

Kofax Power PDF – Interactive Forms Creation and Document Security

1. Editing and Enhancing PDF Content

- Edit textual content: correction, formatting and additions
- Insert and adjust graphic elements: images, icons and shapes
- Use guides, grids and alignment tools for precise layout
- Customize document display and startup settings

2. Creating Advanced Interactive Forms

- Identify requirements for a professional PDF form
- Insert and customize text fields
- Add checkboxes, dropdown lists and radio buttons
- Apply validation rules to input fields
- Create automatic calculation fields (totals, percentages, amounts)
- Insert interactive buttons: reset, validation and custom actions
- Optimize the tab order for a smooth user experience

3. Structuring Document Navigation

- Create and manage page thumbnails
- Insert and organize bookmarks for hierarchical navigation
- Add interactive links to pages, sections, external URLs or document areas
- Create navigation buttons for easier document traversal
- Structure reading flow using article features

4. Digital Signatures, Security and Protection

- Configure a digital signature manager
- Create and manage signature profiles
- Add custom image signatures
- Apply electronic signatures to forms and documents
- Use redaction tools to hide sensitive information
- Set password protections and permissions (editing, printing, commenting)

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

InDesign Training: Mastering the Creation of Long Documents

InDesign for Everyone: Creating Long Documents

Introduction to Paragraph, Character, and Object Styles

- Create and apply styles for headings, body text, and other document elements.
- Ensure consistency and uniformity throughout the document.
- Easily modify the appearance of elements by adjusting a single style.

Using Master Pages

- Create master pages for a consistent layout.
- Quickly apply repetitive design elements to all pages.
- Customize master pages for different content types (e.g., headers, footers, page numbering).

Organizing Long Documents: Sections

- Divide a large document into sections for simplified management.
- Options for numbering and sections.

Managing Links and Images

- Organize and manage linked files (images, graphics, etc.).
- Use the “Links” panel to update and check for missing or modified links.
- Ensure smooth image management to avoid errors during export.

Working with Layers

- Organize different elements of your document using layers (text, images, background, etc.).
- Facilitate the management of complex documents by isolating specific elements.
- Work more efficiently without risking disruption to other parts of the design.

Saving and Version Management

- Regularly save to prevent data loss.
- Create versions of your file to track project evolution.
- Use versioned copies to collaborate safely and revert to a previous

version if necessary.

Preflight Check Before Printing

- Use the “Preflight” panel to identify errors before finalizing a document.
- Check for missing fonts, broken image links, and other common errors.
- Ensure flawless output before printing or exporting.

Keyboard Shortcuts and Productivity

- Learn and use keyboard shortcuts to work faster.
- Identify the most useful shortcuts in daily workflow.
- Maximize efficiency by intuitively using advanced tools.

Linking a Word Document to InDesign Instead of Importing

- Learn to link a Word document to InDesign to maintain text synchronization.
- Automatically update text in InDesign when changes are made to the Word document.
- Manage long and complex documents more smoothly with this linking method.

Course Logo Creation

Introduction

- What is a Logo
- Communicating with style
- Composition

Anatomy of a Logo

- Typography
- Couleurs
- Illustration

Stylization

- What is Stylization
- Techniques for stylization
- Aspects to be respected

Visual Identifications

- Definition of a Logotype
- Definition of a Signature
- Definition of a Symbol
- Definition of an abbreviation
- Definition of a Monogram
- Definition of Emblem

Construction Lines

- What are Construction Lines
- Why do we use it
- How to create Construction Lines

Graphic Charter

- Logo versions
- Protection zones
- Font use
- Corporate Colors

Adobe Acrobat Pro Training : Document Creation and Digital Signature

Introduction to Adobe [Acrobat Pro Training](#)

Environment

- Get to know the workspace and personalize it
- Explore palettes and move around the file;
- Change the display;
- Use move tools;

Creating a PDF file:

- Create a PDF file from another software;
- Create PDF file from multiple files;
- Convert a text or image file to PDF format;
- Convert a WEB page to PDF;

- Create PDF from text or image in clipboard;
- Copy text from PDF file in RTF format;
- Convert PDF file to image.

Modification of the content:

- Edit text and images;
- Manipulate the graphic elements.

