

Institute for Federal Printing and Electronic Publishing 2008 Course Catalog

the **Institute** at GPO

Experts in Printing & Publishing Education for
All Federal Government Organizations



U.S. GOVERNMENT PRINTING OFFICE
Keeping America Informed | www.gpo.gov

Message from the Institute	1
Course Registration	2-3
Order of Classes	4
Adobe Acrobat 8 — Introduction Hands-On Computer Course NEW	5
PDF for Press Hands-On Computer Course	6
Adobe Live Cycle Designer Hands-On Computer Course	7
Adobe Acrobat — PDF for Review, Comment and Edit Hands-On Computer Course	8
Adobe Acrobat — PDF Document Control and Security Hands-On Computer Course	8
Checking Desktop Publishing Files — Preflighting Seminar & Hands-On Computer Course	9
Cross-Media Workflow Seminar NEW	9
Digital Photography — Introduction Hands-On Computer Course	10
Dreamweaver CS3 (Level 1) Hands-On Computer Course	10
Dreamweaver CS3 (Level 2) Hands-On Computer Course	10
Federal Register XML Coding Hands-On Computer Course	See page 1 for registration information.
Getting the Best from Desktop Publishing Seminar	12
How to Communicate Effectively to Get the Printing You Want Seminar	13
How to Write Self-Service Content for Government Web sites	13
InDesign Workshop CS3 (Level 1) Hands-On Computer Course	14
InDesign Workshop CS3 (Level 2) Hands-On Computer Course	14
Photoshop Workshop CS3 (Level 1) Hands-On Computer Course	15
Photoshop Workshop CS3 (Level 2) Hands-On Computer Course	16
Proofs and Press Sheet Inspections Seminar	16
Writing E-mail that Gets Results NEW	17
Printing Processes and Terminology — Introduction Seminar	17
XML for Designers Hands-On Computer Course NEW	18
Illustrator CS3 Hands-On Computer Course NEW	18
Charts with Illustrator & InDesign CS3 Hands-On Computer Course NEW	19
General Information for Participants of Classes at GPO	19
Metrorail Map	20
Restaurants and Parking Map	21
Hotel Information for Washington, DC, and Crystal City, VA	22
How to Reserve IFPEP Courses	23
Reservation Form	23
Fiscal 2007 Course Calendar	24

Institute for Federal Printing and Electronic Publishing

U.S. Government Printing Office
 Stop FP – Room C-565
 732 North Capitol Street NW
 Washington, DC 20401-4302

ph 202.512.1283 fx 202.512.1255

ifpep-registrar@gpo.gov

www.gpo.gov/ifpep

Classes held in Washington, DC, and Nationwide

The Institute for Federal Printing and Electronic Publishing was established nearly 20 years ago to provide Federal government organizations with the knowledge and skills necessary to more effectively achieve their printing and publishing requirements. Since that time, the Institute's curriculum has grown to encompass seminars and hands-on-classes for the beginning publisher as well as instruction in the latest software versions, technologies, and communications techniques designed to meet the needs of the more experienced publishing professional.

The Institute's faculty is drawn from recognized experts in each of their field, the U.S. Government Printing Office and other Federal agencies that have the expertise needed. Contractors are used to fill a particular need. Classes include presentations, demonstrations, case studies, discussions, visual aids, course materials, and hands-on exercises using computers. Seminars are designed and structured in response to customer needs and concerns as expressed to Institute staff in surveys, meetings, e-mails, and other contacts. Please let us know if you do not find a class you require. If possible, a class will be developed and offered.

Trademarks: All brand names and product names mentioned in this catalog are trademarks, registered trademarks, or trade names of their respective holders. The Institute for Federal Printing and Electronic Publishing is not associated with any product or vendor mentioned in this catalog.

The Institute at GPO is pleased to announce course updates, several new courses, and a continuation of popular training initiatives:

Updates and a New Courses

NEW All software courses have been updated to the latest versions, and we have added several new courses. There are several that may not have made this catalog, so check our web site at www.gpo.gov/ifpep for a complete calendar of up-to-date course material.

Federal Register XML Coding

Documents submitted to the Office of Federal Register in the XML coded format receive a 35 percent reduction in printing fees. GPO offers customized Federal Register XML Coding that includes: (1) learning the XML coding concept, (2) coding documents and validating them for correctness, (3) processing the coded document through the GPO MicroComp composition software and reviewing the output for correctness in appearance and spelling. Participants will learn how to use automated coding software, enter data using a Windows editing software program parse, (validate the data for coding correctness), and typeset the data. Training can be performed at the Institute or at your facilities. Contact the Institute for more information.

Tutoring

Standard or customized instruction for one-on-one training or small groups is available either onsite or at the Institute's facility. If you cannot wait for scheduled classes or want more focused instruction, this service will provide the coaching necessary. Contact the Institute for hourly rates and ask about Adobe Connect online meeting capabilities!

On-site Courses

The classes listed in our catalog and other subjects can be brought right to your employees. Costs are surprisingly reasonable, and agencies not having enough students but having classroom/computer lab facilities available for sharing with other government personnel will find the Institute willing to accommodate their training needs. Contact the Institute for details.

Web site

Visit www.gpo.gov/ifpep for a listing of classes and training materials. If you need a class on a subject or software related to printing and publishing not listed above, let us know.

IFPEP Staff

Patricia Hammond, *Director*
 Christopher Daniel, *Assistant Director*
 Sabrina Caraway, *Registrar*
 Kalima Cusic, *Training Analyst*
 Charlene Parks, *Training Assistant*

Eligibility

Classes are designed for employees of Federal agencies and the D.C. government, as well as Federal depository librarians and other Federal entities. Certain contractor employees are eligible when sponsored by a Federal agency or entity. Call **202.512.1283 ext. 1** or e-mail: ifpep-registrar@gpo.gov for more information.

How To Register for an IFPEP Course

You can register at GPO's Web site, www.gpo.gov/ifpep; e-mail ifpep-registrar@gpo.gov; fax **202.512.1255**, or call **202.512.1283 ext. 1** with government credit card information. **Note:** Credit card information may be provided to the Institute by telephone or fax. If you do not use a credit card, mail or fax the Request, Authorization, Agreement and Certification of Training SF-182; or equivalent training form such as DD form 1556, GSA form 3076; purchase order, deposit account, or SF-1 printing order form (checks are also accepted) to:

Institute for Federal Printing and Electronic Publishing

Stop FP

US Government Printing Office
Washington, DC 20401-4302

Reservations are confirmed with receipt of credit card information, SF-182, DD 1556, GSA 3076, or equivalent training form as well as purchase order, deposit account, SF-1 printing order, or check. Once paid, confirmation will be sent at least 10 days before the class. If you do not receive confirmation, please call the registrar at **202.512.1283 ext. 1**.

Mailing Address Additions and Corrections

To be added to our mailing list to receive our catalog, please call, fax, or e-mail us. Please take time to check the mailing label and call **202.512.1283 ext. 1** or e-mail ifpep-registrar@gpo.gov with any corrections.

E-mail Reminders

To receive new class announcements via e-mail, please send an email request to ifpep-registrar@gpo.gov.

