



Kofax Power PDF Training: Creating Documents and Forms

Introduction to [Kofax Power PDF Training](#)

Kofax Power PDF Description and Exploration

- Know the workspace
- Discover the tabs
- Move around in the file
- Change the display
- Use the move tools
- To print

Creating a pdf file with Kofax Power PDF

- Create a pdf file from another software
- Convert a text or image file to pdf format
- Copy text or an image to the clipboard
- Copy text from a pdf file in rtf format
- Convert pdf file to image.
- Add images/elements

Creating navigation tools in a document with Kofax Power PDF

- Working 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 in Kofax Power PDF

- Open comments palette
- Open a comment
- add a comment
- Add correction marks

Manage comments

Forms in Kofax Power PDF

Identify the specifics of an online form

Add and format "text" fields

Validate a field

Using the grid

Add "checkboxes"

Add "drop-down lists"

Add "radio buttons"

Add calculated fields

Add a reset button

Determine the tab order

Digital signatures in Kofax Power PDF

Select a signature manager

Configure profiles in Acrobat Self-Sign Security

Change password options

Add image as signature

Use signatures

Protection

Redactions and properties

Types of password protection

ORC

Optical recognition of characters and properties

Types of text search and retrieval

Preferences in Kofax Power PDF

Change the display

Customize comment settings

Customize full screen settings

Modify document opening properties

Edit the gridlines

Nous contacter:
Doussou Formation
Email: info@doussou-formation.com
<http://doussou-formation.com>

