

# 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.