# TRAINING PROGRAM OF INSTRUCTION (TPI)

# FOR

# **DINFOS BMRC - USMC**

# **BASIC MULTIMEDIA REPRODUCTION COURSE - USMC**



Approved by:

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Commandant Defense Information School Supersedes TPI dated 25 March 2009



# **BASIC MULTIMEDIA REPRODUCTION COURSE - USMC**

# TRAINING PROGRAM OF INSTRUCTION

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## TRAINING PROGRAM OF INSTRUCTION

#### Preface

## TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-BMRC-USMC

## TITLE: BASIC MULTIMEDIA REPRODUCTION COURSE - USMC

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: USMC - 4612 Combat Camera Production Specialist

**PURPOSE:** The purpose of this course is to provide students with the required skills to perform and fulfill the duties and responsibilities of an entry-level combat camera production specialist.

**TRAINING METHODOLOGY:** BMRC-USMC is a resident program consisting of over 10 weeks of daily instruction. The course is an instructor-led program with strict deadlines and graded activities. Students attend lectures and demonstrations and participate in practical exercises and performance based projects. Each functional area of instruction will incorporate its own series of written and/or performance examinations. The course culminates in a capstone event where the student will apply the skills s/he has learned in a field training environment.

COURSE DESCRIPTION: This course provides military and selected civilian personnel with training that will develop basic skills and practical application of the principals of realistic drawing, perspective, and the fundamentals of layout and design, including color theory and the anatomy and use of typography. Students also develop the technical knowledge and skills to use industry standard computer graphics software, including vector and raster based graphic design software, and desktop publishing software to conceive and create visual products for use in both print and projected media in a broad range of output areas. All students learn the fundamentals and use of presentation, digital audio/video and authoring software to create interactive multimedia products. Training also includes electronic scanning to convert analog products for use in digital graphic and multimedia design, as well as the basics of color management in the digital design and production process. In print production, students develop the basic skills and technical knowledge to manage print workflow, prepare hard copy and digital documents for hard copy output, and to operate bindery and digital production equipment, including color management for RIP-based printing and quality control. The course culminates in a final capstone exercise, where students perform set up, operation and break down of the Tactical Imagery Production System (TIPS), and apply the knowledge, skills and abilities developed throughout the course to produce multimedia and printed products in a field environment.

## **PREREQUISITES:**

**USMC:** Armed Services Vocational Aptitude Battery – GT 100.

**Civilian**: Must be a US government employee working in the visual information or digital print production career fields.

International: Not eligible to attend this course.

## **CLASS SIZE:**

| MAXIMUM    | 15 |
|------------|----|
| MINIMUM    | 6  |
| COURSE CAP | 45 |

| COURSE LENGTH:        | 52 days   |
|-----------------------|-----------|
| ACADEMIC HOURS:       | 417 hrs   |
| ADMINISTRATIVE HOURS: | 8 hrs     |
| TOTAL COURSE HOURS:   | 425 hrs * |
|                       |           |

\* (Includes 36 hours of FTX conducted over 3 training days).

## **TYPE/METHOD OF INSTRUCTION:**

| 1. Lecture (L)                             | 34 hrs  |
|--|---------|
| 2. Demonstration (D)                       | 36 hrs  |
| 3. Demonstration/Performance Exercise (PE) | 49 hrs. |
| 3. Performance Exercise (PE)               | 205 hrs |
| 4. Computer Aided Instruction (CAI)        | 8 hrs   |
| 5. Examination (E)                         | 85 hrs  |
| Performance Examination (EP) 6 hrs         |         |
| Written Examination (EW) 79 hrs            |         |
| 6. Administrative Hours (AD)               | 8 hrs   |

**TRAINING START DATE:** January 2012

ENVIRONMENTAL IMPACT: None; DOD policy was followed to assess environmental impact.

**MANPOWER:** The Inter-service Training Review Organization (ITRO) formula was used to determine the number of instructors required.

**EQUIPMENT AND FACILITIES:** The Course Design Resource Estimate (CDRE) contains this information.

**TRAINING DEVELOPMENT PROPONENT:** Defense Information School, Fort George G. Meade, MD 20755

**REFERENCES:** Available in the last section of this TPI.

**INSTRUCTOR/STUDENT RATIO:** 1:12 Lecture; 1:12 Written Examination; 1:8 Demonstration; 1:6 Practice Exercise; 1:6 Performance Examination; unless otherwise indicated.

