the Institute at GPO

Experts in Printing & Publishing Education for All Federal Government Organizations

GPO
U.S. GOVERNMENT PRINTING OFFICE
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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

phone 202.512.1283 ■ fax 202.512.1255 ■ e-mail ifpep-registrar@gpo.gov ■ web www.gpo.gov/ifpep
Classes held in Washington, DC, and Nationwide

The Institute for Federal Printing and Electronic Publishing was developed to enhance the printing and publishing professions within the Federal Government. The primary way this is accomplished is through seminars about printing and electronic publishing policies, procedures, processes, and terminology. The first class was conducted in September of 1989, and the schedule grows each year.

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

Updates and New Items NEW

Currently, all of our hands-on computer courses are taught in CS3 platform. In early 2009, we will migrate to the CS4 software platform. We have added a few new courses, combined a few courses, and added **new learning tracks!** Check our new and improved web site at **www.gpo.gov/ifpep** for a complete calendar of up-to-date courses, instructor biographies, pricing and FREE resources. All new material is denoted with the above emblem.

Federal Register XML Coding

Documents submitted to the Office of Federal Register in the XML coded format receive a 35% 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. **We now offer training in Microsoft's Vista platform.** Training can be performed at the Institute or at your facilities to better accomodate your workgroup. Contact the Institute today for a FREE consultation and quote from one of our top instructors.

On-site Courses

Several of the classes listed in our catalog 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 our web site for a listing of classes and training materials. We've added our payment form to our site to better convenience you! Just download the form, fill it in, and email/fax it to us! It's that simple. We prefer email, in order to remain consistent with GPO's green initiative.

Check **www.gpo.gov/ifpep** for additions and changes.

IFPEP Staff
Christopher Daniel, *Assistant Director*
Sabrina Caraway, *Registrar*
Charlene Parks, *Training Assistant*
Gloria Owens, *Student Intern*

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** or e-mail: **ifpep-registrar@gpo.gov** for more information.

How To Register for an IFPEP Course

You can pre-register at GPO's web site, **www.gpo.gov/ifpep**. Dowload and complete the pre-registration form, including payment information and aproving official signature. **Be sure to notice that we now require an alternate phone number for all students. This is in case we have to contact traveling students that may not be in the office prior to traveling**. Once complete, e-mail the completed form to **ifpep-registrar @gpo.gov** or fax to our secure fax portal at **202.512.1255**, or call. Note: Beginning October 1, 2008 credit card information may NOT be provided to the Institute by telephone. We ncourage all student to utilize their federal credit card accounts for prompt invoicing. If you do not use a credit card, 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, Room c565
Attn: Sabrina Caraway
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 10 business days before the class. If you do not receive confirmation, please call the registrar at **202.512.1283.**

Mailing List Additions and Corrections

To be added to our mailing list to receive our new class annoucements, IFPEP updates, changes in schedules, etc. , please e-mail us at **ifpep-registrar@gpo.gov** with any additions or corrections. Include in the subject line: **list serv**.

Class Location

Washington, DC, classes: **Room 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 many classes. For price quotes or further information, call **202.512.1283 ext. 1** or e-mail **ifpep-registrar@gpo.gov**.

Cancellations

Our courses are very popular and in high demand. Unless there is a proven medical/work emergency, cancellations will not be excused from payment of the cours. Upon cancellation, we will forward your name to the next available course date. You will be charged for the course, and have up to 90 days to complete the course(s). You must contact the Institute to make reschedule. We will not assume liability for missed courses. Substitutions may be made up 10 business days prior to the course. If you cancel after the 10 business day deadline, your agency will 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**. All of our to staff members are knowledgeable and will be able to assist you in you. If you leave a message, someone is promised to return your call as soon as possible. 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.

Cancellation Policy

Beginning October 1, 2008, payment information is required on the pre-registration form prior to registering for courses. Upon conformation of your registration, you will be charged. If you have to cancel for a medical or job-related emergency, we require a 10-day notcie prior to class. Please indicate you would like to reschedule for the next availability. Upon confirmation that you have been rescheduled, you will not be charged until the rescheduled course is completed. All cancelled courses must be completed by September 30, 2009.

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 recieve 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

An extremely limited amount of parking is available for class participants. If you would like parking, please let the Registrar know on your pre-registration form the time you register for class. Parking permits may be e-mailed or faxed, or will be left for you at the front entrance. If parking is not available, we will let you know. Additionally, there are several metered spaces along N. Capitol St. that allow easy access to our facility.

