



Printing Workflow in FY 2011 (4 day version)

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Course Description

This class is designed to provide attendees with elementary knowledge of printing processes and terminology. Traditional, digital, and ink-based presses are discussed, as well as toner-based copiers and printers. Additional topics include: ink on paper and other substrates, spot colors, and process colors; paper (grades, weights, usage, sizes) and the Government paper system; proofs, post-press finishing operations and binding; GPO printing procurement; and the Quality Assurance through Attributes Program. The class includes a pressroom tour and hands-on exercises. Best practices for communicating fully and clearly when ordering and unusual requirements are discussed in regard to ordering printed products, whether using an Agency Print request or a GPO Standard Form 1 (SF1). Case studies are used to help students determine the types of things they need to understand. This class is intended to ensure effective communication between print customers, GPO, and vendors.

Learning Objectives

- Knowledge of the different forms of printing, including traditional offset and web presses, digital ink presses, and toner-based printers.
- Knowledge of the different types of paper, inks, binding, and other facets of printing and an understanding of the many choices available.
- Enhanced communication skills for communication between originators, designers, agency printing personnel, GPO customer service representatives, and vendors by understanding common industry terms and processes.
- Enhanced awareness of the need for the myriad of information and details needed to successfully order a printed product to obtain the desired goal.
- The ability to fill out and submit agency print requests and GPO's required print procurement form (Form SF1) so that government procurement is streamlined and that miscommunication is minimized between agencies, GPO and vendors.
- An overview of the print procurement services provided by GPO and their part in the process.
- An overview of GPO's Quality Assurance through Attributes Program (QUATAP) so that attendees can understand their choices and the steps they need to obtain the quality they desire.

Major Topics

- Overview of imaging processes
- The offset printing process
- Ink and color
- Proofs
- Introduction to paper
- The government paper system
- Special finishing and folding
- Binding
- GPO services
- GPO's QUATAP system
- GPO plant tour (may include plate making, offset presses, and digital presses)
- Case studies of printed products, and problems.
- Exercises in ordering products.