SAFETY FACTORS: Routine, unless otherwise indicated.

# FUNCTIONAL AREA 1 ILLUSTRATION AND DESIGN

#### **TPFN: DINFOS-BMRC-001**

TERMINAL TRAINING OUTCOME: The instruction and training throughout this functional area prepares the student to perform successfully in a graphics/print shop environment. Students develop a solid foundation in art concepts, drawing techniques, design principles and color theory. They are challenged to solve basic graphic problems through practical projects using current practices and technology. This functional area provides the student with the basic composition techniques they will apply to digital design and multimedia in later functional areas. Students learn about printing regulations. copyright, ethics and security as they apply to producing products within a graphics/print shop. Students learn and apply good customer relations, review and interpret work requests, and prepare products for accessioning using proper captions. In Realistic Drawing, students develop a solid foundation in art concepts, including principles of typography, drawing techniques using basic drawing tools and equipment to create illustrations applying form, proportion, contour, shading and perspective. Students apply these skills during a field training exercise to produce combat documentation. In Layout and Design, students learn and apply the principles of layout and design, developing their ability to think conceptually within the creative process, creating thumbnail sketches and roughs that bring about visual solutions to formal problems of concept and elemental organization. Students apply the principles of color theory, color harmony, and typography to visual products and begin building a body of work for inclusion in a professional portfolio. A written examination and multiple performance examinations will be administered during this functional area. A minimum passing grade of 70 percent is required on all examinations before progressing to the next functional area.

# UNITS: 001

#### 001 Identify safety hazards within a graphics/print shop 002 Prepare COMCAM products for accessioning 003 Examine printing regulations and policies (copyright/reproduction) Prepare a combat camera job request 004 005 Explain the components of a portfolio Define basic terms about realistic drawing 006 007 Apply the principles of realistic drawing 008 Performance Exam Realistic Drawing 009 Apply the principles of perspective 010 Produce combat documentation

011 Performance Evaluation Perspective

**Realistic Drawing** 

#### 002 Layout and Design

- 001 Identify the anatomy and categories of type
- 002 Define basic terms about layout and design
- 003 Identify elements of design
- 004 Produce a layout and design project
- 005 Written Exam Illustration and Design
- 006 Performance Exam Layout & Design

# TOTAL TPFN TIME: 120 hours

# TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

12 L (1:12) 12 D (1:8) 4 D/PE (1:8) 58 PE (1:8) 2 EW (1:12) 32 EP (1:8)

#### **DIGITAL GRAPHIC DESIGN**

#### **TPFN: DINFOS-BMRC-002**

TERMINAL TRAINING OUTCOME: Students will perform basic computer system operations and file management, including basic operator level maintenance and how to transfer graphical data from server to server, using methods such as File Transfer Protocol (FTP) and Fast File Transfer (FFT). Students build on the basic drawing knowledge, skills and abilities developed in functional area one, learning how to apply these same skills in a digital environment. Students will create digital graphic products that demonstrate their understanding of the elements and principles of digital layout and design, including the design process, principles of typography, fundamentals of digital color theory, and color management of various input and output devices such as monitors, scanners, and printers. Through performance exercises mirroring real-world scenarios, students learn the differences in applied digital art by creating original design products using vector-based and raster-based graphic design software. Students learn to edit images, apply image/data compression and proper file formatting and management, and to use scanners in the creation of multimedia products, demonstrating their knowledge of image ethics in the completion of these tasks. Students also learn and utilize desktop publishing software to combine raster and vector illustrations, text, imagery and design elements to show their ability to create original layouts for print and electronic publishing. A written examination and multiple performance examinations will be administered during this functional area. A minimum passing grade of 70 percent is required on all examinations before progressing to the next functional area.

