

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.

Kofax Power PDF Training: Creating Documents and Forms

Introduction to Kofax Power PDF

- Get familiar with the workspace and intuitive interface of the software
- Explore tabs and key features
- Navigate efficiently within a PDF document
- Customize the display according to your preferences
- Use navigation tools and prepare files for printing

Creating PDF Documents with Kofax Power PDF

- Create PDF files from other software (Word, Excel, images, etc.)
- Convert text or image files to PDF format
- Copy and paste content via the clipboard
- Extract text from a PDF into RTF format
- Export a PDF as an image for simplified sharing

Editing and Enhancing Content

- Edit text directly within a PDF
- Insert and manipulate graphic elements
- Add visuals or custom objects to enrich your document

Structuring and Navigating Within a PDF

- Use thumbnails for fast navigation
- Create hierarchical bookmarks for guided reading

- Insert interactive links (internal or external)
- Add custom action buttons
- Create articles for smooth navigation flow

Advanced Page Management

- Crop, rotate, and renumber pages
- Insert or replace documents within an existing PDF
- Move, duplicate, or extract specific pages
- Delete unnecessary pages to streamline the file

Comments and Annotations

- Use the comment palette for efficient collaboration
- Add annotations, notes, highlights, and markup
- Organize, sort, and manage comments for optimized review

Creating Interactive PDF Forms

- Identify the needs of a professional PDF form
- Insert and style text input fields
- Apply validation rules to ensure accurate data entry
- Use alignment grids for a clean, consistent layout
- Add checkboxes, dropdown lists, and radio buttons
- Create automatic calculation fields (totals, percentages, etc.)
- Insert a reset button for user-friendly interaction
- Define a clear tab order for smooth form navigation

Managing Digital Signatures

- Configure a digital signature manager
- Create and manage profiles using Acrobat Self-Sign Security
- Define password and security level settings
- Add a custom image signature
- Apply electronic signatures to your forms

Document Security and Confidentiality

- Use redaction tools to hide sensitive information
- Set password protection levels (viewing, editing, printing)

Optical Character Recognition (OCR)

- Activate OCR on scanned documents
- Configure search, selection, and text extraction options

Customizing User Preferences

- Adapt the interface to fit your workflow
- Configure settings for comments and annotations

- Enable full-screen mode for optimal reading
- Set default document launch properties (zoom, initial view, etc.)
- Customize guides, grids, and alignment tools

Nuance eCopy PDF Pro Training | Kofax Power PDF

Description and Exploration of the PowerPDF Interface

- Get started with the workspace and user interface
- Explore the tabs and core functionalities
- Master smooth navigation within a PDF document
- Customize display settings to suit professional needs
- Use tools for movement, zooming, and printing

Create Professional PDF Files

- Generate PDFs from third-party software (Word, Excel, images, etc.)
- Convert text or image content into PDF format
- Copy and paste content from the clipboard
- Export PDF text into RTF format
- Convert a PDF into an image for simplified distribution

Edit and Enhance PDF Content

- Edit text directly within a document
- Manipulate graphic elements (shapes, logos, icons)
- Add images, visual components, or interactive zones

Structure Internal Navigation Within Documents

- Use thumbnails for quick document overview
- Create and organize hierarchical bookmarks
- Insert internal or external hyperlinks
- Add navigation or action buttons
- Structure articles to guide the reading experience

Efficient Page Management

- Crop, rotate, or adjust pages as needed
- Insert, move, copy, or extract pages
- Replace or delete pages according to the document's structure
- Renumber pages for logical organization

Add and Manage Comments

- Enable and use the comment pane
- Insert annotations, notes, and suggestions
- Apply standard proofreading marks
- Organize and track comments in a collaborative workflow

Create and Manage Dynamic PDF Forms

- Identify the characteristics of a web-based form
- Add text fields and define input formats
- Set field validation rules
- Use grid placement for precise alignment
- Insert checkboxes, dropdown lists, and radio buttons
- Add auto-calculated fields
- Create a reset button
- Define tab order for keyboard navigation

Apply Digital Signatures and Secure Documents

- Select and configure a signature manager
- Create signature profiles in Acrobat Self-Sign Security
- Define password and protection options
- Add an image as a digital signature
- Apply and manage electronic signatures
- Set up redaction and protection options
- Use various password-based security methods

