

Power PDF End User Training

Course Description

The Tungsten Automation (Formerly Kofax) Power PDF End User Training is a comprehensive course designed to empower participants with the essential skills to proficiently navigate and utilize the features of Kofax Power PDF 5.0. Through a combination of step-by-step lessons and on-screen video demonstrations, participants will gain hands-on experience in creating, modifying, securing, and collaborating on PDF documents. The course also covers advanced functionalities such as batch processing, document assembly, accessibility, mobile usage, and integration with SignDoc for efficient digital signing. This training is ideal for professionals seeking to enhance their document management capabilities and streamline their workflow using Power PDF.

Audience

This training is suitable for professionals, administrators, and individuals who work extensively with PDF documents in various capacities. It is ideal for those looking to optimize their document management processes, enhance collaboration, and improve overall efficiency in working with PDF files.

Pre-requisite Knowledge/Skills

Basic computer skills and familiarity with standard office applications are recommended. Participants should have a working knowledge of file management and document processing.

Course Objectives

Upon completion of the Tungsten Automation Power PDF End User Training, participants will be able to:

- Efficiently create PDF files within Power PDF and integrate them with other applications.
- Convert PDF files to Microsoft Office documents and other formats using various methods.
- Effectively modify text and images in PDF documents, utilizing advanced editing features.
- Create and edit interactive forms within PDF documents.
- Implement security measures, including password protection, encryption, and digital signatures.
- Utilize batch processing and document assembly features for improved workflow automation.
- Collaborate in real-time on PDF documents, add comments, and incorporate markups.
- Ensure accessibility by generating tags, adding alternative text, and running the Accessibility Checker.
- Seamlessly access and work with PDF files on mobile devices, including markup and signing capabilities.
- Integrate SignDoc for streamlined document signing processes.
- Apply redaction techniques, including fuzzy search, to protect sensitive information in PDF documents

Course Outline

Module 1: Introduction to Kofax Power PDF 5.0

- Different versions of Power PDF
- Accessing available Power PDF resources
- Features of using Power PDF

Module 2: Creating PDF Files

- Creating a PDF within Power PDF
- Creating a PDF from integrated applications

Module 3: Converting from PDF

- Converting a PDF to a Microsoft Office document
- Methods to convert PDF to other formats
- Using the Kofax Convert Assistant for PDF conversion

Module 4: Modifying Documents

- Modifying text in a PDF
- Touching up images in a PDF
- Utilizing the Advanced Edit feature

Module 5: Forms

- Creating a form from a PDF document
- Adding form fields to a PDF document
- Editing form fields

Module 6: Security

- Using a password to secure a PDF file
- Creating/Exporting a Certificate
- Encrypting a PDF file using a certificate
- Digitally signing a PDF file

Module 7: Batch Processing

- Configuring a watched folder
- Configuring a batch sequence

Module 8: Document Assembly

- Reordering pages in a PDF file
- Adding a watermark to a document
- Adding a table of contents to a PDF file
- Adding bates numbering to a PDF file

Module 9: Collaboration

- Performing real-time collaboration on a PDF document
- Adding comments to a PDF document
- Adding markups to a PDF document

Module 10: Accessibility

- Generating tags in a PDF document
- Adding alternative text to images
- Running the Accessibility Checker
- Adding metadata to a PDF file

Module 11: Mobile

- Opening and viewing PDF files on the mobile app
- Markup of a PDF document using the mobile app
- Signing a document using the mobile app

Module 12: SignDoc Integration

- Sending a PDF document via Kofax SignDoc
- Signing a document using Kofax SignDoc

Module 13: Redaction

- Redacting information in a PDF document
- Using Fuzzy search to locate items in a PDF document to redact