



PDF-XCHANGE EDITOR

PDF-XChange Intermediate (ACR002)

Traditional Learning Pathway



COURSE CONTENTS

PDF-XCHANGE OVERVIEW

- Vendor & product manual
- About the Acrobat format
- Acrobat Readers
- Opening a PDF file with different programs
- Opening PDF in a browser
- About PDF forms

ADVANTAGES OF DIGITAL DOCUMENTATION

- Simplifies work process
- Efficiency
- Searchability
- Compliance & Governance
- Environmental reasons
- How to go paperless

GENERAL FEATURES

- The work area
- The toolbar/ribbons
- The Properties panel
- Customizing the toolbar
- Using keyboard shortcuts

BASIC TASKS

- Opening PDF files
- Using Recent Files
- Viewing, zooming, rotating
- Navigating PDF documents
- Using Search, Thumbnails & Bookmarks
- Text and object selection
- Send by email

COMMON TASKS

- The review process
- Annotate and comment
- Markup tools – sticky note, highlight text and comment
- Drawing tools
- Measurement tools
- Stamp tools
- Sign a form with image or initials
- Fill in PDF forms with form fields
- Fill in PDF forms without form fields
- Recognise text (OCR)
- Copy text to other application
- Take a snapshot

CREATING ADOBE PDF FILES

- Use the native application
- Converting files to PDF
- Use the Open command
- Dragging and dropping files
- Converting and combining different types of files
- Using a virtual PDF Printer
- Reducing file size
- About compression and resampling
- Scanning a paper document
- About searchable PDFs
- Using OCR

ADVANCED TASKS

- Combining files
- Page tools
- Enhancing and editing PDF
- Renumbering pages
- Working with bookmarks
- Editing text and links
- Barcodes
- Redaction
- Digital IDs
- Exporting PDF as Word or Excel documents

DOCUMENT PROPERTIES

- Setting document properties and metadata
- Setting the Opening View
- About PDF security
- Wet, electronic, digital signatures
- Authorisation, validation and authentication
- Securing documents for distribution

PRINTING

- Paper size & print scaling
- Print Preview
- Print Options

WORKING WITH FORMS

- Completing non-fillable forms with text editing tools
- Creating a fillable PDF form

PDF-XCHANGE EDITOR 2016 INTERMEDIATE

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

AIM

This course has been designed to allow participants to gain:

- an appreciation of working in a purely digital format
- an understanding of the PDF document format
- confidence with all features of PDF-XChange
- skills to use the software more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is a beginner's course and assumes basic prior knowledge of PDF-XChange. It is suitable for participants who:

- a good working knowledge of Windows
- an understanding of records management
- a good working knowledge of MS Office programs (especially Word)
- an appreciation of the principles and purpose of the PDF format

OUTCOMES

By the end of this session you should be able to:

- create PDF documents from a variety of sources
- use PDF files on the screen
- participate in a document review process
- enhance and edit PDF files
- secure PDF files
- create PDF forms

ABOUT US

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