Class Location

Washington, DC, classes: Rooms C-565, 732 North Capitol Street NW, Washington, DC 20401. GPO is located a block and a half from the Union Station Metro station. Take the Red Line to Union Station. Exit Union Station via the First Street exit, turn right, then left on G, and walk a block down G Street to North Capitol. Turn right on North Capitol at the big red brick building and walk to the entrance at 732 North Capitol Street (not the bookstore entrance). Sign in at the police desk, then take the elevators facing the entrance to the 5th floor, turn left and follow the signs to the Institute.

On-site Classes

Single-agency, on-site group rates are available for most classes. For price quotes or further information, call **202.512.1283 ext. 1** or e-mail ifpep-registrar@gpo.gov.

Cancellations

Cancellations will be honored only if notification is received at least 10 working days in advance of the course so that arrangements for others to attend can be made. Substitutions may be made up to the first day of the class. If you cancel after the deadline, your agency may be billed for the cost of the training.

Telephone Messages

If you are attending classes at the Government Printing Office in Washington, DC, and need to be reached by telephone, please have the caller dial **202.512.1283** and **press 1,2,3 or 0** to reach a staff member. Emergency telephone numbers for classes held outside Washington, DC, will be listed in class materials.

Inclement Weather/ Emergencies

If inclement weather or an emergency occurs, the entire class will be postponed if the Government has delayed arrival or is closed. For more information, follow the announcements made by the Office of Personnel Management (OPM) in the area that the class is being held.

Accommodations for Special Needs

If you have special needs such as interpreters or readers, please let us know at least five (5) weeks in advance of the class (we have to give a 30 days' notice to the contractors for these services). Although we are pleased to make whatever arrangements are necessary to ensure that all students receive the maximum benefit from the training, the Institute operates on a cost-recovery basis and must recoup any added fees from the student's agency.

Washington, DC, Parking

A limited amount of parking is available for class participants. If you would like parking, please let the Registrar know at the time you register for class. Parking permits may be mailed, faxed, or will be left for you at the front entrance. If parking is not available, we will let you know.

Class Hours

Hands-on computer classes generally are scheduled from 8:30 a.m. to 3 p.m.; other classes are generally 9 a.m. to 3:30 p.m. Registration starts a half hour before the class is scheduled to begin. For classes in Washington, DC, please schedule your arrival to allow sufficient time for the short walk from the Metro station or the parking lot and the security check-in. Refreshments will be available at most classes. Participants will be notified of exceptions to the above hours.

TUTORING

When you just can't wait for the next scheduled class or you just need a few hours coaching on a specific area of some publishing software, you can now get tutoring assistance at the Institute for Federal Printing & Electronic Publishing. Friendly, knowledgeable instructors can work with you in our offices or computer labs, or in yours! The subject can be anything in the Institute's catalog or any other area of print or electronic publishing from writing and editing, designing through printing, and the various forms of electronic publishing. We support the whole alphabet soup of publishing and cross-media knowledge, from CDR through DVD to XML. We have also added new Adobe Connect software, with live online meeting and tutoring capabilities!

Tutoring by the Institute has provided Federal personnel from a variety of Federal agencies the knowledge and skills needed to prepare, assist with or complete, the printing and multimedia tasks at hand. Call 202.512.1283 ext.1 for details. Assistance is available one-on-one or for small groups; billing is by the hour.

ON-SITE CLASSES

When travel time and travel costs are added to the cost of training for groups of employees someone inevitably says, "Couldn't we bring the instructor here?" The answer often is, "Yes; the Institute can bring most of its courses on-site," and on-site classes can be adjusted for your specific needs.

The Institute has brought its classes into agency classrooms in the Washington DC area, and around the nation. For courses that require computer labs, the Institute staff can work with your lab personnel to set up your computers for the needs of the specific subject. Even if a computer lab is not available at your site, please call for it may be possible to either do the class on laptops or arrange to hold the course at another agency in your area that has similar needs. Even if you only have a few people interested in the subject, please contact us as others in your area may be interested in the same subject.

Class Order

If you are new to the ink-on-paper printing and publishing field, the best beginning class is **Printing Processes and Terminology–Introduction**. The knowledge provided in this class is necessary to understand much of **Getting the Best From Desktop Publishing**, which should precede **Checking Your Desktop Files–Preflighting and PDF for Press**.

WWW Classes

For those designing and developing for the World Wide Web, a good beginning class is **Dreamweaver CS3 (Level 1)** and more sophisticated developers may want to consider the **Dreamweaver CS3 (Level 2)**, which deals with cascading style sheets. For a more advanced course in code and script, the **XML for Designers** class is an excellent way to gain a better understanding of the nuances of web development. Lastly, for individuals who communicate primarily via the World Wide Web, a new course that we've added to our arsenal is **How to Write Self-Service Content for Government Web sites**.

Levels

Level 1 software-specific courses should precede Level 2, unless your experience indicates you do not need the Level 1 class. Check the specific information for each level to see what is covered in that session. Introductory classes should generally precede intermediate classes in the same subject.

Preparation for Print

We recommend that the **Printing Processes and Terminology–Introduction** class precede the **Getting the Best from Desktop Publishing** class for those who do not have a good working knowledge of printing and publishing terms. If you occasionally have problems with DTP files sent to you (or developed by you), you might try **Checking Desktop Publishing Files–Preflighting** to keep problems at a minimum. It is strongly recommended that the **Getting the Best from Desktop Publishing** class be taken prior to the **Checking Desktop Publishing Files–Preflighting or PDF for Press** class. Those who need to learn more about the final checking of printed products may want to schedule **Proofs and Press Sheet** Inspections.

Software

Software-specific classes, of value to anyone using the software or anticipating doing so, include **Adobe Acrobat 8–Introduction**, **Dreamweaver CS3 (Levels 1 and 2)**, **InDesign Workshop CS3 (Levels 1 and 2)** and **Photoshop Workshop CS3 (Levels 1 and 2)**. Classes in other software can also be arranged. XML for Web developers is covered in **XML for Designers**.

HANDS-ON COMPUTER COURSE

Adobe Acrobat 8 — Introduction

WHAT YOU WILL LEARN

Adobe Acrobat 8 Professional software offers improved usability, as well as new features to better protect sensitive information and more easily collect and manage form data. Acrobat 8 also enables additional features in Adobe Reader software, and takes advantage of integration with new Acrobat Connect.

The hands-on introduction to Acrobat 8 provides information and skills for the Acrobat Portable Document Format (PDF) software. Students will learn many of the varied uses of this new multifaceted product. The different software components of Acrobat 8 will be covered, including Acrobat Reader, Acrobat Elements, Acrobat Standard, Acrobat Professional, and Acrobat 3D, as well as some popular plug-in programs that add additional features to the core program. Attendees will learn how to create PDFs from common office software, such as MS Word and MS Excel, as well as from Adobe InDesign, a leading desktop publishing program. Technical requirements for the various types of PDFs used by federal publishers will be covered, including specifications for PDFs uploaded to Web sites and intranets, and for press-quality PDFs submitted to printing contractors for reproduction. Students will learn how to enhance PDF files with bookmarks, thumbnails, live links, articles, multimedia movies, sound files, digital signatures, and 508-accessibility features. Additionally, class projects will show how to combine several individual PDFs into one inclusive PDF, edit PDFs, and turn printed forms into electronic forms.

