

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](#)

Antidote: The cure for all your words?

Since you've been on the job market, you've probably had to write hundreds of texts. It's inevitable. Do you wonder what else is inevitable? Reread 10 times looking for an embarrassing mistake. Whether it is because of a grammar that has been left in the old drawer since the sweet school years, or even the Bescherelle whose dusty pages live a daily life in the dark. There are many reasons for this stress of writing well. High school French lessons are far in our memories and even if we wrote it very well at the time, the fact remains that oversights may have occurred over time. This is where Antidote comes in to spare you the nervousness of making a mistake. As they say, Antidote is the cure for all your "words".

Antidote: What is it?

The simple answer: Several things. Obviously, we will talk about the large inventory of tools offered by Antidote. First, there is the concealer. It is an extremely powerful and constantly updated tool for writing with a clear head. Indeed, it is combined with several other word processing software such as Word or your email box, for example. By passing your text to the proofreader, the latter identifies possible mistakes by explaining why it would be a mistake and by proposing solutions. Remember the word "possible". Antidote is a powerful tool, but it is up to the human being who writes to take the time to decide whether there is material to correct or not. There are also filters and various options to customize your experience. For example, you may prefer to write unreformed (onion) or rectified (ognon) French. You can also choose the origin of your language which will then include some local flavors such as Quebec French or Swiss French.

You can have Antidote on your computer, but also on mobile. With constant technological improvements, more and more people use their mobile to work or send emails. Antidote thus offers its services on this platform. Also, you can combine the offer with Antidote+ which is the same fantastic software in a multi-platform version. That is to say, we can correct on tablet, phone, computer or Chromebook.

Then another tool that Antidote offers would be dictionaries. These are immensely complete and offer several different tools. For example if we search for the word "formation" we give the definition or definitions (Action of forming, of forming, the way in which something appears, is formed). We will also give the etymology of the word (from Latin: formatio "action of forming"). We specify the index of use, that is to say to what extent we find

it in the French language. And that's just the first page! Phrases, synonyms, antonyms, conjugations, thesaurus, analogies, quotations including the word or even the history of the etymology. Only one section talking about Doussou Formation is missing for a 100% rating.

Finally, Antidote offers guides to explain the French language and its different facets. Be it grammar, syntax, spelling, punctuation, rectifications and many more things. In short, if you are not sure about a rule, all you have to do is open the Antidote guides. When in doubt, there is an answer with this software.

How can Doussou help you tame Antidote?

Offering a multitude of advanced tools to improve our texts and the quality of the language, Antidote is a must. In the same vein, Doussou Formation is essential for your training needs. We know how challenging writing can be. Our training courses are tailor-made to your profession and your needs. This with the objective that you come out of one of our training courses with the assurance of having learned something useful and relevant. Our course not only teaches you how to correct in the right way, but you will also know how to better enrich your texts. The language is a toolbox. Garnish it with Antidote and Doussou Formation by following our training.

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)

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)

Photoshop & InDesign Course – Graphic Design Skills for Print & Web

Adobe Photoshop Training – Professional Essentials

Introduction to the Adobe Photoshop Course

This course is designed for professionals looking to master the core features of Adobe Photoshop in a visual communication, design, or marketing context. It provides the skills needed to create high-quality visuals aligned with corporate standards.

Interface and Workspace

- Discover the workspace, tools, and control panel
- Create and save custom workspaces

Color Management and Color Modes

- Understand color modes (RGB, CMYK, etc.)
- Use color palettes, swatches, and gradient editor

Drawing Tools

- Work with pencil, brush, airbrush, and eraser tools

- Use paint bucket, gradients, and the gradient editor

Selection Tools

- Use move and selection tools (lasso, magic wand, quick selection)
- Copy, move, delete, and manage selections

Text and Typography

- Create, format, and edit text
- Manage text blocks, character and paragraph styles, inline or area text
- Convert text into vector images

Layers, Masks, and Effects

- Understand layer logic and organize your project
- Manage layer groups and fill layers
- Create vector masks to isolate elements

Adobe InDesign Training – Professional Layout & Publishing

Introduction to the Adobe InDesign Course

This course is intended for professionals looking to master layout and publishing using Adobe InDesign. It covers all essential features for creating print and digital documents: brochures, reports, magazines, product sheets, and more.

Interface and Document Setup

- Create a new professional document
- Explore tool panels and customize the workspace

Managing Text Frames

- Manipulate and format text frames
- Link frames, manage multi-column layouts and text balance

Guides and Alignment

- Use layout grids and smart guides
- Align, rotate, scale, and position elements precisely

Paragraphs and Styles

- Advanced paragraph management and typographic styles
- Type on a path, control hyphenation, and apply fine-tuning

Working with Tables

- Insert or import tables from Word or Excel
- Format cells, rows, and columns professionally

Working with Images

- Import, crop, and cut out images
- Use the Links panel, Adobe Bridge, and Mini Bridge
- Apply basic text wrapping around images

Colors, Swatches, and Print Preparation

- Create and manage colors, gradients, and swatch libraries
- Preview CMYK separations and prepare for print production

Preflight and Export

- Preflight checks, font and image verification
- Create a package folder, export to print and digital PDF formats
- Manage print presets and export to other formats

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.

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

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