



What can we do for you today?

Publishing services from Online Training Solutions, Inc.



America's Finest Publishing Services Company

Online Training Solutions, Inc. (OTSI) specializes in the design, creation, and production of Office and Windows training products for information workers and home computer users.

Our mission 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.

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.

America's Finest Publishing Team

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.

OTSI employs a team of seasoned editors, project managers, technical writers, technical reviewers, graphic and production artists, proofreaders, and indexers. Team members use the latest technology to collaborate virtually from the comfort of their home offices.

Our 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, including those detailed here.

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 compiling the index for a print project, we edit it for length and consistency.

Book Production

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.

Graphic Conversion and Processing. We can convert graphics you already have to the appropriate medium for your chosen publication method, and process graphics (correct color, remove dithers, etc.) to ensure that they always look their best.

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.

Data Preparation and Conversion. Our team is proficient in all the tasks necessary to prepare and convert existing data from one format to another for publication. We evaluate the original file format, ensure that files are consistently formatted, convert styles and formats as needed, proof the results, and make any necessary final corrections to produce perfectly clean files ready for print or online publication.

Content Creation

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.

Technical Review. Qualified technical specialists will review externally authored expository content and procedures for technical accuracy and for breadth and depth of coverage.

Graphic Creation. Our graphic artists work with you to create or locate appropriate artwork for your training product, either to further define training concepts or to simply provide a pleasant look.