

2010 Course Catalog

the **Institute** at GPO

Experts in Printing & Publishing Education for All Federal Government Organizations

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the Institute at GPO

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 theinstitute@gpo.gov ■ web www.gpo.gov/customers/institute
 Classes held in Washington, DC, and Nationwide

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Hello Student,

Welcome to another training season with The Institute at GPO. The Institute at GPO has been renamed to capture the innovation and technological advancements in education that the U.S. Government Printing Office wants to pass on to its students. The Institute was developed to enhance the printing and publishing professions within the Federal Government.

Today, we've shifted our focus to not only address printing and publishing, but we also stress technology integration and information dissemination as core competencies. Seminars, hand-on training, online courses, and information sharing about our knowledge policies, procedures, processes, and terminology allow us to provide the best source of education information in the public sector. The first class was conducted in September of 1989, and the schedule expands each year.

The Institute's faculty is drawn from recognized experts in their fields, within our agency, and across all other federal agencies that have the expertise needed. Contractors are used to fill particular needs, while GPO subject matter experts provide viable knowledge about the advances in the information industry. 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, emails, and other contacts.

We hope you take full advantage of our new and continued offerings this year, as we strive to perfect learning environments across the public sector. We welcome your suggestions and feedback in our pursuit of creating a customized learning experience.

To your success,



Christopher L. Daniel, PMP
Director | The Institute

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 CS4 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/customers/institute for a complete calendar of up-to-date courses, instructor biographies, pricing and FREE resources. All new material is denoted with the above emblem.

Online Courses

We are currently working with our Congressional Relations office to revise our XML coding training and procedures to better serve our students. Please contact us directly with inquiries.

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 NEW 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/customers/institute for additions and changes.

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 email theinstitute@gpo.gov for more information.

How To Register for an Institute Course

You can pre-register at GPO's Web site, www.gpo.gov/customers/institute. Download and complete the pre-registration form, including payment information and approving 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, email the completed form to theinstitute@gpo.gov or fax to our secure fax portal at **202.512.1255**.

Note: Students may now purchase training with their federal purchase cards for prompt payment and receipt processing. If you wish to pay via **SF-1** or agency training form, please 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:

The Institute at GPO

Stop FP, Room C565
Attn: Course Registration
U.S. Government Printing Office
Washington, DC 20401-4302

BE SURE TO INCLUDE YOU AGENCY BAC or ALC.

Without it, your registration may not be considered for enrollment. 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 announcements, Institute updates, changes in schedules, etc., please log on to <http://listserv.access.gpo.gov/>. Here you will find a quick and easy form that will keep you abreast of the latest news from the Institute.

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 St., 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 email theinstitute@gpo.gov. Students will enter GPO's main entrance at 732 N. Capitol St., NW (at the corner of N. Capitol and H St., NW). Please bring your Federal ID to be admitted to the visitor's center. A staff member will escort all students to the training facility. Pickup times are as follows: 8:15 a.m., 8:30 a.m., and 8:45 a.m. Classes begin promptly at 9 a.m.

Cancellations

Payment information will be processed prior to each course. Students are responsible for attending class, or providing a substitute. Classes that are missed will be available for make-up during the current fiscal year only. Students must contact the Institute staff to reschedule.

Telephone Messages

If you are attending classes at the U.S. Government Printing Office in Washington, DC, and need to be reached by telephone, please have the caller dial **202.512.1283**. All of our staff members are knowledgeable and will be able to assist 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.

Accommodations for Special Needs

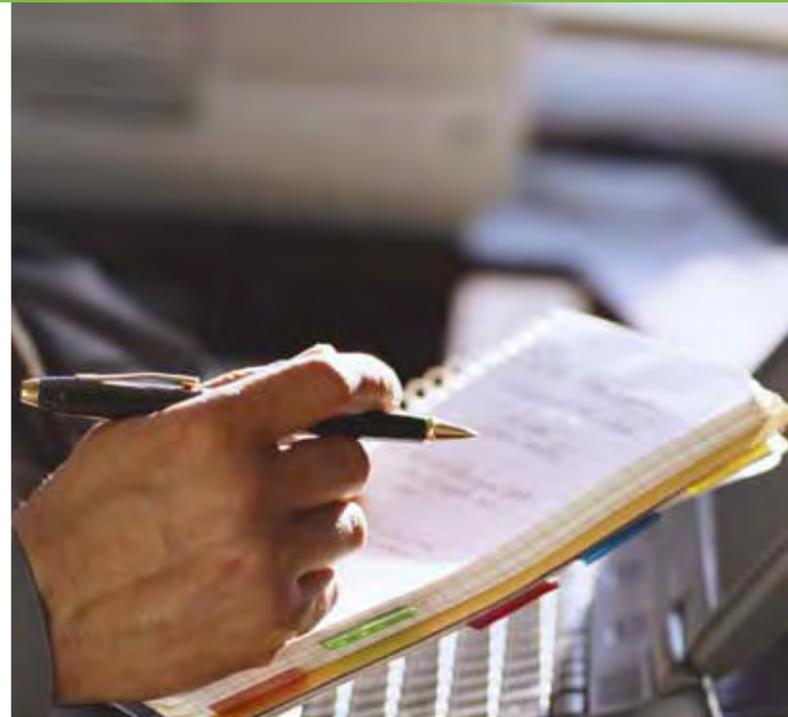
If you have special needs such as interpreters or readers, please let us know at least five (5) weeks in advance of the class (we have to give a 30 days' notice to our contractors for these services). Although we are pleased to make whatever arrangements are necessary to ensure that all students receive 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

