

GPO on the Road

How to do Business with the U.S. Government Printing Office (GPO)

Interested in having a GPO seminar hosted near you?

We know learning the print business and federal policy is not easy!

We are here to help.

GPO offers free educational seminars across the country for agencies like yours. We want you and your staff to learn every step of our GPO processes from job creation, layout and design, print procurement regulations, design and creative thinking, federal funding options, creating secure credentials, quality control, billing and budget control, on-site and online training, and getting your publication into the public's hands.

At no cost to your agency, GPO brings seminars to you based on the information you want your team to learn. We offer seminars covering every aspect of the document lifecycle and how we do business with your agency today and every day.

GPO offers a range of presentation information and subject matter. You can pick and choose the presentations you'd like your team to learn. Most GPO seminars last a full day with each session compressed to a thirty minute or one hour time span. However, we are flexible and can make adjustments based on your schedule and your agency needs.

Customize and Build Your Seminar

Seminar Topics

Welcome to GPO! Meet the GPO team Time: 30 min

Learn about the history of the U.S. Government Printing Office (GPO). See where we have come from our beginnings in 1861 to today, where GPO triumphs as the largest print buyer in the nation.

GPO Product Line up and going Green with GPO! Time: 1-2 hours

Learn about our five major procurement operations and how your agency can use each procurement tool for the most cost effective savings and time management. Get in-depth knowledge on GPO Small Purchases, Term Contracts, One-Time Bidding, and the Simplified Purchase Agreement (SPA). We will also discuss the GPO Online Paper Store, GPO web management, Creative Services and design. Also, learn how your agency can go green by partnering with GPO!

The GPOExpress Program Time: 1-2 hours

Join us for an in depth look into GPO's newest and fastest growing program: GPOExpress — a nationwide convenience printing contract that allows Federal Government personnel to utilize the nationwide network of over 1,800 FedEx OfficeSM Print Centers to take care of all their quick printing needs. GPOExpress allows for convenient ordering options via e-mail, phone, the Web, or walk-in; high-quality digital printing services, finishing services; print-on-demand programs including access to a customized GPOExpress catalog of frequently printing documents, and much more!

GPO on the Road**How to do Business with the U.S. Government Printing Office (GPO)****The Fundamentals of GPO Billing** Time: 1-2 hours

Learn how the billing process at GPO works and how you can take advantage of cost savings and online billing. We will be discussing in detail the four main billing processes GPO uses: government (IMPAC) purchase credit cards, IPAC billing, GPO Deposit Accounts, and direct invoicing. We also will cover the use of MIPRS and working with GPO. If you are responsible for budget or accounting at your agency, don't miss this session!

Learning how to place work with GPO and GPO Forms 101 Time: 1-2 hours

This session will include an overview of the Standard Form 1, GPO's job ticket as well as other important forms used in requesting work from GPO. We will also cover GPO's Quality Assurance program (QATAP) including explanations of quality levels, take an in depth look at billing address codes (BACs), paper specifications, PMS colors and more. For agencies that are looking to streamline their workflow with GPO or new agencies using GPO, this will be the perfect session for you. See samples of jobs and hear from current customers using GPO.

The GPO Institute Time: 30min-1 hour

Take a look into GPO's Institute for Federal Printing and Electronic Publishing and learn how you can get accredited document management training from the comfort of your own office or from our professional training facility in Washington, DC.

Creative and Digital Media Time: 30min-1 hour

GPO has an award winning team of designers providing print, web & multimedia design solutions for Congress, the White House & Federal agencies. Learn all about the opportunities for:

- Corporate Communications identity and graphics standards, logos, ligatures, seals, press kits, brochures, and annual reports
- Promotional print and digital media, posters, invitations, announcements, direct mail
- Editorial magazines, newspapers, newsletters, journals, and online magazines
- Books/Journals/Reports hard and soft bound editions, technical journals
- Security Design secure product design to prevent counterfeiting and fraud
- Multimedia audio, video, animation, and games for use with interactive CD-ROM/DVDs, kiosks
- Web sites Web Design layout, graphics, and animation Illustration and Photography traditional and digital