## **UNITS:**

| 001        |  | Computer Fundamentals   |
|------------|--|---|
|            | 001  | Define basic terms about computer hardware and software   |
|            | 002  | Identify basic troubleshooting procedures   |
|            | 003  | Perform computer systems and file management  |
|            | 004  | Explain how to transmit data via telecommunications   |
| 002        |  | Digital Page Layout and Design  |
|            | 001  | Identify the fundamentals of digital color theory and color harmony   |
|            | 002  | Define characteristics and principles of input and output devices   |
|            | 003  | Perform color management of input and output devices  |
|            | 004  | Identify elements of digital layout and design  |
|            |  |   |
| 003        |  | Vector-based Graphic Design   |
| 003        | 001  | Vector-based Graphic Design<br>Define basic terms about vector based graphic design   |
| 003        | 001<br>002   | Vector-based Graphic Design<br>Define basic terms about vector based graphic design<br>Use vector based graphic design software   |
| 003        | 001<br>002<br>003                                    | Vector-based Graphic Design<br>Define basic terms about vector based graphic design<br>Use vector based graphic design software<br>Performance Exam Vector-based graphic design   |
| 003<br>004 | 001<br>002<br>003                                    | Vector-based Graphic Design<br>Define basic terms about vector based graphic design<br>Use vector based graphic design software<br>Performance Exam Vector-based graphic design<br>Image Editing/Raster-based Design  |
| 003<br>004 | 001<br>002<br>003<br>001                             | Vector-based Graphic Design<br>Define basic terms about vector based graphic design<br>Use vector based graphic design software<br>Performance Exam Vector-based graphic design<br>Image Editing/Raster-based Design<br>Apply image/data compression (lossy/lossless)   |
| 003<br>004 | 001<br>002<br>003<br>001<br>002                      | <ul> <li>Vector-based Graphic Design</li> <li>Define basic terms about vector based graphic design</li> <li>Use vector based graphic design software</li> <li>Performance Exam Vector-based graphic design</li> <li>Image Editing/Raster-based Design</li> <li>Apply image/data compression (lossy/lossless)</li> <li>Use a scanner to import analog images</li> </ul>  |
| 003<br>004 | 001<br>002<br>003<br>001<br>002<br>003               | <ul> <li>Vector-based Graphic Design</li> <li>Define basic terms about vector based graphic design</li> <li>Use vector based graphic design software</li> <li>Performance Exam Vector-based graphic design</li> <li>Image Editing/Raster-based Design</li> <li>Apply image/data compression (lossy/lossless)</li> <li>Use a scanner to import analog images</li> <li>Define basic terms about raster-based graphic design</li> </ul>  |
| 003<br>004 | 001<br>002<br>003<br>001<br>002<br>003<br>004        | <ul> <li>Vector-based Graphic Design</li> <li>Define basic terms about vector based graphic design</li> <li>Use vector based graphic design software</li> <li>Performance Exam Vector-based graphic design</li> <li>Image Editing/Raster-based Design</li> <li>Apply image/data compression (lossy/lossless)</li> <li>Use a scanner to import analog images</li> <li>Define basic terms about raster-based graphic design</li> <li>Define basic terms about image ethics and image editing</li> </ul>   |
| 003<br>004 | 001<br>002<br>003<br>001<br>002<br>003<br>004<br>005 | <ul> <li>Vector-based Graphic Design</li> <li>Define basic terms about vector based graphic design</li> <li>Use vector based graphic design software</li> <li>Performance Exam Vector-based graphic design</li> <li>Image Editing/Raster-based Design</li> <li>Apply image/data compression (lossy/lossless)</li> <li>Use a scanner to import analog images</li> <li>Define basic terms about raster-based graphic design</li> <li>Define basic terms about image ethics and image editing</li> <li>Use raster-based image design software</li> </ul> |

005

#### Desktop Publishing

- 001 Define basic terms about desktop publishing
- 002 Use elements of digital page layout and design
- 003 Apply vector and raster techniques to create hard copy desktop publishing project
- 004 Written Exam Digital Graphic Design
- 005 Performance Exam Desktop Publishing

## TOTAL TPFN TIME: 135 hours

# TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

16 L (1:12) 11 D (1:8) 17 D/PE (1:8) 70 PE (1:8) 4 CAI (1:8) 2 EW (1:12) 13 EP (1:8)

#### **MULTIMEDIA DESIGN**

#### **TPFN: DINFOS-BMRC-003**

**TERMINAL TRAINING OUTCOME:** The instruction and training throughout this functional area builds on the knowledge, skills and abilities developed in earlier functional areas and introduces new concepts of presentation, animation and interactive multimedia. Students learn the skills necessary to utilize presentation software in the creation of electronic multimedia presentations. Students will create multimedia projects incorporating projected media, basic animation, digital audio and video, and hypermedia. Students will gain a foundation and knowledge of the basic terms and principles of multimedia design including, authoring, audio, video and animation. Students will demonstrate proficiency in the use of multimedia and animation software, recordable media, and internal/external archived images to create an interactive multimedia project. Students apply critical and creative thinking to resolve authentic multimedia authoring challenges as they add animation and interaction to interface 2-D graphics in a 3-D environment. Students will assemble a digital portfolio of work representative of the manual, digital, and multimedia graphics skills gained throughout the course. A written examination and multiple performance examinations will be administered during this functional area. A minimum passing grade of 70 percent is required on all examinations before progressing to the next functional area.

