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

Nitro PDF Forms Training – Build and Secure Professional Interactive PDFs

Introduction to the Nitro PDF Training

This hands-on training program on **Nitro PDF** teaches you how to create, customize, and secure interactive PDF forms. Ideal for professionals looking to streamline information collection, automate administrative tasks, and protect sensitive digital documents.

Build Interactive Forms with Nitro PDF

- Identify the key components of a professional-grade PDF form
- Add and format text fields with precision
- Apply field validation rules for accurate data entry
- Use alignment grids to ensure visual consistency
- Insert checkboxes, dropdown lists, and radio buttons
- Create dynamic calculated fields (e.g., totals, percentages)
- Add a reset button to clear form entries instantly
- Define a logical tab order for an improved user experience

Integrate Digital Signatures

- Select and configure a secure digital signature manager
- Set password options and define permission levels
- Insert a personalized image signature
- Apply and manage signatures across multiple document types

Form Protection and Document Security

- Use redaction tools to hide confidential information
- Set up layered password protection for form access
- Manage permissions for viewing, editing, and printing

Optical Character Recognition (OCR)

- Enable OCR to recognize text in scanned documents
- Configure OCR properties for optimal text extraction
- Use intelligent search tools within your PDFs

Customize the User Experience

- Adjust display preferences for reading and editing modes
- Configure annotation and comment settings
- Activate and fine-tune full-screen viewing mode
- Set default document opening properties
- Manage visual layout with grids, guides, and snap settings

WordPress Training | Online

Introduction to the WordPress training

Presentation of the training program

Setting up the tools for WordPress training

Installation and basic configuration

What is a Content Management System (CMS)?

WordPress vocabulary (post, page, widget, theme, plugin, etc.)

History of WordPress

Registering a domain name.

Finding a host for your site.

Downloading WordPress

Installing WordPress

Configuring WordPress

Dashboard

Create and organize content

Create posts

Display posts on the homepage

Create categories

Create menus

Practical workshop: *create posts, menus and display them on the site*

Managing media

Image formats (PNG, GIF, JPEG).
Manage media
Insert images
Insert video

Site administration

Users, groups, and permissions

Content access rights

Manage users

Manage site appearance

Theme concept

Install themes

Set up the theme

Customize theme appearance

WordPress Extensions

Define a plugin

Configure a plugin

Where to find WordPress extensions

Download/install extensions

SEO in WordPress

Definition of SEO

Basics of natural SEO

WordPress SEO plugins

Recommended after this training:

WordPress Training: Creating a theme and SEO

WooCommerce Training

Mastering Long Documents with Adobe InDesign

InDesign for Everyone: Long Document Creation

Adobe InDesign is the industry-standard tool for creating professional, long-format documents such as books, manuals, reports, and proposals. This comprehensive training will guide you step by step through the essential techniques you need to master to produce clean, consistent, and visually appealing publications. Whether you are a graphic designer, editor, or project manager, you will gain confidence working on complex projects with multiple sections and contributors.

Mastering Paragraph, Character, and Object Styles

- Create custom styles for headings, body text, and graphic elements.
- Ensure visual consistency throughout the entire document.
- Save time by updating multiple elements through a single style change.
- Learn to import and reuse style libraries across projects.

Structuring with Master Pages

- Design master pages to standardize your layouts.
- Automatically apply recurring elements across all pages (e.g., logos, page numbers).
- Customize master pages for different content types (chapters, appendices, title pages, etc.).
- Combine multiple master page variations within the same document.

Organizing Long Documents

- Simplify the management of complex projects by dividing them into sections.
- Configure automatic numbering for each section.
- Use the Book panel to merge multiple InDesign files into a single project.

Advanced Link and Image Management

- Monitor all linked files through the "Links" panel.
- Quickly identify missing or updated assets.
- Secure your exports with reliable media management.
- Optimize images for print and digital outputs.

Layer Management for Better Clarity

- Organize graphic elements into layers for more control.
- Isolate specific objects without impacting the rest of the layout.
- Streamline your workflow on complex projects.
- Lock and hide layers to avoid accidental edits.

Saving and Versioning

- Adopt best practices for saving and protecting your progress.
- Create versioned files to track the project's evolution.
- Make collaboration easier by reverting to previous versions when needed.
- Use package options to gather all assets in one folder for archiving.

Prepping for Export or Print

- Use the "Preflight" panel to catch critical errors before finalizing.
- Check fonts, links, and margins to ensure output integrity.
- Deliver a professional result for both digital export and print.
- Generate print-ready PDFs with bleed and crop marks.