Marketing Agency Publishing Content 101 Time: 2-3 hours

Break through the content clutter of the information marketplace! This dynamic new presentation will give you the information you need to:

- Increase public awareness of your agency's mission and goals
- Disseminate your content through expanded distribution and sales
- Enhance your content to make it more appealing to your target audience
- Spotlight your content for academic, retail, and wholesale buyers
- Protect your content from unauthorized use

Marketing Content 101 will give you the specific, practical information you need to break through the content clutter of today's information marketplace and get your publications noticed and used by your target audiences.

GPO on the Road

How to do Business with the U.S. Government Printing Office (GPO)

Secure Federal Credentials Time: 1-2 hours

GPO's newest division, Security and Intelligent Documents, connects with security printing and electronics including the U.S. e-passport, traveler IDs, Secure Federal Credentials and secure cards to safeguard Government assets. Since the 1920s, GPO has been the sole provider of the U.S. Passport. When the League of Nations established international standards for booklet-style Passports, GPO, with its precision printing and binding expertise, was the logical choice. Since then, GPO has used proven, contemporary technology to continuously improve the world's most trusted travel document. GPO has produced more than 30,000,000 e-Passports to date. The secure design, secure technology, and secure manufacturing process established a winning formula, adapted by GPO to the requirements of Federal secure cards.

Certified SPA Training for agency customers Time: 1-2 hours

The Simplified Purchase Agreement (SPA) is a streamlined printing procurement vehicle for use by the U.S. Government Printing Office's Federal customer agencies. Our customer agencies will be able to acquire publishing and information products and services valued up to \$10,000 from local commercial vendors, pre-qualified by the U.S. Government Printing Office's (GPO) quality standards and certification. Agencies using the SPA program must be certified and trained by a GPO representative before using the program. For more information visit our web site: www.gpo.gov/customers/spa.htm

Upon completion of the SPA certification class, and with submission of your SF-1, participants will receive a certificate of completion and be able to place work on the GPO SPA contract work with GPO nationwide.

PICSWEB Training Time: 1-2 hours

PICSWEB is the Web-based application that enables you to tap into the Procurement Information Control System (PICS). GPO customers can use PICSWEB to estimate a new print job, submit an order, check the status of an existing print job, or find the name of the their printing contractor – all with just a few clicks of a mouse. Whether you use a PC or a MAC, PICSWEB provides excellent customer service by empowering you throughout the entire printing procurement process with GPO. And since it is Internet based, you can access PICSWEB anywhere you are reach day between 6:00am and 8:00pm (EST) – even on weekends and Federal holidays! Learn more about this great system as we spend time learning how to utilize all its features and navigate for the information you need.

Navigating the GPO Web site Time: 30-1 hour

Federal web sites are enormous. During this session we will present readers with the most user-friendly path through the GPO classification system so that they can find the content they want quickly. This includes things like access to our newest print and online programs, how users can register to receive informational updates automatically, finding the right person to contact for the right reason, seeing how contractors and the public view our site and use GPO content, and more! This session, seemingly so simple, can provide customers with a better understanding of navigating through potential information overload!

GPO on the Road**How to do Business with the U.S. Government Printing Office (GPO)****FDsys is GPO Access. Learn about the future of GPO-the new Federal Digital System** Time: 1-2 hours

The popular *GPO Access* web site is evolving into new GPO Federal Digital System (FDsys), a one-stop site for authentic, published Government information. Search across multiple collections with a single search box, explore by filtering available information with multi-level search. Locate authenticated documents with digital signatures, such as Congressional Bills and Public and Private Laws. Search within search results and browse Government publications. GPO is committed to ensuring that you can easily locate information within FDsys. Currently on *GPO Access*, publications are stored in over 4,000 separate databases — with FDsys you are able to perform a search across all content. After you perform a search, filters are generated which allow you to easily narrow down your results. FDsys automates the collection, management, and dissemination of electronic information from all three branches of the Government. Learn from the experts about where this technology is going and how you and your agency will be positively impacted by the changes.