There are metered spaces and parking lots along N. Capitol St. that allow easy access to our facility. We encourage all students to take metro, or other forms of public transportation for the most efficient method of travel to the GPO. Students are responsible for all costs incurred. Parking permits may be available for handicap individuals, emailed or faxed, or will be left for you at the front entrance. If parking is not available, we will let you know.

Class Hours

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.** Additional lobby pickup times are printed in student confirmations. 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. Participants will be notified of exceptions to the above hours. In case of emergency, students will exit the building with Institute staff members. If a make-up date is rescheduled, student certificates will be issued afterwards.



2010 Institute Learning Tracks

Printing Track

- The Best Desktop Publishing Course
- The Printing Workflow: Processes, Terminology and Government Forms
- Proofs and Press Sheet Inspections
- Adobe Acrobat Essentials
- 508 Compliance with Adobe Acrobat

Print Designer's Track

- Adobe Acrobat Essentials
- Photoshop Bootcamp
- Advanced Photoshop Bootcamp
- InDesign Bootcamp
- Advanced InDesign Bootcamp
- The Best Desktop Publishing Course
- 508 Compliance with Adobe Acrobat

Web Designer's Track

- Adobe Illustrator Fundamentals
- Photoshop Bootcamp
- Advanced Photoshop Bootcamp
- Dreamweaver Bootcamp
- Adobe Acrobat Essentials
- Adobe Flash Fundamentals
- Web 2.0 Strategies for Government

Hands-On Computer Course

NEW

Adobe Acrobat Essentials

(Windows OS)

Instructor Ramon M. de la Paz

What You Will Learn

In this hands-on instructor-led Adobe® Acrobat 9 training course you will learn how to create PDFs using all of Acrobat's regular features including the ability to modify and edit existing PDF files and make PDF documents that are compliant with accessibility guidelines. By the end of the class students will be able to: Convert all popular file types into PDF format, Create PDFs from Web pages, Control PDF output quality, Modify and Edit existing PDF files and Make PDF documents accessible.

Topics include:

- Default, advanced and custom PDF job options
- PDF Forms
- Advanced features such as: review, comment, edit, security, digital signatures, etc.
- Printing industry requirements for image resolution and ink colors (CMYK and PMS vs. RGB)
- PDF library
- Font management (TrueType, Type 1/PostScript, Multiple Master, OpenType)
- Guidelines for creating PDF files from MS Office applications (such as MS Word and Excel) and professional desktop publishing programs (such as Adobe 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 of 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 Adobe 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 \$850
When March 22-24, 2010
June 7-9, 2010
August 9-11, 2010

Hands-On Computer Course

NEW

508 Compliance with Adobe Acrobat

Instructor Bevi Chagnon

What You Will Learn

This class provides you with the concepts and skills to properly prepare Adobe PDF documents and fillable PDF forms for access by users with disabilities such as blindness, low vision, and mobility impairment. In this course, you will create, modify, and test PDF documents for accessibility purposes. We also recommend this course for those planning to obtain the Adobe Certified Expert status.

Major topics covered include:

- How to test PDFs for accessibility
- How to construct MS Word documents that are 508-accessible
- How to export 508-accessible PDFs from MS Word
- How to identify and correct accessibility flaws in PDFs
- How to add user-friendly features to PDFs
- How to create accessible, fillable PDF forms in Acrobat Professional

Target Student

Creative professionals and others who produce PDF files destined for cross-media purposes; publishing experts and others responsible for the checking and preflighting of 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 2-day hands-on intensive workshop assumes basic knowledge of Adobe Acrobat, and it is strongly recommended that experience in Adobe 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 \$700
When April 12-13, 2010
July 19-20, 2010

Seminar Course

The Printing Workflow: Processes, Terminology and Government Forms

Instructor Les Greenberg

What You Will Learn

This class has been designed to provide attendees with a dynamic 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.

Emphasis on the need to communicate your printing, publishing and digital media requirements clearly and completely is covered. 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.

