PDF-XChange Pro – PDF for everyday office use («PDFXC»)

PDF-XChange Pro is affordable and its features are impressive. Master your daily office work with PDF efficiently and securely. Learn about the user interface and tools for editing and enhancing PDF files.

Duration: 1 day
Price: 800.–
Course documents: Digicomp courseware and learning videos

Content

In this course, you will work with PDF-XChange Pro. The course is structured in such a way that you first become familiar with the software's user interface so that you can quickly and confidently perform the functions that are important to you.

Morning:
Participants will quickly find their way around the interface and be able to create their own toolbar. They will navigate through comments and bookmarks using the preview bar. You will learn how to create PDFs from within Office applications and understand the differences in quality.

Afternoon:
Individual applications such as editing, commenting, and merging PDFs will be applied and deepened through hands-on exercises.

- PDF Editor user interface
- PDF Navigation (Preview Bar)
- Custom toolbar
- Create PDF
- PDF Standards (PDF/A and PDF/X)
- Reduce PDF file size (weight)
- Add annotations (Comments)
- Protect PDF
- Digital signatures
- PDF forms
- Interactive PDF (Presentations)
- Apply watermarks
- Add numbering, headers and footers
- Edit page content
- Export PDF to Word, Excel or image format
- Optical character recognition (OCR) of scanned PDF files
- Spell-check PDFs
- Add non-existent bookmarks to PDF files
- Create table of contents from bookmarks
- Edit PDF files
- Combine or merge pages from PDF files

Key Learnings

- Getting to know the PDF Editor user interface
- Getting to know the PDF-XChange Pro modules (Editor Plus, PDF-XChange Standard, PDF tools)
- Creating PDF files
- Getting to know the PDF standards
- Creating PDF forms
- Understanding the benefits of interactive PDFs (presentations, applications)
- Exporting PDFs to Word, Excel or image formats
- Applying Optical Character Recognition (OCR) to scanned PDF files
- Editing PDF files (possibilities and limitations)

Methodology & didactics

The course is structured in such a way that participants first familiarise themselves with the user interface and then delve deeper into the individual functions. These are demonstrated and then explored in more detail through hands-on exercises. In between, the learning objectives are checked with success control questions.

Target audience

This course is aimed at anyone who comes into contact with PDF in their daily work. It is designed for (lateral) entrants, office users, administrative and technical staff, as well as those responsible for online content. This course is also suitable for companies and can be held on-site or at Digicomp.

Additional information

This course content is only compatible with the Windows operating system. You can also bring your own laptop.

For virtual participation, we recommend the use of an additional monitor (not just a laptop) so that you can fully follow and participate in the lesson.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-media-communication/publishing/course-pdf-xchange-pro-pdf-for-everyday-office-use