



Foxit Phantom PDF Training

Introduction to [Foxit Phantom PDF Training](#)

Powerpdf description and exploration

- Get to know the workspace;
- Explore tabs;
- Move around in the file;
- Change the display;
- Use travel tools;
- Print;

Creating a PDF file:

- Create a PDF file using another software;
- Convert a text or image file to PDF format;
- Copy text or an image to the clipboard;
- Copy text from PDF file in rtf format;
- Convert PDF file to image.

Content modification:

- Edit the text;
- Handle the graphic elements
- Add images/elements

Creating navigation tools in a document:

- Work with thumbnails;
- Create bookmarks;
- Create links;
- Create buttons;
- Create articles.

Managing pages:

- 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.

Preferences:

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

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