



## pdfDocs

### **Audience**

For individuals who need to use pdfDocs to create, mark-up and share pdf documents.

### **Outcomes**

To be able to use all the relevant features of pdfDocs with confidence and ease.

### **Course Content**

- When would you use pdfDocs
- Save and Share documents as pdfs
- Annotating a pdf
- Editing pages
- Applying watermarks, headers & footers
- Using OCR & Redaction
- Add bookmarks & links
- Creating Organiser Projects
- Creating Binder Projects
- Adding Security

### **Duration**

1.5 hours with lots of hands-on practical exercises

### **Price**

- £270 Maximum of 8 delegates
- £34 Per Additional Delegate

### **Extra Consideration**

If you would like us to incorporate specific documents into the lesson, please send them through in advance.