Class Hours

Beginning October 1, 2008, all Institute courses will begin at **9 a.m.** and end **4:00 p.m**. Please be in your seat at the beginning of class. Registration begins promptly at 8:30 a.m. The GPO security policy states that all students must sign in and be presented with a new sticker ID badge, issued at the entrance of the building. 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 for computer classes only. Participants will be notified of exceptions to the above hours. In case of emergency, students will exit the building with IFPEP staff members. If a make-up date is reschedules, student certificates will be issued asterwards.

2009 Institute Learning Tracks

NEW

Printing Track

Best Practices for Desktop Publishing

Preflighting Best Practices: Optimizing Your Files

New Printing Processes and Terminology

Effectively Communicating to Get the Printing You Want

Proofs and Press Sheet Inspections

Adobe Acrobat Essentials

Print Designer's Track

Adobe Acrobat Essentials

Inside Adobe Acrobat

Photoshop Primer

Advanced Photoshop Workshop

Page Layout with InDesign

Advanced InDesign Workshop

Preflighting Best Practices: Optimizing Your Files

Web Designer's Track

Inside Adobe Illustrator

Photoshop Primer

Advanced Photoshop Workshop

Basic Web Design in Dreamweaver

Advanced Dreamweaver Workshop

Adobe Acrobat Essentials

Flash 101* *(coming soon)*

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.

TARGET STUDENT

Government employees who review proofs or participate in PSIs will benefit from this class. Basic familiarity 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 $250
WHEN May 18, 2009
August 14, 2009
December 13, 2009

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

NEW

Adobe Acrobat Essentials
Version 9.0 — CS4 Coming in 2009!

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 cross-media publishing, export options, PDF library, forms, document review, comment and edit, security and control. Whether your documents will be printed on a digital press or distributed electronically across the world, you'll learn how to create PDF files that will adapt to any of these environments.

Topics include:
- Default, advanced and custom PDF job options
- PDF Forms & Library

- Advanced features such as: review, commend, edit, security, digital signatures, etc.
- Printing industry requirements for image resolution and ink colors (CMYK and PMS vs. RGB)
- Font management (TrueType, Type 1/PostScript, Multiple Master, OpenType)
- Guidelines for creating PDF files from MS Office applications and professional desktop publishing programs (such as InDesign, Photoshop, and Illustrator)

TARGET STUDENT

Creative professionals and others who produce PDF files destined for commercial print contractors and service bureaus; publishing experts 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 3-day hands-on intensive workshop assumes basic knowledge of Adobe Acrobat, and it is strongly recommended that experience in Acrobat Acrobat 8 Professional is necessary. This class also assumes that attendees have knowledge of desktop publishing and printing either by experience or by having taken **New Printing Processes and Terminology** and **Best Practices for Desktop Publishing**.

COST $775
WHEN February 23-25, 2009
June 2-4, 2009
August 5-7, 2009
October 19-21, 2009

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

Effectively Communicating to Get the Printing You Want

WHAT YOU WILL LEARN

This lecture-based course emphasizes the need to communicate your printing, publishing and digital media requirements clearly and completely. New print orders, reorders and unusual requirements. It also educates the customer to identify product demands, schedules and time lines needed to better estimate a printing project. Case studies are used to let students figure out what they need to communicate with the GPO. This class is intended to help solve communication barriers that arise when ordering products.

TARGET STUDENT

Government employees who order printing, publishing or digital media services should find this one-day workshop very valuable. For those who do not have a good working knowledge of printing or electronic publishing terminology, **New Printing Processes and Terminology** is strongly recommended as a prerequisite to this course.

COST $250 if taken alone
*FREE if taken with **New Printing Processes and Terminology***

WHEN   March 4-6, 2009
June 24-26, 2009
September 15-17, 2009
December 15-17, 2009

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

SEMINAR COURSE

New Printing Processes and Terminology

WHAT YOU WILL LEARN

This class has been designed to provide attendees with elementary knowledge of basic printing processes and terminology. Minor digital and traditional 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 color, 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 preceed **Best Practices for Desktop Publishing** and **Effectively Communicating to Get the Printing You Want**.

Note that **Effectively Communicating to Get the Printing You Want** is free upon payment for this course!

