



# 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.

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