Use Optical Character Recognition (OCR)

- Apply OCR to scanned documents
- Set text search and indexing properties
- Leverage OCR results for data retrieval

Customize the Work Environment

- Adjust display settings based on your preferences
- Configure comment and navigation preferences
- Enable full-screen mode and document launch options
- Customize grids and visual guides

Training for engineers

As an engineer in Quebec, you are required to complete 30 hours of continuing

education each year, in accordance with the requirements of the Ordre des Ingénieurs du Québec (OIQ). At Doussou Formation, we understand the challenges you face in keeping your skills up to date while meeting the demands of your profession. This is why we have designed training programs tailored to your professional needs and aligned with OIQ standards.

Training Designed for Engineers

We offer a complete range of technical and professional training programs to help you excel in your field while meeting your continuing education requirements.

1. Training on Specialized Software Tools

Software is at the heart of modern engineering. Our courses enable you to master essential tools to remain competitive:

AutoCAD: Learn how to create precise technical designs.

3D Studio Max, Rhino 3D, and Lumion: For 3D modeling and photorealistic rendering.

Blender and Unreal Engine: Ideal for prototyping and complex simulations.

Maya: Enhance your skills in design and simulation.

2. Project Management and Performance in Technical Environments

In an environment where projects are becoming increasingly complex, project management skills are essential:

- **MS Project and Planner:** Manage your projects efficiently.
- **Power BI and Advanced Excel:** Leverage your data for informed decision-making.
- **Leadership and Technical Communication:** Develop your influence as a manager or project leader.

3. Artificial Intelligence

- **Introduction to AI:** Understand the fundamental concepts of artificial intelligence, neural networks, machine learning, and modern models.
- **AI for Engineers:** Leverage your data for informed decision-making and learn how to integrate AI into your technical projects.
- **Generative AI and Automation:** Discover how to use tools such as ChatGPT,

Copilot, and generative models to automate engineering tasks.

- **Programming and Applied AI:** Learn to develop Python scripts to train models, analyze data, and implement operational AI solutions.

Why Choose Doussou Formation?

- **Training Recognized by the OIQ:** All our courses comply with the requirements of the Ordre des Ingénieurs du Québec, allowing you to validate your hours with confidence.
- **Expert Trainers:** Our instructors are experienced professionals in their field, ensuring hands-on and valuable training.
- **Flexible Learning:** Choose online or in-person sessions according to your schedule and preferences.
- **Personalized Learning Paths:** We can tailor our training programs to your specific needs or those of your company.



- AI
- [\[Details\]](#)



- Python and Data Science
- [\[Details\]](#)



- Unreal Engine
- [\[Details\]](#)



- Git
- [\[Details\]](#)



- ReactJS
- [\[Details\]](#)



- Blender
- [\[Details\]](#)



- Mastering SQL Queries
- [\[Details\]](#)



- Java
- [\[Details\]](#)

The field of technological engineering is one that evolves the fastest. Constantly needing to update your skills to keep up with ever-changing software and methods, Doussou Formation designed tailored training programs specifically for engineers. We offer a wide range of interesting and relevant courses. Our team of instructors consists of experts in their field, and our approach promotes hands-on learning and small groups, encouraging interactions that foster meaningful and lasting learning experiences.

By completing your training with Doussou Formation, you will put your knowledge into practice, benefit from privileged access to your trainer, and receive personalized follow-up to ensure we consistently provide the best training.

For the required 30 hours of continuing education required by the Ordre des ingénieurs, we are here to support you. Let us give you the tools to stay up to date with technological and methodological advances. At Doussou, you will certainly find a course that meets your needs. Here are a few examples below.

