



Nuance eCopy PDF Pro Training | Kofax Power PDF

Introduction to Nuance eCopy PDF Pro Training

PowerPDF description and exploration

- Get to know the workspace
- Discover the tabs
- Move around in the file
- Change the display
- Use the displacement tools
- Print

Creating a pdf file

- Create a pdf file from another software
- Convert a text or image file to pdf format
- Copy text or picture to clipboard
- Copy text from a pdf file in rtf format
- Convert pdf file to image.

Content modification

- Edit text
- Manipulate graphic elements
- Add images/elements

Creating navigation tools in a document

- 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

- Open the comments palette
- Open a comment
- Add a comment
- Add correction marks
- Manage comments

Forms

- 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

- Select a signature manager
- Configure profiles in Acrobat's 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

- 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>