Create move tools:

- Work with the thumbnails;
- Create bookmarks;
- Create interactive links;
- Add navigation structures – bookmarks, links and buttons

Features

- Image import
- Creation of visual links,
- Recording optimization,
- Creation of links to a file, page or URL ...,
- Creation of visual links (interactive table of contents);
- Crop tool,
- Search in PDF documents,
- Prepare PDFs for presentations,
- Multimedia – add videos and sounds,
- Reuse PDF content – extract images and text, save in other formats, add tags,
- Attach files
- Compare documents,

Page management:

- Crop a page;
- Rotate a page;
- Insert a document;
- Move or copy pages;
- Extract pages;
- Replace pages;
- Delete pages;
- Renumber pages, headers and footers
- Managing headers and footers;
- Inserting a watermark;
- Managing a background;

Protection

- Redactions and properties
- Use security devices to protect PDF files

- 3 types of password protection

Comments:

- Underline with various colors
- Highlight
- Using commenting tools
- Using the drawing commentary tools
- Using comments
- Sending a document for review
- Activation of usage rights in Adobe Reader
- Exporting and importing comments

Digital signatures:

- Select a signature manager;
- Change password options;
- Add an image as a signature;

Learn how to Secure your PDF files

[Acrobat Pro DC Training | Protection, Signature, Navigation](#)

PDF Expert Essentials: From Document Creation to Secure e-Signatures

PDF Expert Training: Mastering the Workspace

- Discover the intuitive **PDF Expert** interface and customize it to fit your workflow
- Explore tool panels, palettes, and navigation options within PDF documents
- Adjust display settings for optimal reading comfort
- Use zoom and navigation tools effectively

Creating PDF Files with PDF Expert

- Generate PDFs from Word, Excel, image files, or web pages
- Merge multiple files into a single PDF document
- Paste text or images from the clipboard directly into your PDF
- Export content to RTF or image formats

Editing PDF Content

- Edit text and images directly within PDF Expert
- Precisely manipulate graphic elements

Building Navigation Tools

- Use thumbnails for quick navigation
- Add bookmarks, interactive links, and action buttons
- Structure documents for intuitive reading experiences

Advanced PDF Expert Features

- Import images and create links to files, pages, or URLs
- Create an interactive table of contents using visual links
- Use crop tools and prepare PDFs for presentations
- Embed multimedia (videos, audio) into your PDF files
- Extract text/images, tag content, and convert to other formats
- Attach external files and compare document versions

Managing PDF Pages

- Crop, rotate, insert, move, copy, or delete pages
- Extract or replace specific pages as needed
- Add headers, footers, watermarks, and background images

Protecting Your PDF Files

- Use redaction tools to hide sensitive information
- Configure up to 3 levels of password protection
- Apply advanced security settings to your documents

Adding Comments and Annotations

- Highlight, underline, and add text boxes
- Use drawing tools and graphic annotations
- Send documents for review and track feedback
- Import/export annotations and enable Adobe Reader rights

Using Digital Signatures

- Set up and manage your digital signature profiles
- Configure password options and insert personalized signatures

Conclusion of the PDF Expert Training

By the end of this training, you will be able to leverage the full potential of **PDF Expert** to create, edit, and manage professional-grade PDF documents. Whether you work in administration, HR, or document management, this course will boost your efficiency, productivity, and document security.

HubSpot Training: Mastering Customer Relationship Management (Beginner)

Module 1 – Understanding the Logic of a Modern CRM

- The role of a CRM in an organization: objectives, benefits, and limitations
- Differences between CRM, marketing automation, and sales tools
- Overview of HubSpot (CRM, Marketing, Sales, Service) and common use cases
- Best practices: adoption, data quality, and follow-up discipline

Module 2 – Getting Started with the HubSpot Environment

- Interface discovery: navigation, menus, views, and search
- Essential settings: profile, company details, preferences, units
- User management: roles, access rights, and security principles
- Work organization: dashboards, shortcuts, and startup methodology

Module 3 – Structuring Your Customer Database

- Creating and managing contacts, companies, and associations
- Understanding properties: standard fields, custom fields, field types
- Data import and cleanup: formats, duplicates, and consistency rules
- Effective segmentation: filters, views, and lists for targeting

Module 4 – Centralizing Interactions and Customer Follow-Up

- Activity timeline: notes, emails, calls, meetings, and traceability
- Task creation and management: priorities, reminders, organization
- Managing interaction history: search, sorting, and key information
- Daily routine: a simple method to ensure nothing is missed

Module 5 – Capturing Leads Effectively

- Conversion principles: visitor → lead → contact journey
- Form creation: fields, validation, messages, and best practices
- Website integration: tracking, embedding, and data consistency
- Conversion pages: structure, calls to action, and compliance principles

Module 6 – Communicating with Your Contact Database

- Campaign preparation: objectives, audience, messaging, and scheduling
- Email creation: content, subject lines, personalization, segmentation
- Best practices: deliverability, consent, frequency, and quality
- Performance analysis: open rates, clicks, and optimization opportunities

