

Nitro PDF Essentials – Learn to Create, Edit & Manage Professional Documents

Introduction to the [Nitro PDF Training](#)

This training provides a comprehensive introduction to **Nitro PDF**, a powerful and user-friendly solution for creating, editing, organizing, and optimizing your PDF documents in a professional setting.

Overview and Navigation of the Nitro PDF Interface

- Presentation of the workspace
- Navigation through main tabs and features
- Smooth document navigation
- Managing display settings and zoom levels
- Using viewing tools efficiently
- Preparing PDF files for printing

Creating a PDF File with [Nitro PDF](#)

- Generate a PDF from third-party software (Word, Excel, etc.)
- Convert text or image files into PDF format
- Insert clipboard content directly into your PDF
- Extract content and convert it to RTF or image format

Editing PDF Content

- Edit and update existing text
- Manipulate graphic objects and visual elements
- Add images and additional design elements

Creating Interactive Navigation in a PDF

- Use page thumbnails for fast navigation
- Create bookmarks and internal links
- Add interactive buttons to your documents
- Structure your PDF with logical article flows

Page Management with Nitro PDF

- Crop and rotate pages
- Insert or merge documents
- Reorganize pages: move, copy, or delete
- Extract or replace specific pages

- Renumber pages based on your structure

Adding and Managing Comments

- Open and use the comment panel
- Add annotations, notes, or review marks
- Use proofreading marks efficiently
- Track, sort, and moderate comments

Using Optical Character Recognition (OCR)

- Understand how OCR works in Nitro PDF
- Configure text recognition properties
- Search, select, and extract text content

Customizing Your User Experience in Nitro PDF

- Set up your workspace according to your preferences
- Customize comment and annotation settings
- Activate and personalize full-screen display mode
- Define document launch properties
- Set up grids and guides for layout precision

Conclusion of the Nitro PDF Training

By the end of this training, you will be able to use **Nitro PDF** like a pro – fully leveraging its features to create, edit, and manage your PDF documents efficiently. A must-have skill to boost your productivity and enhance the quality of your digital communication.

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

Tell Us About Your Needs

Receive a service proposal with no obligation on your part

Can't find the training you're looking for? Doussou Formation can create a custom program. Stay up to date with our latest training courses by subscribing to our newsletter. You'll receive new course titles as soon as they're launched, along with an exclusive introductory discount. It pays to subscribe.

By email: info@doussou-formation.com

Most Comprehensive Microsoft Teams Training

Introduction to the [Microsoft Teams Training](#)

Getting to Know Microsoft Teams

- Overview of the Teams interface
- Properly setting up your account

Communicating with [Teams](#)

- Overview of the application
- Availability status
- Notification settings
- Individual and group chat
- Online calls and meetings
- Collaborating with Teams

Sharing Files in a Conversation

- Microsoft 365 Teams and Groups
 - Team channels
 - Channel posts
 - Channel files (SharePoint)
 - Channel wiki
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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](#)

INDESIGN TRAINING: COMPLETE 4-DAY COURSE

Introduction to Adobe InDesign Training

- Overview of the software and its professional use cases
- Exploring the interface, tools, and work panels
- Customizing the workspace for an efficient workflow
- Setting document and software preferences

Creating and Structuring a Document

- Defining format, margins, and automatic pagination
- Creating multi-column layouts and organizing pages
- Using guides, grids, and display modes
- Mastering simple and advanced master pages

Working with Frames

- Creating and managing text, image, and vector frames
- Threading, aligning, resizing, and modifying frames
- Controlling content, containers, and outlines

Mastering Text and Typography

- Text formatting via the control panel
- Paragraph, character, and GREP styles
- Text on a path, anchored objects, and text variables
- Managing columns, tabs, hyphenation, and text wrap
- Spellcheck and advanced find/replace functions

Styling and Automation

- Using and nesting text and object styles
- Importing styles from Word and syncing across books
- Creating automated bullet and numbered lists
- Automatically generating tables of contents and footnotes

Creating and Managing Tables

- Creating tables directly or importing from Excel/Word
- Applying table and cell styles
- Visually integrating tables into your layout

Images and Media

- Importing and placing images (manually or with grid placement)
- Managing visuals with the Links panel
- Clipping, cropping, text wrapping, and dynamic captions
- Using embedded image metadata

Colors, Swatches, and Gradients

- Creating, editing, and organizing custom colors
- Using swatches and libraries (Pantone, CMYK, RGB)
- Applying transparency, overprint, and trapping settings

Structuring Long Documents

- Working with sections, chapters, and threaded frames
- Creating InDesign books and managing layers
- Generating bookmarks, indexes, and interactive buttons (Indexmatic)

Preparing Documents for Print and Web

- Preflight checks, font and image verification
- Previewing separations and packaging files
- Creating preflight and export profiles
- Exporting to PDF, SWF, or interactive web formats
- Print setup, proofing, and full cover design

Recommended Complementary Training

[InDesign with AI – From Text to Image](#)

: Learn how to integrate artificial intelligence into your creative workflow using Adobe Firefly.

For official resources and additional learning materials, visit the

[Adobe InDesign User Guide](#)

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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](#)

Are you looking for free photo editing software? Meet GIMP!

There are many software on the market. When the time comes to retouch an image, this list gets thinner, but still considerable. This guide will give you an overview of GIMP, and why you should consider using it.

GIMP: What is it?

First of all, what is GIMP? It is photo editing software. The acronym stands for GNU Image Program. The first three letters because at the very beginning, GIMP was to be intended for the free access operating system called GNU/Linux.

