Instructions on How to Use the Legislative Analysis

General Information

- These files are in Adobe Acrobat file format and require Adobe Acrobat Reader. You can download the Acrobat Reader from Adobe if necessary.

- Electronic bookmarks in the documents make it easy to find a particular bill's analysis. These bookmarks are located in the left margin of each document. Clicking on the "+" sign in the left margin expands a bookmark, revealing a subordinate drop-down menu within that bookmark. Clicking on a bookmark allows readers to jump directly to the relevant page in the document.

- As an alternative to the bookmarks, buttons have been placed at the top of each page to facilitate navigation through the documents. Clicking on the buttons allows readers to jump directly to index pages and to return to previously viewed pages.

- The arrows at the center bottom of a page may also be used to navigate through a document. These arrows can be used to go to the Next Page, Previous Page, First Page, and Last Page of any document.

- Text written in blue indicates a link to another page in the document or to the internet. On the index pages for All Bills Analyzed and Bills of Interest, clicking on a blue bill number opens that bill's analysis page. On the index pages for Bills by Department and Bills by Category, clicking on a blue department name or category name opens the summary list of bills affecting that department or category. On any of the analysis pages, clicking on a blue bill number will open the internet and take you to the relevant page of the Texas Legislature Online website, which includes the bill's text, history, and any Legislative Budget Board fiscal notes written for the bill.

- Note that clicking on a blue bill number from any of the analysis pages takes the reader to an external internet site – i.e., the Texas Legislature Online website. To return to the OBM legislative analysis from the TLO website, the reader must click on the Back button on their web browser. If the TLO site is opened and the reader then returns to the OBM site, the "Back to Previous Page" button on the top of the analysis page will not work. To proceed from this page to another page in the document, the reader can use the bookmarks in the left margin, the "Back to Index" button at the top of the page, or the arrows at the center bottom of the page.

Finding the OBM Analysis for a Particular Bill

- The best way to find the OBM analysis for a particular bill is to open the All Bills Analyzed link, make sure the "+" sign in the left margin has been clicked so that

the bookmarks are expanded, and then select the desired bill from the list in the left margin.

Finding Bills Related to a Specific Department

- Open the Bills by Department document, scroll through the bookmarked departments in the left margin, and click on the "+" sign beside the desired department to reveal the list of bills affecting that department. You may click on the department name in the left margin to go to a summary list of bills affecting that department, or click on a bill in the left margin to go directly to that bill's analysis page.

- Alternatively, the Bills by Department document includes a Department Index on page 1 of the document. Clicking on any department name listed in the Index will take a reader directly to that department's list of bills. From this list of bills, the reader can click on a bill number to jump directly to the bill analysis.

Finding Bills Related to a Specific Policy Category

- Open the Bills by Category document, scroll through the bookmarked categories in the left margin, and click on the "+" sign beside the desired category to reveal the list of bills related to that topic. You may click on the category name in the left margin to go to a summary list of bills affecting that category, or click on a bill in the left margin to go directly to that bill's page.

- Alternatively, the Bills by Category document includes a Category Index on page 1 of the document. Clicking on any category name listed in the Index will take a reader directly to that category's list of bills. From this list of bills, the reader can click on a bill number to jump directly to the bill analysis.