

# 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

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# Personal Data Protection Policy

## 1. Introduction

Doussou Formation is committed to protecting the personal data of its clients, employees, and other stakeholders. This personal data management policy explains how we collect, use, store, and protect such information.

## 2. Collection of Personal Data

We collect personal data only as part of our legitimate business activities and in compliance with applicable laws. The information collected may include, but is not limited to:

- First and last name, and contact information
- Email address
- Phone number

## 3. Use of Personal Data

Personal data is used for the following purposes:

- Provision of our products and services
- Communication with our clients
- Responding to inquiries
- Improving our products and services
- Marketing and promotions, with the prior consent of the data subject

## 4. Retention of Personal Data

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, in accordance with applicable laws. Once this data is no longer needed, it is securely deleted or anonymized.

## 5. Security of Personal Data

We implement appropriate security measures to protect personal data against unauthorized access, disclosure, alteration, or destruction. These measures include access management, password protection, encryption, and staff training.

## 6. Sharing of Personal Data

Personal data is only shared with third parties when necessary to provide our products and services, or when required by law. We require our partners to

uphold the same standards of data protection as we do.

#### **7. Rights of Data Subjects**

Individuals whose personal data is collected have certain rights, such as the right to access, rectify, delete, object to processing, restrict processing, and request data portability. To exercise these rights, please contact us at [email address or contact phone number].

#### **8. Updates to the Personal Data Protection Policy**

We may update this policy periodically to reflect changes in our data collection and management practices. Updated versions will be published on our website.

#### **9. Contact**

For any questions or concerns regarding our personal data protection policy, please contact us at [info@doussou-formation.com](mailto:info@doussou-formation.com).

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# General Terms and Conditions of Sale

#### **Article 1: Order Confirmation**

Reservations for a workshop or a training session are confirmed upon receipt of an email from an authorized representative or upon completion of online payment. In addition, any training order implies that the client accepts the training plan provided by Doussou Formation.

#### **Article 2: Training**

Doussou Formation reserves the right to make any modifications it deems useful to its training plans and to the scheduling of its training periods at any time.

#### **Article 3: Pricing**

The fees proposed by Doussou Formation are stated in Canadian dollars for Canada and in Euros for Europe. Invoices will include the applicable fees and TPS/TVQ or VAT in effect on the date the training is delivered. Any transportation or accommodation costs for participants are never included in the pricing.

#### **Article 4: Training Cancellation**

Cancellation or modification of a registration without additional fees must be made no later than fifteen (15) business days before the course start date. For cancellations made between five (5) and fifteen (15) business days prior to the course start date, 50% of the registration fees will be charged. If a participant is absent or cancels fewer than five (5) business days before the start of the course, the full registration fee will be charged. Please note that a rescheduling is considered a cancellation followed by a re-registration; the same terms therefore apply. If a participant does not attend the training, the full registration fee will be due. Cancellations and rescheduling requests must be submitted in writing (email). Participant substitutions are accepted free of charge up until the start of the course. Doussou Formation reserves the right to cancel or postpone a training session in the event of insufficient registrations.

#### **Article 5:**

In the case of on-site training, Doussou Formation is not responsible for setting up the training room.

#### **Article 6: Administrative Documents**

Doussou Formation provides supporting documents (attendance sheets, training certificates, evaluation questionnaire) together with invoices, exclusively to the designated invoice recipient. Doussou Formation cannot be held responsible for the non-receipt of the training notice by any of the client's internal recipients, particularly in cases where the participant does not attend the training.

#### **Article 7: Internal Regulations**

The participant agrees to comply with the internal regulations, acknowledging that they have read and accepted the terms.

#### **Article 8: Confidentiality**

Information and knowledge shared during the training sessions are intended for the exclusive use of the participants. All rights to the materials used belong to Doussou Formation.

#### **Article 9: Use of Image**

Client comments may be published on Doussou Formation's website and social media pages. Doussou Formation may also display the client's company logo alongside their comments unless instructed otherwise by the client.