| UNITS: |     |  |
|--------|-----|--|
| 001    |     | Digital Audio and Digital Video  |
|        | 001 | Define basic terms for digital audio and digital video files   |
|        | 002 | Use digital audio and digital video software   |
| 002    |     | Presentation Software  |
|        | 001 | Define basic terms and characteristics of electronic presentation software                                 |
|        | 002 | Use presentation software to create an electronic presentation that incorporates multimedia and hypermedia |
|        | 003 | Performance Exam Presentation Software & AV  |
| 003    |     | Multimedia Authoring Software  |
|        | 001 | Define basic terms, concepts, and procedures for multimedia authoring and animation                        |
|        | 002 | Use multimedia-authoring software to produce a multimedia project  |
|        | 003 | Assemble a portfolio   |
|        | 004 | Written Exam Multimedia Design   |
|        | 005 | Performance Examination Multimedia Authoring Software  |

## TOTAL TPFN TIME: 65 hours

#### **TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:**

4 L (1:12) 28 D/PE (1:8) 17 PE (1:8) 4 CAI (1:8) 2 EW (1:12) 10 EP (1:8)

#### **DIGITAL PRODUCTION OPERATION**

#### **TPFN: DINFOS-BMRC-004**

TERMINAL TRAINING OUTCOME: In this functional area, students develop the basic skills and technical knowledge to operate digital production equipment and to perform post-production finishing operations using in-line and traditional bindery equipment, as well as color management principles and procedures for RIP-based printing. Students learn basic print shop operations, including workflow, preparation and review of combat camera job requests, equipment operation and maintenance, job planning, and different print production methods. Students apply their understanding of the characteristics and principles of color management through the calibration of input and output devices, the use of color management hardware and software, and the application of color profiles and color working spaces to images across all color devices, both input and output. Students will learn and apply proper procedures for evaluation and quality control throughout the production process. Students learn the technical fundamentals of producing professional quality print publications, and using various performance exercises, apply their knowledge of all aspects of digital print and post-production equipment to produce high quality printed products using both black and white and digital color presses. Students learn each phase of the digital production process, including choosing paper, color matching, managing production workflow, digital scanning, and corrections to existing documents. Multiple performance examinations will be administered during this functional area. A minimum passing grade of 70 percent is required on all examinations before progressing to the next functional area.

#### **UNITS:**

| 001            |                   | Digital Production Equipment Operations  |
|----------------|-------------------|--|
| C              | 001               | Identify basic printing and production terms and procedures  |
| 0              | 002               | Describe basic operating procedures for B&W and color production equipment   |
| 0              | 003               | Demonstrate document editing procedures using digital production peripherals   |
| C              | 004               | Perform quality control  |
| C              | )05               | Produce printed product using digital production equipment   |
| 002            |                   | Post Production Operations   |
| 0              | 001               | Identify safety procedures associated with bindery equipment   |
| C              | 002               | Set up bindery equipment   |
| (              | 003               | Identify basic troubleshooting techniques for bindery equipment  |
|                | 05                |  |
| 0              | )04               | Replace bindery equipment consumables  |
| 0              | )04<br>)05        | Replace bindery equipment consumables<br>Operate bindery equipment   |
| ()<br>()<br>() | )04<br>)05<br>)06 | Replace bindery equipment consumables<br>Operate bindery equipment<br>Performance Exam Digital Production Operations |