The 4-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 **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 \$800
When February 8-11, 2010
 May 3-6, 2010
 August 23-26, 2010

Virtual Hands-On Computer Course



Web 2.0 Strategies for Government

Instructor Jeff Kelly

What You Will Learn

Are you responsible for the technical infrastructure that supports your organization’s strategy for social networking? Whether your initiative is called Web 2.0, Enterprise 2.0, or Government 2.0, if you are responsible for your organization’s Web infrastructure or if you manage a team of Web developers, this course is for you. This second generation of social web applications have introduced new paradigms and changed some of the older ones. “Web 2.0: Enabling Technologies” is a live, instructor-led training that delves into the technologies driving Web 2.0. It addresses the questions faced by systems architects, strategy planners and product developers. It provides practical examples of how different technologies are used to enable the “Seven C’s” of Web 2.0: Cloud, Content, Connected, Collaborative, Community, Currencies & Commerce.

Target Student

This course is designed for the technical staff and technical managers who will be developing your Web 2.0 solutions. Familiarity with the architecture, technologies, and concepts of Web development is helpful but not required (ex: HTML, CSS, JavaScript, etc...). It is ideal for systems architects, engineers, and developers. Anyone in your organization who is a stakeholder in the technical approach to Web 2.0 will benefit from attending.

Cost \$450
When March 18, 2010
 September 9, 2010

Hands-On Computer Course

The Best Desktop Publishing Course

Instructor Les Greenberg

What You Will Learn

This course includes the technical requirements for desktop publishing files for printing, proper file submission, and project efficiency. Additional areas covered are: desktop publishing software, fonts, image and color management, preflighting from page layout applications, preflighting tools in Adobe applications, PDF settings and output. Exercises will demonstrate how everyone handling the job, even those without computers, can ensure proper and efficient file output, making checks before work is released and schedules are set.

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 \$800
When January 25-28, 2010
 July 26-29, 2010
 September 13-16, 2010

CS4 Hands-On Computer Course

Adobe Dreamweaver Bootcamp

Instructor Faydra Fields

What You Will Learn

Besides providing the basics of the use of Dreamweaver CS4, the visual web design and editing software, this fast-paced, hands-on course focuses on how to use Dreamweaver to construct outstanding 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 CS4 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 Web sites or who is involved with making Web sites meet browser and accessibility standards.

Cost \$700
When February 17-18, 2010
June 22-23, 2010

CS4 Hands-On Computer Course

Adobe InDesign Bootcamp

Instructor Bevi Chagnon

What You Will Learn

With its sophisticated design features and enhanced productivity tools for streamlining repetitive tasks, InDesign CS4 lets you work faster and better than ever. Students will become familiar with the 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 CS4'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 \$700
When May 18-19, 2010
July 14-15, 2010

CS4 Hands-On Computer Course

Advanced InDesign Workshop

Instructor Bevi Chagnon

What You Will Learn

This class builds on the student's basic knowledge acquired in the preceding class, Page Layout with InDesign CS4. They 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 CS4 (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 \$700
When June 14-15, 2010
August 19-20, 2010

CS4 Hands-On Computer Course

Adobe Photoshop Bootcamp**Instructor** Howard Ehrenfeld**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 Web sites 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 Web sites.

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 \$700
When March 16-17, 2010
 May 25-26, 2010

CS4 Hands-On Computer Course

Advanced Photoshop Workshop**Instructor** Howard Ehrenfeld**What You Will Learn**

The goal of this two day advanced Photoshop CS4 class is to give you a better understanding of Photoshop, the Digital Darkroom. It assumes that you have the basic knowledge taught in the beginning Photoshop class. You will learn better Photoshop navigation techniques and retouching methods that include sophisticated masking and color adjustment. We will also learn the importance of layers and how to correctly prepare files for a variety of web and printing needs. This includes RGB, CMYK, Grayscale, Duotone & Spot Color images. The audience for this class includes designers, art directors, photographers and entry-level pre-press operators who have had basic Photoshop experience.

Target Student

Photoshop users who create documents and want to increase their knowledge of InDesign'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 \$700
When April 20-21, 2010
 June 1-2, 2010

Classroom Seminar

Proofs and Press Sheet Inspections**Instructor** GPO Expert**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 \$325
When May 7, 2010
 September 8, 2010

Hands-On Computer Course

Adobe Illustrator Fundamentals

Instructor Ramon M. de la Paz

What You Will Learn

In this hands-on Instructor led Adobe® Illustrator® CS4 class you will learn to create complex and attractive designs with type effects. You can create advertisements and other illustrations with ease using this software. However, creating complex designs can be overwhelming if you are not familiar with the tools and the features in Adobe Illustrator. In this course, you will use Adobe Illustrator CS4 by drawing and manipulating simple shapes to design a layout for your product. In addition to using Illustrator to create simple illustrations and logos you will learn to create complex illustrations, print documents without any errors or color mismatches, and to prepare illustrations for the web. In this course, you will create complex, robust illustrations that go beyond those you could create using Illustrator's basic tools.