WHO SHOULD ATTEND

Web site developers, people responsible for archiving files in electronic form, desktop publishers who make press-quality and Web-quality PDFs from their desktop publishing files, and people who need to know how Acrobat PDFs can help multipurpose their data will benefit from this course. Those currently using Adobe Acrobat PDF who would like to explore additional uses and features, as well as those who are considering using Acrobat, will find the class useful, also. This class assumes computer competency and familiarity with computers and the Windows operating system. Information is applicable to both Mac and Windows users. Those considering taking any of IFPEP's advanced Acrobat classes should take this course first.

COST \$550

For custom or on-site classes, call for a quote.

WHEN

January 15-16, 2008

April 22-23, 2008

July 15-16, 2008

October 7-8, 2008

Students will learn how to enhance PDF files with bookmarks, thumbnails, live links, articles, multimedia movies, sound files, digital signatures, and 508-accessibility features.

PDF for Press

WHAT YOU WILL LEARN

This hands-on class focuses on Acrobat PDFs for press and covers the process of preparing PDF files for the purpose of professional printing. Whether your documents will be printed on a digital press or on a conventional offset/web press, whether you print in black and white, 2-color, 4-color, or more, you'll learn how to create PDF files that will print correctly in any of these situations.

Topics include:

- Default, advanced and custom PDF job options
- PDF/A, PDF/X-3 and press compliance
- Features supported in various versions of Acrobat, from Acrobat 5 (PDF 1.4) through the latest Acrobat 8 (PDF 1.7)
- Printing industry requirements for image resolution and ink colors (CMYK and PMS vs. RGB)
- Image compression do's and don'ts
- Font management (TrueType, Type 1/PostScript, Multiple Master, OpenType)
- Guidelines for creating PDF files from office applications (such as MS Word and Excel) and professional desktop publishing programs (such as Adobe InDesign, Photoshop, Illustrator, FrameMaker, and QuarkXPress)

Whether your documents will be printed on a digital press or on a conventional offset/web press, whether you print in black and white, 2-color, 4-color, or more, you'll learn how to create PDF files that will print correctly.

WHO SHOULD ATTEND

Desktop publishers and others who produce PDF files destined for commercial print contractors and service bureaus; printing specialists, procurement specialists, and others responsible for the checking and preflighting PDF files for printing; and production managers and others who need a better understanding of the PDF-to-press workflow will find this class valuable. Information is applicable to both Mac and Windows users.

This 1-day hands-on intensive workshop assumes basic knowledge of **Adobe Acrobat**, and it is strongly recommended that **Adobe Acrobat 8 – Introduction** be taken prior to this class. This class also assumes that attendees have knowledge of desktop publishing and printing either by experience or by having taken **Introduction to Printing Processes and Terminology** and **Getting the Best from Desktop Publishing**.

COST \$325

For custom or on-site classes, call for a quote.

WHEN

January 17, 2008

April 24, 2008

July 17, 2008

October 9, 2008

Adobe Live Cycle Forms

WHAT YOU WILL LEARN

With Adobe LiveCycle Forms ES software, you can extend your core business processes beyond the enterprise – more securely and cost effectively. Deploy XML-based form templates as HTML, PDF, or SWF over any platform or device. Then, capture data from submitted forms and transfer it directly into your organization's core systems, streamlining form-driven business processes and improving data accuracy. Emphasis will be on forms design and presentation. While data submission and database integration will be touched upon, a customized 2nd level class dealing only in these areas is being developed. Contact the Institute for details. Students will learn how to use this forms design program to have control over form design, presentation, and data submission. The functions of this program both as a forms designer (with and without interactive PDF or HTML) and as a means to allow data submission with Web services and database integration will be covered.

Topics Include:

- Use of drag and drop libraries and templates
- On-line data entry
- Built in business logic for calculations
- Error checking and data validation
- Dynamic rendering of multiple pages
- XML form templates that can be deployed as PDF or as HTML
- Use of XML for data handling including drag and drop use of existing schema
- Use of 2d barcoding to avoid re-keying data from returned paper forms

WHO SHOULD ATTEND

Form designers and others who design printed or on-line interactive forms will benefit from this class. Information technology professionals who will be involved with form data capture and database population will also benefit. The class assumes basic competency in the Windows computer environment and in Acrobat.

COST \$550

For custom or on-site classes, call for a quote.

WHEN

January 29-30, 2008

April 29-30, 2008

July 28-29, 2008

October 1-2, 2008

Emphasis will be on forms design and presentation. Students will learn how to use this forms design program to have control over design, presentation, and data submission.

Adobe Acrobat 8 — PDF for Review, Comment and Edit

WHAT YOU WILL LEARN

This hands-on course covers the process of using Adobe Acrobat 8 for the publication-content comment and review process. It will cover setting up, sending, and receiving e-mail and server based reviews, and the tools and techniques for review, comment and approval. Coordination with Microsoft Windows will be discussed.

Topics include:

- Commenting and Markup Tools
- Approval Stamps
- Text Annotations
- Commenting and Markup Tools
- Document Review (email/server-based)
- Free Adobe Reader Commenting Capabilities
- Managing review/commenting sessions
- Sorting, Viewing and Printing Feedback for easy reconciliation

WHO SHOULD ATTEND

Writers, editors, and anyone preparing text or illustrations for printed or Web documents that need to be seen, commented upon, and/or approved by two or more people before publication will find this class helpful.

This class assumes computer competency and a basic understanding of Adobe Acrobat. It is strongly recommended that the course **Adobe Acrobat 8 – Introduction** be taken prior to this class.

COST \$325

For custom or on-site classes, call for a quote.

WHEN

February 12, 2008

May 1, 2008

August 26, 2008

December 19, 2008

Adobe Acrobat 8 — Document Control and Security

WHAT YOU WILL LEARN

This hands-on course covers the process of using Adobe Acrobat to protect documents from creation to delivery and beyond. The class will discuss confidentiality, authorization, accountability, integrity, and authenticity of documents.

Topics include:

- Authenticity
- Integrity
- Accountability
- Authorization
- Confidentiality
- Digital Signatures in Acrobat and Adobe Reader
- Document Control
- Non-repudiation

WHO SHOULD ATTEND

Writers, editors, and anyone preparing text or illustrations for printed or web documents that need security capabilities to be part of the document.

This class assumes computer competency and a basic understanding of Adobe Acrobat. It is strongly recommended that the course **Adobe Acrobat 8 – Introduction** be taken prior to this class.

COST \$325

For custom or on-site classes, call for a quote.

WHEN

February 13, 2008

May 2, 2008

August 25, 2008

December 18, 2008

Checking Desktop Publishing Files — Preflighting

WHAT YOU WILL LEARN

Even the most sophisticated developer of desktop publishing files needs a systematic way of checking those files to assure that everything needed by a printer is properly developed and included. The class will address all levels of review; preflight without a computer, preflight within the originating software, and preflight with dedicated preflight software.

Exercises will demonstrate how everyone handling the job, even those without computers, can speed the publication through by making checks before work is released and schedules are set.

WHO SHOULD ATTEND

Developers or reviewers of desktop publishing material, people responsible for the adequacy and accuracy of desktop produced files, or people who need a better understanding of the desktop publishing process will find the information of value.

