

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

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

Master UX/UI Design – From Wireframes to Prototypes in Figma or XD

Learning Objectives

- Understand the core principles of UX/UI Design and their impact on user experience
- Master every stage of the UX process: research, ideation, prototyping, and user testing
- Create wireframes and interactive prototypes using Figma or Adobe XD
- Build a consistent, professional Design System to streamline your interfaces
- Apply user-centered design methodologies to craft smooth and effective user journeys

Training Content

Module 1 – Introduction to UX/UI Design

- Definition of UX and UI: roles, differences, and how they complement each other
- Why usability and human-centered design are critical
- Key UX deliverables: personas, user journeys, wireframes, prototypes

Module 2 – The UX Design Process Step by Step

- Project understanding: defining goals and constraints
- User research methods: interviews, surveys, observations
- Modeling: empathy maps, personas, user journey mapping
- Ideation techniques: sketching, wireframes, sitemap design

- User testing and iterative improvements

Module 3 – Designing with Figma or Adobe XD

- Interface structure: headers, body content, footers
- Creating low- and high-fidelity wireframes
- Building a functional narrative prototype
- Collaborating and integrating user feedback directly in Figma

Module 4 – Design System & Visual Consistency

- Building and documenting a mini Design System (UI Kit)
- Managing typography, color palettes, components, grids, and spacing
- Reusing elements across multiple screens and flows
- Finalizing interface designs and producing interactive prototypes

Module 5 – Final Project & Application

- Designing a complete user journey from start to finish
- Testing navigation flow, collecting feedback, and refining the prototype
- Presenting a professional, user-centered interactive prototype

Teaching Method

- Hands-on, interactive training based on real-life UX/UI design scenarios
- Balanced mix of theory, live demos, and guided exercises
- Use of top UX/UI tools such as Figma or Adobe XD, Maze, FigJam, Miro, and more

Who Is This UX/UI Design Course For?

- Beginner or intermediate designers looking to specialize in UX/UI
- Developers, product owners, project managers, or digital professionals aiming to improve interface usability
- Entrepreneurs, freelancers, and students who want to build user-first products from the ground up

Training: Adobe Premiere Pro

Introduction to the Adobe Premiere Pro Training

- Introduction to non-linear editing
- Interface: Panels and Tools
- Workspaces

Capture and Project Settings

- Standard and High Definition
- Create and edit project settings in Premiere Pro
- Adjust user preferences
- Capture video and audio
- Recording and capture settings
- Batch capture

Importing Assets into Adobe Premiere Pro

- Manage media in the Project panel
- Manage media in the Media Browser
- Overview of formats: video, audio, images
- Video, audio, image and graphic issues
- Using the Source panel
- Display and recall options

Adobe Premiere Pro Editing Basics

- Set In and Out points
- Overview of editing and sequences
- Add or remove audio/video tracks
- Create a first edit
- Basic video editing tools and markers
- Program and reference monitors
- Trim audio and video clips
- Work with the Ripple Edit tool and the Ripple Delete tool
- Three-point editing

Effects and Transitions

- Effects and Effect Controls panel
- Introduction to audio and video transitions
- Add, remove, and edit transitions
- Use the Razor tool and editing tools for transitions

Audio and Video Filters

- Basic video and audio enhancement filters
- Understanding video color correction
- Apply noise reduction for audio and video
- Basic color correction

Creating Titles

- Work with the Title window
- Titling tools: actions, properties
- Lettering styles
- Use titling templates

- Use keyframes

Add / Remove Keyframes

- Edit keyframes
- Audio tracks with the Audio Mixer panel
- Exporting

Exporting: Adobe Media Encoder

- Formats: QuickTime, H.264
- Windows Media: Adobe Encore
- Export settings for YouTube, Vimeo, Apple TV and portable media players
- Export to SD DVD or Blu-Ray

Conclusion of the Premiere Pro Training

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](#)

Advanced WordPress Training:

[WordPress Plugin Development Training](#)

Figma UX/UI Course – Build Smart & Responsive Web Prototypes

Learning Objectives – Figma UI/UX Design

- Learn how to structure a web interface using modern UX principles
- Design a consistent, professional UI based on a client brief
- Master Figma to create, organize, and reuse design components
- Prototype interactive interfaces with realistic transitions and user behaviors
- Facilitate smooth collaboration with developers through well-prepared mockups

Module 1 – Introduction to UX/UI and Figma

- Understand the essential roles of UX and UI in interface design
- Apply best practices in layout structure and usability
- Get started with Figma: interface, pages, layers, and frames
- Organize a Figma project using grids, constraints, and responsive design principles

Module 2 – Designing Web Interfaces with Figma

- Create reusable UI components (buttons, cards, menus)
- Use advanced features like variants and auto-layout
- Define consistent visual styles: colors, typography, effects
- Import visual assets such as logos, images, and icons

