

## Nuance Training

Length: 1 Day

### COURSE CONTENT

#### PDF FILE CREATION

- Creating Pdf Files From Other Formats
- Print To Pdf
- Creation By Opening A Document Within Power Pdf
- Creating A Pdf File Is As Simple As Opening A File
- Create Pdf Document From Within Power Pdf
- One--Click Pdf Creation Icons From Within Microsoft Word, Excel, Powerpoint And Outlook
- One--Click Pdf Creation From Within Internet Explorer
- Batch Create Pdf Files Using The Pdf Create Assistant
- Creating Creation Profiles
- Pdf Packages And Portfolios
- Creating A Portfolio By Combining Multiple Documents And Document Types Pdf Conversion
- Converting Pdf Files Into Other Formats
- Convert Pdf To Office & Other Formats
- Convert To Microsoft Word/Excel
- Convert Image Pdfs To Searchable Pdf
- The Auto--Detect Image--Only Feature --Create Editable Pdf Files From Scanned Images
- Export An Area
- Batch Convert Pdfs To Another Document Type Using The Pdf Converter Assistant

#### DOCUMENT ASSEMBLY / DOCUMENT SPLITTING

- Document Assembly
- Document Splitting

#### BASIC PDF EDITING

- Document Editing -- Touchup
- Edit Object Tool
- Touchup Objects -- Resizing Objects
- Edit Object -- Moving And Rotating

#### COMMENTS AND ANNOTATIONS -- REVIEWING FEATURES

- Using notes, callouts, highlight, underline and draw tools

#### USING DRAGON NOTES TO COMMENT

- Dragon Notes Requirements
- DRAWING TOOLS
- ACTIVE MARKUP TOOL

#### COMMENTS

- Printing Comments
- Migrating Comments
- Managing Comments -- Reply, Accept Or Reject

#### WATCHED FOLDER AND BATCH SEQUENCES

- Watched Folders
- Batch Sequences

#### ADDITIONAL DOCUMENT SEARCH AND REDACTION CAPABILITIES

- Search
- Search and redact

#### DOCUMENT COMPARISON

- Document Comparison -- Pdf To Pdf