

Welcome to TJP&A's electronic catalog. This is an enhanced PDF with many interactive features to facilitate your online reading. These PDF features are taught in our classes. So if you find them appealing take a look at our PDF Master Class on page 9.

The features you'll see include...

- Sticky notes
- Document navigation with bookmarks
- Control of reading flow with article threads
- Document navigation with links
- Links to external websites
- A searchable index
- Interactive buttons with actions

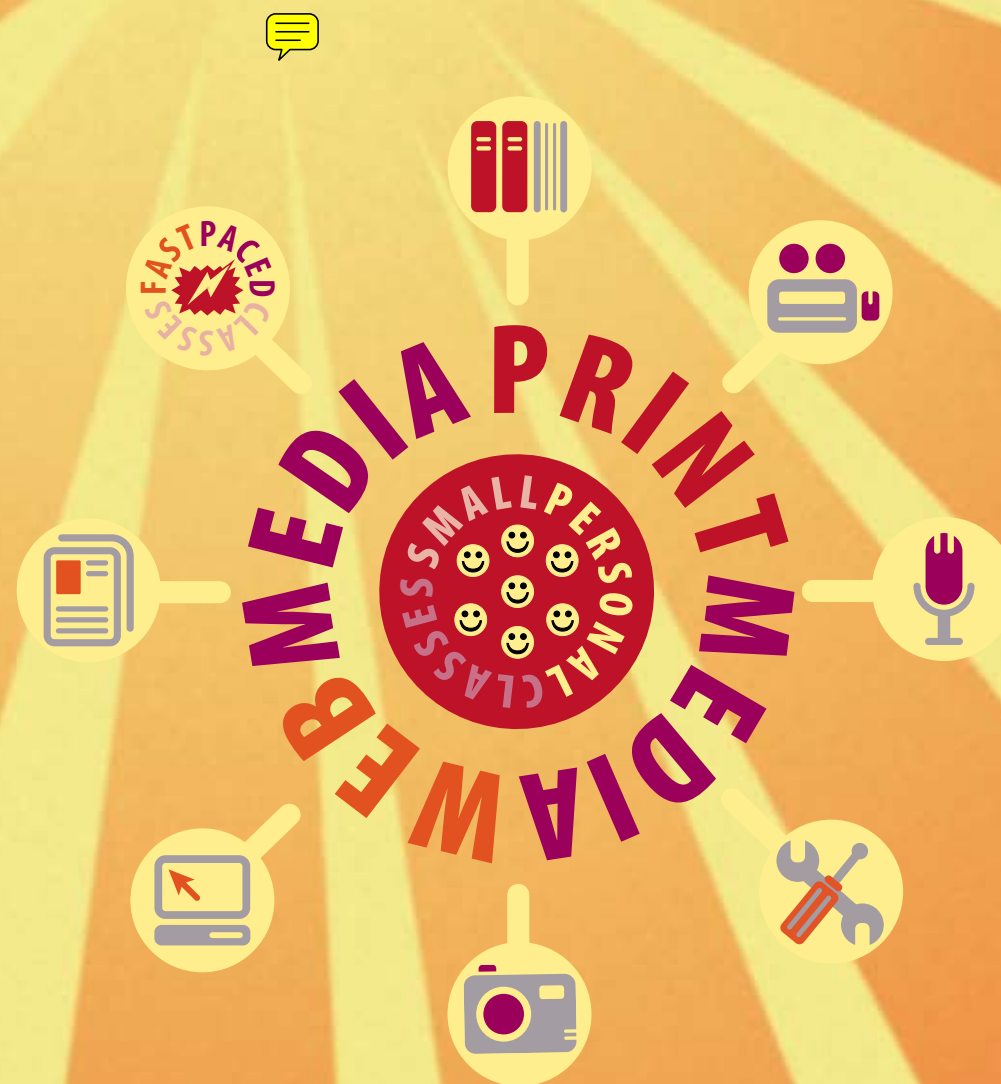
Enjoy our catalog! For more information, visit our website at www.tjpa.com or call us 202-223-6813.



Thomas J Piwowar & Associates

TJP&A

Electronic Publishing Training and Consulting



**Dreamweaver • InDesign • Flash
Photoshop • QuarkXPress • CSS
Illustrator • Acrobat • Audacity • HTML**

Do tech upgrades just mean making more errors in less time?

It's hard for a business to stay ahead if its technology is falling behind, but it's even harder if staff is falling behind the technology. Yet all too often tech upgrades focus on new hardware and software instead of those who do the work.

In truth, being a little behind with hardware and software is not all that bad. Real productivity comes from proper execution, not from doing the wrong thing more rapidly, thrashing about until the desired result is finally achieved. Hitting the bull's eye with a single shot is better than peppering the target with scores of shots.

TJP&A offers you the decisive element in achieving staff productivity—in formats that fit a wide variety of needs, schedules, and learning styles. Our master classes are segmented into 180-minute units to enable flexible options you won't get anywhere else:

Concentrated Learning: Our fast-paced, information-packed classes do not waste your time—we quickly transfer practical production knowledge to you in as short a time as possible.

Low-Impact Learning: Our 180-minute format fits into busy schedules, making it easier for you to get away for training. You can slip out for a class and be back before you are missed.

Cherry Picking: You can focus on just the specific skills you need by taking just the class parts you need.

You Set the Pace: Although our classes move quickly, you don't have to sprint through your training. You can spread out class units one by one, with time to practice in between. Then come back for more.

As you can see, TJP&A offers the best training with a flexible schedule that fits your needs. We look forward to seeing you in class.

Sincerely,

Tom Piowar, President, TJP&A Inc.

Class Map

www.tjpa.com
202-223-6813

WEB PUBLISHING

WWW	101	Internet Publishing Now.....	4
WWW	112	HTML with Dreamweaver.....	4
WWW	161	Email Publishing & Marketing.....	4
WWW	114	Web Application Frameworks.....	5
DW	121	Dreamweaver Web Editing.....	5
DW	125	Contribute Web Editing.....	5
DW	126	Dreamweaver Widgets & Gadgets.....	5
DW	122	Dreamweaver Master Class.....	6
DW	122A	Basic Formatting.....	7
DW	122B	Tables & Forms.....	7
DW	122C	Site Management.....	7
DW	122D	Templates.....	7
DW	122E	Dynamic Data & Spry.....	7
DW	122F	Page Builder.....	7
CSS	113	CSS Master Class.....	8
CSS	113F	Fast Start.....	9
CSS	113A	Selectors.....	9
CSS	113B	Typography.....	9
CSS	113C	Layout.....	9
CSS	113D	Actions.....	9
CSS	113E	Page Builder.....	9

DIGITAL MEDIA

DM	201	Digital Media Quick Start.....	12
AU	271	Digital Audio with Audacity.....	12
DV	272	Digital Video with iMovie.....	12
FL	220	Flashology.....	13
FL	221	Flash Web Graphics.....	13
FL	222	Flash Interactivity.....	13
FL	223	Flash Quick Scripts.....	13
PS	251	Photoshop Creative.....	14
PS	252	Photoshop Web Graphics.....	14
PS	253	Photoshop Fixing Photos.....	15
PS	254	Photoshop Today.....	15
AI	261	Illustrator Basic Graphics.....	15
AI	262	Illustrator Advanced.....	15
AC	141	Acrobat Master Class.....	16
AC	141A	PDFology.....	17
AC	141B	Online Approval Process.....	17
AC	141C	Online Magazines.....	17
AC	141D	Online Forms.....	17
AC	141F	PDF/X.....	17
AC	141G	PDF Fix-up.....	17