#### TOTAL TPFN TIME: 61 hours

## TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

1 L (1:12) 9 D (1:8) 43 PE (1:8) 8 EP (1:8)

# FUNCTIONAL AREA 5 TACTICAL IMAGERY PRODUCTION SYSTEM

## **TPFN: DINFOS-BMRC-005**

**TERMINAL TRAINING OUTCOME:** This functional area encompasses a final capstone exercise, where students perform set up, operation and break down of the Tactical Imagery Production System (TIPS), and apply the knowledge, skills and abilities developed throughout the course to produce multimedia and printed products in a field environment. The instruction and training provides the student with the fundamental skills necessary to successfully operate in a Tactical Imagery Production System (TIPS) in full compliance with pertinent and applicable OSHA, Federal, State and Local codes, standards, and regulations. Students will practice the deployment requirements and operation capabilities of the TIPS within a field environment and will safely set up, power up, operate and break down both the Reproduction and Multimedia Containers. Students will use the production workstations, post-production equipment, associated software and peripherals to meet Combat Camera customer requirements in a field environment. A pass/fail performance examination covering the above tasks will be administered as part of this block of instruction.

#### **UNITS:**

| 11PS Basic Operation                          |   |
|---|---|
| 001 Identify TIPS components and capabilities |   |
| 002 Set up TIPS                               |   |
| 003 Initiate power up procedures              |   |
| 004 Perform operation check                   |   |
| 005 Perform TIPS breakdown                    |   |
|   |   |
| 002 TIPS Production                           |   |
| 001 Operate production equipment              |   |
| 002 Perform color management                  |   |
| 003 Produce reprographic products             |   |
| 004 Produce a COMCAM product                  |   |
| 005 Conduct print production                  |   |
| 006 Conduct post production                   |   |
| 007 Performance Exam TIPS Production System   | n |

# TOTAL TPFN TIME: 36 hours

# TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

1 L (1:12) 4 D (1:8) 17 PE (1:8) 14 EP (1:8)

# ADMINISTRATION

# **TPFN: DINFOS-BMRC-006**

**UNITS:** 

001

- Administration
- 001 In-Processing / Orientation
- 002 Course Critique
- 003 Out-Processing
- 004 Graduation

## TOTAL TPFN TIME: 8 hours

# TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

8 AD (1:12)

#### REGULATIONS

- (1980) NAVEDTRA 10452: Lithographer Manual.
- (1984) SECNAVINST 5600.20: Graphic Design Standards.

(1985) NAVEDTRA 10472: Illustrator Draftsman Manual.

(1985) SECNAVINST 5602.6A: Official Letterhead Stationery.

- (1988) SECNAVINST 5870.5: Permission to Copy Materials Subject to Copyright.
- (1990) JCP 26: Government Printing & Binding Regulations.
- (1990) NAVPUBINST 5600.44D: Reprographics Management Program Manual.
- (1991) Department of Defense Directive 5200.8: Security of DoD Installations and Resources.
- (1993) Marine Corps Order P5600.31G: Marine Corps Publications and Printing Regulations Department of the Navy Publications and Printing Regulations (P-35)

(1993) SECNAVINST 5603.2D: Printed Matter for Official Ceremonies.

- (1996) United States Navy OPNAV P45-110-96: Hazardous Material Users Guide.
- (1997) Department of Defense Instruction 5200.1: DoD Guide to Marking Classified Documents.

(1997) NAVEDTRA 14332: Illustrator Draftsman, Volume 1, Equipment.

- (1998) NAVEDTRA 14333: Illustrator Draftsman, Volume 3, Executionable Practices.
- (1998) NAVEDTRA 14334: Illustrator Draftsman, Volume 4, Presentation Graphics.
- (1998) Department of Defense Instruction 6055.1: DoD Safety and Occupational Health Program.
- (1998) NAVEDTRA 14276: Illustrator Draftsman, Volume 2, Standard Drafting Practices & Theory.
- (1999) TRADOC MOS 25M STP 11-25M13-SM-TG: Soldier's Manual and Trainer's Guide, MOS 25M Multimedia Illustrator.
- (2000) Department of the Navy MCO 3104.1: Marine Corps Visual Information and Combat Camera Support Manual (MCVICCS).
- (2001) Department of Defense Instruction 5040.06: Life-Cycle Management of DoD Visual Information.
- (2003) NAVEDTRA 14056: Navy Customer Service Manual.
- (2005) American National Standards Institute (ANSI). Standard for Hazardous Industrial Chemicals ANSI Z400.1-2005: *Material Safety Data Sheets Preparation*.
- (2005) Department of Defense Instruction 5040.02: Visual Information (VI).