GPO's Quality Control for Procured Printing. Plan. Review. Inspect Time: 1-2 hours

Learn how to make your print contractors work better for you! Ever wondered why color can change from press run to press run, why fonts are so important, how "good" files go "bad", or what shade of blue is really blue? GPO Quality Control for Procured Printing (QC) furnishes Federal agencies with a full range of services providing a comprehensive experience for producing your printing projects. QC offers electronic publishing consultation, dissemination of pertinent technical information, Preflight services, reviewing of proofs, on-site inspections (including press sheet inspections) and much more. Our experts are the support you need for your next print job. With the highest professionalism and the vast experience of the team, GPO's QC is the leader in printing technical support.

Seminar Room Requests

A few room requirements are necessary to hold these seminars. GPO simply asks that the hosting agency provide a room with Audio/Visual equipment including a projector and sound system. Classroom style arrangement for the meeting is recommended. Depending on location the average room size for these events is 25-55 persons.

Who should attend these seminars?

All federal agency employees* are welcome to come and learn. The seminar will be beneficial to those federal employees who are responsible for:

- ordering printing, copying, or office supplies for their agency (including paper, ink, envelopes, stationary, business cards, and more)
- managing an in-house print or mail facility or copier program
- mailing or distribution of printing materials
- design or layout of materials for their agency, including multimedia (web, photography, video, etc)
- library functions or cataloging information for their agency, including scanning
- forms or publication creation
- training and getting materials to users or classrooms nationwide
- creation of secure federal credentials like federal ID badges
- controlling the budget for administrative activities

*Private contracted employees of the federal government are welcome to attend.

GPO on the Road

How to do Business with the U.S. Government Printing Office (GPO)

Past Attendees

Printing Specialists/Officers	Marketing Specialists	Contract Specialists	Mailing and Distribution Officers
Administrative Assistants	Administration Officers	Contract Officers	Visual Information Specialists
Training Coordinators	Superintendants	Public Affairs	Management Analysts
District Managers	Office Managers	Project Managers	Production Managers
COOP Specialists	Purchasing Agents	Recruiters	Technicians
Web Managers	Budget Coordinators	Outreach Specialist	Regional Managers
IT Specialists	Library Officials	Secretaries	Library Specialists
Supply Technicians	Instructors	Purchase Agents	Purchase Card Program Mgr.
Attorneys	Investigators	Account Managers	Information Officers
Procurement Analysts	Procurement Techs.	Acquisition Officers	

What past attendees have said about these FREE seminars:

“..just wanted to say thanks for putting on the GPO Seminar here at Bay Pines, FL. It was a very informative seminar that provided lots of good information for not only procurement personnel, but the regular work force...”

“The seminar was terrific –very informative and much appreciated.”

“This was a FANTASTIC seminar you put on. Thank you so much for coming down and having it at our facility. Everyone really enjoyed it and my boss was even happy about it. She wasn't aware of all the things GPO can and will do, me either. It was wonderful.”

“The trainer was terrific and full of energy! Her level of knowledge and delivery of information was impressive and will be very useful to our team. We are thrilled to have a contact for any GPO questions...”

“Excellent as usual!”

“GPO does a great job—a firm sense of what people need to know, credible, enthusiastic and experienced. It's the perfect combination to help us learn...”

Interested in certified Industry training? GPO offers more.

Visit our **GPO Institute** for certified and accredited training classes. Established in 1989, the Institute at GPO provides classes nationwide to Federal and DC Government employees, certain Federal contractors, and Federal depository librarians on numerous subjects including Print and Web Publishing, Proofs and Press Sheet Inspections, Printing Processes and Terminology, Checking Desktop Publishing Files - Preflighting, Getting the Best from Desktop Publishing, and more.

Software training includes Photoshop, InDesign, Dreamweaver, and many more software applications for digital media professionals.

For an up-to-date listing of all Institute classes, [see our courses offered](#).

For further information on this seminar and a complete list of GPO products and services please visit www.gpo.gov.