PRINT PUBLISHING

PD	302	Print Design Quick Start.....	20
PF	303	Preflight Survival Kit.....	20
PDF	304	PDF for Press.....	20
QX	311	Getting to Know QuarkXPress.....	21
QX	312	QuarkXPress In Action.....	21
QX	313	QuarkXPress Key Features.....	21
QX	314	QuarkXPress Reloaded.....	21
ID	331	Getting to Know InDesign.....	22
ID	333	Switching to InDesign.....	22
ID	341	InCopy Workflow Management.....	22
ID	342	InCopy for Editors.....	22
ID	334	InDesign for Flyers & Brochures.....	23
ID	332	InDesign Mags & Newsletters.....	23
ID	333	InDesign for Books & Reports.....	23
ID	333	InDesign Master Class.....	24
ID	333F	Styles.....	25
ID	333G	Long Documents.....	25
ID	333H	Tabs & Tables.....	25
ID	333A	Advanced Typography.....	25
ID	333B	Power Tools.....	25
ID	333E	Preflighting.....	25

COMPUTER SMARTS

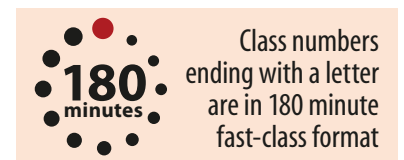
OSX	404	OS X Production Productivity.....	26
OSX	403	OS X Taking Control.....	26
WIN	403	Windows Prod. Productivity.....	26
DAM	333	DAM with Version Cue & Bridge.....	28
GREP	430A	Power Editing Reg. Expressions.....	28

REGISTRATION

Class Info.....	31
Free After-Class Support.....	31

Don't See What You Need?

This catalog lists our newest and most popular classes. Additional classes are listed on our website. If you require something else, please give us a call.





Web Publishing

The days of too much coding and not enough designing are over. Page building software is more accurate, Cascading Style Sheets provide the fine control that designers demand, and complicated coding is getting replaced with drop-in widgets and gadgets. TJP&A's web publishing classes focus on giving designers the skills they need to be masters of the Web.

TJP&A's Web Publishing curriculum emphasizes the latest designer-friendly methods. We recommend Dreamweaver and Contribute as the most practical methods for design and communication professionals to build web pages and sites. Our CSS Master Class gives you powerful tools to precisely control your designs and add remarkable interactive features without scripting. Our Flash classes offer a unique approach—that de-emphasizes scripting—to this powerful tool. If you are making “what now?” decisions or want an update on the latest methods we recommend Internet Publishing Now as the place to start.

Suggested Sequence: **101** → **112** → **113** → **122** → **126** → **450A** → **114**
(as needed: **125**, **121**, **161**)

101 Internet Publishing Now

Full-day class • Mac and Windows • \$395

To effectively manage your Internet strategy, you need to stay on top of a rapidly changing World Wide Web. This class keeps you up-to-date by showing you the best of what's new. You'll see important new methods and strategies in action and peek under the hood to see what makes them tick. Topics may include: Internet advertising; social networking; how widgets and gadgets replace coding; how Flash is taking over the Web; Microsoft's answer to Flash; techniques for easy media streaming; how CSS changes web development; how SaaS and “cloud” computing give you quick access to complex functions; and other hot new solutions. (This list of topics becomes obsolete the moment it is written down.)

For details go to: <http://www.tjpa.com/101>

Prerequisite: none

112 HTML with Dreamweaver

Full-day class • Mac and Windows • \$445

Knowing the basics of the underlying HTML code makes web publishing easier. This class covers the essentials of HTML and how it is used. Learn how Dreamweaver's tag editor makes coding easier. How to relate the visible page to its codes and apply quick fixes. Understand structural tags, how hyperlinks work, how to organize pages with tables, how to create forms. *This class is for non-programmers.*

For details go to: <http://www.tjpa.com/112>

Prerequisite: none

161 Email Publishing & Marketing

Full-day class • Mac and Windows • \$475

Email is becoming an increasingly important compliment to the printing press. However, the appropriate approach to HTML emails is very different than that of a web page. We'll cover the dos and don'ts, where the technology is changing, and the right approach for getting a functional result. Design and creation tools, including using Dreamweaver as an editor. Getting your emails to your intended audience effectively.

For details go to: <http://www.tjpa.com/161>

Prerequisite: some HTML experience (HTML with Dreamweaver **112**)

114 Web Application Frameworks

Two-day class • Mac and Windows • \$825

Special effects and advanced interactivity with just a wisp of coding are the benefits of web application frameworks. This class shows you how to drop in and tweak these simple-to-use modular code widgets. Use code widgets to show or hide page content, change page appearance (e.g. color), interact with menu items, and much more. This class emphasizes Spry and jQuery frameworks, but these methods are widely applicable. Because some JavaScript knowledge is still useful, this class includes a gentle introduction to the essentials. This class and these frameworks are geared toward designers and communicators, not programmers.

For details go to: <http://www.tjpa.com/114>

Prerequisite: basic HTML experience (HTML with Dreamweaver **112**)

Dreamweaver

A powerful combination of visual layout tools, web site development features, and code editing capabilities makes Dreamweaver a powerful all-around web-authoring tool. TJP&A's classes cover the wide range of possibilities with classes targeted at the tasks you need to accomplish. All these classes are targeted to communicators, not programmers.

121 Dreamweaver Web Editing

Full-day class • Mac and Windows • \$395

Learn to quickly update text on web pages without coding HTML. Learn the basic tools and palettes. Learn to import text, add hypertext links, manipulate page elements, and style text. Learn to work with predefined style sheets and templates. Learn to send files from your computer to the web server. See class **125** for an even better way to do this job.

For details go to: <http://www.tjpa.com/121>

Prerequisite: none

125 Contribute Web Editing

Full-day class • Mac and Windows • \$395

Understand Contribute's workflow and work space. Connecting to a site. Browsing web sites. Editing pages, creating new pages, and building pages from Dreamweaver templates. Setting page properties, keywords, and descriptions. Collaborating with others. Publishing pages. Rolling back to previous versions. Pre-viewing pages. Editing text with HTML and CSS styles. Finding and replacing text. Checking spelling. Editing and removing links to pages, e-mail links and anchors. Adding, adjusting and editing images. Working with framed pages and tables.

For details go to: <http://www.tjpa.com/125>

Prerequisite: none

126 Dreamweaver Widgets & Gadgets

Full-day class • Mac and Windows • \$445

Sophistication made easy. You no longer need mad coding skills to include rich content on your site. We'll show you how to make the most of widgets, gadgets, and other drop-in media. Learn how to employ pre-made chunks of code to enhance your site with dynamic information feeds, calendars, slide shows, videos, and more.

For details go to: <http://www.tjpa.com/126>

Prerequisite: Dreamweaver for Designers **122**, and HTML experience (HTML with Dreamweaver **112**)



1 2 2

Dreamweaver Master Class

Three-day class for Mac and Windows • \$1299

The industry leader, with good reason. Dreamweaver makes web site creation and maintenance a breeze. Sure, you could code your whole site by hand. But why waste time? Dreamweaver can write it for you—just drag and drop your way to a completely maintainable web site.