Workshop 1: Build a Component Library – *Create a simple, reusable, and consistent Design System*

Module 3 – Interactive Prototyping in Figma

- Add dynamic interactions: clicks, transitions, animations
- Create simulated navigation with scrolling and internal linking
- Integrate forms and user behaviors into your designs
- Preview and test the prototype as if it were a real website

Workshop 2: Build an Interactive Prototype – *Design a smooth and engaging user journey*

Module 4 – Collaboration & Delivery

- Collaborate effectively in Figma using comments, sharing, and version control
- Use Dev Mode to inspect layouts, generate CSS, and access specs for developers
- Prepare and export a polished mockup for client delivery or presentation
- Explore complementary tools like FigJam and essential Figma plug-ins

Workshop 3: Prepare a Client Presentation – *Structure and present a professional Figma file*

Creative AI with Adobe: Boost Your Visual Workflow

Introduction to AI in Graphic Design

- Overview of generative AI
- Challenges and benefits in the creative workflow

Photoshop & Generative AI

- Using intelligent selection tools (Object Selector, Sky, Subject)
- Creating layer masks
- Removing unwanted elements using Generative Fill
- AI-powered background replacement
- Adobe Generative Expand: how it works and best practices

Workshop 1 – Retouch an existing image using AI tools

Objective: Remove an element, change the background, and apply a mask using the AI extension

Illustrator & Generative AI

- Generate simple graphic elements via prompts (objects, icons, scenes)
- Apply visual reference styles
- Use filtered searches and get tailored results
- Create generative vector patterns
- AI-powered recoloring of illustrations

Workshop 2 – Create a mini brand identity using AI

Objective: Generate a set of assets (icon, pattern, recoloring) from a simple creative brief

New: InDesign & Image Generation

- Generate images directly in InDesign from a prompt
- Choose and adapt styles to match your layout
- Use cases: cover images, ambient illustrations
- Hands-on: quickly build a layout using a generated image
- Professional workflow insights (validation, editing in Photoshop/Illustrator)

Workshop 3 – Design a cover or promo sheet using AI-generated visuals

Objective: Use image generation in a layout tailored to the document's style and purpose

Adobe Acrobat Pro Training: Creating and Managing PDF Documents

Introduction to the [Adobe Acrobat Pro Training](#)

- Explore the Adobe Acrobat Pro interface and customize your workspace for greater efficiency
- Master navigation through documents using panels, navigation tools, and display options

Creating a PDF File with Adobe Acrobat Pro

- Create a PDF from any compatible software

- Merge multiple files into a single PDF document
- Convert text or images into professional-quality PDF files
- Transform a web page into an interactive PDF document
- Create a PDF directly from clipboard content
- Export PDF content (text or image) into other formats such as RTF or image

Editing PDF Content

- Edit text and replace images directly in a PDF
- Reposition, resize, or delete graphic elements

Creating Smooth and Interactive Navigation

- Use thumbnails to facilitate access to pages
- Create bookmarks, internal and external links
- Structure the document with intuitive navigation buttons

Advanced Features in Adobe Acrobat Pro

- Insert images, videos, and sounds into a PDF
- Create an interactive table of contents
- Optimize files for print or web output
- Search within a document or compare multiple versions
- Extract, convert, or reuse elements such as text and images
- Attach other files or create interactive presentations

Advanced Page Management

- Crop, rotate, or renumber pages
- Insert, delete, move, or replace pages within a document
- Add visual elements: headers, footers, watermarks, and backgrounds

Document Security and Protection

- Use redaction to permanently remove sensitive information
- Apply restrictions on reading, editing, or printing
- Set different levels of password protection based on your needs

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](#).

SQL Training: Mastering SQL Queries

Introduction to [SQL Training](#)

- Definition of a [database](#)
- Definition of a Database Management System
- Defining a relational model
- Overview of the different SQL languages: DDL, DML, DCL

Module 1: Course on DCL (Data Control Language)

- SELECT FROM query
- SELECT WHERE query
- SELECT ORDER query
- SELECT LIMIT query
- SELECT EXPR ... query
- SELECT FROM JOIN query
- SELECT AGGR GROUP query
- SELECT AGGR GROUP HAVING query

Module 2: Course on Data Manipulation (DML)

- Introduction to DML
- INSERT query
- INSERT SELECT query
- INSERT MULTI TABLE query
- UPDATE query
- UPDATE MULTI TABLE query
- DELETE query
- DELETE MULTI TABLE query

Module 3: Course on Data Definition (DDL)

- CREATE TABLE query
- DROP TABLE query
- ALTER TABLE query

Module 4: Theory on Advanced SQL Concepts

- Indexes and index types
- Foreign key constraints
- Basic modeling, explanation of 1st, 2nd, and 3rd normal forms
- Natural keys versus complex keys

[SQL Triggers and Stored Procedures](#)