



pdfDocs Desktop 3.2 upgrade course

Train the Trainer

pdfDocs Desktop 3.2



PDFDOCS DESKTOP 3.2

pdfDocs Desktop 3.2 has undergone significant changes to help you work with business-critical documents more efficiently.

This course is a comprehensive overview of these exciting new changes, which include multiple Organizer and Binder Project folders for working on specific cases, matters or projects; create templates to reduce workload; new integration with MS Excel and MS PowerPoint; PDF metadata management and PDF/A creation.

pdfDocs Desktop 3.2 let you simplify the process of outputting documents from an Organizer Project by letting you configure application and Organizer-level settings for work that you do on a regular basis.

WHO SHOULD ATTEND

This course is ideal for trainers or individuals within a firm who regularly deliver pdfDocs Desktop training or support to others as part of their job.

COURSE PREREQUISITES

To attend this course you should be comfortable with all aspects of the Organizer workspace; combining, editing, annotating, securing and outputting documents. You should also be familiar with creating a Binder Project.

TRAINING

The course will be delivered once a month as an online webinar. The duration of the course is approximately 90 minutes.

INVESTMENT

Any number of trainers (or individuals who deliver training or support to pdfDocs Desktop users) can attend the session.

The training can be undertaken any time in 2010.

COURSE INCLUDES

This course will be delivered by DocsCorp personnel. After attending the course, you will receive:

- Certificate
- Flash tutorials
- Enterprise-wide training manual
- Quick reference guides

WORKING WITH PROJECTS

- Creating a new Organizer Project
- Creating an Organizer Project template
- Creating an Organizer Project from a template
- Changing the Project name
- Changing the default Project
- Setting up import defaults
- Copying documents to other projects
- Saving a project
- Closing a project
- Deleting an Organizer Project

PROCESSING DOCUMENTS

- Default output settings
- Defining default process settings
- Apply Organizer settings
- Processing the Project
- Creating a PDF/A document
- Outputting documents as TIFF files
- Removing or editing PDF metadata

WORKING WITH BINDER PROJECTS

- Creating a Binder Project
- Creating a Binder Project template
- Embedding unconverted documents to the PDF Binder Project
- Setting Binder project options and settings
- Creating a PDF/A compliant Binder Project
- Checking the DMS for the latest versions of documents in the Binder Project

RIGHT-CLICK OPTIONS

- New right-click options for page/document
- Reducing a PDF document in file size
- Copying a page, document into an email as an attachment
- Copy Special - copy a page, document(s), complete with document settings
- Outputting a range of pages from the Organizer Project folder

NEW EDITOR FUNCTIONALITY

- Adding and editing hyperlinks in PDF documents
- Adding and editing Named destinations in PDF
- Aligning and resizing form fields
- Inserting a text field matrix
- Applying redaction codes to explain the redaction
- Editing redaction codes
- Redacting a page or a range of pages

NEW MS OFFICE INTEGRATION

- Use pdfDocs toolbar buttons in MS Excel and PowerPoint
- Convert documents to PDF with track changes
- Specify email attachments to be converted to PDF
- Select documents to be added to an existing email



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