The class assumes minimum computer competency. It also assumes knowledge of desktop publishing and knowledge of printing terms. It is strongly recommended that **Printing Processes and Terminology – Introduction** and **Getting the Best from Desktop Publishing** be taken prior to this class.

COST \$325

For custom or on-site classes, call for a quote.

WHEN

November 7, 2007
January 10, 2008
April 10, 2008
July 10, 2008
October 17, 2008

Cross-Media Workflow

WHAT YOU WILL LEARN

This seminar will provide students the basic understanding of the variables, systems, and phases of cross-media production workflow. Focus will be on creating a standardized process that aligns software tools and systems with the tasks and activities of digital asset creation, distribution and management.

Topics include:

- Resource Management
- Conversion Strategies
- Software Tool Choices
- Technology Paths and Platforms

WHO SHOULD ATTEND

Designers, editors, writers, printing officers and anyone else involved in designing, preparing publications for traditional offset, digital, on-demand and variable-data color printing, Web, and mobile devices. It is useful to anyone in publishing or printing who currently is producing material for traditional offset printing via desktop publishing and is anticipating publishing to digital output, Web or mobile devices. The seminar assumes basic familiarity with desktop publishing, web design and basic knowledge of printing. Students should have a basic knowledge of traditional and digital printing, desktop publishing and web design prior to this class.

COST \$425

For custom or on-site classes, call for a quote.

WHEN

February 26–27, 2008
May 8-9, 2008
August 27-28, 2008
November 13-14, 2008

Digital Photography — Introduction

WHAT YOU WILL LEARN

This hands-on class will cover the basic features and operation of digital cameras and their use for print and the web. The training will emphasize how digital is different from traditional film photography and give you the information you need to successfully work digitally. Through demonstrations by a professional photography instructor and hands on practice (one camera for 4 students – or the student’s own camera) the class offer an understanding of digital photography. Students will learn the peripheral tasks necessary for a digital work flow, which includes the creation of galleries for online viewing, image resolution, file formats, file naming and image storage and management. We will discuss lighting and how to set up a photograph in poor lighting conditions. And you will learn about Raw image capture and basic image editing to get optimum picture quality.

WHO SHOULD ATTEND

This course is for anyone who is using a digital camera or will be using one, from public affairs people, to desktop publishers, to “while you are there please take a picture for the newsletter” people. The class assumes computer competency.

COST \$775 for three (3) days.

For custom or on-site classes, call for a quote.

WHEN

March 19-21, 2008

June 10-12, 2008

October 23-24, 2008

Dreamweaver CS3 (Level 1/Beginnner)

WHAT YOU WILL LEARN

Beside providing the basics of the use of Dreamweaver CS3, the visual web design and editing software, this hands-on course focuses on how to use Dreamweaver to construct pages that comply with Web Standards. Students will learn how to create pages that generate valid (well constructed, “correct”) code and validated Cascading Style Sheets (CSS). Complying with the Web Accessibility Initiative (WAI) standards and section 508 of the Americans with Disability Act will also be explained and taught.

Students will learn how to use the core features of Dreamweaver CS3 and take advantage of all the flexibility and power of a world-class web design

Dreamweaver CS3 (Level 2/Intermediate)

WHAT YOU WILL LEARN

If you have eyed navigation systems that used fly-out and collapsing menus, and thought sadly that you could not use them because of Section 508 accessibility requirements, think again. If you have been curious about the hottest technology on the Web, Cascading Style Sheets, but thought that 508 laws would make them problematic to achieve, think again.

This class will take you a step farther in the web development process. You will create a site template that you’ll be able to customize in an infinite number of ways to use immediately in all of your current projects. Discover the advantage of visual CSS tools that make it easy to view, edit, and move styles within and between files,

tool. Design, develop, and maintain content within Adobe Dreamweaver CS3 while taking advantage of intelligent integration with other Adobe tools, including Adobe Flash CS3 Professional, Adobe Fireworks CS3 and Adobe Photoshop CS3. After getting the basics down, the rest of the seminar will be devoted to creating a prototype page that uses valid student created style sheets (both media and print) for a modern layout that can be used as the basis for any project.

WHO SHOULD ATTEND

This class is intended for anyone involved in the development of Web pages or Web sites or who is involved with making Web sites meet browser and accessibility standards. This is a hands-on computer class taught on a Windows operating

system though the information is applicable to both PC and MAC users. In fact, Dreamweaver is cross platform and Mac users will see the same interface on their own machines. The instructor is a practicing commercial web designer certified in this software.

COST \$650 for 3 days

For custom or on-site classes, call for a quote.

WHEN

March 4-6, 2008

June 24-26, 2008

September 15-17, 2008

December 15-17, 2008

as well as see how your changes will affect the design. Accelerate your workflow with new CSS layouts, and test your design with the new Browser Compatibility Check. You'll liberate your pages from table design. Organize and accelerate your coding with code collapse, color coding, line numbering, and a coding toolbar with comment/uncomment and code snippets. You'll learn to create style sheets that address older, quirky browsers while serving up the latest and greatest to users with version 5 browsers and above. Finally, you'll create a collapsing/expanding menu that will comply with 508 laws. When the class is over, you will have separated your content from your presentation and will have made a truly accessible site that will pass the W3C's validates.

WHO SHOULD ATTEND

This class is intended for anyone involved in development of accessible web pages or Web sites, or who anticipates such involvement. This is a hands-on computer class that assumes computer competency and familiarity with the Windows operating environment and Dreamweaver. Familiarity with HTML is helpful.

COST \$550

For custom or on-site classes, call for a quote.

WHEN

April 2-3, 2008

July 30-31, 2008

October 21-22, 2008

Getting the Best from Desktop Publishing

WHAT YOU WILL LEARN

“Getting the Best from Desktop Publishing” is a best practices class that focuses on ways the agency can get the best-printed products from desktop-published material. The class covers the technical requirements for desktop publishing files for printing, how to submit materials that can provide the printing you need, and how to minimize problems, production delays, and cost overruns. Some of the areas covered include: selecting desktop publishing software; using fonts correctly; creating graphics, scans, and digital camera files with the correct file formats and technical specifications; avoiding problems with spot and CMYK ink colors; preflighting files; and submitting information and visuals to accompany electronic files.

While the desktop publishing process will be explained, this is not a hands-on class in how to prepare copy or design publications with a particular software program. The class reviews software only as the information is relevant to helping federal publishers select the best software tools for their particular publishing needs.

WHO SHOULD ATTEND

Designers, editors, writers, printing officers, procurement specialists, and anyone else involved in desktop publishing and printing will benefit from this seminar. It is useful to anyone in publishing or printing who is currently producing material for printing via desktop publishing or who is anticipating doing so. Information is applicable to both PC and Mac users. The class assumes computer literacy, but is not a hands-on computer class.

This seminar assumes basic familiarity with desktop publishing and basic knowledge of printing. Those with little or no knowledge of printing terminology should take **Printing Processes and Terminology Introduction** prior to this class. **Getting the Best from Desktop Publishing** should be taken prior to **Checking Desktop Publishing Files – Preflighting**.