Target Student

This course is intended for designers, publishers, pre-press professionals, marketing communications professionals, or people switching to a design job or taking on design responsibilities, who need to use Illustrator to create illustrations, logos, advertisements, or other graphic documents.

For maximum efficiency, students should have basic familiarity with the functions of their computer's operating system such as creating folders, launching programs, and working with Windows. Students should also have basic Windows/Mac application skills, such as copying and pasting objects, formatting text, saving files, etc.

Being familiar with basic design terminology, such as palette, color mode, shapes, text, and paths, is highly recommended.

Cost \$700

When February 24-25, 2010
May 11-12, 2010

Hands-On Computer Course

NEW

Adobe Flash Fundamentals

Instructor Avery Lanier

What You Will Learn

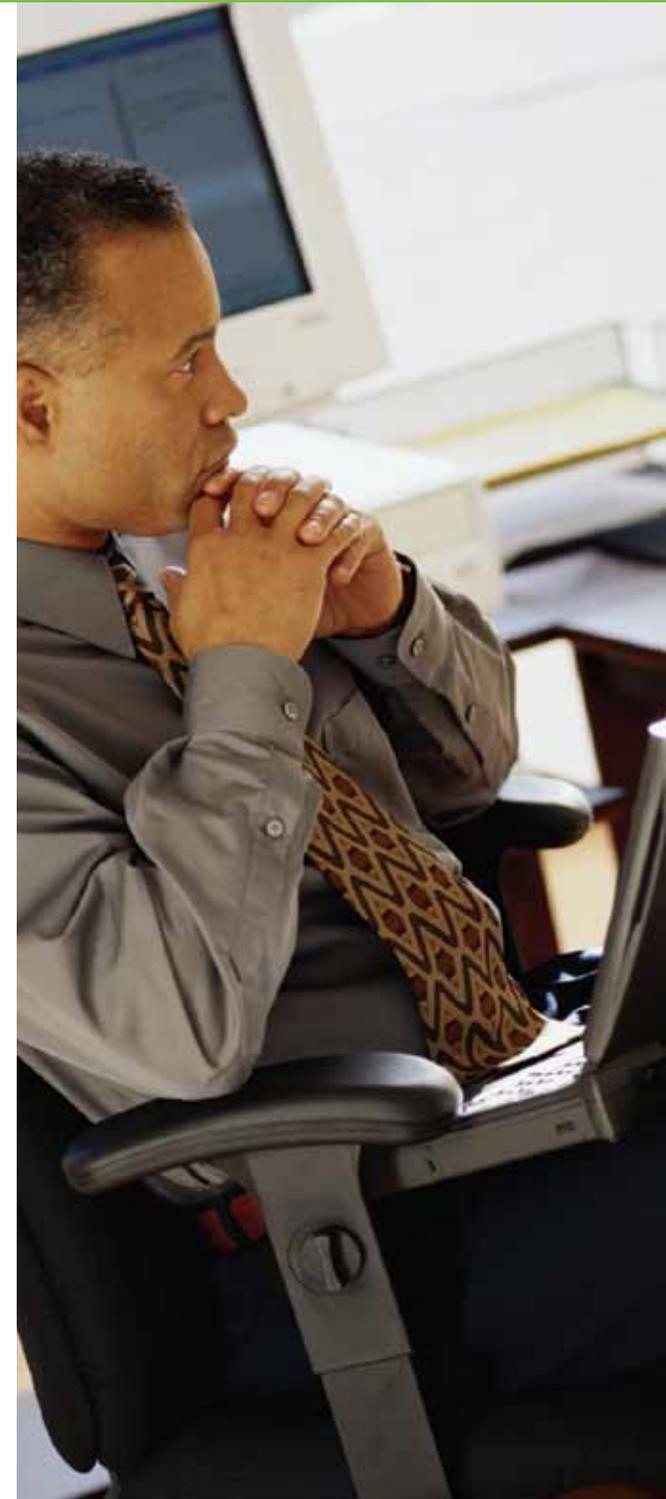
In this hands-on Adobe CS3 training course you will learn how to create Web pages and components that contain text, graphics, and animation, and that will display correctly in almost every browser on most computing platforms. You will learn how to create Flash-based movies that contain graphics, text, and animations.

Target Student

This class is intended for anyone involved in the development of interactive presentations, Web pages or Web sites.