Our Technology Courses

- JavaScript Training
- C# – C Sharp Training

- MVC ASP.Net Training
- React.JS – Continuing Education
- VUE.JS Training
- 3D Programming (Rhino 3D)
- 3D Max Training
- HTML5 and CSS3 Training
- Java Training
- PHP Courses
- Laravel Framework Courses
- Python and R Language Training
- Cybersecurity Courses
- XML Training

Our Methodology and Office Productivity Courses

- VBA Courses
- Excel Training
- Training: Mastering Macros and Introduction to Programming
- GIT Training: Writing Technical Documentation
- Zoom Training
- Microsoft Teams Training
- Nuance eCopy Training
- Acrobat Pro Training
- PowerPoint Training
- Publisher Training

By email: info@doussou-formation.com

Computer Introduction Training : Windows and Internet

Introduction to Computer Introduction Training : [Windows and Internet](#)

Equipment

Connect the microcomputer

Central unity

The screen or monitor

The keyboard

The mouse

Getting started with Windows

Start Windows

Discover the Start menu

Open or activate a new session

Log off Windows

Discover the Windows interface

Description of the office

The My Documents directory

The workstation (Computer)

Shut down the computer

Files and directories

What is a hard drive?

What is a folder?

What is a file?

What is an extension?

The essential manipulations

User accounts

Create a User account

Open an application (launch a program)

Activate an open application

Exit an application

Description of windows

Move / modify the dimensions of a window (Desktop)

Manage menus and options for Desktop applications

Installed software: Word

Word interface

Discover the word interface

Show / hide formatting marks

Change the display mode

Entering / selecting / modifying text

Text formatting

Layout and printing

Board

Installed software: Excel

Excel interface

Filing cabinets

Travel / selections

Data entry and modification

Simple calculations

Sheets, rows and columns

Layout and printing

Graphic

Connect to the Internet Necessary material

Choose an Internet service provider

The Web

Install a browser

Launch a browser

Discover the elements of the window

Enter the address of a site

Navigate in a page

Seeking information

Choose a search engine

Enter the keywords of a search

Do research with Google

Do research with Yahoo

Messaging

Email or Webmail software

Create an email address

Send a message

Read his messages

Reply to a message

Forward a message

Send an attachment

Open / save attachment

The format of the attachments

Save a contact in their address book

Use the address book to send a message

Delete a message

About

Founded in 2016

97% satisfaction



Doussou Formation – Canadian provider of market-ready IT training

Founded in 2016, Doussou Formation quickly established itself as a leader in training for information technology, office productivity, human capital, project management, and graphic design, in Quebec and across Canada.

Our approach & quality commitment

- **Certifications and recognition:** over 97% satisfaction based on client evaluations.
- **Practice-based pedagogy:** 100% hands-on training, in small groups, with course materials, personalized follow-up, and certification at the end of the program.
- **Experienced trainers:** seasoned professionals, rigorously selected and assigned according to your needs.

Geographic reach & accessibility

Our training sessions are offered in person in Montreal, Quebec City, and Gatineau/Ottawa, as well as in virtual classrooms accessible anywhere in Canada.

We serve businesses, public organizations, NPOs, and individuals with a standardized “market-available” offering, compliant with procurement requirements (no custom development).

[Montreal](#)

[Quebec City](#)

[Gatineau / Ottawa](#)

[Online \(Canada\)](#)

Training domains & topics

More than 100 ready-to-start courses – organized by major topics to quickly meet your needs.

Productivity & Office Tools

Data & Analytics

Development & DevOps

Collaboration & M365

Design, Graphics & Multimedia

Leadership & Human Capital

Project Management

Digital Marketing & SEO

Emerging Technologies & AI

Productivity & Office Tools

- Spreadsheets & automation – Excel (pivot tables, Power Pivot), Google Sheets
- Documents & layout – Advanced Word, templates, mail merge
- Communication – Outlook, email best practices

Data & Analytics

- BI & visualization – Power BI (Modeling, DAX), Tableau
- Databases – SQL (queries, optimization)
- Data science – Python for analysis

Collaboration & M365

- Teams & team productivity – meetings, channels, best practices
- SharePoint & OneDrive – structures, permissions, governance
- Copilot & applied AI – responsible use and quick wins

Design, Graphics & Multimedia

- Adobe Suite – Photoshop, InDesign, Illustrator
- UX/UI & prototyping – Figma, mockups and components
- Animation & content – basics of 2D/3D, visual storytelling

Leadership & Human Capital

- Management – leadership, two-way feedback
- Effectiveness – time & priority management

- Work climate – managing difficult employees

Project Management

- Methods & tools – planning, monitoring, risk management
- Microsoft Project – calendars, resources, reports
- Agile/Hybrid – practical team practices

Digital Marketing & SEO

- SEO – technical, content, linking, monitoring
- Acquisition – Google Ads, social media
- Content – editorial guidelines, conversion pages

Emerging Technologies & AI

- Generative AI – ChatGPT, Copilot, best practices
- Systems & dev – Linux, JavaScript, React, DevOps
- Automation – scripts, integrations, workflows

Indicative lists: each topic is available at beginner, intermediate, and advanced levels, in person or in virtual classrooms.