COST \$450

WHEN

November 5-6, 2007
January 8-9, 2008
April 8-9, 2008
July 8-9, 2008
October 15-16, 2008

Areas covered include: selecting desktop publishing software; using fonts correctly; creating graphics, scans, and digital camera files with the correct file formats and technical specifications; avoiding problems with spot and CMYK ink colors; preflighting files; and submitting information and visuals to accompany electronic files.

How to Communicate Effectively to Get the Printing You Want

WHAT YOU WILL LEARN

This hands-on workshop session emphasizes the need to communicate clearly and completely. It addresses new orders, reordering, and unusual requirements. It also discusses ways to communicate to get the products you need. Case studies are used to let students figure out what they need to communicate to get the product their agency needs. The class is intended to help solve some of the communication problems that arise when ordering printing.

WHO SHOULD ATTEND

Government employees who order printing or other products or those who specify needs should find this one-day workshop of value to them. For those who do not have a good working knowledge of printing and electronic publishing terminology, **Printing Processes and Terminology – Introduction** is strongly recommended prior to this class.

COST

\$100 or **FREE** when attending **Printing Processes and Terminology – Introduction**

WHEN

December 14, 2007

August 15, 2008

April 18, 2008

November 7, 2008

How to Write Self-Service Content for Government Websites

WHAT YOU WILL LEARN

Are you relying on web self-service content to enable your customers to answer their own questions? Do you hope the web content at your government site will reduce the number of phone calls you and your staff must handle? Do you hope it will stem the flow of e-mail? If so, you need to know how to write self-service web content that is predictable, clear, and easy to follow. If you can write well, the online help you provide will be the backbone of your agency's self-service initiatives, not a graveyard for small bits of information.

In this course, you'll learn about the three components that are at the center of web self-service: knowledge-base entries, FAQs, and "canned" or pre-written e-mail responses. You'll build the essential writing skills needed to write these three crucial components.

You'll learn:

- How to develop guidelines for writing knowledgebase entries
- How to write knowledgebase entries that help both technical and non-technical users
- How to write FAQs that provide a complete answer
- How to organize FAQs for ease of use

You'll also learn how to write and use canned e-mail responses that really answer customers' questions.

WHO SHOULD ATTEND

Government employees who order printing or other products or those who specify needs should find this one-day workshop of value to them. For those who do not have a good working knowledge of printing and electronic publishing terminology, **Printing Processes and Terminology – Introduction** is strongly recommended prior to this class.

COST \$400

WHEN

January 11, 2008

September 8, 2008

March 10, 2008

December 8, 2008

June 10, 2008

InDesign CS3 Workshop (Level 1/Beginner)

WHAT YOU WILL LEARN

Built for demanding workflows, InDesign integrates smoothly with Adobe Photoshop, Illustrator, Acrobat, InCopy, and Dreamweaver software; offers powerful features for creating richer, more complex documents; and reliably outputs pages to multiple media. With its sophisticated design features and enhanced productivity tools for streamlining repetitive tasks, InDesign CS3 lets you work faster and better than ever. This workshop uses hands-on, step-by-step practice and review exercises to learn InDesign's basic tools for desktop and cross-media publishing. Class projects will teach how to create a document from start to finish, including: page setup; master pages; bleeds; importing text and graphics; formatting text; paragraph, character, and object stylesheets; using PMS spot and CMYK ink colors; preflighting files; packaging files for printing contractors; and exporting Acrobat PDFs for press and Web.

WHO SHOULD ATTEND

People with little or no prior experience with desktop publishing, those who are at an entry level of working with InDesign, and those considering switching to InDesign from other page layout programs will benefit from this training.

This hands-on class assumes computer competency and familiarity with the Windows operating system. Information is applicable to both Mac and Windows users. This workshop also assumes basic knowledge of printing. Knowledge of other desktop publishing and graphics programs are helpful, but not necessary in order to take this class.

COST \$550

For custom or on-site classes, call for a quote.

WHEN

November 15-16, 2007	August 4-5, 2008
February 19-20, 2008	November 17-18, 2008
May 12-13, 2008	

InDesign CS3 Workshop (Level 2/Intermediate)

WHAT YOU WILL LEARN

This class builds on the student's basic knowledge acquired in the preceding class, InDesign CS3 Workshop Level 1. Using a multi-chapter document as a class project, students will learn how to create more complex, long documents. Topics covered include: multiple master pages; nested styles; advanced text formatting and stylesheets; tables and tabular material; creating and formatting tables of content; creating and using templates; managing multi-chapter publications; pagination; preflighting; and packaging the required files for print contractors.

WHO SHOULD ATTEND

InDesign users who create basic documents and want to increase their knowledge of InDesign's powerful long-document tools, and people who

have completed the preceding class, InDesign CS3 Level 1 or its equivalent, will benefit from this training.

This hands-on class assumes computer competency and familiarity with computers and the Windows operating system. Information is applicable to both Mac and Windows users. The workshop also assumes basic knowledge of printing and basic skills in InDesign. Knowledge of other desktop publishing and graphics programs is helpful, but not necessary in order to take this class.

COST \$550

For custom or on-site classes, call for a quote.

WHEN

December 5-6, 2007	September 24-25, 2008
March 26-27, 2008	December 3-4, 2008
June 18-19, 2008	

Photoshop CS3 Workshop (Level 1/Beginner)

WHAT YOU WILL LEARN

The essential software for perfecting your images, Adobe Photoshop CS3 now offers productivity and workflow enhancements, powerful new editing tools, and breakthrough compositing capabilities. This workshop uses hands-on, step-by-step practice and review projects to learn Photoshop's basic tools for editing photos and other bitmapped images. Using a variety of typical photographs, class projects will teach how to use the software to edit, color-correct, and prepare images for both high-resolution printing and for use on Web sites and cross-media publishing. Tools and processes covered in this class include: using selection tools, creating layers, using editing and correcting tools, adding text to photos, removing backgrounds, creating special effects, and exporting press-quality and web-quality versions. Additionally, color management, color calibration, and color modes and workspaces (CMYK and RGB) will be addressed, and students will learn how to examine photograph files to determine if they have adequate quality and resolution for press-quality publications. Class projects are designed to teach students Photoshop's tools that are most frequently used to correct typical problems found in many photographs, and prepare files for federal publications and Web sites.

Tools and processes covered in this class include: using selection tools, creating layers, using editing and correcting tools, adding text to photos, removing backgrounds, creating special effects, and exporting press-quality and web-quality versions.

WHO SHOULD ATTEND

People with little or no prior experience with desktop publishing or graphics programs, those who are at an entry level of working with Photoshop or other image-editing software, and those who create Web sites will benefit from this training. This hands-on class assumes computer competency and familiarity with computers and the Windows operating system. Information is applicable to both Mac and Windows users.

Knowledge of other desktop publishing, graphics, and Web site authoring programs is helpful, but not necessary in order to take this class. Those who produce printed publications but have little or no knowledge of printing terminology or requirements should take other IFPEP classes after this workshop in order to expand their knowledge of the industry and their software skills.

COST \$550

For custom or on-site classes, call for a quote.