For details go to: <http://www.tjpa.com/122>

Prerequisite: none

**BEAT THE TIME CRUNCH
WITH FLEX SCHEDULING**
Schedule this class to fit
your busy schedule...

- **Standard Class Format:**
3 consecutive days
\$1299
- **One Day at a Time:**
3 non-consecutive days
\$1399
- **Separate 180-minute
sessions: \$1499**
- **À La Carte:**
single sessions
\$259 each



Each session is
180 minutes so
you can be back at
work quickly

Day 1

1 2 2 A

Basic Formatting

A fast 180 minutes • Mac and Windows • \$259

We'll start with this overview of the software with the small stuff: text formatting, lists, graphic placement, hyperlinks. Learn the basic tools and palettes. The simple formatting tools to get things solidly underway. As well as a few extras for the lesser known tasks involved in making your web editing tasks more effective.

For details go to:
<http://www.tjpa.com/122a>

1 2 2 B

Tables & Forms

A fast 180 minutes • Mac and Windows • \$259

Tables have long been used to control html layouts. We'll go over all the pieces and apply those tools to an example layout. Forms require an interface to work in conjunction with the back-end scripting. We'll show you the tools for creating that interface and for plugging into the back-end technology.

For details go to:
<http://www.tjpa.com/122b>

Day 2

1 2 2 C

Site Management

A fast 180 minutes • Mac and Windows • \$259

Web sites evolve and therefore need a management strategy. From ssi and ftp to applied CSS: we'll show you the tools in Dreamweaver that utilize the best approach to managing your web site over time.

For details go to:
<http://www.tjpa.com/122c>

1 2 2 D Templates

A fast 180 minutes • Mac and Windows • \$259

Maintainable web sites rely on a good set of templates. We'll look at the tools for establishing these all-important building blocks. As well as some related automation and asset management tools to complement your overall site management strategy.

For details go to:
<http://www.tjpa.com/122d>

Day 3

1 2 2 E

Dynamic Data & Spry

A fast 180 minutes • Mac and Windows • \$259

The Spry tools in Dreamweaver are breathing new life into a long-standing tool. When working with dynamic content, you'll find life a lot simpler if you have at least a basic understanding of what's happening. We'll get things started with an overview tour of working with these areas of web site design.

For details go to:
<http://www.tjpa.com/122e>

1 2 2 F Page Builder

A fast 180 minutes • Mac and Windows • \$259

Now that you have the pieces lined up, we'll show you how to fit them together. This hands-on class will reinforce the other building blocks by applying your newly-learned skills to a real-world example. We'll walk you through building a template with all the bells and whistles and then show you how to utilize that element by applying your template to content pages.

For details go to:
<http://www.tjpa.com/122f>

1 1 3

CSS Master Class

Three-day class for Mac and Windows • \$1299

Modern web design is all about CSS — Cascading Style Sheets. CSS revolutionizes web page creation, enabling the precise typography and refined layouts that designers demand. CSS also facilitates easier and more reliable interactivity, often banishing the need for programming. This six-part class covers the full gamut from rules and logic to pseudo-classes and roll-overs.

For details go to: <http://www.tjpa.com/113>

Prerequisite: HTML experience (HTML with Dreamweaver **112**)

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- **À La Carte:**
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\$259 each



Each session is
180 minutes so
you can be back at
work quickly

Day 1

113F Fast Start

A fast 180 minutes • Mac and Windows • \$259

Start with an overview of how CSS fits into the structure of HTML. See how CSS makes old HTML formatting methods obsolete and controls both the formatting and layout of web pages. Discover how CSS rules are very different from those in word processing and page layout programs.

For details go to:
<http://www.tjpa.com/113f>

Prerequisite: some HTML (HTML with Dreamweaver **112**)

113A Selectors

A fast 180 minutes • Mac and Windows • \$259

Learn the rules and logic of CSS to positively and confidently apply styling to specific page elements. Create basic selectors. Learn advanced methods that combine selectors and create contextual selectors. Use basic pseudo-classes for simple page interactivity.

For details go to:
<http://www.tjpa.com/113a>

Prerequisite: CSS Fast Start **113f**

Day 2

113B Typography

A fast 180 minutes • Mac and Windows • \$259

Start with the basics of controlling type size, styles, weights, spacing, placement, indents, and margins. Learn to specify type with invariant units or flexibly to adjust to the needs of the screen. Learn how style inheritance can simplify your work or make you feel crazy. (Yes, we have a fix for that.)

For details go to:
<http://www.tjpa.com/113b>

Prerequisite: CSS Selectors **113a**

113C Layout

A fast 180 minutes • Mac and Windows • \$259

Learn the most reliable methods for building multi-column layouts and positioning page headers and footers. Learn CSS block structure. How to position blocks in and out of line. How blocks interact. How to position blocks with relative and absolute coordinates.

For details go to:
<http://www.tjpa.com/113c>

Prerequisite: CSS Selectors **113a**

Day 3

113D Actions

A fast 180 minutes • Mac and Windows • \$259

Use CSS to animate web sites using techniques that are more reliable than conventional JavaScript. Learn to hide, show, and modify CSS blocks. Create elaborate cascading menus using no more than CSS. Use CSS to suppress printing of page elements and create printing layouts that differ from screen layouts.

For details go to:
<http://www.tjpa.com/113d>

Prerequisite: CSS Selectors **113a**

113E Page Builder

A fast 180 minutes • Mac and Windows • \$259

This final unit pulls all the pieces together and applies the techniques you learned to build a completed project from the ground up. There is no better way to reinforce all you've learned than to see it all come together in a real-world example. You'll complete this class confident of your newly acquired skills.

For details go to:
<http://www.tjpa.com/113e>

Prerequisite: CSS Master Class parts **113abcd**

Web Easy

The TJP&A Way

to Master the Internet

The many facets of web design can be daunting, even to web professionals. Here's how TJP&A can make you a master of the five Web essentials to give you a clear and concise approach to every web project.

1 Content Strategy

First, TJP&A helps you stay up-to-date with the Web. TJP&A will keep your web content strategy current by showing you the latest ways people are using the Web with (101) **Internet Publishing Now**. We suggest this class before planning your content. We revise this class often, so consider coming back from time to time to keep your thinking fresh (we offer a discount on retakes).

Another fast-moving technology class is (201) **Digital Media Quick Start**, which focuses on digital media formats. It will keep you up-to-date with the nuts and bolts of content delivery.

2 Content Creation

TJP&A offers a wide range of classes on creating web graphics. These range from static photos and drawings to audio, video, and animations. You should of course start with (201) **Digital Media Quick Start**, as mentioned above.

Photos: Almost every web page includes photos to inform and excite. Now, with so much low-cost photography available from online stock agencies, everyone can afford photos. But, photos often need some work to exactly fit your needs.

We cover the essentials of prepping photos for the Web in (252) **Photoshop**

Web Graphics. When photos don't look as good as they should, the solution is (253) **Photoshop Fixing Photos**. Then to modify photos to create new art, such as logos or web nameplates, you need to go a step further. Learn to alter and combine photos to create new art in (251) **Photoshop Creative**.

Drawings: Although photos have eclipsed drawn illustrations in many people's minds, vector art offers unmatched creative flexibility. Illustrations can be easily disassembled and rearranged in ways photos can't. Learn the basics in (261) **Illustrator Basic Graphics** and more in (262) **Illustrator Advanced**.