However, today we can use GIMP on all systems such as Mac OS or Windows for example. So whatever your preferred system, you can edit your photos using this extremely comprehensive software. Besides, what are the benefits of using GIMP?

Also, be aware that Doussou Formation can assist you in getting started with this software. We offer a complete course to equip you with GIMP.

GIMP: The Benefits

To answer the question posed in the previous paragraph, there is more than

one! First, GIMP is completely free. It is free software. Thus, there are not 12,000 advertisements between two pencil strokes. In this regard, GIMP is therefore an excellent alternative to other paid photo editing software like Photoshop.

You are probably wondering about the quality. Free sometimes rhymes with mediocre quality. However, it is quite the opposite with GIMP. Indeed, professionals can use it, because its tool library is gigantic.

For example, if you want to enlarge an image, change its clarity, saturation or contrast, you can do so. A multitude of filters are also at your disposal such as oil painting to give an air of impressionism to your last selfie. In addition to the 150 filters offered, GIMP offers around forty tools, ranging from a simple pencil to cloning and including a compass.

In addition, each tool offered comes with its set of adjustments and options offered. You will be able to modify the angles, the size of the brush or change the active colors thanks to the color chart. One of the most popular tools is certainly the clone tool. With this one, if you weren't already, you will become a true photo editing professional. Whether it's to erase impurities or to create original content, the clone tool is there for you. For example, you took a portrait of your friend, but she had a big red pimple on her chin that day. Do not panic! With the clone tool, you can select a piece of skin and clone it over the button. Obviously, you can be very original with this function and try various more funky things.

Obviously, the amount of tools available is colossal and we understand that we can be intimidated by the apprehension of such software. Our qualified trainers offer you training covering GIMP from A to Z. Doussou Formation will introduce you to this photo software by presenting the various basic tools available to you. Also, we will teach you how to use advanced tools so that you can master the retouching of your images with confidence.

Another incredible advantage of GIMP is compatibility with plug-ins. Since it is free software, you can add modifications to it. If you are not a programming pro, plug-ins are very easy to install and can add functionality to your software. We are thinking of the Resynthesizer which is ultra-complete. This plug-in allows you to modify the different textures of an image. For example, you took a honeymoon beach trip photo. You can erase a detail of the image to make it perfect. The Resynthesizer will fill the new empty space with a layer of what is behind it. You won't see the work. So if you wanted to erase a plastic bag lying around on the beach, you can do that and the plug-in will fill the empty space with sand or water.

If we have convinced you to try GIMP, do not hesitate to contact Doussou

Formation to learn photo editing with this free access software. Our pedagogical approach is based on a demonstrative method followed by practical exercises with a starting image and the modifications to be reproduced. You will therefore be able to leave our course having practiced all that you wanted to learn thanks to our tailor-made formula.

Writing newsletters: An art to reach your customers?

Almost anyone can write a newsletter, as long as they have a base with MailChimp or another such software. However, not everyone can write a good newsletter. That is to say, write a newsletter that will bring an excellent return on investment for very few unsubscribes.

At Doussou Formation, we offer two training courses related to this objective which will certainly help your sales: E-Mailing (Newsletter Training) and MailChimp.

MailChimp: What is it?

It is undoubtedly the best known platform for managing your newsletters. Very flexible, intuitive and with a neat interface, MailChimp is an essential ally. One of the major strengths of using this type of software rather than sending your newsletters through Outlook is that it offers several measurement tools. Indeed, you will be able to see if people have received your emails, opened them and how many of them have unsubscribed. After many measures, you will be able to adapt your strategies in order to better achieve your goals in terms of E-Mailing.

MailChimp training at Doussou Formation

At Doussou Formation, we offer several training courses, one of which is aimed exclusively at learning MailChimp. The handling of this tool is not witchy. Nevertheless, MailChimp offers so many possibilities that it remains essential to know them if you want to get out of the game and get the best return on investment.

Together, let's see what MailChimp is and what its strengths are. Next, we'll explore setting up your account, as well as your campaign settings. Finally,

we will look at how you can personalize your newsletters with MailChimp to improve your conversion rate.

Our trainers have more than 20 years of experience in marketing and the newsletter remains an accessible tool, but the mechanics of which must be understood. Learn MailChimp this year with Doussou Formation and reach your goals.

E-Mailing training at Doussou Formation

If you want to learn the basics of the newsletter, this is the ideal training to do so. MailChimp is a powerful tool, but if you don't know what a newsletter is or how to use it for your purposes, you better start with the basics.

Fortunately, Doussou Formation offers this course! A newsletter is intended for your mailing list to announce information to them. It goes without saying that by personalizing it, you will get a better return on investment. People have very little time and their attention span is short (think of a goldfish). So you want to stand out and have them read your messages. Here is precisely what you will see with us during the E-Mailing training.

Thus, we will present the content of a good newsletter, but also the container. That is to say the marketing strategy surrounding it. You will have the opportunity to put your knowledge into practice in a practical workshop where you will have to design a newsletter by meeting certain criteria. The legal question now arises in Canada when sending newsletters, you will also see it so as not to be surprised. Finally, which is possibly the most important, you will learn how to measure the performance of your latest newsletter and understand the data in order to improve it.

MailChimp Getting Started Training:

<https://www.doussou-formation.com/formation/formation-mailchimp/>

E-Mailing Training (Newsletter):

<https://www.doussou-formation.com/formation/formation-e-marketing-e-mailing/>

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/

Most Complete Zoom Training :

www.doussou-formation.com/formation/cours-formation-zoom/

Training for Non-Profit Organization

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.

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