

Training Opportunity

Institute for Federal Printing  Electronic Publishing

Welcome to the Institute for Federal Printing & Electronic Publishing

The Institute would like to thank you for considering our facility for your training needs. Our staff works diligently each and every year to make sure that the Institute keeps abreast of new and innovative training opportunities. Please keep in mind that our training is Federal government oriented and very competitively priced. We would like to share with you a list of our popular upcoming training initiatives for July through September 2007. As a special offer, please note that for every two students registered from your agency, a third student may register for the same class for only one-half the cost!

Please note that the course descriptions below are only a brief synopsis of course content. Please review full course descriptions at <http://www.gpo.gov/ifpep>.

July 10-11, 2007; September 11-12, 2007

- **Getting the Best from Desktop Publishing** **Cost: \$420**
This class covers the technical requirements for desktop publishing files for printing, how to submit materials that can provide the printing needed, and how to minimize problems, production delays, and cost overruns. This class will also be useful to anyone in publishing or printing who is currently producing material for printing via desktop publishing or who anticipates doing so.

July 12, 2007; September 13, 2007

- **Checking Desktop Publishing Files – Preflighting** **Cost: \$300**
This class will address all levels of review; preflight without a computer, preflight within the originating software, and preflight with dedicated preflight software. Student's exercises will demonstrate how handling the job, even those without computers, can speed their publication through by making checks before work is released and schedules are set.

July 17-18, 2007

- **InDesign Workshop (Level 1)** **Cost: \$550**
This workshop uses hands-on, step-by-step practice and review exercises to learn InDesign's basic tools for desktop publishing. Attendees will learn how to create a document from start to finish. Tips and tricks for design and proficiency will also be provided.

July 25-26, 2007

- **Adobe Acrobat – Introduction** **Cost: \$550**
This hands-on course provides information and skills for the Acrobat Portable Document Format (PDF) software. Attendees will learn how to create PDFs from common office software (MS Word, MS Excel, and Adobe InDesign). Attendees will also be involved in class projects that will show how to combine several individual PDFs into one inclusive PDF, edit PDFs, and turn printed forms into electronic forms.

July 27, 2007

- **Adobe Acrobat – PDF for Press** **Cost: \$300**
This hands-on class focuses on Acrobat PDF for press and covers the processes of preparing PDF files for the purpose of printing. Whether documents will be printed on a digital press or conventional offset/web press, whether printed on black and white, 2-color or 4-color, or more, attendees will learn how to create PDF files that will print correctly in any situation.

August 1-2, 2007

- **XML for the WWW – Introduction** **Cost: \$550**
This class is designed to familiarize the student with the basic concepts of XML and what XML's role is in the future World Wide Web. This 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.

August 7-9, 2007

- **Printing Processes and Terminology – Introduction** **Cost: \$420**
This class will provide attendees with elementary knowledge of the basic 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) will also be discussed.

August 10, 2007

- **How to Communicate Effectively to Get the Printing You Want** ***Cost: \$100 or Free**
This hands-on workshop session emphasizes the need to communicate clearly and completely; it addresses new orders, reordering, and unusual requirements. This workshop discusses ways to communicate to get the products needed. This workshop is also intended to help solve some of the communication problems that arise when ordering printing. *(\$100 or FREE when attending Printing Processes and Terminology – Introduction, August 7-9, 2007.)

August 14-15, 2007

- **InDesign Workshop (Level 2)** **Cost: \$550**
This class builds on the student's basic knowledge acquired in the preceding class, InDesign Workshop (Level 1). Using a multi-chapter document as a class project, students will learn how to create more complex, long documents. Tips and tricks for proficiency will also be provided.

September 11-12, 2007

- **Getting the Best from Desktop Publishing** **Cost: \$420**
This class covers the technical requirements for desktop publishing files for printing, how to submit materials that can provide the printing needed, and how to minimize problems, production delays, and cost overruns. This class reviews software only as the information is relevant to helping federal publishers select the best software tools for their particular publishing needs.

September 13, 2007

- **Checking Desktop Publishing Files – Preflighting** **Cost: \$300**
This class will address all levels of review; preflight without a computer, preflight within the originating software, and preflight with dedicated preflight software. Student's exercises will demonstrate how handling the job, even those without computers, can speed their publication through by making checks before work is released and schedules are set.

September 19-20, 2007

- **Digital, On-Demand, and Variable-Data Color Printing** **Cost: \$400**
This course will help graphic designers and traditional printing specialists to be aware of as well as apply digital and variable-data printing concepts in order to produce a quality digital product.

For a complete listing of classes and course descriptions, see <http://www.gpo.gov/ifpep>. To register for classes, visit us at <http://www.gpo.gov/ifpep/registration.htm>. If you have any questions, please call us on 202/512-1283, ext 1, or Fax 202/512-1255. Our mailing address is as follows:

U.S. Government Printing Office
Institute for Federal Printing and Electronic Publishing
Stop FP, Room C-565
Washington, DC 20401-4302

Single-agency, on-site customized instruction is available for most classes. For price quotes or further information, give us a call or e-mail us at your convenience.