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

Forms with Foxit Phantom PDF

Training

Introduction to Forms with Foxit Phantom PDF Training

Forms:

- Identify the specifics of an online form;
- Add and format "text" fields;
- Validate a field;
- Use the grid;
- Add "checkboxes";
- Add "drop-down lists";
- Add "radio buttons";
- Add calculated fields;
- Add a reset button;
- Determine the tab order.

Digital signatures:

- Sélectionner un gestionnaire de signatures;
- Modifier les options de mot de passe;
- Ajouter une image comme signature;
- Utiliser les signatures.

Protection:

- Redactions and properties
- Types of password protection

ORC

- Optical recognition of characters and properties
- Types of text search and retrieval

Preferences :

- Change the display;
- Customize comment settings;
- Customize full screen settings;
- Modify the properties of the document opening;
- Modify the grid grid

Adobe Acrobat Pro DC Training (PDF/A) | Certified Trainer

Introduction to the Adobe Acrobat Pro DC (PDF/A) Training

This course is designed to provide a thorough understanding of the advanced features of Adobe Acrobat Pro DC, with a specific focus on PDF/A compliance, file protection, and the integration of digital signatures in professional workflows.

Saving in PDF/A-compliant Format

- Understanding the different levels of compliance:
  - PDF/A-1
  - PDF/A-2 (a, b, u)
  - PDF/A-3
  - Custom PDF/A configurations
- Creating files that meet PDF/A standards for long-term digital archiving
- ISO validation and best practices to ensure compliance

File Security and Protection

- Applying redaction to permanently remove sensitive content
- Setting up security preferences and protection tools
- The 3 levels of password protection: opening, editing, and content extraction
- Cleaning a PDF from metadata, hidden layers, and embedded data

Managing Digital Signatures

- Selecting and configuring a digital signature certificate
- Creating and managing professional digital IDs
- Adjusting password and security settings for signature operations
- Adding a scanned handwritten signature

If time allows: Advanced Page Management

- Crop and rotate pages
- Insert or replace a document
- Move, copy, extract, or delete pages
- Renumber pages with customized headers and footers
- Add professional watermarks or backgrounds

Adobe Acrobat Pro Essentials: Forms, Signatures & PDF Security

Digital Signatures

- Select and configure a digital signature manager
- Set password options to secure your signatures
- Add a custom image as a visual signature

Optical Character Recognition (OCR)

- Enable text recognition in scanned documents
- Use advanced search and text extraction options

Creating and Managing Forms

- Understand the characteristics of interactive PDF forms
- Add and format text fields
- Configure field validation and use alignment grids
- Insert checkboxes, dropdown lists, and radio buttons
- Create automatic calculation fields
- Add reset, email, and print buttons
- Configure Acrobat Reader compatibility settings
- Centralize and compile responses from form submissions

Advanced Forms

- Define a logical and user-friendly tab order
- Explore JavaScript functions to enhance interactivity

Comments and Collaborative Review

- Use text and drawing comment tools effectively
- Manage and track annotations during document reviews
- Send documents for review and enable commenting rights in Adobe Reader
- Import and export comments for seamless collaboration

Appendix: Document Opening Preferences

- Set default view and display settings upon PDF opening

Nuance eCopy PDF Pro Office Training | Montreal, Quebec

Introduction to Nuance eCopy PDF Pro Office Training

Description and exploration powerpdf

Know the workspace
Discover the tabs
Move in the file
Change the display
Use displacement tools
To print

Creating a pdf file

Create a pdf file from another software
Convert a text or image file to pdf
Copy text or an image to the clipboard
Copy the text of a pdf file in RTF format
Convert the pdf file to an image.

Editing content

Edit text
Manipulate graphic elements
Add images / elements

Creating navigation tools in a document

Work with thumbnails
Create bookmarks
Create links
Create buttons
Create articles

Pages management

Crop a page
Rotate a page
Insert a document
Move or copy pages
Extract pages
Replace pages
Delete pages
Renumber pages.

Comments

Open the comments palette
Open a comment
add a comment
Add correction marks
Manage comments.

The forms

Identify the particularities of an online form
Add and format text fields
Validate a field
Use the grid
Add "checkboxes"
Add "drop-down lists"
Add "radio buttons"
Add calculated fields
Add a reset button
Determine the tab order.

Digital signatures

Select a signature manager
Configure profiles in acrobat self-sign security
Change password options
Add an image as a signature
Use the signatures.
Protection
Biffures and properties
Types of password protection

ROCK.

Optical recognition of characters and properties
Types of search and text retrieval

The preferences

Change the display
Customize comment settings
Customize full screen settings
Change the properties of the document opening
Modify the grid grid.

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.

Adobe Acrobat Pro Training: Forms & Digital Signatures

- Select and configure a digital signature manager
- Set password options to secure your signatures
- Add a custom image as a visual signature

- Activate text recognition in scanned documents
- Use advanced search and text extraction options

- Understand the specific features of interactive PDF forms
- Add and format text fields
- Set field validation and use the alignment grid
- Insert checkboxes, dropdown lists, and radio buttons
- Create automatic calculation fields
- Add reset, email submit, and print buttons
- Configure compatibility settings for Acrobat Reader
- Centralize and compile responses from form submissions

- Define a logical and smooth tabbing order

- Use text and graphic comment tools efficiently
- Manage and track annotations in a review workflow
- Send documents for review and enable commenting rights in Adobe Reader
- Import and export comments for optimal collaboration

- Set display preferences for when a PDF file is opened

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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)