Audio & Video: Meetings and presentations are often best captured as audio or video recordings that add spice to your web site. TJP&A shows you how to edit recorded audio and video files in (271) **Digital Audio with Audacity** and (272) **Digital Video with iMovie**. To master many simple ways to put this media online, take (126) **Dreamweaver Widgets & Gadgets**.

Animation: Most web animations and many interactive features are created using Flash. Flash is what most web ads use to grab your attention. While Flash looks complicated, most of the Flash you see on the web is really quite simple. We'll show you how to do Flash the Web-easy way.

Start with (220) **Flashology** to get a good feeling for how Flash works. Drawing in Flash is not the same as in other programs, so you will need (221) **Flash Web**

Graphics for those drawing tools along with basic animation and timeline techniques.

To make your animations come to life, you'll need (222) **Flash Interactivity**, where we emphasize drop-in components and keep coding close to zero. Finally, get deeper into Flash with (223) **Flash Quick Scripts** to learn how a few lines of simple scripting can give you great control over your Flash animation. This scripting class, like all our classes, is aimed at design pros, not computer programmers. Yes, that is a lot to learn, but knowing Flash is a big reward.

3 Organization

Save time and keep your site organized by taking advantage of Dreamweaver's automation features in (122C) **Site Management**. Learn to set up common page elements, like banners and menus, so changes automatically flow to all web site pages in (122D) **Templates**.

Reduce your workload by getting others to edit their own content in (121) **Dreamweaver Web Editing**. Or take an even better way to do this with Dreamweaver's companion program (125) **Contribute Web Editing**.

4 Presentation

The ability to control web page formatting like fonts, colors, and positioning has evolved. We'll show you the best way to get the job done—web easy!

While TJP&A classes focus on the latest tools, knowing some basic HTML coding is still an important part of mastering web design. We have slimmed down our HTML classes to a single day

that covers the essentials in (112) **HTML with Dreamweaver**.

Then, on to Dreamweaver with (122A) **Basic Formatting** and (122B) **Tables & Forms**.

These days CSS (Cascading Style Sheets) rules web design with precise and versatile methods to control presentation. TJP&A has bundled all you need to know about CSS into a six-part series: (113) **CSS Master Class**.

5 Behavior & Interactivity

After mastering basic web page interactivity with CSS in (113D) **Actions** as well as the slick stuff in Flash (see above), round this out by learning to pull information from other web sites and databases in (122E) **Dynamic Data & Spry**.

A fast way to add dynamic content is to take advantage of services from the Internet "cloud" in (126) **Dreamweaver Widgets & Gadgets**. Learn to add special effects and advanced interactive features via simple-to-use modular code libraries in (114) **Web Application Frameworks**.

Quickly put print publications online in (141E) **Online Magazines** and create online PDF forms in (141D) **Online Forms**.

Special Topics

To use the above skills in a different context, learn the many twists and turns of delivering fully formatted content via email in (161) **Email Publishing & Marketing**.

Become more efficient at repetitive and tedious tasks with our quick 180-minute class covering GREP: (450a) **Power Editing with Regular Expressions**.

Digital Media

There is so much more to know as new digital formats extend our capabilities to include animation, audio, and video. The days of creating only static media are over. Fortunately, working with new media has gotten easier too. TJP&A can quickly get you up to speed with these dynamic new media. We are especially proud of our breakthrough Flash class that shows you how to get the job done with a minimum of coding.

Suggested Sequence: **201** → **271** → **272**

201 Digital Media Quick Start

Full-day class • Mac and Windows • \$445

Progress always brings new file formats. Understanding these formats is key to not looking like a chump. This class covers print, Web, animation, audio, and video formats. We will explain the nature of different formats and how to handle them for quality results. Learn to avoid format conversion problems. What makes formats faster, more accessible, and present better. Balancing quality versus function.

For details go to: <http://www.tjpa.com/201>

Prerequisite: none

271 Digital Audio with Audacity

Full-day class • Mac and Windows • \$445

Learn to edit audio using Audacity, the free, open-source audio editor. Set up projects, record sounds, and import audio. Select, trim, duplicate, split, align, copy, and time shift audio clips. Adjust sound levels and create fades. Work with multiple tracks. Clean up audio and remove unwanted sounds. Combine, remix, and export audio. Select audio file formats. Create podcasts. Practice common editing tasks.

For details go to: <http://www.tjpa.com/271>

Prerequisite: none

272 Digital Video with iMovie

Two-day class • Mac • \$850

Learn the essential skills of digital movie making with Apple's iMovie. Start with a tour of the basic functions, key tasks, and video format choices. Learn production basics: importing footage, organizing video clips, editing video, adding still pictures and graphics, adding audio tracks, creating transitions, and titling. How time codes simplify production. Posting video to YouTube, iTunes, or your own web site.

For details go to: <http://www.tjpa.com/272>

Prerequisite: Web Audio with Audacity **271**

Flash

Marching to the beat of a different drummer, Flash brings a rich array of animation and interaction features to the Web using its own player plug-in. Although Flash is highly graphic, it is usually taught in a programming-intensive manner. Not so at TJP&A! We have dug out the hard-to-find details of working with Flash using its graphical interface and little or no programming. This is a faster and easier way to use Flash and ideal for graphic artists. You will love TJP&A's Flash classes, and you won't find this anywhere else.

Suggested Sequence: **220** → **221** → **222** → **223**

220 Flashology

Full-day class • Mac and Windows • \$445

Learn to think in Flash and plan a Flash project. This class will make you familiar with common Flash patterns and building blocks. We will examine typical and seemingly complex Flash projects and deconstruct them into their simpler components. You will learn how to adapt basic elements, like roll-overs, in clever ways to get a lot of Flash power without a lot of work.

For details go to: <http://www.tjpa.com/220>

Prerequisite: none

221 Flash Web Graphics

Two-day class • Mac and Windows • \$825

Flash is a great way to create multimedia-based web sites that break out of HTML's limitations. This class shows you how to create web graphics and basic animations. Create original vector-based designs using Flash's art tools. Import and modify both raster and vector art. Use layers, keyframes, timeline, tweening, library, symbols, movie clips, sound, buttons, and more.

For details go to: <http://www.tjpa.com/221>

Prerequisite: none

222 Flash Interactivity

Two-day class • Mac and Windows • \$850

Flash is the best way to bring rich animation and interactivity to web pages while avoiding common browser problems. This class focuses on Flash's powerful and designer-friendly building blocks: Components and Behaviors. We'll show you how to use Components to assemble powerful interaction and navigation elements. We'll show you how to skin Components, modify Behaviors, import new Components from the Web, and even write some of your own.

For details go to: <http://www.tjpa.com/222>

Prerequisite: Flash Web Graphics **221**

223 Flash Quick Scripts

Two-day class for Mac and Windows • \$850

Get beyond Flash's visual tools with some basic ActionScripting. This class builds upon the foundations of earlier classes, to teach you how a little bit of scripting can usefully extend Flash's functionality. Get greater control of movie clip playback and button actions. Change object attributes dynamically. This class is presented in a designer-friendly style.

For details go to: <http://www.tjpa.com/223>

Prerequisite: Flash Interactivity **222**

Photoshop

Photoshop remains the key to producing high-quality digital images for print, web, video, and animation work. TJP&A's **Photoshop Creative** class will teach you the fundamentals of using Photoshop. The special file formats used for the Web are covered in **Photoshop Web Graphics**.

