

Kofax Power PDF Training – Create, Edit & Manage PDF Documents

Introduction to the Kofax Power PDF Training

This training program introduces you to all the key features of **Kofax Power PDF** – a powerful and complete solution for creating, editing, organizing, and sharing professional PDF documents. With a practical, step-by-step approach, you'll quickly become proficient in using the software for all your PDF needs.

Getting Started with the User Interface

- Overview of the interface: tabs, toolbars, and workspace layout
- Seamless navigation through PDF documents
- Customizing the display and user preferences
- Using navigation and print tools efficiently

Creating PDF Documents with Kofax Power PDF

- Generating PDFs from other software (Word, Excel, images, etc.)
- Converting text or image files into PDF format
- Copying and pasting elements from the clipboard
- Exporting content to RTF or image formats

Editing and Enhancing PDF Content

- Editing existing text and inserting new text blocks
- Managing graphics and adding images to your documents

Structuring and Navigating Your PDFs

- Using thumbnails for fast document navigation
- Creating bookmarks, internal/external links, and interactive buttons
- Organizing content into articles for guided reading experiences

Advanced Page Management

- Crop, rotate, and renumber pages
- Insert, move, duplicate, extract, or delete pages
- Merge multiple documents into one

Adding and Managing Comments

- Using the comments panel efficiently
- Adding annotations, proofreading marks, and collaborative notes
- Sorting, reviewing, and exporting comments

Customizing the User Environment

- Adapting the display to your workflow preferences
- Setting up comments and annotation preferences
- Enabling full-screen mode for enhanced focus
- Defining default document launch properties
- Configuring grid lines and visual guides

Conclusion of the Kofax Power PDF Training

By the end of this course, you will be able to use **Kofax Power PDF** professionally, taking full advantage of its capabilities to create structured, interactive, and secure PDF files. A must-have skill for anyone looking to optimize digital document workflows and improve productivity.