

Nuance eCopy PDF Pro Training | Kofax Power PDF

Description and Exploration of the PowerPDF Interface

- Get started with the workspace and user interface
- Explore the tabs and core functionalities
- Master smooth navigation within a PDF document
- Customize display settings to suit professional needs
- Use tools for movement, zooming, and printing

Create Professional PDF Files

- Generate PDFs from third-party software (Word, Excel, images, etc.)
- Convert text or image content into PDF format
- Copy and paste content from the clipboard
- Export PDF text into RTF format
- Convert a PDF into an image for simplified distribution

Edit and Enhance PDF Content

- Edit text directly within a document
- Manipulate graphic elements (shapes, logos, icons)
- Add images, visual components, or interactive zones

Structure Internal Navigation Within Documents

- Use thumbnails for quick document overview
- Create and organize hierarchical bookmarks
- Insert internal or external hyperlinks
- Add navigation or action buttons
- Structure articles to guide the reading experience

Efficient Page Management

- Crop, rotate, or adjust pages as needed
- Insert, move, copy, or extract pages
- Replace or delete pages according to the document's structure
- Renumber pages for logical organization

Add and Manage Comments

- Enable and use the comment pane
- Insert annotations, notes, and suggestions
- Apply standard proofreading marks
- Organize and track comments in a collaborative workflow



Create and Manage Dynamic PDF Forms

- Identify the characteristics of a web-based form
- Add text fields and define input formats
- Set field validation rules
- Use grid placement for precise alignment
- Insert checkboxes, dropdown lists, and radio buttons
- Add auto-calculated fields
- Create a reset button
- Define tab order for keyboard navigation

Apply Digital Signatures and Secure Documents

- Select and configure a signature manager
- Create signature profiles in Acrobat Self-Sign Security
- Define password and protection options
- Add an image as a digital signature
- Apply and manage electronic signatures
- Set up redaction and protection options
- Use various password-based security methods

Use Optical Character Recognition (OCR)

- Apply OCR to scanned documents
- Set text search and indexing properties
- Leverage OCR results for data retrieval

Customize the Work Environment

- Adjust display settings based on your preferences
- Configure comment and navigation preferences
- Enable full-screen mode and document launch options
- Customize grids and visual guides