TARGET STUDENT

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. This course is recommended prior to **Effectively Communicating to Get the Printing You Want.**

COST $650
WHEN   March 3-6, 2009
August 10-12, 2009
November 9-11, 2009

SEMINAR COURSE

Preflighting Desktop Publishing Files

WHAT YOU WILL LEARN

Even the most sophisticated creator of desktop publishing and cross-media files needs a systematic way of checking those files to assure that everything needed by a printer is properly developed and included. This 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 print project, even those without computers, can speed the publication through by making checks before work is released and schedules are set.

TARGET STUDENT

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 **New Printing Processes and Terminology** and **Best Practices for Desktop Publishing** be taken prior to this class.

COST $400
WHEN   February 12, 2009
April 8, 2009
June 24, 2009
November 15, 2009

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

The Best Desktop Publishing Course

WHAT YOU WILL LEARN

"The Best Desktop Publishing Course" is a best practices class that focuses on ways an agency can get the best-printed products from professionally printed or desktop-published material.

The class covers the technical requirements for desktop publishing files for printing, proper file submission, and project efficiency. Additional areas covered are: desktop publishing software; font, image and color management; and supplemental information and visuals to accompany electronic files.

TARGET STUDENT

Anyone involved in or anticipating involvement in desktop or cross-media publishing and printing will benefit from this seminar. 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 **New Printing Processes and Terminology** prior to this class.

COST	$575
WHEN	March 10-11, 2009
	May 6-7, 2009
	July 22-23, 2009

Basic Web Design in Dreamweaver CS3
CS4 Coming in 2009!

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 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 tool. After learning the basics, 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.

TARGET STUDENT

This class is intended for anyone involved in the development of web pages or websites or who is involved with making websites meet browser and accessibility standards.

COST	$675
WHEN	April 22-23, 2009
	July 15-16, 2009

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

Advanced Dreamweaver CS3 Workshop   CS4 Coming in 2009!

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. 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. 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.

TARGET STUDENT

This class is intended for anyone involved in development of accessible web pages or websites, or

who anticipates such involvement. This is a hands-on computer class that assumes computer competency and familiarity with the **Basic Web Design in Dreamweaver** course. Familiarity with HTML is also helpful.

COST $675
WHEN February 10-11, 2009
June 18-19, 2009
August 26-27, 2009

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

CS3 HANDS-ON COMPUTER COURSE

Page Layout with InDesign CS3   CS4 Coming in 2009!

WHAT YOU WILL LEARN
With its sophisticated design features and enhanced productivity tools for streamlining repetitive tasks, InDesign CS3 lets you work faster and better than ever. Students will become familiar with the these layouts and design tools, while using hands-on, step-by-step practice. Class projects will teach how to manage the InDesign environment, create and enhance documents, using tables, and finalizing documents for multiple purposes. Class projects are designed to teach students InDesign's menus, palettes, and tools that are typically used to create a wide range of government publications. Tips and tricks for design and proficiency, and CS3's new features will also be provided.

TARGET STUDENT
This course is intended for creative professionals, print professionals, publishers, pre-press professionals, and marketing communications professionals involved in page layout for print, web or cross-media purposes.

Before taking this course, students should be familiar with the basic functions of their computer's operating system such as creating folders, launching programs, and working within a Mac or Windows environment.

COST $675
WHEN May 21-22, 2009
August 24-25, 2009

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

CS3 HANDS-ON COMPUTER COURSE

Advanced InDesign CS3 Workshop   CS4 Coming in 2009!

WHAT YOU WILL LEARN
This class builds on the student's basic knowledge acquired in the preceding class, Page Layout with InDesign CS3. Students will now learn to create large documents that are attractive and can be accessed globally. Topics covered include: managing styles, developing complex paths, handling page elements, administering external files, and working with XML. Tips and tricks for proficiency will also be provided.

TARGET STUDENT
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, **Page Layout with 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 $675
WHEN March 11-12, 2009
June 9-10, 2009
September 9-10, 2009

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

CS3 HANDS-ON COMPUTER COURSE

Photoshop CS3 Primer
CS4 Coming in 2009!

WHAT YOU WILL LEARN
This workshop uses hands-on, step-by-step practice and review projects to learn Photoshop's basic tools for professionally managing 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 websites and cross-media publishing.

Tools and processes covered in this class include: using selection tools, creating layers, editing and correcting tools, text and photos, special effects, versioning, color management and workspaces. 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 professional publications and Websites.

TARGET STUDENT

This course is intended for creative professionals, print professionals, publishers, pre-press professionals, and marketing communications professionals.

Before taking this course, students should be familiar with the basic functions of their computer's operating system such as creating folders, launching programs, and working within a Mac or Windows environment. Knowledge of other desktop publishing and graphics programs are helpful, but not necessary in order to take this class.