- (2006) Department of Defense Instruction 5040.04: Joint Combat Camera Program.
- (2006) Department of Defense Instruction 5040.05: Alteration of Official DoD Imagery.
- (2008) United States Marine Corps MCO P3104.1: Marine Corps Training and Audiovisual Support Manual.
- (2009) Marine Corps Order 3104.1A: Marine Corps Combat Camera Program.
- (2009) OPNAVED 3104.1A: Navy Visual Information and Responsibilities.
- (2011) Department of Defense Instruction 6050.05: DoD Hazard Communication (HAZCOM) Program.

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- *Book Stitcher (Model S3A 7/8").* ISP Stitching & Bindery Products. <u>www.ispstitching.com</u> Retrieved September 22, 2010.
- DINFOS Policy and Procedures Manual (2008) 2.4.5.9.1, Plagiarism.
- EFI Fiery Color Server for Xerox DocuColor 242/252/260 (2007). Electronics for Imaging, Inc.
- GretagMcBeth Eye-One Color Match Manual.

HP Scanjet User Manual.

- Paper Drilling Machine (Model EH-3C) Operation Manual for Serial Numbers 995774 & Up. Norton Shores, MI: Challenge Machinery Company.
- Tactical Imagery Production System Basic Knowledge, USCM, Combat Service Support Schools.
- *Titan 200M Manual Backgauge Paper Cutting Machine Operation Manual for Serial Numbers 03171 & Up* (2007). Norton Shores, MI: Challenge Machinery Company.
- *Triumph Power Paper Cutter Operation Manual.* <u>http://www.mbmcorp.com/finishproduct.php?indID=61\_2\_f</u> Retrieved September 13, 2011.

#### WEB

Copyright Website <u>www.copyright.gov</u> Retrieved September 13, 2011.

- Defense Imagery website; <u>http://www.defenseimagery.mil/learning/howto/fft.html</u> Retrieved September 13, 2011.
- Department of Defense: *Caption Style Guide*. <u>http://www.defenseimagery.mil/learning/captionstyle.html</u> Retrieved August 13, 2010.

- *I.D.E.A.S, Computer Typography Basics* by David Creamer, <u>http://www.ideastraining.com/PDFs/TypographyBasics.pdf</u> Retrieved September 13, 2011.
- *Extinguisher Basics (eTool).* United States Department of Labor. <u>http://www.osha.gov/SLTC/etools/evacuation/portable\_about.html#</u> Retrieved September 13, 2011.
- *Occupational Safety and Health Standards, Title 29, Sub-Part 1910.* The Electronic Code of Federal Regulations (e-CFR). <u>http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl</u> Retrieved on September 12, 2011.

Type Topics, <u>http://www.adobe.com/type/topics/</u>Retrieved September 13, 2011.

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- Adobe Classroom in a Book (series). Berkeley, CA: Peachpit Press.
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- Carter, D. (2003). The Little Book of Layouts. New York: Collins Design.
- Chapman, N. & Chapman, J. (2007). *Digital Media Tools (3<sup>rd</sup> ed.)*. West Sussex, England: John Wiley and Sons, Inc.
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- Giorgianni, E. (2009). *Digital Color Management: Encoding Solutions (2<sup>nd</sup> ed.)*. Indianapolis, IN: Wiley, John & Sons, Inc.
- Grey, T. (2006). Color Confidence (2<sup>nd</sup> ed.). Indianapolis, IN: Wiley Publishing, Inc.
- Krause, J. (2007). Color Index 2. Cincinnati, OH: F + W Media, Inc.
- Krause, J. (2004). Design Basics Index. Cincinnati, OH: F + W Media, Inc.

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- Krause, J. (2007). Type Idea Index. Cincinnati, OH: F + W Media, Inc.
- Lawler, B. (2006). The Official Adobe Print Publishing Guide (2<sup>nd</sup> ed.). Berkeley, CA: Peachpit Press.
- Lehman, C. (2005). *Creating Dynamic Multimedia Presentations (3<sup>rd</sup> ed.)*. Florence, KY: Cengage Learning, Inc.
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- McCue, C. (2009). *Real World Print Production with Adobe Creative Suite Applications*. Berkeley, CA: Peachpit Press.
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- White, R. & Downs, T (2008). How Computers Work (9th ed.). Indianapolis, IN: Que Publishing.

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