

Kofax Power PDF Training: Creating Documents and Forms

Introduction to Kofax Power PDF

- Get familiar with the workspace and intuitive interface of the software
- Explore tabs and key features
- Navigate efficiently within a PDF document
- Customize the display according to your preferences
- Use navigation tools and prepare files for printing

Creating PDF Documents with Kofax Power PDF

- Create PDF files from other software (Word, Excel, images, etc.)
- Convert text or image files to PDF format
- Copy and paste content via the clipboard
- Extract text from a PDF into RTF format
- Export a PDF as an image for simplified sharing

Editing and Enhancing Content

- Edit text directly within a PDF
- Insert and manipulate graphic elements
- Add visuals or custom objects to enrich your document

Structuring and Navigating Within a PDF

- Use thumbnails for fast navigation
- Create hierarchical bookmarks for guided reading
- Insert interactive links (internal or external)
- Add custom action buttons
- Create articles for smooth navigation flow

Advanced Page Management

- Crop, rotate, and renumber pages
- Insert or replace documents within an existing PDF
- Move, duplicate, or extract specific pages
- Delete unnecessary pages to streamline the file

Comments and Annotations

- Use the comment palette for efficient collaboration
- Add annotations, notes, highlights, and markup
- Organize, sort, and manage comments for optimized review

Creating Interactive PDF Forms

- Identify the needs of a professional PDF form
- Insert and style text input fields
- Apply validation rules to ensure accurate data entry
- Use alignment grids for a clean, consistent layout
- Add checkboxes, dropdown lists, and radio buttons
- Create automatic calculation fields (totals, percentages, etc.)
- Insert a reset button for user-friendly interaction
- Define a clear tab order for smooth form navigation

Managing Digital Signatures

- Configure a digital signature manager
- Create and manage profiles using Acrobat Self-Sign Security
- Define password and security level settings
- Add a custom image signature
- Apply electronic signatures to your forms

Document Security and Confidentiality

- Use redaction tools to hide sensitive information
- Set password protection levels (viewing, editing, printing)

Optical Character Recognition (OCR)

- Activate OCR on scanned documents
- Configure search, selection, and text extraction options

Customizing User Preferences

- Adapt the interface to fit your workflow
- Configure settings for comments and annotations
- Enable full-screen mode for optimal reading
- Set default document launch properties (zoom, initial view, etc.)
- Customize guides, grids, and alignment tools