

PDF-XChange Editor for Business: Interactive PDF Forms & Security

Introduction to the PDF-XChange Editor Training

This training introduces you to the advanced features of **PDF-XChange Editor**, with a specific focus on the creation, customization, and protection of **interactive PDF forms**. You will learn how to design dynamic, professional documents tailored to your business processes.

Creating and Structuring Interactive Forms with PDF-XChange

- Identify the key features of user-friendly and optimized PDF forms
- Insert and format text fields efficiently
- Apply input validation rules to ensure data consistency
- Use alignment grids for clean and professional layouts
- Add checkboxes, dropdown lists, and radio buttons
- Create automatic calculation fields (e.g., sums, percentages)
- Insert reset buttons to improve user experience
- Define intuitive tab order for seamless form navigation

Managing Digital Signatures

- Set up a digital signature manager
- Configure security levels and password options
- Insert a personalized image-based signature
- Apply and manage electronic signatures on forms

Form Protection and Security

- Use redaction tools to hide sensitive information
- Apply various password protection methods

Optical Character Recognition (OCR)

- Activate text recognition on scanned documents
- Configure OCR settings for advanced search and text extraction

User Preferences and Interface Customization

- Customize the workspace layout for greater productivity
- Adjust annotation and comment settings
- Enable and fine-tune full screen mode
- Modify document opening properties
- Configure visual guides such as grids and rulers