#### **Article 10: Training Evaluation**

A training evaluation is systematically offered immediately at the end of

each session. Participants are invited to complete an evaluation questionnaire on-site or online within hours of the training. This process allows us to gather immediate feedback as part of our continuous improvement efforts. Any comment, complaint, or adjustment request related to the training content or conduct must be submitted within a maximum of seven (7) calendar days following the training. After this period, no claim will be considered.

#### **Article 11: Non-Solicitation Clause**

The client agrees not to solicit, hire, or enter into a direct contract, whether paid or unpaid, with any trainer or consultant provided by Doussou Formation for a period of twelve (12) months following the completion of the service, unless prior written consent is obtained. In case of breach of this clause, a penalty equivalent to six (6) months of full-time service will be owed by the client to Doussou Formation.

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## **REACT.JS TRAINING**

### **Introduction to React.js Training [React.js](#)**

#### **Introduction**

What is [ReactJS?](#)

Basic DOM Recap

Setting up Development Tools

Understanding Syntax

#### **The JSX Language**

Learning to use this JavaScript extension

What is JSX?

Overview

JSX Syntax

Babel Compiler

#### **Getting Started with ReactJS Components**

Component-oriented rendering engine

Defining a ReactJS component

Creating a ReactJS component

Component Properties

Handling Events

Component State and Styles

Business Logic in a Component

## Explore ReactJS Router

Introduction and Principles  
Organizing Routes  
Rendering a Route  
Navigating with a Link  
Passing Parameters  
Performing a Redirection

## Database and APIs

Adding Data  
Modifying Data  
Deleting Data  
Workshop: Building an Application with an Express JS Server

## Authentication

Connecting with the Express JS Server  
Handling Login  
Handling Logout

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# Need one of the best video conferencing software? Think Zoom!

It was with the pandemic knocking on our doorstep that we truly tamed remote work. Obviously, mores change and this should remain present in our lives according to many experts even when the situation has resumed its normality. In doing so, the new reality has forced us to contend with remote work software. Also, in order to facilitate meetings with our teammates, Zoom has experienced a real boom.

## Zoom: What is it?

Launched in 2012, Zoom is a free software allowing to call each other by videoconference. Thus, we see our interlocutors through their camera and we can talk to them with a microphone. This facilitates exchanges since several colleagues can attend the meeting at the same time. Precisely, 100 people can be connected at the same time during with a time restriction of 40min. This

is for the free version. When more time is needed, there is always the possibility of taking out a subscription which allows more people to join the conference and it can be extended to more than one day.

Even though the app has been around for about 10 years, it was with the rise of virus-forced remote work that really created a craze for using this software. In fact, at the start of 2020, we had around 10 million Zoom users daily. Currently, people who use Zoom on a daily basis are closer to 400 million. At this stage, the independent company competes with other already established companies such as Skype, Microsoft or Google.

### **Zoom: What are the benefits?**

First of all, it goes without saying that the freeness of the software is a solid argument. There is a way to create institutional or business accounts. There are also subscriptions. But all the services are accessible free of charge for those who do not use them almost permanently.

Also, Zoom is very stable and has a multitude of tools that people often haven't heard of. Moreover, Doussou Formation can help you at this level by allowing you to tame the full range of options offered by Zoom.

In addition, Zoom offers options for people with certain disabilities. For example, people who are hard of hearing, blind or mute. Zoom has thought of these people and offers support allowing them to use the software to its full potential.

Being able to share a link accessible to any user (subscriber or not) it only takes one person with an institutional account to have long meetings. The connection is stable and the quality of video and sound are very good. Moreover, the subscription price is very reasonable for those who consider buying the product. At \$200 per year, one can have continuous access to all the features of this software.

### **Zoom: How can Doussou Formation help you?**

From the basics to the more advanced sections, we will accompany you so that you can use Zoom at full speed. You will learn how to create your account, join or create meetings, create subgroups or set up file transfer.

