[Title]

[Subtitle]

# About OTSI

We specialize in the design, creation, and production of Office and Windows training products for information workers and home computer users. Our goal is to create smart, simple training solutions that help you achieve maximum productivity with greater ease.

At OTSI, we work closely with clients to identify training needs and implement solutions. We are known as a company of integrity and vision, and our clients consider us a valuable partner and provider of unparalleled service, technology, and support. Using traditional and electronic publishing technologies, we develop strategies for bringing people quickly up to speed and providing easy access to information they need. We are efficient, enthusiastic, and committed to client satisfaction, and we work together with our clients to ensure efficiency and the timely completion of all projects.

# America's Finest Publishing Team

OTSI is founded on the belief that working with people on the basis of mutual trust, fairness, and respect leads to a healthy, creative working environment. In such an environment, employees and clients can work together effectively to produce superior products.

People work for OTSI because:

* They enjoy the type of work they have been hired to do.
* They take pride in working hard and doing a good job.
* They want to contribute to the growth and success of the company so that they can in turn grow and be successful.

We value enthusiasm, efficiency, and dedication, as well as high productivity, a commitment to quality, an interest in personal and professional growth, and a "can do" attitude.

# Description of Services

OTSI has provided editorial and production services for hundreds of books—possibly one that is on your bookshelf right now! We are pleased to offer a full range of publishing-related services.

## Management

**Project Management**A dedicated professional is assigned to lead each project and works with you to establish the needs of your target audience. This person acts as a single point of contact, ensuring that the project scope and schedule are adhered to and maintaining timely communications between you and our production teams. We utilize a special formula-driven micro-schedule to track each project through every step of the process.

**Document Management**We safely and efficiently handle huge numbers of files. We archive files throughout the life of a project, creating daily backups to ensure quick recovery from hazards such as power outages or hardware failures.

## Authoring

**Instructional Design**We can help you design your training materials so that they provide an effective, performance-based, attractive package that can be implemented both in print and online.

**Content Creation**Our authors provide consistent, quality training materials on a wide variety of subjects, such as business, communications, and computer applications. In addition, we can contract or work with external authors for coverage of additional subjects.

## Editorial and Production Services

### Editorial Services

**Copy Editing**Our editorial team ensures that your training materials are organized, focused, and complete, and that they fit the needs of your audience. We correct any errors in spelling, grammar, punctuation, and referencing. All edits can be tracked for your approval. We ensure that your training materials conform to your corporate style guide. We maintain an up-to-date style sheet for each project, including but not limited to information about proper usage of terms and preferred styles of reference.

**Proofreading**We proofread the product at various stages of production and before final release, identifying and resolving layout issues, including stacks, widows, graphic placement, and so on.

**Indexing**We create an index appropriate to your content and of the length you specify. We can embed the codes for index entries, subentries, ranges, and cross-references in the project's electronic files for compilation by Word or InDesign; or we can create a non-embedded index by using specialized software. We review the index throughout the project to ensure that a clean index can be compiled across files. After the index for a print project is compiled, we edit it for length.

### Book Production Services

**Book Design and Layout**Our book production team can help you design the cover, graphic presentation, and interior look of the book. We convert files to the appropriate format, apply styles as necessary, place art, and create any necessary front and back matter. We work with you and your writers to resolve any outstanding content layout issues, and prepare interim files for review before final delivery.

**Production Proofing**For printed products, we proof for layout and production values, including stacks, widows, graphic placement, and other elements that ensure the professional appearance of your publication.