

PdfDocs-4 Essentials

CONFIDENTIAL



pdfDocs-4 Outline

This 1 hour course is intended to give the new user a general understanding of how to use pdfDocs-4 to create and edit PDF content.

The course includes training on the following:

- **What is pdfDocs-4**
- **3 “modes of operation” in pdfDocs-4**
- **Opening a PDF from the Document Management System**
- **Opening a PDF from the File System**
- **Opening a PDF from pdfDocs-4**
- **MS-Word DOCSCORP Ribbon functions**
- **Understanding Backstage View (File tab)**
- **Creating an Organizer Project (File tab)**
- **Creating a Binder Project (File tab)**
- **Using Pins (File tab)**
- **Quick-access toolbar**
- **Pages Pane and Navigation Pane**
- **Home-Tab Essentials**
 - Review of this tab typically includes email, export, and right-click ‘keep selected’ option.
- **Review-Tab Essentials**
 - Review of this tab typically includes ‘Insert Text at Cursor’, ‘Add note to Replace Text’, and ‘Add Note to Text’.
- **Edit-Tab Essentials**
 - Review of this tab typically includes Edit (for in-line text editing and when you can, when you cannot), Page-Design section, OCR, and Optimize.
- **Protect-Tab Essentials**
 - Review of this tab typically includes Redaction and setting security.
- **View-Tab Essentials**
 - Review of this tab typically includes Layout Options and Switch-
Windows function.