"Excellent training that taught me several things about the Zoom platform that I will be able to put into practice quickly. An overview that introduced me to features I didn't even know existed. The trainer was very professional and attentive to the expectations of the group. »

–Richard

Advanced Zoom Training :

[www.doussou-formation.com/formation/formation-zoom-avance/](http://www.doussou-formation.com/formation/formation-zoom-avance/)

Most Complete Zoom Training :

[www.doussou-formation.com/formation/cours-formation-zoom/](http://www.doussou-formation.com/formation/cours-formation-zoom/)

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## Canva: a free and accessible tool?

A tool that allows you to create logos, videos, slideshows, visuals and more for free? This is exactly what Canva offers us! Without having to master Photoshop or software that is sometimes more complex, Canva represents a very interesting option as it meets everyone's needs and is very accessible.

### **What is Canva?**

Canva is a web platform that allows you to do graphic design and create documents of all kinds. The free version gives users access to templates, images, illustrations, and even more options. However, although this version can be very useful for new users, it is limited in terms of functionality. As for the pro version, a paid version, it gives access to the entire content catalog. The possibilities are almost endless!

### **Its versatility**

We particularly like the platform for its great versatility. Its usefulness reaches as much the person responsible for creating slideshows for work as the content manager wishing to wow the gallery with powerful visuals. With Canva, you can create business cards, social media posts, graphic organizers, video ads and more! It goes without saying that Canva is a must when it comes to graphic design.

### **Its ease of use**

Whether you're a graphic design pro or a beginner, you'll have no problem getting by with Canva. Its interface is minimalist and the different options are well integrated and discarded. You can create exactly what you have in mind either by using the images and illustrations offered by the site or by uploading your own.

## Its free illustrations and patterns

Canva offers thousands of completely free illustrations and templates! So if you lack inspiration in your creative process, the existing models will revive your inspiration and your creativity! Since Canva's illustrations are many and varied, there's definitely something for everyone.

Your best ally in visual or content creation is without a doubt Canva! Using this platform, you will be able to create graphic projects that will stand out. All you have to do is let your imagination run wild!

If you would like to learn how to create a consistent and effective visual identity with Canva, we will be happy to help you! Doussou Formation offers the training that will take you to new heights in terms of graphic design and brand image development. Here's the training you need if you want to consolidate your digital content.

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## Training reimbursed at 50% by Emploi Québec

Emploi Québec has implemented a workforce training measure that allows you to obtain a reimbursement of 50% of your training expenses.

If some members of your staff would benefit from training in order to do their jobs properly and keep their jobs, this program could help you, and it will allow you to maintain the skills in place in your company.

This workforce training measure for businesses aims to support skills development for local businesses.

To have access to it, you must guarantee that the training activity:

- helps keep people employed
- increases the performance of your workers
- can be transferred to other members of your staff in order to increase mobility within your company.

All employers located in Quebec can participate in this program, with the exception of public bodies and political organizations.

To participate, you must contact your Local Employment Center:  
<https://www.localisateur.servicesquebec.gouv.qc.ca>

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## Training for Non-Profit Organization

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Nonprofit organizations work tirelessly for causes that support our communities. At Doussou Formation, we operate with the same mindset. We believe in our teams, strive to make a difference for our learners, and constantly seek greater efficiency.

Understanding the mission of nonprofits, and having worked with many of them in the past, we are proud to offer our support.

To help you better serve your communities, we provide an exclusive 15% discount on all our training courses for nonprofit organizations.

Doussou Formation is your first step toward training your staff and making your organization more efficient. Help more, help better—by enrolling in one of our many engaging training programs.