Module 7 – Automating Simple Actions

- Understanding automation: triggers, conditions, and actions
- Basic automations: notifications, assignment, follow-up, reminders
- Structuring a simple journey: post-form or post-interaction automation
- Best practices: avoiding over-automation, testing, and monitoring

Module 8 – Organizing Support and Request Follow-Up

- Structuring customer request handling: tracking logic and priorities
- Centralizing exchanges: traceability and internal collaboration principles
- Organization methods: categories, statuses, and urgency levels
- Continuous improvement: standardizing responses and reducing delays

Module 9 – Measuring and Managing Performance

- Defining relevant KPIs: acquisition, conversion, follow-up, engagement
- Dashboards: reading, widgets, and essential indicators
- Interpreting results: trends, anomalies, and corrective actions
- Improvement planning: adjusting messages, segments, and processes

Blender Training – Architecture and Design

Introduction to Blender Training

- Blender interface and navigation
- Project import (Revit, SketchUp, 3ds Max)

Modeling in Blender

- Polygon modeling
- Curves
- Physics-based modeling
- Parametric modeling

- Environment creation

Materials and Textures in Blender

- Material application
- Specific materials

Lighting in Blender

- Natural sunlight
- Artificial lights
- Lighting study by time zone and specific periods

Rendering in Blender

- Camera settings and manipulation
- Ray-traced rendering (Cycles)
- Real-time rendering (Eevee)
- Blender animation sequence production
- Blender post-production

You may also be interested in

- [Unity 3D Training](#)

macOS for Professionals: From File Management to Pages & Numbers Mastery

Module 1 – Introduction to the Mac Environment

- Getting started with macOS and its intuitive interface
- Exploring the Desktop, Dock, menu bar, and essential shortcuts
- Mastering window management, workspaces, and Mission Control
- Basic settings to optimize the user experience: keyboard, mouse, trackpad
- Organizing files and folders through Finder for greater productivity
- Smart searching with Spotlight and voice assistance with Siri

Module 2 – Optimizing Mac Management for Daily Use

- Create, save, and efficiently organize your documents
- Use iCloud for automatic backup and multi-device synchronization

- Discover essential built-in apps: Safari, Mail, Calendar, Notes
- Ensure workstation security: passwords, updates, privacy settings

Module 3 – Mastering the Basics of Numbers

- Discovering the Numbers interface and how it works
- Creating and saving professional spreadsheets
- Entering, formatting, and structuring data
- Essential formulas: sums, averages, percentages
- Applying conditional formatting and using filters
- Designing clear and impactful charts
- Exporting and sharing to Excel, PDF, or via iCloud

Module 4 – Enhancing Your Content with Pages

- Introduction to Pages: interface, navigation, and layout logic
- Create professional documents with text, visuals, and graphic elements
- Leverage templates to speed up document creation
- Use styles, manage headers/footers, and pagination
- Insert tables and charts from Numbers
- Work collaboratively with iCloud and real-time comments
- Export to Word, PDF, or ePub formats

Module 5 – Practical Workshop and Hands-On Application

- Complete creation of a professional document in Pages integrating:
 - structured and styled text,
 - a table from Numbers,
 - a customized illustrative chart.
- Optimizing the final layout and exporting to PDF
- Simulating document sharing with a collaborator (collaborative workflow)

Estimated duration: 1 full day (or 2 half-days depending on your internal needs)

The Most Comprehensive Power BI Training

Introduction to the [Power BI Training](#)

Review of [Power BI Fundamentals](#)

- Power BI Desktop principles and workflow

- Connecting to data with Power BI
- Preparing data in the Power Query editor
- Transformations in the Power Query editor
- Creating folders / organizing in Power BI
- Merging / combining queries in Power BI
- Hands-on workshop: transforming imported data

Importing a Pivot Table (Excel)

- Removing totals
- Merging cells
- Unpivoting columns

Modeling in Power BI

- Relationships
- Option configurations
- Understanding cardinality

Data Model in Power BI

- Flat table
- Star schema
- Relational model
- Table layout
- Workshop: create a star schema from an Excel file
- Workshop: manage a relational model in Power BI

Date Table (Calendar) in Power BI

- Why add a date table
- Create a date table in DAX
- Configure the date table in DAX
- Sort columns
- Mark as date table
- Manage multiple date columns

DAX Data

- Introduction to DAX
- Measures and columns
- DAX formulas

Visualization in Power BI

- Principles of Power BI visualization
- Creating visuals
- Creating a report – ergonomics
- Creating a report – setup
- Histograms

- Line charts
- Pie charts
- Simple table
- Conditional formatting
- Creating a matrix (pivot table)
- Interaction between visuals / customization