Cost \$700

When March 2-3, 2010
July 21-22, 2010



Course Location

All classes are held at GPO, 732 North Capitol Street, NW in Room C565. Enter the GPO through our main doors on North Capitol St., NW. Complete the entrance process with GPO's security specialists and wait to be escorted to the fifth floor. 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 at the registration desk for the Institute.

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.) Follow 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

We strongly encourage students to use public transportation, as parking is extremely limited. Parking is available for handicapped participants on Lot 50 and a very limited amount of parking is currently available elsewhere for class participants. If parking arrangements are necessary, please indicate your needs on the pre-registration form or e-mail Institute-registrar@gpo.gov. You must request parking at least 7 business days prior to the course. If parking is available, a parking permit will be issued upon your arrival. If parking is not available, you will be notified. If your parking request is not indicated on your pre-registration survey, you will not be issued a parking pass.

Building Access

All visitors to GPO are required to stop at the security 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 picture (sticker) badges will be issued by a security specialist each day of the class. The security office will have a list of class participants. If there is a problem, ask the officer to call the Institute on **202.512.1283**.

Rest Rooms

Accessible rest rooms are conveniently located near the Institute. Ask one of our staff members or view the Institute presentation upon entering the classroom.

Cafeteria

Our 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 13).

Smoking

Smoking is not permitted for students inside of the building or on North Capitol Street or in front of any entrance.

Telephones

We strongly encourage students to bring their own personal mobile phones for telephone usage. Our staff is extremely busy, and may not be able to accommodate your telephone request. Emergency telephone calls can be received on **202.512.1283**. Messages will be delivered to the training room.

Information

The Institute at GPO 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.



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 Hotel

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 Metrorail
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 Metrorail 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

Bevi Chagnon

PubCom for The Institute at GPO

Bevi Chagnon is the founder of PubCom.com, a DC-based consulting group for publishing, and art director of i-Imagery Design, her in-house design studio. Her 35+ years in the industry has seen her as a typesetter, magazine art director, graphic designer, marketing copywriter, direct mail guru, publications director, programmer, and Web site developer. Over the years she has chaired several user groups (including Adobe Acrobat and Macromedia Director) and is co-moderator of the Publishing DC email list. www.pubcom.com

Courses at GPO

508 Compliance with Adobe Acrobat
 Adobe InDesign Bootcamp
 Advanced InDesign Workshop

Howard Ehrenfeld

Studio H for The Institute at GPO

Howard Ehrenfeld has maintained his own Photo Illustration business, Studio H, for 22 years. His clients include General Growth, the Rouse Company, National Public Radio, Time Life Books, CNN, the Discovery Channel, Westinghouse, MCI, Mobil Oil, and Range Rover. In addition to his photographic work, he teaches Digital Photography and the Fine Art of Digital Printing to the undergraduates at Maryland Institute College of Art. Howard teaches seminars on Digital Cameras and Photoshop for the U.S. Government Printing Office in Washington, DC, as well. And, he is a co-author of *Photoshop 4 Complete* published by Hayden Press. Howard has been working professionally as a commercial photographer for the last 29 years. The particular demands of his photo to print workflow have made it necessary for him to become an expert in the field of Color Management.

Courses at GPO

Adobe Photoshop Bootcamp
 Advanced Photoshop Workshop

Faydra Fields

EEl Communications for The Institute at GPO

Faydra Fields recently completed a seven-year active duty tour with the U.S. Army as an Information Systems-Operator Analyst. She has more than 20 years of experience in the information technology industry. Her areas of expertise are Microsoft applications, server technologies, Web development and design, and desktop publishing. Before she served in the Army, Faydra earned her bachelor's degree from Howard University in Washington, DC. In addition to training for EEI, she is now pursuing a master's degree and running her own home-based business.

www.eecom.com

Courses at GPO

Adobe Dreamweaver Bootcamp

Les Greenberg

PubCom for The Institute at GPO

Les Greenberg is a familiar face to government publishers. With 3 decades of federal service, Les is an expert on Federal government publishing regulations, as well as of U.S. Government Printing Office (GPO) policy and procedures. He has over 40 years combined experience in printing and publishing, including 10 years in commercial print procurement, sales, and sales management, and 31 years of federal service (16 years at the GPO). Les retired from the Federal government in 2006 and now focuses on consulting with and training government publishers through www.pubcom.com.