WHEN

November 13-14, 2007

February 21-22, 2008

May 14-15, 2008

August 6-7, 2008

November 19-20, 2008

Photoshop CS3 Workshop (Level 2/Intermediate)

WHAT YOU WILL LEARN

This workshop builds on the knowledge acquired in the preceding class, **Photoshop CS3 Workshop (Level 1)**. Through a series of class projects, students will learn additional methods of correcting typical problems in photographs, and gain experience using Photoshop's artistic and creative tools to create visually rich images for printed publications and Web sites. Topics covered in this advanced class include; creating duotones and spot-color channels; special techniques for retouching portraits; color-correcting casts and flesh tones; creating montages and collages; extending the canvas and photographic backgrounds; silhouetting portions of photographs; and using Photoshop's artistic filters and layer blending modes. Class projects also teach students how to create artistic special effects and to prepare files for federal publications and Web sites.

WHO SHOULD ATTEND

Photoshop users who create basic photographic images and want to increase their knowledge of Photoshop's powerful image-editing and artistic tools, and people who have completed the preceding class,

Photoshop CS3 Workshop (Level 1) or its equivalent, will benefit from this training.

This class assumes computer competency and familiarity with computers and the Windows operating system. Information is applicable to both Mac and Windows users. This workshop assumes basic skills in Photoshop (layers, selection tools, channels, color modes, technical requirements for press-quality publications and Web sites), and it assumes that students have completed **Photoshop CS3 Workshop (Level 1)** before taking this class. Knowledge of other desktop publishing, graphics, and Web authoring programs is helpful, but not necessary in order to take this class.

COST \$550

For custom or on-site classes, call for a quote.

WHEN

December 3-4, 2007

March 24-25, 2008

June 16-17, 2008

September 22-23, 2008

December 1-2, 2008

CLASSROOM SEMINAR

Proofs and Press Sheet Inspections

WHAT YOU WILL LEARN

This course includes a discussion of proofs and proofing systems and the relationship between proofs and press sheet inspections (PSIs). It covers what a PSI is and is not, scheduling of PSIs, PSI procedures, current proof standards and examples, and advice for agency representatives. Agency products and press sheets are discussed, and various press sheets are used in demonstrations. This course may be assisted by a member of GPO's Quality Control area.

WHO SHOULD ATTEND

Government employees who review proofs or participate in PSIs will benefit from this class. Basic familiar-

ity with printing terminology and processes is necessary for this seminar to have full value. For those who do not have a good working knowledge of printing and electronic publishing terminology, **Printing Processes and Terminology – Introduction** is strongly recommended prior to this class.

COST \$200

For custom or on-site classes, call for a quote.

WHEN

March 12, 2008

August 26, 2008

December 24, 2008

Writing E-mail that Gets Results: How to Communicate with Printing Vendors and Clients

WHAT YOU WILL LEARN

With the volume of e-mail escalating and the pressure to write timely responses increasing, it's more important than ever to build powerful e-mail writing skills. You need to learn how to manage printing-related e-mail communication so it gets things done.

In this course, you'll learn how to structure your e-mail so it gets read and acted upon. You'll learn:

- How to write a must-open subject line
- How to organize e-mail so even a scanning reader gets your point
- How to avoid sending attachments whenever possible
- Who should be cc-ed on e-mails
- When e-mail is the right communication method and when it isn't

You'll review sample e-mails to develop a list of traits of powerful e-mails. You'll practice a strategy for writing excellent subject lines and learn to control your tone to avoid flame wars. During the course, you'll contribute to an E-mail Writing Best Practices Guide your company can use.

WHO SHOULD ATTEND

Government employees involved in publishing who have little or no knowledge of traditional or electronic printing processes and terminology should find the class valuable. It is also a good review of both processes.

COST \$400

For custom or on-site classes, call for a quote.

WHEN

December 10, 2007

March 11, 2008

June 9, 2008

September 9, 2008

December 9, 2008

Printing Processes and Terminology – Introduction

WHAT YOU WILL LEARN

This class has been designed to provide attendees with elementary knowledge of printing processes and terminology. Offset prepress and printing processes along with other forms of printing (letterpress, gravure, screen printing, duplicating and copying, and digital presses) are discussed.

Additionally, ink on paper and other substrates, spot and process color are covered, and paper and envelopes (grades, weights, usage, sizes) and the Government paper system are discussed. Post-press finishing operations and binding, GPO printing procurement, and the Quality Assurance through Attributes Program are covered as are both traditional and desktop publishing.

The 3-day class is not a substitute for a degree in printing or an apprenticeship, nor is it a substitute

for publishing knowledge or experience, but attendees will receive useful general knowledge. This class should precede Getting the Best from Desktop Publishing and How to Communicate Effectively to Get the Printing You Want.

WHO SHOULD ATTEND

Government employees involved in publishing who have little or no knowledge of traditional or electronic printing processes and terminology should find the class valuable. It is also a good review of both processes.

COST \$450

For custom or on-site classes, call for a quote.

WHEN

December 11-13, 2007

April 15-17, 2008

August 12-14, 2008

November 4-6, 2008

How to Communicate Effectively to Get the Printing You Want is free upon registration for this course!

XML for Designers

WHAT YOU WILL LEARN

This class is designed to familiarize you with the basic concepts of XML and what XML's role is in the future of the World Wide Web. The 2-day course covers (1) the origins of XML, (2) XML fundamentals of markup, DTDs, and validity for basic documents like an e-mail, business letter, and newspaper article, (3) linking, and (4) applying styles. The course also includes demonstrations and explanations of actual XML applications and XML resources developed by the instructors for the students to use in pursuing their own interests and applications.

The hands-on portion of the class involves use of the Microsoft XML Notepad and Internet Explorer to markup and test simple exercises. A textbook is provided with the class along with other handouts prepared to assist the student to understand the material covered and to pursue their own interests and applications.

WHO SHOULD ATTEND

Anyone who wants to understand what is behind the excitement over XML, wants to start using it to enhance their Web site, or needs to manage XML markup and development work. This hands-on computer class requires basic computer competency with the Windows 2000 operating system and basic familiarity with HTML, Cascading Style Sheets (CCS), and Web browsers. No programming languages or scripting is required.

COST \$550

For custom or on-site classes, call for a quote.

WHEN

January 8-9, 2008

July 8-9, 2008

Illustrator CS3

WHAT YOU WILL LEARN

This two-day hands-on class covers Illustrator's tools for creating graphics used in printed documents, in electronic presentations, and on websites. Several small projects will be created during the class, such as type treatments, simple illustrations (no drawing skills required), and common web graphics. Topics covered include: creating multiple versions for press and web; setting the color space for press and web; file format requirements; compatibility with Adobe InDesign, Acrobat, and Photoshop; and adjusting pre-made clip art.

WHO SHOULD ATTEND

Designers and others who have a working knowledge of a desktop publishing program, such as Adobe InDesign, is helpful but not required.

This hands-on class assumes computer competency and familiarity with computers and the Windows operating system. Information is applicable to both Mac and Windows users. This workshop also assumes basic knowledge of printing. Knowledge of other desktop publishing and graphics programs are helpful, but not necessary in order to take this class.

COST \$550

For custom or on-site classes, call for a quote.

WHEN

February 4-5, 2008

May 5-6, 2008

August 18-19, 2008

November 3-4, 2008

HANDS-ON COMPUTER COURSE

Charts with Illustrator and InDesign CS3

WHAT YOU WILL LEARN

This advanced one-day class is for designers and desktop publishers who create graphical charts for printed publications. The class focuses on: strategies for working with existing data from PowerPoint, Excel spreadsheets, and other data sources; Illustrator's graphing tools; basic visual techniques for presenting data; compatibility with Adobe InDesign; and file format requirements.

