



CAEOP

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**CALIFORNIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS  
SOUTHERN DISTRICT MINI CONFERENCE**



# “GOOGLE DOCS AND ADOBE PRO”

*A one-day  
training workshop to  
improve on-the-job skills and  
earn professional credit!!*

DATE: January 21, 2012  
 TIME: 8:30 a.m. to 3:30 p.m.  
 LOCATION: Courtyard Marriott Pasadena  
 180 North Fair Oaks Avenue  
 Pasadena, California 91103  
 COST: \$69.00/CAEOP Member  
 \$89.00/Non-CAEOP Member  
 \$99.00 Registration plus Membership  
 (includes Continental Breakfast,  
 lunch and free parking)  
 RESERVATION DEADLINE: January 11, 2012

8:30 a.m.—9:00 a.m. Registration and Continental Breakfast

9:00 a.m.—11:30 a.m. “Google Docs” —join us for this easy-to-use online word processor and spreadsheet session presented by Kathy Martin a Google Certified Teacher and CTAP Trainer

11:30 a.m.—12:30 p.m.—Lunch

12:30 p.m.—1:30 p.m.—Southwest School & Office Supply presentation

1:30 p.m.—3:30 p.m. “You don’t have to be a Professional Acrobat to use Acrobat Professional”

- Comparison of all current Acrobat versions
- How to save documents as a PDF
- How to password protect your PDF
- How to create your own PDF forms
- How to fill in or modify PDF forms created by others
- How to combine multiple PDFs into one document
- Understanding the Acrobat toolbar

*Bring your laptop to follow  
along with the training.*

**To reserve your place, complete the following information and mail to the address below:**

Name \_\_\_\_\_ District \_\_\_\_\_ School \_\_\_\_\_  
 Address \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 CAEOP Member?  YES  NO Make check payable to CAEOP Amount Enclosed \_\_\_\_\_

**Mail to:** Linda Rush, Hemet Unified School District, 1791 W. Acacia Avenue  
 Hemet, California 92545 (951) 765-5100 x 3202 FAX: (951) 765-5119  
 lrush@hemetUSD.k12.ca.us

## A little bit about our speakers. . . . .

“Google Docs” - Kathy Martin is the principal of Olive School, a K-6 elementary school in the Orange Unified School District. Having been in education for more than twenty years, Mrs. Martin can attest to the fact there is not nobler profession or purpose than helping to shape the next generation. She is a Google Certified Teacher and author of Google 101: A Guide for Educators.

“You don’t have to be a Professional Acrobat to use Acrobat Professional” - Ira Ehrlich is a teacher with the Los Angeles Unified School District. During the past twelve years, he has been working at school sites teaching students and educators how to integrate Technology Skills with State Content Standards. Ira has M.A. in Educational technology from Pepperdine University. He also serves as webmaster for several organizations.

### CAEOP Mission Statement

The California Association of Educational Office Professionals is a nonprofit organization that focuses on providing professional growth training programs for non-certificated office personnel, and encourages its members to grow professionally to better understand their role in serving public and private educational institutions.

### CAEOP offers membership ...

**Individual** -- One full year’s membership paid annually (April 1 – March 30).

- Active: \$40.00/year** – for persons engaged in clerical, secretarial, accounting, or other types of office work in educational institutions, systems or organizations concerned with education in the state of California.
- Retired: \$20.00/year** – for any educational office employee who has been a member of the Association, upon retirement of said member.
- Associate: \$40.00/year** – for active members of the Association who are no longer engaged in educational work, yet desire to keep in touch with the Association; and educational office professionals in other states who would otherwise be eligible for active membership.
- Institutional: \$50.00/year** – available to schools, school districts, and county offices. An opportunity to endorse and support professionalism for their staff members.
- Affiliate: \$40.00/year** – for any formally organized city, local, or county association of educational office professionals, providing the president of such association maintains an active membership in CAEOP.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

District/School: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Make check payable to CAEOP