Our clients & references

- Governments: federal, provincial, municipal.
- Public institutions: CNESST, SAAQ, BANQ...
- Education & NPOs: universities, colleges, community organizations.
- Private sectors: Hydro-Québec, Vidéotron, Bell, Desjardins...
- International presence: France, DRC, Guadeloupe, Mali.

Why choose Doussou Formation?

Strength	Description
Pan-Canadian reach	In-person in Quebec + virtual across Canada.
Standardized offering	Clear, ready-to-use catalog.
Small groups & support	Better learning through personalized guidance.
Bilingual accessibility	Materials and training in French and English.
Transparent pricing	Public rates, discounts under conditions (F01).
Proven credibility	Expert trainers, recognized clients.

Address: 1155 Metcalfe Street – Montreal

[Contact us](#)

[View PDF catalog](#)

They trust us

Many companies, institutions, and organizations place their trust in us and continue to attend our training.

Here are some examples:

Sector	Organizations
Financial services, real estate and insurance	Desjardins, National Bank of Canada, Intact, Olympus, Global Pay
Leisure, culture and hospitality	Caraïbes Nordiques, Tangente Danse, PPS Danse, Théâtre de la Dame de Cœur, Le Carrousel, Productions Roméo et Fils, Tidan
Federal government agencies	Government of Canada, RCMP, Department of Fisheries and Oceans, National Defence
Provincial government agencies	Ministry of Families, Ministry of the Environment, MSSS (Ministry of Health and Social Services), CNESST, Québec Research Fund, SAAQ, Public Curator, BANQ (National Library and Archives of Québec), Tourisme Québec, UPAC
Municipalities	City of Montréal, Municipality of Sayabec
Education services	Laval University, Université de Montréal, Cégep de Trois-Rivières, Royal Military College Saint-Jean, University of Ottawa, CPE de la Courtepointe
Technology & communications	Captel, Blue Solutions, Progi, PMG Technologies, Hydro-Québec, Vidéotron, Bell Canada, TC Transcontinental, GRICS

Sector	Organizations
Non-profit organizations	Résidence Le Monarque, Réseau-Femmes Ontario, Sphère Québec, Alzheimer Outaouais, Valoris, Culture Laval, Québec Logistics Innovation Institute
Social & public services	Urgences-Santé, IDDPNQL, CSS des Patriotes (School Service Centre), SIS Immigration, RDÉE Canada, Société Économique de l'Ontario
Associations & professional orders	Ordre de la Physiothérapie du Québec, Professions Québec, CPA Québec, Public Service Alliance, Association des cadres des CPE
Construction & manufacturing	ENERGI Fenestration, APL Construction, Canatal, MSP, Veolia, Acti Solutions, Photon, Les Bois de Plancher PG, KID Toy
Transport & logistics	Groupe Morneau, Communauto, STO Outaouais (Public Transit Service)
Agriculture & food	F. Ménard
Retail & e-commerce	Jackfield, Safran
Cosmetics & wellness	Institut de Beauté Manon Simard
International	RATP (France), IMIE (France), Davidson Paris, Koala Web (Guadeloupe), Malitel (Mali), AAC/RDC (Congo)



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.

Python Training – Data Science (Numpy Pandas Matplotlib)

tool

Install the Anaconda distribution

Python for scientific computing: Numpy

Introduction to Numpy

Create ndarray objects

Data selection

Add, edit, delete items

Use numpy functions

Enter exit

Manipulating data with Pandas

- Series objects
- DataFrames objects
- Data selection
- Aggregation functions
- Merge, Join, Remodeling
- Use lambda functions
- Make a dynamic crossover (Pivot Table)
- Manipulate excel data (csv) and json

Visualize data with Matplotlib

- 2D curve display
- Point cloud display
- Histogram display
- Web API

- Request to an API
- Get the answer
- Treat the answer
- Application: API Twitter, analyze and visualize in time
- >