WHO SHOULD ATTEND

Designers and others who have a working knowledge of Illustrator Level 1 or equivalent experience, and InDesign Level 1 or equivalent experience. Note: this is not a beginner class.

This hands-on class assumes computer competency and familiarity with computers and the Windows operating system. Information is applicable to both Mac and Windows users. This workshop also assumes basic knowledge of printing. Knowledge of other desktop publishing and graphics programs are helpful, but not necessary in order to take this class.

COST \$550

For custom or on-site classes, call for a quote.

WHEN

February 6, 2008

May 7, 2008

August 20, 2008

November 5, 2008

For Participants of Classes at GPO

Course Location

All classes are held at **GPO, 732 North Capitol Street, NW in Room C565**. When you exit the elevators on the fifth floor, turn left, then follow the signs to the Institute. Once you arrive in the Institute's main office, you will need to sign in and pick up your training materials.

Transportation

GPO is located one block from the Union Station Metro station (Red line). Exit towards First and G Streets. (There's a sign very high up that says First St.) Go up that escalator. Do not go up the second escalator, but turn left then right out the exit. You'll be on First Street. Go right a short distance to G Street then turn left towards the big red brick building a block away on North Capitol Street. Turn right and come to the 732 North Capitol Street entrance (not the bookstore entrance). GPO is also served by a number of bus routes. Metro bus and Metrorail schedules may be obtained by calling Metro information at **202.637.7000**.

Parking

Parking is available for handicapped participants on Lot 50 and a limited amount of parking is currently available elsewhere for class participants. To make parking arrangements, call **202.512.1283 ext.1** or e-mail ifpep-registrar@gpo.gov. If parking is available, a parking permit will be included with the confirmation (if by letter) or by fax. If parking is not available, you will be notified.

Building Passes

All visitors to GPO are required to stop at the police station at the main GPO entrance on North Capitol Street just south of H Street (not the bookstore entrance). Class participants should bring their identification badge issued by their

agency; special GPO class badges will be issued by the police each day of the class. The police will have a list of class participants. If there is a problem, ask the officer to call the Institute on **202.512.1283 ext 1, 2, 3, or 0**.

Rest Rooms

Accessible rest rooms are conveniently located near the Institute.

Cafeteria

The cafeteria is located on the 8th floor. Directions to the cafeteria and other facilities will be given at the start of the class.

Restaurants And Vending Machines

Vending machines are located near the classroom area. Restaurants within walking distance are shown on the area map (see page 23).

Smoking

Smoking is permitted only in special smoking rooms. Please ask for directions. Smoking is not permitted on North Capitol Street or in front of any entrance.

Telephones

Emergency telephone calls can be received on **202.512.1283 ext. 1, 2, 3, or 0**. Messages will be delivered to the training room. IFPEP telephones for student use are adjacent to the classrooms. If you use an IFPEP phone to call your office, be sure to dial a 9 and a 1 for any area code other than 202. For 202, you do not need an area code, but dial 9 and the number. Pay phones are located in the cafeteria.

Information

Institute for Federal Printing and Electronic Publishing staff will attend portions of the training and will be glad to assist with any questions. Should staff members not be available in the classroom, please feel free to visit the Institute offices.



System Map Legend

- Red Line • Glenmont/Shady Grove
- Orange Line • New Carrollton/Vienna/Fairfax-GMU
- Blue Line • Franconia-Springfield to Largo Town Center
- Green Line • Branch Avenue/Greenbelt
- Yellow Line • Huntington/Mt. Vernon Sq/7th St-Convention Center

Commuter Rail

Station in Service

Transfer Station

Parking

Future Station



© COPYRIGHT 1998 WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

PH020300

- No Smoking
- No Food or Drinks
- No Animals (except service animals)
- No Audio or Video Devices (without earphones)
- No Litter or Spitting
- No Dangerous or Flammable Materials

METRORAIL

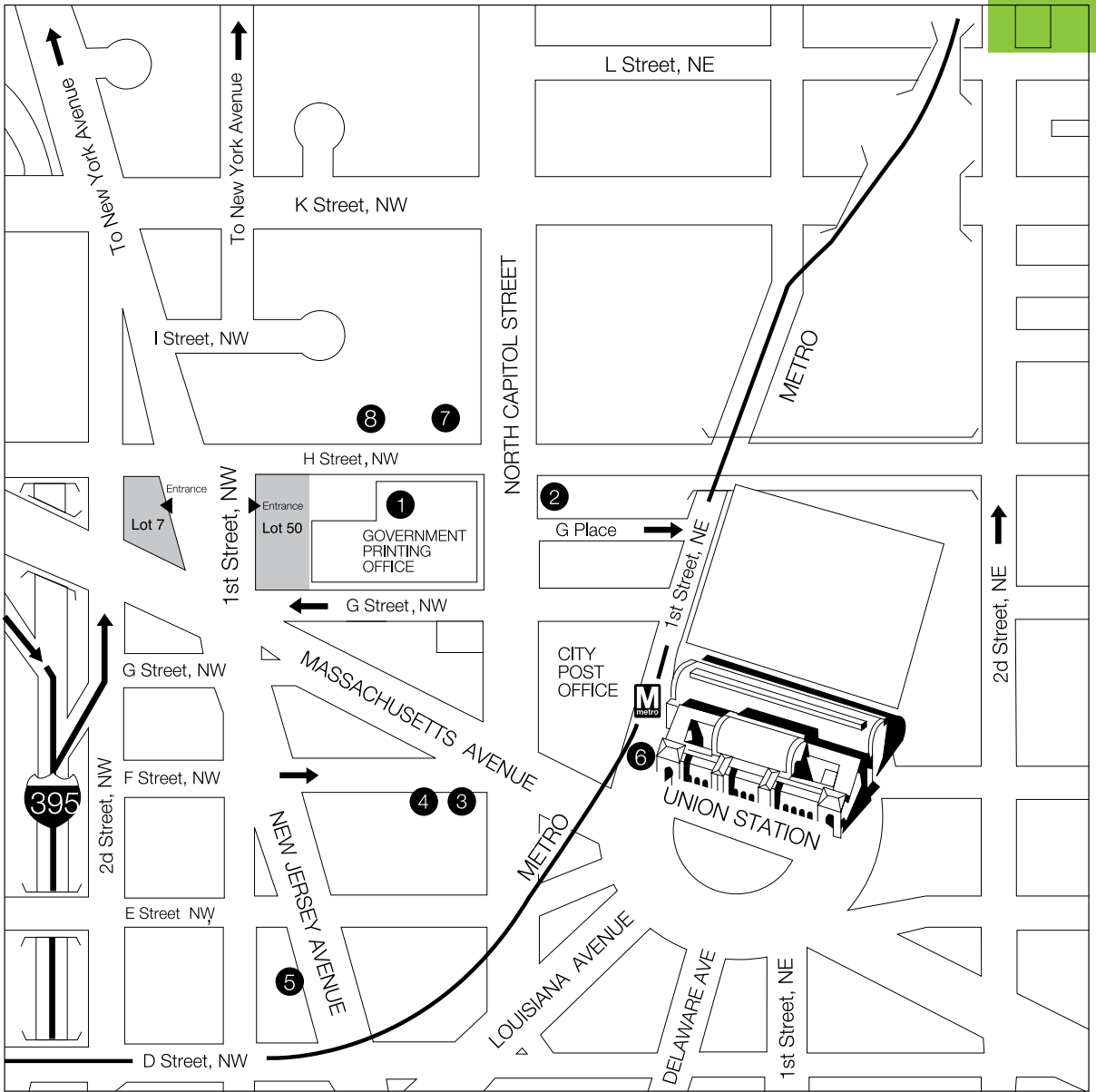
Monday-Friday 5:30 a.m. - midnight

Saturday-Sunday 8 a.m. - 1 a.m.