COST $675
WHEN April 20-21, 2009
July 13-14, 2009
December 9-10, 2009

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

CS3 HANDS-ON COMPUTER COURSE

Advanced Photoshop CS3 Workshop   CS4 Coming in 2009!

WHAT YOU WILL LEARN

This workshop builds on the knowledge acquired in the preceding class, Photoshop Primer. Through a series of class projects, students will gain experience using Photoshop's artistic and creative tools to create visually rich images for printed publications and Websites.

Topics covered in this advanced class include: duotones and spot-color channels; special techniques for retouching portraits; color-correcting casts and flesh tones; montages and collages; working with the canvas and photographic backgrounds; silhouetting portions of photographs; and using Photoshop's artistic filters and layer blending modes.

TARGET STUDENT

Photoshop users who create documents and want to increase their knowledge of Photoshop's powerful

long-document tools, and people who have completed the preceding class, **Photoshop Primer (Level 1)** or its equivalent, will benefit from this training.

This hands-on class assumes computer competency and familiarity with Photoshop and a computer's operating system. Information is applicable to both Mac and Windows users. Knowledge of other desktop publishing and graphics programs is helpful, but not necessary in order to take this class.

COST $675
WHEN May 19-20, 2009
July 22-23, 2009

CS3 HANDS-ON COMPUTER COURSE

Inside Adobe Illustrator CS3
CS4 Coming in 2009!

WHAT YOU WILL LEARN

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

TARGET STUDENT

This course is intended for creative professionals, illustration artists, print professionals, publishers, pre-press professionals, and marketing communications professionals involved in page layout for print, web or cross-media purposes.

Before taking this course, students should be familiar with the basic functions of their computer's operating system such as creating folders, launching programs, and working within a Mac or Windows environment.

COST $675
WHEN April 9-10, 2009
July 21-22, 2009
September 7-8, 2009

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

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

The Liason
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

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
1480 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

METRORAIL

Monday-Friday 5:30 a.m. - midnight
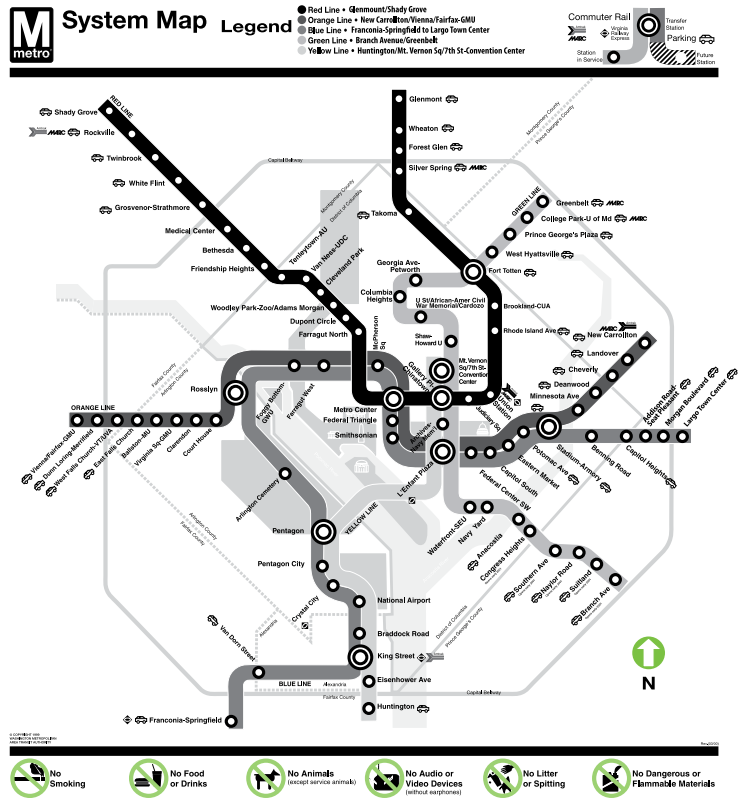**Saturday-Sunday** 8 a.m. - 1 a.m.
Special Holiday Schedules

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).