Boosting Speed with Keyboard Shortcuts

- Learn essential shortcuts to boost your productivity.
- Work more efficiently on repetitive tasks.
- Adopt a faster, smoother workflow in your daily InDesign use.
- Customize shortcut sets to fit your personal workflow.

Linking a Word Document to InDesign

- Keep content updated in real time through dynamic Word linking.
- Minimize formatting errors during revisions.
- Manage text updates more easily in large documents.
- Streamline collaboration between authors and designers.

This training is designed to help you take control of your long documents and deliver polished results with confidence. By mastering these techniques, you will save time, reduce errors, and elevate the quality of your publications.

For official documentation and best practices, visit the [Adobe InDesign User Guide](#).

Corporate Training

If there is one field that is constantly evolving, it's information technology. To stay on top of the latest trends, today's companies must invest in staff training. And when companies seek IT training, they turn to Doussou Formation. Doussou Formation offers more than 101 training titles ready for you.

- Our team consists of 15 experts in their respective fields.
- We prioritize small groups (maximum of five learners) to maximize personalization, retention, and hands-on practice.
- 97% of our clients are satisfied with our training programs.

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

- Avoid productivity loss due to employee travel.
- Work directly with your equipment and software to maximize knowledge transfer.
- Incorporate your internal context and tailor the training to your realities.
- Share confidential information among colleagues without concern.
- Build even stronger team spirit.

— Companies such as TC Transcontinental, Vidéotron, Bell Media, Desjardins, and National Bank, to name a few, have placed their trust in us.

Steps for Corporate Training:

- Identification of training needs.
- Profiling of learners to better understand their expertise level on the topic.
- Development of a customized training plan.
- Integration of relevant examples from the company's industry.
- Development of training and support materials.
- Selection of the most suitable trainer based on objectives and industry.
- Training delivery.
- Participant evaluation of the session.
- Training feedback, and
- Personalized coaching as needed.

Our Information Technology (IT) Training Courses:

- Design Training (Photoshop, Illustrator, InDesign, InCopy);
- 3D Programming (Rhino 3D);

- Programming (Python, Java, C#, PHP);
- Website Creation (HTML, CSS, Angular, ReactJS, WordPress);
- Office 365: Outlook, Word, PowerPoint, Excel, Access, OneNote, OneDrive, Power BI, Flow, Forms, Stream, Teams, Yammer, SharePoint, Planner, Skype;
- Project Management;
- — and many more

Our Human Capital Training Courses:

- Training: Managing a Difficult Employee;
- Training: Conflict Management in the Workplace;
- Professional Efficiency: Managing Your Time and Priorities

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PowerPoint Essentials: Design, Structure & Impact

Module 1: Mastering the Basics of Microsoft PowerPoint

- Create and organize slides with a professional structure.
- Integrate relevant and well-structured textual content.
- Add impactful visuals to enhance your message.

Module 2: Streamlining with Slide Masters

- Understand the strategic role of slide masters for consistency.
- Create and modify masters to ensure visual coherence.
- **Hands-on Exercise:** design a custom theme aligned with brand identity.

Module 3: Creating Professional Templates

- Define templates and understand their impact on productivity.
- Build tailored templates for consistent presentation design.
- Integrate logos, color palettes, and brand elements.
- **Workshop:** develop a template based on a corporate brand guide.

Module 4: Advanced Text and Image Handling

- Optimize text layout: columns, alignment, special effects.
- Enhance visuals: cropping, filters, background removal.
- **Workshop:** boost the visual impact of an existing presentation.

Module 5: Embedding Dynamic Content (Excel, Video, Audio)

- Insert and sync Excel charts in real time.
- Add and configure video and audio to energize your content.
- **Exercise:** create interactive and immersive slides.

Module 6: Customized Animations and Transitions

- Explore animation types available in PowerPoint.
- Design custom effects to add rhythm and flow.
- **Exercise:** craft a high-impact animated presentation.

Module 7: Collaborating and Sharing with Ease

- Leverage comment and version tracking tools.
- Collaborate in real-time using Office 365 and OneDrive.
- Apply best practices for smooth teamwork and file sharing.

Recommended Complement: Visual Creation with Office 365

- [Publisher Training — Creating Marketing and Print Documents](#)

Logo Design Training

Introduction to the Logo Design Training

This training introduces you to the fundamentals of logo creation, a cornerstone of any brand identity strategy. Through a structured and hands-on approach, you will learn to design logos that are coherent, impactful, and aligned with a brand's core values.

