

**Module 1: Getting Started**

- The Foxit PhantomPDF Workspace
- The Ribbon/Toolbar
- The Quick Access Toolbar
- Customizing the Ribbon/Toolbar
- Status Bar
- Customizing the Skin
- Using the Navigation Pane and Panels
- Viewing and Navigating PDF Documents
- Changing Page Magnification
- Enabling/Disabling Multi-Tab Reading
- Working with Page View & Modes
- Managing the Recent Files List

**Module 2: Creating PDF Documents**

- Methods for Converting Files to PDF
- Conversion Settings
- Converting Multiple Files
- Appending Documents
- Creating PDF Documents from Microsoft Word
- Print to PDF
- Creating PDF Documents by Scanning
- Recognize Text in Scanned Documents
- Optimize a Scanned PDF
- Saving Options (Including AutoSave)
- Creating Linearized PDFs
- Exporting PDFs to Other Formats
- Reducing File Size

**Module 3: Document Modification & Organization**

- Creating, Modifying, & Organizing Bookmarks
- Using Bookmarks to Create a Table of Contents
- Using the Pages Panel
- Working with Thumbnails
- Inserting & Deleting Pages
- Extracting & Replacing Pages
- Changing Page Order and Swapping Pages
- Splitting a PDF into Separate Files
- Searching PDF Documents
- Creating Links & Setting Properties
- Attaching Files to a PDF

**Module 4 – Commenting and Reviewing**

- Using Text Markup Tools
- Using the Pin Tools
- Adding Comments with the Typewriter Tools
- Using Callout Tools
- Using Drawing Markup Tools
- Using Preset Stamps
- Creating & Using Dynamic Stamps
- Replying to Comments
- Managing Comments
- Creating a Comment Summary
- Setting Review Preferences
- Setting up an Email Review
- Using the Review Tracker
- Comparing PDF Files

**Module 5 – The Finishing Touches**

- Modifying PDF Documents
- Editing Text
- Check the Spelling
- Formatting Text
- Using Undo & Redo
- Adding New Text
- Editing Text Objects
- Linking, Joining, & Splitting Text Objects
- Reflow Editing
- Headers, Footers, & Page Numbering
- Adding Watermarks
- Changing Page Size with the Crop Tool
- Adding Images to Pages
- Inserting Image Objects & Shapes
- Adding Multimedia Files
- Printing Options
- Running an Accessibility Check