

# Kofax Power PDF Training: Creating Documents and Forms

## Introduction to [Kofax Power PDF Training](#)

## Kofax Power PDF Description and Exploration

- Know the workspace
- Discover the tabs
- Move around in the file
- Change the display
- Use the move tools
- To print

## Creating a pdf file with Kofax Power PDF

- Create a pdf file from another software
- Convert a text or image file to pdf format
- Copy text or an image to the clipboard
- Copy text from a pdf file in rtf format
- Convert pdf file to image.
- Add images/elements

## Creating navigation tools in a document with Kofax Power PDF

- Working with thumbnails
- Create bookmarks
- Create links
- Create buttons
- Create articles

## Managing pages

- Crop a page
- Rotate a page
- Insert a document
- Move or copy pages
- Extract Pages
- Replace Pages
- Delete pages
- Renumber pages

## Comments in Kofax Power PDF

- Open comments palette
- Open a comment
- add a comment
- Add correction marks

Manage comments

## Forms in Kofax Power PDF

Identify the specifics of an online form

Add and format “text” fields

Validate a field

Using the grid

Add “checkboxes”

Add “drop-down lists”

Add “radio buttons”

Add calculated fields

Add a reset button

Determine the tab order

## Digital signatures in Kofax Power PDF

Select a signature manager

Configure profiles in Acrobat Self-Sign Security

Change password options

Add image as signature

Use signatures

## Protection

Redactions and properties

Types of password protection

## ORC

Optical recognition of characters and properties

Types of text search and retrieval

## Preferences in Kofax Power PDF

Change the display

Customize comment settings

Customize full screen settings

Modify document opening properties

Edit the gridlines