Making each photo look as good as possible is the topic for **Photoshop Fixing Photos**. Finally, if you are an old hand at Photoshop, our **Photoshop Today** class will bring you up to date with its new features and show you how to revise your old habits for faster and better results.

Suggested Web Sequence: **201** → **252** → **251** → **253**

Suggested Print Sequence: **201** → **251** → **253**

251 Photoshop Creative

Two-day class • Mac and Windows • \$825

Learn the power of Photoshop as a creative tool to make your own images or modify others'. Understand pixels and how computers see color. Master a multitude of tools for selecting just the right pixels. Resize, alter, and crop images. Use painting tools and understand brush dynamics. Make colors and paint with blends and gradients. Use layers to enhance editability and test alternatives. Combine "hard" type with "soft" images.

For details go to: <http://www.tjpa.com/251>

Prerequisite: none

252 Photoshop Web Graphics

Full-day class • Mac and Windows • \$445

Photoshop's sophisticated tools make web graphics a snap. Yet experienced Photoshop users often don't know these tools because they are rarely used for non-web purposes. This class focuses on web graphics: How to make web images look best and load quickly. Optimizing GIFs, PNGs and JPEGs. Web colors and dithering. Drawn color vs. coded color. Special attention to web text and anti-aliasing. Slicing graphics and creating seamless background tiles. Making buttons.

For details go to: <http://www.tjpa.com/252>

Prerequisite: Digital Media Quick Start **201**

253 Photoshop Fixing Photos

Two-day class • Mac and Windows • \$850

Learn to rescue flat, lifeless photos to make them pop off the page or screen. Learn to optimize highlight and shadow areas. How to control and correct colors with special attention to skin and "memory" colors. Why the screen display does not accurately show what prints and what to do about it. Make corrections in channels. Use powerful layers features. Make adjustments with precise control. Techniques to enhance images and touch up flaws. Eliminate red eye. Create layer masks and silhouettes.

For details go to: <http://www.tjpa.com/253>

Prerequisite: none

254 Photoshop Today

Full-day class • Mac and Windows • \$475

Photoshop has changed in recent versions more than any other program. Since the old ways are still there, you might not notice that there are newer, faster, better ways to get the old jobs done. There are also plenty of new features offering new capabilities that will speed your work. This is a condensed, fast-paced look at the program's most important features, designed to improve your productivity to make you more effective. This class skips the basics—Definitely not for beginners!

For details go to: <http://www.tjpa.com/254>

Prerequisite: Substantial experience with Photoshop

Illustrator

Illustrator is the premier tool for creating "vector" drawings for both print and Web. The advantages of the vector format are that illustrations can be re-sized to any dimensions with no loss in quality and are composed of parts that can be easily moved, deleted, or edited. TJP&A offers a basic class for simple drawing and a second class for Illustrators' advanced features.

261 Illustrator Basic Graphics

Full-day class • Mac and Windows • \$445

Whether you're an experienced artist or graphically challenged, Illustrator will expand your graphic horizons. We'll solve the mystery of vector artwork and acquaint you with the program. This class shows you how to work with basic shapes to create eye-catching images. We'll show you how to create illustrations by combining, transforming, and arranging shapes, as well as how to work with groups, text, and color. Our step-by-step exercises show you how to bring it all together.

For details go to: <http://www.tjpa.com/261>

Prerequisite: none

262 Illustrator Advanced

Full-day class • Mac and Windows • \$445

Learn all the twists and turns of curve drawing, manipulating objects, gradients, transparency, and more. Understand line segments, anchor points, paths, and strokes. Conquer the Beziér paradigm. Learn advanced shape techniques including merging, blending, symbol sprayer, expand, simplify, masking, and gradient meshes. Convert basic objects to 3-D. How to deliver and print vector drawings effectively.

For details go to: <http://www.tjpa.com/262>

Prerequisite: Illustrator Basic Graphics **261**

1 4 1

Acrobat Master Class

Two-day class • Mac and Windows • \$1299

Learn to create, combine, and control PDF documents. Create PDFs from a variety of programs. Use PDFs for distribution, collaboration, data collection, and electronic prepress. Combine files from multiple applications, collaborate on documents, and collect information with electronic forms.

For details go to: <http://www.tjpa.com/141>

Prerequisite: none

BEAT THE TIME CRUNCH WITH FLEX SCHEDULING

Schedule this class to fit
your busy schedule...

- **Standard Class Format:**
3 consecutive days
\$1299
- **One Day at a Time:**
3 non-consecutive days
\$1399
- **Separate 180-minute
sessions:** \$1499
- **À La Carte:**
single sessions
\$259 each



Each session is
180 minutes so
you can be back at
work quickly

Day 1

1 4 1 A PDFology

A fast 180 minutes • Mac and Windows • \$259

Step one is understanding the medium... What is electronic paper? What's a PDF? What does each part of the Acrobat suite do? How PDF fits into different workflows: document review, revision, distribution, web publishing, online forms, and prepress production. Select among different ways to make PDFs. Viewing, modifying, and securing PDFs.

For details go to:
<http://www.tjpa.com/141a>

1 4 1 B Online Approval Process

A fast 180 minutes • Mac and Windows • \$259

Learn to create a paperless workflow. Creating PDFs from a variety of programs. Circulating PDFs for review, commenting methods & collecting comments. Merging, editing, and summarizing comments. Exporting comments. Drawing on top of PDF pages. Adding verbal comments.

For details go to:
<http://www.tjpa.com/141b>

Day 2

1 4 1 E

Online Magazines

A fast 180 minutes • Mac and Windows • \$259

How to make paper pubs into electronic magazines. Add interactive elements to navigate a PDF such as bookmarks and hyperlinks. Add sound and video. Control reading flow. Create hyperlinks within PDFs pointing to anything on the Web.

For details go to:
<http://www.tjpa.com/141e>

1 4 1 D

Online Forms

A fast 180 minutes • Mac and Windows • \$259

How to make forms come alive as on-line documents. Add and animate buttons. Create forms with fill-in fields, menus, and check boxes. Create fields that self validate and do math. Set up a form to submit data electronically.

For details go to:
<http://www.tjpa.com/141d>

Day 3

1 4 1 F PDF/X

A fast 180 minutes • Mac and Windows • \$259

Now the widely-accepted standard, PDF/X simplifies the transfer of publication files for high-end prepress production. This class will provide a more thorough understanding of the PDF/X specification to give you more options and flexibility.

For details go to:
<http://www.tjpa.com/141f>

1 4 1 C PDF Fix-up

A fast 180 minutes • Mac and Windows • \$259

Fixed in place, and yet still tweak-able. Move, remove, add, and update pages. Touch up and edit text. Move and add page elements. Screen PDFs for production concerns. Automate changes. Export text and graphic content.

For details go to:
<http://www.tjpa.com/141c>

Certificates & CEUs

Certificates and their accompanying Continuing Education Units are a great way to boost your career by enhancing your résumé. Certificates and CEUs prove that you are on top of the industry and keeping up with technology. You may request a Continuing Education Transcript or Certificate of Completion for class series described on these pages. Don't see what you need here? Call us to discuss.

