



Onsite Training Pre-Training Agenda & Checklist

Overview

This document outlines the agenda for a pre-training conference call, instructions for the software setup and procedures needed to set up a training room to conduct Adobe Central Output Server and Output Designer training

Agenda

1. Confirm dates, times and exact location for training
2. Confirm exact platform and version of Central/Output Designer that you are running
3. Confirm exact training agenda
4. Discuss any last minute details on transportation, hotel, etc.
5. Discuss Agreement regarding payment terms. Payment for on-site is always in advance. If ProTechnology does not have full payment three business days prior to the first day of training the training is subject to be rescheduled at additional cost.

Assumptions

1. Training PC's are Windows 2000 or XP
2. Each student has their own training PC
3. There is a connection to the Internet from each PC (not required, but nice to have)
4. There is a network printer available (not required, but nice to have)

Software installation:

Note 1: You can copy all the installation files on the network and install all PC's at once. Call us if you need help at 805-527-1248.

Note 2: When you install the software you must be logged on the same as the students will log on when they are using the PC/laptop during training.

1. Install Adobe Output Designer 5.5. Download the software at:
<http://www.protechinc.com/software/outputdesigner.zip>
 - a. Insert the Output Designer CD and Run Setup
 - b. Click next until you get to Customer Information
 - c. Type in User Name, Company Name and Product Authorization Code then click Next.
NOTE: you must have a Product Authorization Code in order to install Output Designer. If you do not have one ProTechnology must be notified in advance in order to supply a temporary code.
 - d. On the screen **Software License Agreement** click Yes
 - e. On the screen **Specify Destination Path** click Next
 - f. On the screen **Setup Options** select Custom then click Next. Click the box to the left of "Presentment Targets" twice to select all Presentment Targets (print drivers). Click Next.
 - g. On the screen **Location Selections** select NA (US English Dictionary) then click Next.
 - h. On the screen **Select Program Folder** accept the default "Adobe Output Designer" then click Next.
 - i. On the screen **Confirm Copy** click Next and the installation will proceed.

2. Install Adobe Visual Transformation Editor 5.5. If needed, download the software at:
<http://www.protechinc.com/software/vte.zip>
 - a. Insert the Central CD and Run Setup then select “Install Visual Transformation Editor”
 - b. Click next until you get to Customer Information
 - c. Type in User Name, Company Name and Product Authorization Code then click Next.
NOTE: you must have a Product Authorization Code in order to install VTE
 - d. On the screen **Software License Agreement** click Yes then click Next four times
 - e. On the Java installation, click Yes then Next.
 - f. Restart your computer
3. Install Adobe Central 5.5 (only for training on Central for Windows)
Note: make sure that Central is installed to c:\Adobe\Central\Server. This is a requirement for a computer used in training as our training materials reference this path.
4. Install Adobe Reader if it is not already installed. You can find it at www.adobe.com
5. Install the Swiftview PCL Viewer. An evaluation version is available at <http://www.swiftview.com/download/dlmain.htm>. Choose the product “SwiftView, Standalone - Windows 95/98/NT/2K/ME version 5.6.0.”
6. You will also need a text editor that shows row and column numbers and can load multiple documents. The editor we use is NoteTab Light which is free from <http://www.notetab.com/download.htm>. Download and install this as well.
7. Each student PC will need to have the evaluation version of WinZip installed to unzip the training files. You can download this at www.winzip.com.
8. If instructed by ProTechnology, download the Central training files containing the exercises. Call ProTechnology for the filename as it will be different for each client for security reasons.
9. You will need a notebook projector and a screen to display on. The projector must be able to display 1024 x 768 resolution.
10. A laser printer should be available for students to print to across the network. Preferably it would be in the front of the room so the instructor can also hook their laptop to the printer with a parallel cable which could be easier than trying to connect to your network. If you cannot arrange for a printer we can still do training and view your documents via Swiftview but just understand that you will not be able to print anything.



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