

PDF-XChange Training: Mastering PDF Creation

Introduction to PDF-XChange

- Overview of the software and its professional use cases
- Exploring the interface: tools, panels, customization
- Quick navigation within PDF documents and essential shortcuts

Creating and Importing PDF Documents

- Create a blank PDF or generate one from Word, Excel, images, and more
- Import and convert third-party formats into PDFs
- Add text, images, shapes, and interactive objects

Advanced Editing and Content Modification

- Edit existing text and insert new content seamlessly
- Manage images, annotations, and layout settings
- Use alignment tools, paragraph settings, fonts, and color management

Structuring and Navigating Within PDFs

- Create bookmarks and internal/external links
- Organize documents with hierarchical headings
- Add an interactive table of contents

Annotations, Collaboration, and Review Workflow

- Use highlight, comment, and annotation tools
- Reply to, organize, and export comment threads
- Prepare a PDF for shared review and validation

PDF Security and File Protection

- Set passwords for opening and editing files
- Apply redaction to hide sensitive information
- Clean metadata and add watermark protection

Advanced Features

- Create custom headers, footers, and watermarks
- Use Optical Character Recognition (OCR) to extract text from images
- Prepare a structured, interactive, and secure PDF document

Final Exercise

- Build a complete PDF incorporating all learned features
- Validate navigation, security, structure, and annotations