Understanding the Fundamentals of a Logo

- Definition and role of a logo in brand communication
- Graphic styles: visually delivering the right message
- Principles of layout and visual balance
- Anatomy of an effective logo

Core Components of a Logo

- Typography: choice, legibility, and impact
- Colors: psychology and strategic combinations
- Illustration: relevance and visual consistency
- Stylization: visual transformation and simplification

Stylization in Design

- Definition of graphic stylization
- Professional simplification techniques
- Essential aesthetic principles
- Creating distinctive brand identities

Key Terms in Visual Identity

- Logotype
- Visual signature
- Symbol
- Acronym
- Monogram
- Emblem

Construction Lines

- Definition of construction lines
- Use in logo structure and alignment
- Techniques for creating grids and guides

Graphic Standards Guide

- Logo variations (color, black & white, etc.)
- Clear space and visual protection rules
- Recommended fonts
- Corporate color palette and usage

Training Wrap-Up

By the end of this training, you'll be able to design a professional logo, master its variations, and ensure consistency through a visual standards guide — a key asset for any brand looking to strengthen its identity.

Adobe InDesign Fundamentals Training

Introduction to the Adobe InDesign Training

- Overview of the InDesign interface and tool palette
- Customizing the workspace to boost productivity

Managing and Working with Frames

- Creating and linking text frames
- Setting up multi-column layouts
- Using automatic text flow balancing
- Managing guides (smart, layout, and custom)
- Understanding and applying layout grids
- Precise alignment, rotation, scaling, and positioning of frames
- Editing frame content, containers, and outlines

Advanced Paragraph Management in Adobe InDesign

- Text formatting using the control panel
- Inserting and managing text within frames
- Setting up hyphenation and justification
- Creating and applying paragraph styles
- Typing on a path and advanced typographic options
- Chaining text frames and configuring text frame options
- Using built-in spell check

Creating and Styling Tables

- Manual table creation within InDesign
- Importing tables from Word and Excel
- Formatting cells, rows, and columns

Integrating and Managing Images

- Importing and placing images
- Using the Links panel to manage linked files
- Clipping paths, cropping, and fitting techniques
- Applying basic text wraps and color treatments

Mastering Color in InDesign

- Creating and editing custom colors

- Working with swatches and color libraries
- Creating and applying gradients
- Understanding color modes (CMYK, RGB)

Preflight and Export Preparation

- Preflight checks to avoid print errors
- Font and image verification
- Previewing overprint and separations
- Packaging the entire project
- Exporting to PDF for print or digital use
- Using export presets for optimal output

Recommended Follow-up Training

Training: InDesign with AI – From Text to Image

Training: Indesign with AI – From text to image

Introduction: Refresher on InDesign

- Style Management: Character, Paragraph, and Object Styles
- Import Techniques
- Automatic Adjustment
- Hands-On Application: Mini-Project to Master the Basics

Artificial Intelligence in Graphic Creation

- Generating Images from Text Prompts
- Using a Reference Image to Enhance Creations
- Applying Effects and Styles for Personalized Visuals

Putting It Into Practice

- Techniques for Optimizing AI Image Searches
- Project: Creating a Catalog Combining Text and AI-Generated Images

Learn the Basics of InDesignn

Formation Adobe InDesign: les bases

Brochure & Leaflet Design Fundamentals — Create Impactful Print Communications

Introduction to Brochure Design

- Definition of a brochure and its role in marketing communication
- Strategic applications: promotion, information, lead generation
- Fundamentals of effective layout and page design

Structuring Information for Impact

- Understanding information hierarchy: principles and best practices
- Highlighting key messages for better readability
- Visually organizing content into clear information groups
- *Practical workshop: structuring content for a brochure*

Designing a High-Performance Folded Leaflet

- Identifying the right content based on communication goals
- Selecting the appropriate format for distribution and target audience
- Exploring brochure types (bi-fold, tri-fold, accordion, etc.)
- *Workshop: fold simulation and dummy creation*

Professional Manufacturing & Design

- Standard and custom formats: benefits and limitations
- Balancing layout with content volume
- Segmentation techniques for better clarity and engagement
- Designing a visual journey for the reader
- Considering physical impact: 3D perception and tactile experience
- *Workshop: creative research and concept development*
- *Workshop: full design of a professional folded leaflet*