Courses at GPO

The Printing Workflow: Processes, Terminology and Government Forms
 The Best Desktop Publishing Course

Jeff Kelly

Westlake for The Institute at GPO

Develops learning and performance improvement solutions for Fortune 500 clients, start-up companies, as well as the public sector. He focuses on how "Web 2.0" is transforming society, business and learning and has developed and delivered Web 2.0 learning programs for AOL, Time Warner, U.S. Treasury, Web 2.0 University™ and others. Jeff speaks and teaches around the world including keynotes at Knowledge Management Australia and Microsoft's MIX08 in Italy. www.westlaketraining.com

Courses at GPO

Web 2.0 Strategies for Government

Avery Lanier

EEl Communications for The Institute at GPO

Avery Lanier is a passionate media specialist and avid researcher. He is an experienced professional with over 15 years of design, 3D, visual effects, and audio engineering experience. He is professionally skilled in most forms of production, thus giving him a unique overview and insight. His deep knowledge and clear understanding of the technicalities of media— and the software that delivers it— is enlightening, fun, and simple to grasp. www.eecom.com

Courses at GPO

Adobe Flash Fundamentals

Ramon M. de la Paz

Westlake for The Institute at GPO

A Certified Adobe Technical Trainer, Ramon M. de la Paz has been working and teaching in graphics and web applications/programming for the last 20+ years. He is certified in Adobe Captivate, Dreamweaver,

Illustrator, Photoshop, Flash, Flex, ColdFusion, Acrobat and Frame Maker. www.westlaketraining.com

Courses at GPO

Adobe Acrobat Essentials
 Adobe Illustrator Fundamentals

Mike Witherell

EEl Communications for The Institute at GPO

Mike has over 20 years of experience in the publishing industry. He has been using a variety of computer applications for graphic design and production of diverse projects, both in print and for the Internet. Students may draw on his years of experience in digital prepress and print management in both the Macintosh and Windows platforms. He gives lectures on graphics applications at desktop publishing conferences. You can learn even more about Mike at <http://www.jetsetcom.net>.

Courses at GPO

Adobe Illustrator Fundamentals

Urszula Witherell

EEl Communications for The Institute at GPO

Urszula is a partner in a graphic design and consulting company. Her experience includes publication design and production for print and the Web, including foreign language assignments. Urszula combines practical software knowledge with the ability to break down complex procedures into easy steps that students can apply to their own projects. She is a Certified Technical Trainer (Chauncey Group) and an Adobe Certified Expert. You can learn even more about Urszula at <http://www.jetsetcom.net>.

Courses at GPO

Adobe Acrobat Essentials
 Adobe Illustrator Fundamentals



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



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.

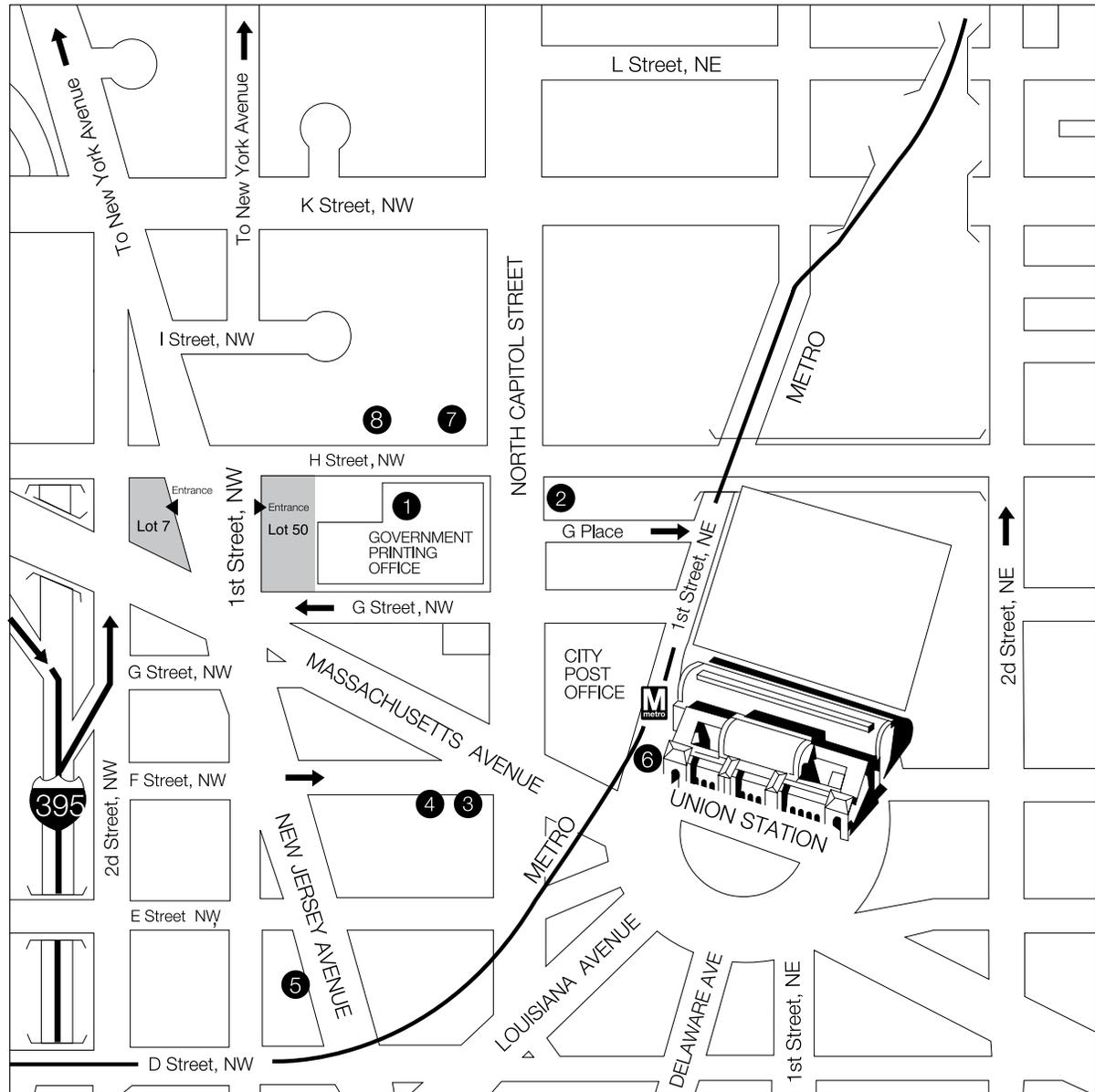
Use the 732 North Capitol Street entrance closest to H Street
 (not the bookstore entrance).

