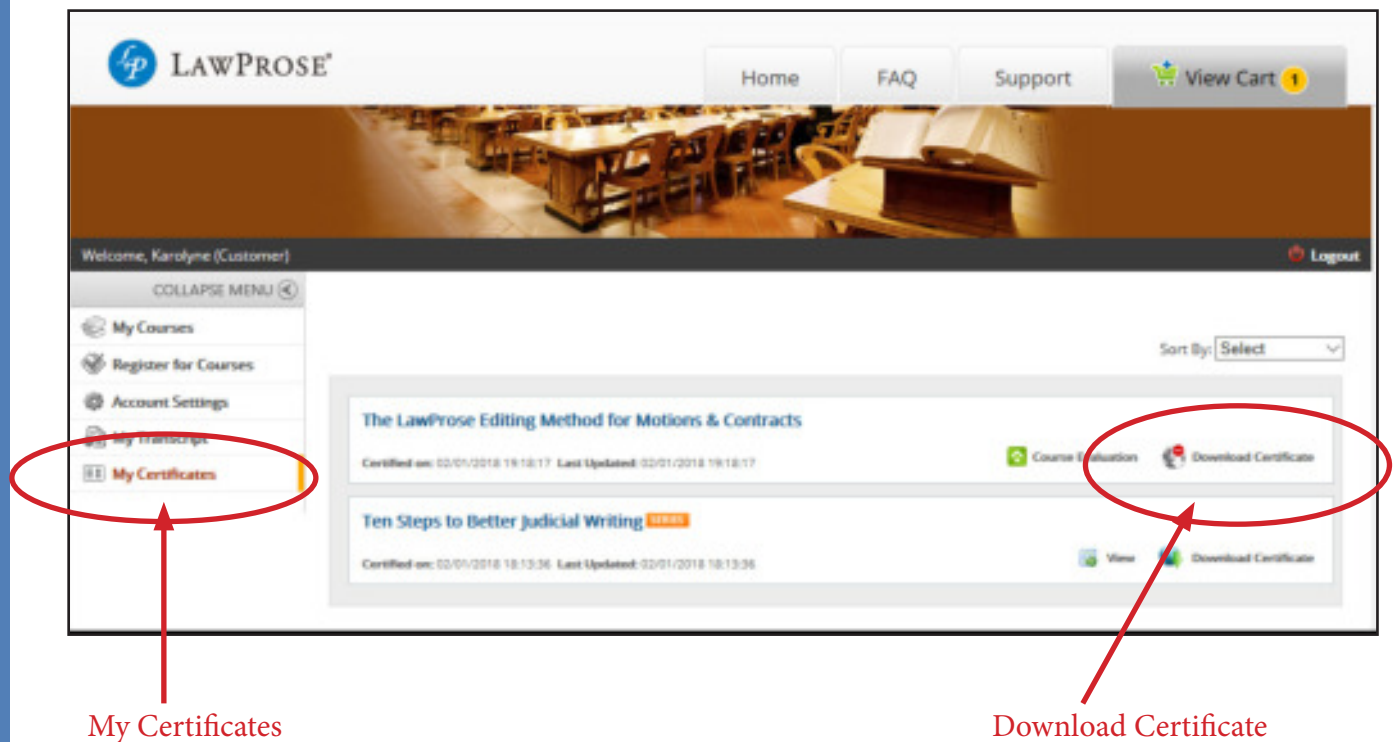
## Certificates of Completion.

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](http://www.lawprose.org).