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### **NPO training**

#### **Human capital and customer service**

Human resources management in times of crisis

Managing a difficult employee / Recognized by Emploi-Québec

Managing conflicts in the workplace / Recognized by Emploi-Québec

How to respond effectively in a post-COVID world

Acting appropriately in situations where there is a risk of aggressiveness or assault

Attracting and retaining the best employees

Managing your time and priorities

Managing a difficult customer

## **French courses**

Popularization and adaptation of specialized text

Linguistic revision

The art of writing

Correct and enrich your texts with Antidote

Improve your written French

## **Project management and efficiency**

GIT: Write technical documentation

Confluence: Optimize collaboration in your company

Trello: Project management tool

The precepts of project management

## **Social media and web marketing**

Google Ads in 7 hours

SEO and website optimization

Initiation training: Managing LinkedIn for professionals

Managing Facebook for business

Facebook Manager and statistical tool

E-Marketing and E-Mailing (Newsletter)

CRM vTiger: Customer relationship management

Advanced training: Managing LinkedIn for professionals

Getting started with MailChimp

Getting started with Instagram

## **WordPress and website creation**

Creating a WordPress theme and SEO

WordPress: Optimize your SEO

Customized WordPress training

WordPress: Create your website with the DIVI theme

WordPress: Create a website or a blog

## Acrobat Pro

PDF Expert: Document creation and digital signature

Form and digital signature

Creation of PDS documents

Accessibility

## Office suite

Mastering macros and initiation to programming

Excel: Advanced

Excel: The fundamentals

[Excel: The most complete](#)

Microsoft Powerpoint

Microsoft Publisher

By email: [info@doussou-formation.com](mailto:info@doussou-formation.com)

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# Foxit Phantom PDF Training

## Professional Training – [Foxit PhantomPDF: Master Advanced PDF Document Management](#)

Streamline your document workflows with **Foxit PhantomPDF**, a powerful, intuitive, and cost-effective solution. This training is designed for professionals looking to improve the creation, editing, and structuring of PDF files within collaborative or administrative environments. Ideal for HR, legal, accounting, and marketing teams.

### Getting started with the workspace

- Overview of the interface and main menus

- Efficient navigation through tabs and quick access to tools
- Smooth movement through large documents
- Custom display settings for optimal reading comfort
- Mastery of zoom, print, and preview tools

### Create professional and compliant PDF documents

- Convert office files (Word, Excel, images) into PDF format
- Create PDFs from scratch or via clipboard content
- Extract text to RTF format for reuse
- Export documents to image format for web or print distribution

### Edit, enhance, and structure your PDF files

- Directly edit textual content
- Add custom graphics and illustrations
- Insert shapes, images, stamps, and interactive objects

### Improve internal document navigation

- Use thumbnails for a quick global overview
- Create hierarchical bookmarks to guide readers
- Add interactive links and navigation buttons
- Organize articles for a smoother reading experience

### Manage document pages and structure

- Crop, rotate, and visually adjust pages
- Insert, replace, or delete pages as needed
- Smart page renumbering for logical document flow

### Collaborate efficiently using commenting tools

- Activate the comment and annotation panel
- Add notes, highlights, and review marks
- Track and organize feedback for smoother teamwork

### Customize your user experience

- Adjust settings to match your work style
- Define display and annotation preferences
- Configure fullscreen mode and launch behaviors
- Personalize grids, guides, and the visual workspace

**Business Benefit:** This training boosts team productivity, enhances collaboration on PDF documents, and ensures tighter control over validation and editing processes.

## In-company Training

If there is one area that is constantly evolving, it is information technology. To stay on top of the latest trends, today's businesses need to invest in training their people. And when companies want information technology training, they turn to Doussou Formation. Doussou Formation offers more than 101 training titles ready for you.

Our team is made up of 15 experts in their respective fields. We favor small groups (maximum of five learners) for maximum customization, retention and practice.

97% of our clients are satisfied with our training.

Our trainers go to your company, which allows you to:

Avoid a loss of productivity caused by the displacement of the employee. Work on your equipment and programs to maximize the transfer of training. Include some of your realities and maximize the personalization of the training.

Share confidential information between classmates without problems.

Build an even stronger team spirit.

– Companies like TC Transcontinental, Videotron, Bell Media, Desjardins, and National Bank, to name a few, have trusted us

### Tell us about your expectations

Receive a service offer without any obligation on your part

Desired dates or period

Name of the responsible

Email

Company or organization

Number of participantss

Comments

Envoyer