- 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

- 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)



4 Easy Ways to Register for Courses at 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. Should the training request not be approved, please call to cancel immediately so someone else may attend.

Online (Preferred)

www.gpo.gov/customers/institute/registration 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 theinstitute@gpo.gov.

By Fax

Complete the registration form to the right or download it from our Web site at www.gpo.gov/customers/institute/registration 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.

Note: For security purposes, email, fax, and phone receipt of credit card information is kept confidential.

Title of Course		
Date of Course	Location	
Name	Agency	
Address		
State	Zip Code	
Offc. Phone	Alt. Phone	Email
Training Contact (if other than attendee) Phone		Email
Credit Card No.	Exp. Date	
Name on Card	Phone	

Credit Card Information

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

MasterCard Visa American Express

Credit Card Number	Expiration Date
Name on Credit Card	

How are your courses different from USDA (The Graduate School) courses?

Our courses are designed for creative and project professionals from an end-user perspective. They aren't generic courses taught by industry trainers. Courses are developed by subject matter experts who work with other government agency, organizations, and commercial businesses to relay the latest industry trends in training and development. Their main focus is to educate you within the limitations of your own project, not a textbook.

Are all of your classes held in DC?

No. We hold regional training all across the country in the form of seminars, info sessions, live hands-on training, and webinars.

How many students can be registered for each class?

Our hand-on computer courses currently hold 12 students. Our seminar courses hold 20.

Are your instructors certified?

Yes. Not only are they certified, they are familiar with the way to do business with the GPO, or any professional printer. They can show you the proper way to create files for every situation.

Are the Institute's courses only for federal employees?

Our courses are available federal, state and local government employees and approved contractors.

Do you have online training available?

Online training is coming soon. We are currently using it for in-house employees and look to release it to all of our students this year. We want to ensure we give you the right courses, so please be patient. Be on the lookout!

What's the best way to pay for training?

Federal purchase cards or credit cards are the most efficient payment method for students. We can process them and have a receipt available to student within 3 days of training. If you request it, we can have a receipt prepared when you attend the course.

Can you set up a training course at my agency?

Yes. To bring a training session to your location, all you need is a training facility that holds the maximum number of students and current versions of hardware and software (if applicable). For seminar courses, you only need the space. We require at least 8 people to send an instructor to your location. We can even work with you to gather people in your area that might be interested!

Why can't I pay for my training online?

We are working with our IT team to be able to provide secure ecommerce features to our site. Be on the lookout for the announcement soon.

How do I register for a course?

Our site features a registration link that takes you right into the process. Once you submit your information, a specialist will contact you to confirm your information. You may also print a copy of the registration form and fax it to our secure fax line at **202.512.1255**.

Do you have specific curricula for printing specialists, visual information specialist, or web developers?

We have created learning tracks to better segment our training. These tracks were developed by student inquiry and include our most effective courses. Take a look at page 3 of the catalog.

Can you make a recommendation about our software and training needs to create an efficient workflow?

Yes. We consult with our students frequently about the elements of a great knowledge management system WE can show you the latest versions of the software, which courses are applicable, and even take you on a tour of our design suite!

Are your classes for Mac and Windows users?

Yes. We are currently running a cross-platform learning environment, equipped with 12 Apple computers, equipped with the ability to switch to Mac and Windows interfaces.

Do you have any interactive/social media capabilities?