System Map — Legend

M metro

Red Line • Glenmount/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
Virginia Railway Express
Station in Service
Transfer Station
Parking
Future Station

N

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

RESTAURANTS AND PARKING

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)

M metro — Union Station Parking and Metro Stop (red line)
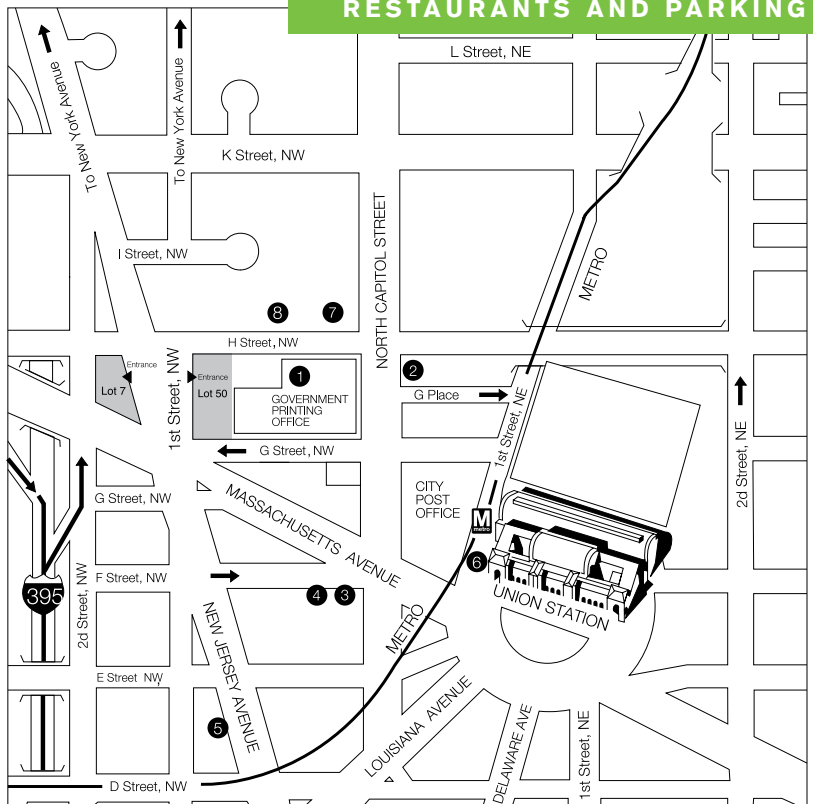
4 Easy Ways to Register for Courses @ the Institute!

Contact Us Today

Due to our cost-effective course offerings and high value, our classes fill very quickly; it is wise to submit your pre-registration form as early as possible to reserve a space and provide payment information or follow up with the **SF-182** training form or equivalent. Should the training request not be approved, please call to cancel immediately so someone else may attend.

Online (Preferred)

http://www.gpo.gov/ifpep and click on the Register Now button or the Register Now text link.

By E-mail (Preferred)

Just fill out the pre-registration form from our site, and email it to us at **ifpep-registrar@gpo.gov.**

By Fax

Complete the registration form to the right or download it from our website at **www.gpo.gov/ifpep** and send it via fax to **202.512.1255** anytime.

By Phone

Call **202.512.1283,** 7:30 a.m. to 4:00 p.m. Monday-Friday Eastern time or leave a message on the answering machine and someone will return your call as soon as possible.

Credit Card Information

Note: Credit card information may be provided to the Institute by secure email/fax only.

Title of Course

Date of Course — Location

Name — Agency

Address

State — Zip Code

Offc. Phone — Alt. Phone — E-mail

Training Contact (if other than attendee) Phone — Email

Credit Card No. — Exp. Date

Name on Card — Phone

❑ MasterCard ❑ Visa ❑ American Express

Credit Card Number — Expiration Date

Name on Credit Card

Title of Course

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FY 2010 BEGINS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Proofs & Press Sheet Inspections					18			14				13
Adobe Acrobat Essentials NEW		23-25				2-4		5-7		19-21		
Effectively Communicating the Printing You Want			6					13			20	
New Printing Processes & Terminology			3–5					10–12			17-19	
Preflighting (Checking Desktop Publishing Files)		12		8		24					15	
The Best Desktop Publishing Course			10-11		6-7		22-23					
Basic Web Design in Dreamweaver				22-23			15-16					
Advanced Dreamweaver Workshop		10-11				18-19		26-27				
Page Layout with InDesign CS3					21-22			24-25				
Advanced InDesign CS3 Workshop			11-12			9-10			9-10			
Photoshop CS3 Primer				20-21			13-14					9-10
Advanced Photoshop CS3 Workshop					19-20		22-23					
Inside Adobe Illustrator CS3				9-10			21-22		14-15			

Scheduled dates are subject to change.

Please check the Web site at www.gpo.gov/ifpep
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.

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