Special Holiday Schedules


GPO is located near Union Station. Take the Red Line and use the First Street, NE exit. GPO is located one block west on North Capitol between G & H Streets, NW.

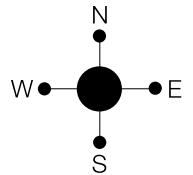
Use the 732 North Capitol Street entrance closest to H Street (not the bookstore entrance).



RESTAURANTS

- 1 GPO Cafeteria
- 2 Lucky's
- 3 Dubliner
- 4 Irish Times
- 5 Hyatt Regency
- 6 Union Station Restaurants
- 7 Au Bon Pain
- 8 Subway

-  Parking Lot 50 (handicapped)
-  Union Station Parking and Metro Stop (red line)



Washington, DC

The following hotel information is provided for your convenience in making reservations. It is wise to reserve early to assure space will be available. Washington, DC hotel tax is 14.5 percent.

The Hotel George

15 E Street, NW, Washington, DC 20001
About 3 blocks from training site
202.347.4200 or **1.800.576.8331** fax **202.347.4213**
<http://www.hotelgeorge.com>

Hyatt Regency

400 New Jersey Avenue, NW, Washington, DC 20001
About 6 blocks from training site
202.737.1234 or **1.800.233.1234** fax **202.737.5773**
<http://www.washingtonregency.hyatt.com/property/index.jhtml>

Phoenix Park Hotel

520 North Capitol Street, NW, Washington, DC 20001
About 2 blocks from training site
202.638.6900 or **1.800.824.5419** fax **202.393.3236**
<http://www.phoenixparkhotel.com>

Holiday Inn on the Hill

415 New Jersey Avenue, NW, Washington, DC 20001
About 6 blocks from training site
202.638.1616 or **1.800.638.1116** fax **202.638.0707**
<http://www.hionthehilldc.com/index.php>

Washington Court

525 New Jersey Avenue, NW, Washington, DC 20001
About 5 blocks from training site
202.628.2100 or **1.800.321.3010** fax **202.879.7918**
<http://www.washingtoncourthotel.com>

Crystal City, Arlington, VA

Crystal City is an alternate site preferred by some people because of its underground shops and restaurants. Virginia hotel tax is 9.75 percent. To come to the Government Printing Office, take the Yellow line to Gallery Place; switch to the Red line to Union Station. Exit Union Station via the First Street exit and walk a block down G Street to North Capitol. Turn right on North Capitol at the big red brick building and walk to the 732 North Capitol Street entrance (not the bookstore entrance).

Americana Hotel

1400 Jefferson Davis Highway, Arlington, VA 22202
About 2 blocks from Metrorail
703.979.3772 or **1.800.548.6261** fax **703.979.0547**

Crystal City Marriott

1999 Jefferson Davis Highway, Arlington, VA 22202
Upstairs from Metrorail
703.413.5500 or **1.800.228.9290** fax **703.413.0192**
<http://marriott.com/property/propertypage.mi?marshaCode=WASCC>

Crystal Gateway Marriott

1700 Jefferson Davis Highway, Arlington, VA 22202
About 1 block from Metrorail
703.920.3230 or **1.800.228.9290** fax **703.271.5212**

Days Inn Crystal City

2020 Jefferson Davis Highway, Arlington, VA 22202
About 2 blocks from Metro rail
703.920.8600 or **1.800.325.2525** fax **703.920.2840**

Embassy Suites

1300 Jefferson Davis Highway, Arlington, VA 22202
About 3 blocks from Metro rail
703.979.9799 or **1.800.362.2779** fax **703.920.5947**

Crown Plaza National Airport

1489 Jefferson Davis Highway, Arlington, VA 22202
About 1 block from Metrorail
703.416.1600 or **1.800.227.6963** fax **703.416.1615**

Sheraton Crystal City

1800 Jefferson Davis Highway, Arlington, VA 22202
About 1 block from Metrorail
703.486.1111 or **1.800.325.3535** fax **703.769.3970**
http://www.starwoodhotels.com/sheraton/search/hotel_detail.html?propertyID=741

FISCAL 2008 16-MONTH COURSE CALENDAR

	2007		2008												
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Adobe Acrobat 8 — Introduction				15-16			22-23			15-16			7-8		
Adobe Acrobat — Live Cycle Designer				29-30			29-30			28-29			1-2		
Adobe Acrobat-PDF for Review, Comment & Edit							12								19
Adobe Acrobat — PDF Document Control & Security										13					18
Checking Desktop Publishing															
Files-Preflighting		7		10			10			10			17		
Cross-Media Workflow					26-27			8-9			27-28			13-14	
Digital Photography – Introduction						19-21			10-12				23-25		
Dreamweaver CS3 (Level 1)						4-6			24-26				15-17		15-17
Dreamweaver CS3 (Level 2)							2-3			30-31			21-22		
Federal Register XML Coding															
Getting the Best from Desktop Publishing		5-6		8-9			8-9			8-9			15-16		
How to Communicate Effectively to Get the Printing You Want (FREE with PPT)			14				18							7	
How to Write Self-Service Content for Government Websites				11			10		10				8		8
InDesign CS3 Tables and Math Equations						28			20				26		5
InDesign CS3 Workshop (Level 1)		15-16			19-20							4-5		17-18	
InDesign CS3 Workshop (Level 2)			5-6			26-27		18-19				24-25			3-4
PDF for Press				17			24			17			9		
Photoshop CS3 Workshop (Level 1)		13-14			21-22			14-15			6-7			19-20	
Photoshop CS3 Workshop (Level 2)			3-4			24-25			16-17			22-23		1-2	
Printing Processes and Terminology			11-13				15-17					12-14		4-6	
Proofs and Press Sheet Inspections						12						26		4	
Writing E-mail that Gets Results				10		11			9			9		9	
XML for Designers				8-9						8-9					
Illustrator CS3		27-28			4-5							18-19		3-4	
Charts with Illustrator & InDesign CS3		29			6							20		5	

Contact Institute to Schedule a Custom Course

Scheduled dates are subject to change. Please check the Web site at www.gipo.gov/itfpep for up-to-date class schedules. Students should receive confirmation from the Registrar before planning to attend.

the **Institute** at GPO



Visit

**www.gpo.gov/ifpep
for updates
and a listing
of classes
and training
materials.**



U.S. GOVERNMENT PRINTING OFFICE
Keeping America Informed | www.gpo.gov

732 North Capitol Street NW | Washington, DC 20401-0001 | 202.512.1283

GPO Publication 625.16 October 2007