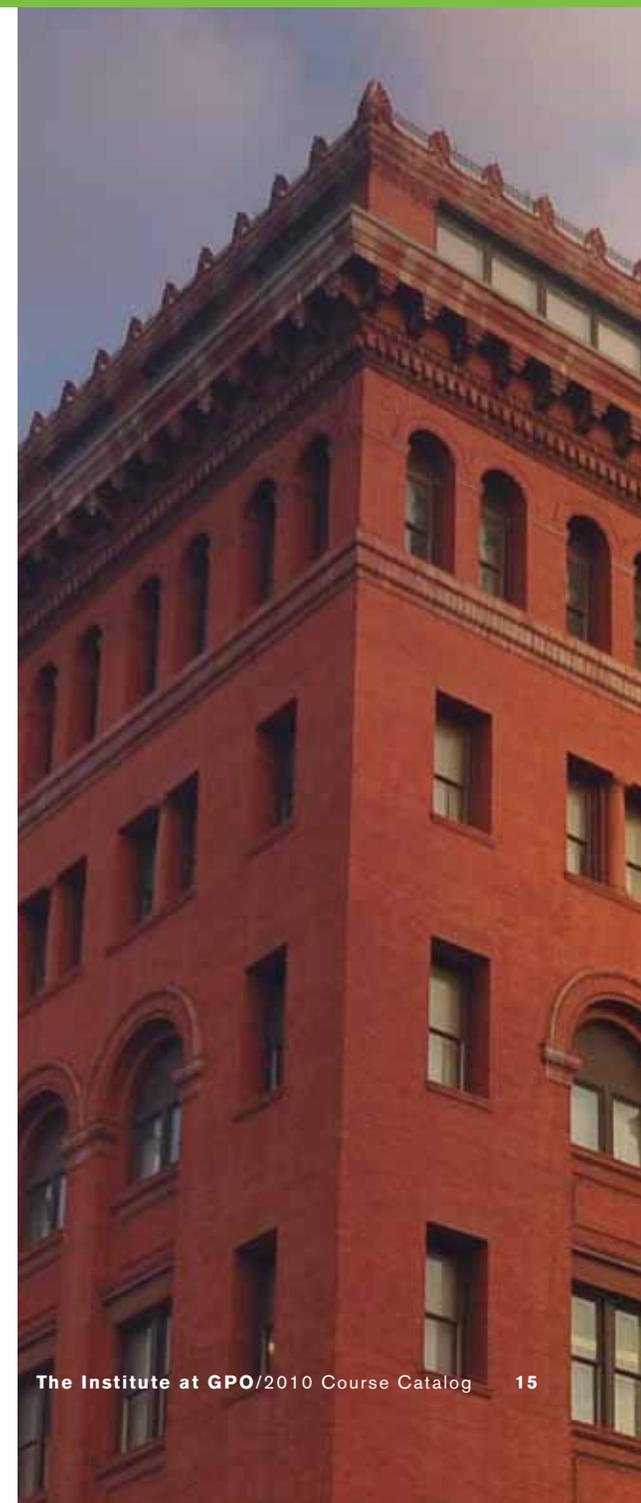
Yes. We currently have the ability to hold chat sessions with our students, along with webinars, video demos, Twitter announcements, and GPO has a You Tube channel! To schedule a quick chat session, give us a call or send us an email. Be on the lookout for more coming soon!

Are your courses accredited?

We are working with several learning organization to place accreditation on our courses. We have certificate programs through our online learning initiatives for our internal workforce, and we are working diligently to bring that you.

Is there an option to have 1-on-1 consultations with an instructor?

Several of our instructors have made themselves available to answer specific questions for our students. Many of them are available via email, chat, or phone call if necessary. Contact us for instructions.



2009 | 2010

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Adobe Acrobat Essentials	NEW				22-24			7-9		9-11	
Dreamweaver Bootcamp				17-18				22-23			
Adobe Flash Fundamentals	NEW				2-3				21-22		
The Best Desktop Publishing Course			25-28						26-29		13-16
Adobe Illustrator Fundamentals				24-25			11-12				
InDesign Bootcamp							18-19		14-15		
Advanced InDesign Workshop								14-15		19-20	
Photoshop Bootcamp					16-17		25-26				
Advanced Photoshop Workshop						20-21		1-2			
The Printing Workflow: Processes, Terminology & Gov't Forms	17-20			8-11			3-6			23-26	
Proofs and Press Sheet Inspections		14					7				8
508 Compliance with Adobe Acrobat	NEW					12-13			19-20		
Web 2.0 Strategies for Government	NEW				18						9

Scheduled dates are subject to change.

Please check the Web site at www.gpo.gov/customers/institute for up-to-date class schedules.

Students should receive confirmation from the Registrar before planning to attend.



Visit www.gpo.gov/customers/institute
for updates and a listing of
classes and training materials.

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