Web Manager Certificate

5 Classes • 4.5 Class Days • 2.7 CEUs
Mac or Windows
\$1765 • Save \$174
(\$1939 when registered separately)

- 101** Internet Publishing Now
201 Digital Media Quick Start
121 Dreamweaver Web Editing
 or
220 Flashology
113F CSS Fast Start

Web Designer Certificate

12 Class Days • 7.2 CEUs
Mac or Windows
\$4385 • Save as much as \$833
(as much as \$5218 when registered separately)

- 101** Internet Publishing Now
201 Digital Media Quick Start
112 HTML with Dreamweaver
122 Dreamweaver Master Class
113 CSS Master Class
PLUS
 3 elective course days:
126 Dreamweaver Widgets & Gadgets
114 JavaScript Quick Start (counts as 2)
141 Acrobat Master Class (counts as 3)
252 Photoshop Web Graphics
221 Flash Web Graphics (counts as 2)
271 Digital Audio with Audacity
272 Digital Video with iMovie (counts as 2)

Digital Media Certificate

6 Class Days • 4.2 CEUs
Mac or Windows
\$2835 • Save as much as \$240
(as much as \$3075 when registered separately)

- 201** Digital Media Quick Start
Select one Photoshop Class:
251 Photoshop Creative
253 Photoshop Fixing Photos
PLUS
 4 elective course days:
252 Photoshop Web Graphics
261 Illustrator Basic Graphics
262 Illustrator Advanced
221 Flash Web Graphics (counts as 2)
271 Digital Audio with Audacity
272 Digital Video with iMovie (counts as 2)

Print Buyer's Certificate

4 Classes • 5 Class Days • 2.0 CEUs
Mac or Windows
\$1925 • Save \$240
(\$2165 when registered separately)

- 201** Digital Media Quick Start
303 Preflight Survival Kit
304 PDF for Press
311 Getting to Know QuarkXPress
 or
331 Getting to Know InDesign

Print Design Certificate: QuarkXpress Edition

5 Classes • 8 Class Days • 4.8 CEUs
Mac or Windows
\$2985 • Save \$329
(\$3314 when registered separately)

- 302** Print Design Quick Start
201 Digital Media Quick Start
303 Preflight Survival Kit
311 Getting to Know QuarkXPress
312 QuarkXPress in Action

Advanced Option

Add these electives for an additional 3.6 CEUs,
Combined totals:
9 Classes • 14 Class Days • 8.4 CEUs
\$5299 • Save \$585
(\$5884 when registered separately)

- 313** QuarkXPress Key Features
304 PDF for Press
251 Photoshop Creative
261 Illustrator Basic Graphics

Print Design Certificate: InDesign Edition

5 Classes • 8 Class Days • 4.8 CEUs
Mac or Windows
\$2985 • Save \$359
(\$3344 when registered separately)
(For more information about CEUs see page 31)

- 302** Print Design Quick Start
201 Digital Media Quick Start
303 Preflight Survival Kit
331 Getting to Know InDesign
3321 InDesign for Flyers & Brochures
 or
3322 InDesign Mags & Newsletters
 or
338 InDesign Books & Reports

Advanced Option

Add these electives for an additional 4.2 CEUs,
Combined totals:
9 Classes • 15 Class Days • 9.0 CEUs
\$5699 • Save \$689
(\$6388 when registered separately)

- 333** InDesign Master Class
304 PDF for Press
251 Photoshop Creative
261 Illustrator Basic Graphics

Boost your Certificate!

You may purchase additional classes to add to your cumulative CEUs

Print Publishing

The goal is faster and more integrated production. New tools enable concurrent editorial and layout. Digital asset management integrates the production workflow. Preflight and PDF/X enable rapid transmission. TJP&A's print publishing classes keep you up to date with the latest innovations.

Suggested Print Sequence: 302 303 304

302 Print Design Quick Start

Two-day class • not computer specific • \$799

Your publication is only effective if it gets the attention of your audience. This class will examine what works, what doesn't, and how to design your print communications to get the attention they deserve. How to design your publication to match your audience. How to decide on the number of page columns and why it's an important decision. The types of graphics that will be remembered the longest. How typography attracts readers. It is all about the fundamentals of good design. This class is hands on, but your hands will be on paper, not computers.

For details go to: <http://www.tjpa.com/302>

Prerequisite: none

303 Preflight Survival Kit

Two-day class • not computer specific • \$850

Electronic page layout may look like a video game, but at the end of the process there is a 30-ton printing press, and you'd better treat it nicely. What you don't know can ruin a job or lead to costly charges and frayed nerves as last-minute corrections are rushed. This class teaches you the fundamental physical realities of the printing process and shows you how to avoid costly problems, quickly paying for itself with the first snafu it helps you avoid.

For details go to: <http://www.tjpa.com/303>

Prerequisite: significant publishing experience (please call us to discuss)

304 PDF for Press

Full-day class • Mac and Windows • \$475

The biggest recent change for publication workflow has been the adoption of the PDF/X standard for transferring completed publications to the printing plant. PDF/X simplifies the transfer of publication files. For many publishers, PDF/X has also become a set of golden handcuffs—your printer has told you only enough so you can send your files to them, and only to them. This class will give you a more thorough understanding of PDF/X to give you more options and flexibility.

For details go to: <http://www.tjpa.com/304>

Prerequisite: none

QuarkXPress

QuarkXPress is the long-time leader for graphic design and page layout. TJP&A offers an array of classes to meet every need. If you are new to the field, start with Getting to Know. Expand your abilities with a series of real-world projects in In Action and get a thorough grounding in the software in Key Features. If you have recently upgraded or have not taken a class in a long time, Reloaded is the quick brush-up you need.

Suggested Sequence: 311 312 313 314

311 Getting to Know QuarkXPress

Full-day class • Mac and Windows • \$395

If you are new to page layout, this class will introduce you to concepts and basic functions. We'll explain what you see on your screen, the tools, and their functions. How to use the different palettes, add and delete pages, place text and graphics, and manipulate page items. The easy way to quickly change the look, size, and spacing of text. When to use XPress instead of word-processing programs.

For details go to: <http://www.tjpa.com/311>

Prerequisite: none

312 QuarkXPress In Action

Two-day class • Mac and Windows • \$825

Prepare yourself for action by working through a series of real-world projects. You'll get step-by-step instructions as you work to create a brochure, ad, catalog, coupon, simple form, and newsletter. You'll work with basic layout, type, style sheets, master pages, and graphic tools as you experience and solve typical day-to-day production problems. You'll pick up useful techniques along the way as we guide you through various projects from beginning to completion.

For details go to: <http://www.tjpa.com/312>

Prerequisite: Getting to Know QuarkXPress 311

313 QuarkXPress Key Features

Two-day class • Mac and Windows • \$825

Two information-packed days covering all the essentials, basic through advanced. Make layout quicker and easier by using the tools to their fullest. No matter what kind of documents you create, this class will cover the features you need. We'll cover general operation of the program, layout, graphics, text, pages, tables, color, keyboard shortcuts, stylesheets, master pages, gradients, and more.

For details go to: <http://www.tjpa.com/313>

Prerequisite: QuarkXPress In Action 312

314 QuarkXPress Reloaded

Full-day class • Mac and Windows • \$475

This condensed, fast-paced look at the newest and most important program features is the quickest way to brush up on your skills. We skip the obvious and focus on important techniques. In this class we examine the new features with a professional eye, get beyond the marketing hype, and show you how to take advantage of the new capabilities. We'll cover all the tools and features, even some of the basics, but from a professional point of view. *This class is definitely not for beginners!*

For details go to: <http://www.tjpa.com/314>

Prerequisite: substantial experience with QuarkXPress (1–2 years)

InDesign

Increasingly popular, Adobe's InDesign offers great powers, but also a steep learning curve—it is very much worth your effort. TJP&A covers InDesign with thoroughness, focusing on the features you'll rely on time and time again.