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

# BRYAN A. GARNER

8133 Inwood Road

Dallas, Texas 75209

Tel.: (214) 691-8588    bgarner@lawprose.org

- Employment**    President, LawProse Inc.; Dallas, Texas; Dec. 1990–present  
Speaker in more than 3,500 public & private CLE programs since January 1991;  
                    consultant on legal-writing & -drafting projects (briefs, corporate documents, etc.);  
                    frequent expert witness on legal linguistics  
Distinguished Research Professor of Law, Southern Methodist University  
                    (teaching since 1990, current title since 2009)  
Lecturer in Law, University of Texas School of Law, 2015–present  
Lecturer in Law, Texas Tech University School of Law, 2014, 2016  
Lecturer in Law, Texas A&M School of Law, 2016, 2017  
Visiting Associate Professor of Law, University of Texas at Austin, 1988–1990  
Associate at Carrington, Coleman, Sloman & Blumenthal, Dallas, 1985–1988;  
                    Hiring Committee, 1987–1988  
Law clerk to Judge Thomas M. Reavley, Fifth Circuit, 1984–1985
- Author**            *Garner's Modern English Usage* (Oxford Univ. Press, 2016)  
*The Chicago Guide to Grammar, Usage, and Punctuation* (Univ. of Chicago Press, 2016)  
*Garner's Dictionary of Legal Usage* (Oxford Univ. Press, 3d ed. 2011; 2d ed. 1995; 1st ed. 1987)  
                    (foreword by Judge Thomas M. Reavley)  
*Making Your Case: The Art of Persuading Judges* (West, 2008) (coauthored with Justice Antonin Scalia)  
*Reading Law: The Interpretation of Legal Texts* (West, 2012) (coauthored with Justice Antonin Scalia)  
*Nino and Me: My Unusual Friendship with Justice Antonin Scalia* (Simon & Schuster, 2018)  
*The Law of Judicial Precedent* (Thomson Reuters, 2016) (coauthored with 12 appellate judges)  
                    (foreword by Justice Stephen Breyer)  
*Garner on Language and Writing* (ABA, 2009) (foreword by Justice Ruth Bader Ginsburg)  
*Garner's Guidelines for Drafting and Editing Contracts* (West, 2019)  
*The Winning Brief* (Oxford Univ. Press, 3d ed. 2014; 2d ed. 2004; 1st ed. 1999)  
*The Winning Oral Argument* (West, 2009)  
*Legal Writing in Plain English* (Univ. of Chicago Press, 2d ed. 2013; 1st ed. 2001)  
*The Elements of Legal Style* (Oxford Univ. Press, 2d ed. 2002; 1st ed. 1991)  
                    (foreword by Charles Alan Wright)  
*The Redbook: A Manual on Legal Style* (West, 4th ed. 2018; 3d ed. 2013; 2d ed. 2006; 1st ed. 2002)  
*Guidelines for Drafting and Editing Legislation* (RosePen, 2016)  
                    (under the auspices of the Uniform Law Commission) (foreword by Judge Harriet Lansing)  
*Ethical Communications for Lawyers* (LawProse, 2009)  
*Securities Disclosure in Plain English* (CCH, 1999)  
*HBR Guide to Better Business Writing* (Harvard Business Review, 2013)  
*The Rules of Golf in Plain English* (Univ. of Chicago Press, 4th ed. 2016; 3d ed. 2013; 2d ed. 2008;  
                    1st ed. 2004) (coauthored with Jeffrey Kuhn)  
*Garner's Modern American Usage* (Oxford Univ. Press, 3d ed. 2009; 2d ed. 2003; 1st ed. 1998)  
                    (abridged as *The Oxford Dictionary of American Usage and Style* (2000))  
*Quack This Way: David Foster Wallace and Bryan A. Garner Talk Language and Writing*  
                    (RosePen, 2013)
- Chief Editor**    *Black's Law Dictionary* (Thomson-Reuters & West, 11th ed. 2019; 10th ed. 2014; 9th ed. 2009; 8th ed.  
                    2004; 7th ed. 1999; and all pocket & abridged eds. since 1995)  
*A New Miscellany-at-Law*, by Sir Robert Megarry, retired Vice Chancellor of  
                    England & Wales (2005) (completed & edited the book for 96-year-old friend  
                    who could no longer read)  
*Texas, Our Texas: Remembrances of the University* (Eakin Press, 1984)
- Professional Activities**    Drafting consultant to:  
                    • Standing Committee on Rules of Practice and Procedure, Judicial Conference of the United States (restyled amendments to federal rules, including complete rewrites of the Civil Rules, Appellate Rules, and Criminal Rules), 1992–1999, 2015–present

