KOFAX POWER PDF

1/2 DAY

Course summary

Kofax Power PDF, formally NUANCE, makes it easy for businesses to gain control over PDF workflows in every department and for every use with the ability to create, convert and assemble industry-standard PDF files with superior accuracy. This course will demonstrate how to accomplish the most used features of Power PDF with the fewest possible steps.

COURSE CONTENT

CREATING PDF

- Create PDF files inside Power PDF
- Create a PDF file in Power PDF from multiple source files
- Create a PDF from Windows Explore or desktop by drag-and-drop
- Create a PDF by combining all open documents
- Create a PDF from multiple files in Windows Explorer by menu
- Create PDF by printing from the source file's application
- Create a PDF file from Create Assistant
- Create a PDF using a website URL

CONVERTING PDF

- Convert whole PDF or XPS files inside Power PDF with Save As
- Convert PDF or XPS files inside Power PDF with page ranges
- Convert a selected page area in a PDF to an editable format
- Convert PDF or XPS files from the desktop
- Convert from PDF/XPS using Convert Assistant

MODIFYING DOCUMENTS

- Touch up text in the PDF
- Touch up images in the PDF
  Add text using the Typewriter Tool
- Modify documents with Advanced Edit
- Comment a PDF

FORMS

- Activate and submit static PDF forms
- Create new form fields
- Touch up existing PDF forms with form controls
- Create a new form from a blank PDF
- Export data from multiple forms

SECURITY WITH PASSWORDS

- Apply a password to a document printed to PDF
- Set an open password for a document in Power PDF
- Remove passwords
- Set permissions and permission password for a document
- Create a password-based security scheme
- Redact a document

DIGITAL SIGNATURES

- Create your own Digital ID and send to Windows Certificate Store (if available at CFMWS)
- Export a Certificate and send to recipient
- Sign a document
- Sign or send a PDF with DocuSign (if available at CFMWS)
- Save a Certificate to Trusted Identities
- Validate a signature and document integrity

DOCUMENT ASSEMBLY

- Open and use Page Assembly view with a single document
- Use Page Assembly view with multiple documents
- Preview pages to be added, renumber pages
- Add watermarks to specific pages
- More page editing operations

BATCH PROCESSING

- Set up a sequence for batch processing
- Run a sequence
- Create a watched folder job
- Use of a watched folder
- Batch conversions TIFF and PDF

CUSTOMIZING AND CONFIGURING POWER PDF

- Change colour skin
- View documents in separate tabs or windows