331 Getting to Know InDesign

Full-day class • Mac and Windows • \$425

If you are new to page layout, this class will introduce you to the concepts and basic functions. We'll explain what you see on your screen, the tools, and their functions. How to use the different palettes, add and delete pages, place text and graphics, and manipulate page items. When to use InDesign instead of word-processing programs. Learn the main tools and how to use them.

For details go to: <http://www.tjpa.com/331>

Prerequisite: .none

335 Switching to InDesign

Two-day class • Mac and Windows • \$875

Whether you are experienced with QuarkXPress or PageMaker, this fast-paced class is your quickest way to switch to InDesign. We focus on the key program features and subtle, but important, differences, skipping what should be already obvious to you. This class will get you up to speed quickly, so you can make the switch without delay. This class emphasizes the differences between InDesign and other layout programs.

For details go to: <http://www.tjpa.com/335>

Prerequisite: substantial experience with page layout programs

InCopy

When designers and editors can both work on the same page at the same time, your production time shrinks and work is easier to schedule—that's a very good thing. When your layout and editorial software work together to help you manage story assignments, keep track of progress, and write stories to length, that's even better.

341 InCopy Workflow Management

One-day class • Mac and Windows • \$475

The InCopy workflow starts in InDesign with the mapping out of a space plan and making story assignments. We'll show you how to access the InCopy features found within InDesign. How to plan a layout for an InCopy workflow. How to avoid and solve workflow problems. Work around design limitations imposed by a cooperative workflow.

For details go to: <http://www.tjpa.com/341>

Prerequisite: Familiarity with Creative Suite

342 InCopy for Editors

One-day class • Mac and Windows • \$475

How to access stories and edit them simultaneously with publication layout. How to easily and precisely copyfit stories. Working with images, tables, and footnotes. Why you should not view stories in layout format. Manage simultaneous access to pages. Track text changes and manage the approval process, working cooperatively with designers.

For details go to: <http://www.tjpa.com/342>

Prerequisite: Familiarity with Creative Suite

Suggested

Sequence:

3 3 1 →
 3 3 21 or
 3 3 22 or
 3 3 2 →
 3 3 3

InDesign Hands On

Put your skills to practice with our hands-on series. You'll see InDesign in action and gain valuable techniques in the practical application of software tools. Guided by our experienced training staff, go beyond the toolbox to see how software skills are applied to real-world examples. One class in the series will be offered each month, and each will feature projects specific to various segments of the industry.

3321 InDesign for Flyers & Brochures

Two-day class • Mac and Windows • \$825

Learn the details of document creation as you work through a series of real-world projects. We'll guide you step-by-step as you create a brochure, ad, catalog, and coupon. Experience and solve typical day-to-day production problems as you study basic layout, type, and graphic tools. Understand layout elements such as indents, tabs, letter spacing, and text wrap. Increase productivity with text import, stylesheets, and master pages. Finish each day with an open discussion of your work projects. Please bring print-outs and digital files to share for class discussion.

For details go to: <http://www.tjpa.com/3321>

Prerequisite: Getting to Know InDesign 331

3322 InDesign for Magazines & Newsletters

Two-day class • Mac and Windows • \$825

Learn the details of document creation as you work through a series of real-world exercises to create your own magazine layout and newsletter. Discuss considerations specific to magazine and newsletter production and advanced techniques to increase productivity with automated consistency controls like object styles, nested styles, and master pages. Finish each day with an open discussion of your work projects. Please bring print-outs and digital files for discussion.

For details go to: <http://www.tjpa.com/3322>

Prerequisite: Getting to Know InDesign 331

338 InDesign for Books & Reports

Two-day class • Mac and Windows • \$825

Up to now, software for preparing long documents has been less than great—no one program provided all of the features needed for fast, efficient production. Now, InDesign provides excellent tools for working with text and formatting and also incorporates advanced tools for working with tables, footnotes, tables of contents, and indices—everything you need for efficient book production. This class is for non-design staff and includes the basics of using InDesign.

For details go to: <http://www.tjpa.com/338>

Prerequisite: none

This class assumes
no prior experience
with InDesign



3 3 3

InDesign Master Class

Three-day class for Mac and Windows • \$1299

You've learned the basics. Now, become a master! Our InDesign Master Class will show you how as you explore these six topics to maximize your productivity and minimize problems.

For details go to: <http://www.tjpa.com/333>

Prerequisite: experience with InDesign

**BEAT THE TIME CRUNCH
WITH FLEX SCHEDULING**
Schedule this class to fit
your busy schedule...

- **Standard Class Format:**
3 consecutive days
\$1299
- **One Day at a Time:**
3 non-consecutive days
\$1399
- **Separate 180-minute
sessions: \$1499**
- **À La Carte:**
single sessions
\$259 each



Each session is
180 minutes so
you can be back at
work quickly

3 3 3 F Styles

A fast 180 minutes • Mac and Windows • \$259

Styles are among the most indispensable of production tools. Styles speed work, facilitate consistency, and help avoid embarrassing errors. As InDesign evolves, styles increase in complexity. We'll explain styles and how to increase your productivity with paragraph and character styles.

For details go to:
<http://www.tjpa.com/333f>
Prerequisite: none

3 3 3 G

Long Documents

A fast 180 minutes • Mac and Windows • \$259

Each project presents its own challenges, and long documents are no exception. Learn to manage tables of contents and indices. Synchronize documents. Create, import, and format footnotes. Use inline and anchored objects. Manage chapters and print book files.

For details go to:
<http://www.tjpa.com/333g>
Prerequisite: none

Day 1

3 3 3 H

Tabs & Tables

A fast 180 minutes • Mac and Windows • \$259

Build and format tables quickly and effectively from scratch or from other data sources. Use table styles to clarify and emphasize information with rules, shading, and color. The fine points of working with tab-delimited text. Practice your skills with real-world examples.

For details go to:
<http://www.tjpa.com/333h>
Prerequisite: none

3 3 3 A

Advanced Typography

A fast 180 minutes • Mac and Windows • \$259

InDesign's sophisticated typographical functions produce professional type with maximum readability. Access special glyphs and employ text flow control characters. Precisely control hyphenation and justification. Use OpenType's special features to your advantage.

For details go to:
<http://www.tjpa.com/333a>
Prerequisite: none

Day 2

3 3 3 B Power Tools

A fast 180 minutes • Mac and Windows • \$259

InDesign makes quick work of repetitive tasks. Maintain consistent designs easily and propagate formatting changes through an entire document using various style tools. Speed things along with templates and master pages.

For details go to:
<http://www.tjpa.com/333b>
Prerequisite: none

3 3 3 E Preflighting

A fast 180 minutes • Mac and Windows • \$259

Use InDesign's built-in preflighting to check and prepare files for the printer. Get your design from screen to paper without delays, surprises, or up-charges. Learn important details about transparency, file formats, and packaging for output. This class can save you enough to pay for itself.