## Professional Activities

Drafting consultant to:

- United States Court of Appeals for the Tenth Circuit (restyled local rules), 1998
- Judicial Conference of the United States (restyled the Rules for Judicial-Conduct and Judicial-Disability Proceedings), 2007–2008
- United States Court of Appeals for the Eleventh Circuit (restyled criminal & civil jury instructions), 2008–2013
- Supreme Court of Delaware (restyled Delaware civil & criminal jury charges), 1996–2003
- Supreme Court of Texas (restyled Texas Rules of Appellate Procedure), 1995–1996
- California Judicial Council (restyled California Rules of Appellate Procedure and Judicial Council Rules), 1997–2000
- California State Bar Court (restyled procedural rules for lawyer discipline), 2009–2010
- California Political Reform Commission (revising the California Political Reform Act in plain English), 2016

Contributing editor, *National Review*, since 2020

Editorial advisory boards:

- *The Chicago Manual of Style* (15th ed. 2003—and author of chapter 5)
- *The Green Bag* (journal), 2004–present

Columnist, “Garner on Words,” *ABA Journal*, Aug. 2012–present

Founding editor, *The Scribes Journal of Legal Writing* (editor in chief, 1990–2000)

Board of directors, Center for American and International Law (Plano, Texas), 2015–present

Board of directors, Texas Law Review Association, 2000–2009

President, American Society of Legal Writers (Scribes), 1997–1999 (board member, 1991–2018)

Life member, American Law Institute (member since 1992);

lead reviser, Special Committee on Bylaws and Council Rules, 1993–1994

Chair, Plain-Language Committee, State Bar of Texas, 1989–1995

Consultant to the Oxford Dictionary Department, Oxford, England, on various dictionaries including the *Oxford English Dictionary*, 1988–present

Life fellow, Texas Bar Foundation

Member, Philosophical Society of Texas, 1993–present (chair, Nonfiction Prize, 2016–present)

Visiting scholar: University of Salzburg, June 1995, July 1998; University of Glasgow, July 1996; University of Cambridge, Wolfson College, July 1997

## Awards

2018 Albert Nelson Marquis Lifetime Achievement Award

2015 Exemplary Legal Writing Award, *Green Bag Almanac*, for *Black’s Law Dictionary* (10th ed.)

2015 Bernie Siegan Award, Federalist Society, San Diego Chapter

2011 Canyon High School Hall of Fame (Canyon, Texas)

2010 Burton Award: Legal-Writing and Reference-Book Author of the Decade (Washington, D.C., presented at the Library of Congress)

2010 Benjamin Franklin Book Award, Independent Book Publishers Association (for *Garner on Language and Writing*, 2009)

2009 Burton Award: Outstanding Book in Law (Washington, D.C.) (for *Making Your Case: The Art of Persuading Judges*, coauthored with Justice Antonin Scalia)

2005 Lifetime Achievement Award, Center for Plain Language (Washington, D.C.)

2000 Scribes Book Award for Research and Writing (for *Black’s Law Dictionary*, 7th ed.)

1998 Outstanding Young Texas Ex Award

1997 Clarity Award for Clear Legal Writing, State Bar of Michigan (for role as principal stylistic reviser of the Federal Rules of Appellate Procedure)

1994 Henry C. Lind Award, Association of Reporters of Judicial Decisions (for significant contributions to the improved reporting of American judicial decisions)

## Education

B.A., 1980, University of Texas at Austin

Phi Beta Kappa; Special Honors in Plan II

J.D., 1984, University of Texas at Austin

*Texas Law Review*, associate editor, 1983–1984; Friar Society, Abbot, 1983–1984

Honorary degrees: LL.D., Stetson University College of Law, Gulfport, Florida, 2010

LL.D., Thomas M. Cooley Law School, Lansing, Michigan, 2000

LL.D., University of LaVerne, Ontario, California, 2007

## Clubs

Century Association (N.Y.), Grolier (N.Y.), Johnsonians (N.Y.), Cosmos (Washington, D.C.)