

# 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)

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## Foxit PhantomPDF Training:

# Mastering Interactive PDF Forms

## Create and Customize Interactive Forms with Foxit PhantomPDF

- Identify the key features of a professional interactive PDF form
- Add and style text input fields with precision
- Set validation rules to control data entry and improve accuracy
- Use grid alignment tools for clean, consistent layouts
- Insert selection elements such as checkboxes, dropdown menus, and radio buttons
- Create automatic calculation fields (totals, percentages, etc.)
- Add reset buttons to enhance the user experience
- Define a logical tab order for smooth and intuitive navigation

## Integrate Digital Signatures into Your PDFs

- Configure a digital signature manager suited to your workflow
- Set password and security level options for each signature
- Insert custom image-based signatures for personalization
- Apply digital signatures across your interactive forms

## Protect and Secure Your PDF Documents

- Use redaction tools to hide or remove sensitive information
- Apply password protection based on access levels (viewing, editing, printing)

## Optical Character Recognition (OCR)

- Activate OCR to convert scanned documents into editable text
- Customize search and text extraction options for efficiency

## Customize Your PDF Workspace in Foxit PhantomPDF

- Adjust the interface display to suit your preferences and workflow
- Manage comment and annotation settings for better collaboration
- Enable full-screen reading mode for enhanced document visibility
- Set default document launch properties (zoom level, initial view, etc.)
- Configure grids, guides, and layout options for precise form design

# Kofax Power PDF Training – Create, Edit & Manage PDF Documents

## Introduction to the Kofax Power PDF Training

This training program introduces you to all the key features of **Kofax Power PDF** – a powerful and complete solution for creating, editing, organizing, and sharing professional PDF documents. With a practical, step-by-step approach, you'll quickly become proficient in using the software for all your PDF needs.

## Getting Started with the User Interface

- Overview of the interface: tabs, toolbars, and workspace layout
- Seamless navigation through PDF documents
- Customizing the display and user preferences
- Using navigation and print tools efficiently

## Creating PDF Documents with Kofax Power PDF

- Generating PDFs from other software (Word, Excel, images, etc.)
- Converting text or image files into PDF format
- Copying and pasting elements from the clipboard
- Exporting content to RTF or image formats

## Editing and Enhancing PDF Content

- Editing existing text and inserting new text blocks
- Managing graphics and adding images to your documents

## Structuring and Navigating Your PDFs

- Using thumbnails for fast document navigation
- Creating bookmarks, internal/external links, and interactive buttons
- Organizing content into articles for guided reading experiences

## Advanced Page Management

- Crop, rotate, and renumber pages
- Insert, move, duplicate, extract, or delete pages
- Merge multiple documents into one

## Adding and Managing Comments

- Using the comments panel efficiently
- Adding annotations, proofreading marks, and collaborative notes
- Sorting, reviewing, and exporting comments

## Customizing the User Environment

- Adapting the display to your workflow preferences
- Setting up comments and annotation preferences
- Enabling full-screen mode for enhanced focus
- Defining default document launch properties
- Configuring grid lines and visual guides

## Conclusion of the Kofax Power PDF Training

By the end of this course, you will be able to use **Kofax Power PDF** professionally, taking full advantage of its capabilities to create structured, interactive, and secure PDF files. A must-have skill for anyone looking to optimize digital document workflows and improve productivity.

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# 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

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# 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

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# 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

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# 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.

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# Adobe Acrobat Pro: PDF Accessibility Essentials

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

## Understanding Digital Accessibility and the SGQRI 008-02 Standard

Explore the fundamentals of web accessibility, legal requirements (including the SGQRI 008-02 standard), and the tools available in [Adobe Acrobat Pro](#) to ensure your PDF documents are compliant and inclusive.

## Enhancing PDF Accessibility

- Structure reading order and tab sequence
- Ensure proper pagination and document traceability
- Add accessible bookmarks and links
- Correctly tag tables (simple and complex)
- Add alternative text to images and logos
- Manage page insertion or removal without affecting accessibility

## Implementing Accessible Interactivity

- Configure interactive elements (forms, buttons)
- Ensure JavaScript compatibility with screen readers

## Essential Tools for Validation and Compliance

- Acrobat's built-in Accessibility Check tool
- [PDF Accessibility Checker \(PAC\)](#)
- [Color Contrast Analyser \(CCA\)](#)
- [Screen readers \(e.g., NVDA\)](#)

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# 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

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# Mastering Fill & Sign in Adobe Acrobat: Streamline Your PDF Workflow

## Introduction to the Acrobat: Fill & Sign Training

- Understand how form fields work in Acrobat
- Explore the “Fill & Sign” tool and its professional use cases
- Get familiar with the interface and workspace layout
- Master the key steps involved in preparing a signable PDF document

## Filling Out and Signing a PDF Document

- Distribute a document securely for completion
- Add multiple recipients with defined roles
- Include an approver in the signature workflow
- Reorder the signing sequence based on priorities
- Track the document’s progress in real time

## Finalization and Export

- Open and review the finalized, signed document
- Save the completed file locally for archiving or distribution