For details go to:
<http://www.tjpa.com/333e>
Prerequisite: none

Day 3

Computer Smarts

Click, click, click—tick, tick, tick. A mastery of the computer is the key to productivity. When every click is on target, the job gets done with fewer ticks of the clock. Working faster and more productively gets you through your work with satisfaction and a greater contribution to the bottom line. As they say: time is money.

Every software upgrade brings a flock of changes and choices: new ways of working devised to save you time and trouble. Let us save you the time and trouble of figuring them out on your own. TJP&A shows you how in **Windows Production Productivity** and **OS X Production Productivity**. For Mac users who need to keep their computers running smoothly, **OS X Taking Control** shows you how to avoid problems and fix common problems. Being smart about how you use your computer can save you lots of time. (Say, "I don't have time to take that class," and you just proved the point!)

404 OS X Production Productivity

Full-day class • Mac • \$435

Improve your workflow and recover hours of wasted time by making the most of your operating system. Improve your management of running applications and access to all applications. Identify hung applications and force quit them. Clear application preference files. Safely update applications. Customize the Finder for productivity. Manage work files. Make powerful searches and create search folders. Use tags instead of folders. Manage network, server, and printer connections. Print to PDF. Manage fonts and find glyphs. Manage passwords and security settings.

For details go to: <http://www.tjpa.com/404>

Prerequisite: none

406 OS X Taking Control

Full-day class • Mac • \$525

When your Mac acts up and productivity plummets, what are you going to do to get quick relief? OS X is large, complicated, and all too often fragile. Information on how to solve problems is spotty, and what you read on the Internet could make matters worse. To help you take control, TJP&A has distilled this unique class from our first-hand experience with our publishing clients. We'll show you ways to avoid common problems and what to do when they occur.

For details go to: <http://www.tjpa.com/406>

Prerequisite: familiarity with OS X

403 Windows Production Productivity

Full-day class • Windows • \$435

Improve your workflow and recover hours of wasted time by making the most of your operating system. Improve your management of running applications and access to all applications. Identify hung applications and force quit them. Clear application preference files. Safely update applications. Customize Windows Explorer for productivity. Manage work files. Make powerful desktop searches and create search folders. Manage network, server, and printer connections. Print to PDF. Manage fonts and find glyphs.

For details go to: <http://www.tjpa.com/403>

Prerequisite: none

Our expert consultants understand the unique requirements of the hardware and software used by publishing and communications professionals. TJP&A can provide you with the specialized care and attention needed to stay productive.

Specialized Support for Publishing Systems

Call for help: 202-223-6813

Our consulting services include...

- Prepurchase planning
- System & workflow assessment
- Workflow automation
- Publication templates
- Web site planning & design

On-going technical support for Mac and Windows includes...

- Computer setup and configuration
- Hardware and software upgrades
- Troubleshooting
- Emergency assistance
- Telephone & email support



Bridge & Version Cue

Because Bridge is an easy-to-use hub for managing your Creative Suite workflow and all your digital assets — a Digital Asset Management (DAM) system that is tightly integrated with your creative software. It will make it easier to keep your projects organized, saving you a lot of time and frustration.

③③⑥ DAM with Version Cue & Bridge

Full-day class • Mac and Windows • \$475

Discover how Bridge links everything in the Creative Suite together. Use Bridge to view, search, sort, filter, manage, and process all your digital media (images, video, and audio). View and edit file metadata (like XMP and EXIF) and keywords. Run batch processes on your media. Organize files into projects and manage versions as work progresses. Setup and interact with the Version Cue server. Define projects and users. Control access by checking out files.

For details go to: <http://www.tjpa.com/336>

Prerequisite: Familiarity with Creative Suite

“I’m not a geek, why should I care about power editing?”

Because it can save you a lot of pain! Regular expressions quickly dispatch text editing problems that could take you many tedious hours. That’s why this “geeky” technique is now in InDesign, Dreamweaver, Word, and many other programs. At first it looks cryptic and geeky, but it is not difficult to use.

Power Editing



④⑤①① Power Editing with Regular Expressions

A fast 180 minutes • Mac and Windows • \$259

We’ll show you where this powerful text search-replace technique is waiting to help you. Learn how to describe text as patterns and go beyond mere search-replace to create patterns that move text (e.g. flip first and last names in a list). This class is for designers, not for geeks.

For details go to: <http://www.tjpa.com/450a>

Prerequisite: none

Smart Savings

Training Packs

10 class-days for \$3,850

20 class-days for \$6,999

50 class-days for \$16,999

Purchase prepaid blocks of classes. Take any class at any time within one year. Multiple individuals within the same company may take classes concurrently.

Unlimited Pack

Save 75%

1 person unlimited for \$7,999

One individual can take as many classes as they wish for a period of one year. Nontransferable. No refunds.



FREE Class

If you took a bad class somewhere else, we’ll give you the class you should have taken at TJP&A. Just show us what you took and evidence of what you paid, and we’ll give you credit for a comparable class. Offer limited to one person and one day per company. Nontransferable.

Replays for Half Price

You can repeat a class you took previously for half the price. Nontransferable. Valid for one year from class date. (No time limit on [101] Internet Publishing Now, discount is 25%).


All classes are subject to availability, scheduling, and curriculum changes.

Registration

Five Ways to Register

Phone Call us at **202-223-6813**

Fax Fax us at **202-223-5059**

Email Email us at 
orders@tjpa.com

On Line Register online at 
www.tjpa.com

Mail Send a memo, purchase order, or completed registration form:

TJP&A Inc
1710 Rhode Island Ave, NW
Sixth Floor
Washington DC 20036



TJP&A is located at 1710 Rhode Island Ave. NW, on the sixth floor. We're in the heart of the Connecticut Ave. shopping district, near the corner of Connecticut Ave. and M St.

Parking is easy and plentiful — there's a garage right at our front door.

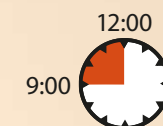
Metro is nearby — there are three Metro stops within a 5-minute walk. The Blue and Orange lines stop at Farragut West. The Red line stops at Farragut North and Dupont Circle.

Office Hours are from 8:30 am to 5:30 pm weekdays.

Full Day Classes Start promptly at 9:00 am and end at about 4:00 pm, with a one hour break for lunch. Please arrive for classes at 8:45 am.



Morning 180 Classes Start at 9:00 am and end at noon. Please arrive for classes at 8:45 am.



Afternoon 180 Classes Start at 1:30 pm and end at 4:30. Please arrive for classes at 1:15 pm.



Class Dates are on-line at www.tjpa.com/schedule or call us at 202-223-6813.

Class Info

Class Payments and Discounts. Payment is required five working days prior to the class. Make checks payable to TJP&A, Inc. Discounts are available for groups or multiple classes (see page 29 for Training Packs and other Smart Savings offers).

Flexible Scheduling. If you can't take a multi-day class on consecutive days, that's okay. Just ask us and we'll make a schedule that works for you. A scheduling fee will apply.

Class Cancellations. Requests to cancel or reschedule a class must be received in writing (mail, email, or fax) at least three working days prior to the class date, or the full course fee will be charged. A \$35 processing fee applies to cancelled or rescheduled classes.

Class Updates. We're constantly updating and adding new classes to meet the needs of our students. Class content is subject to change. Call or visit our web site for the latest details.

Free After-Class Support

Students may call or email questions *on topics covered in their class* for up to 90 days after the class date (30 minutes total). *Discounted, Training Packs, Half-Price, Unlimited, and free classes excluded.*