

Technology Tips — Using Acrobat 9 in the Law Office

In June 2008, Adobe released Acrobat 9 (Standard, Pro, and Pro-Extended versions), which includes many new features of interest to legal professionals:

- **Document Comparison** – Compare documents side by side for changes to text, new pages, or moved pages. Summarize changes as document annotations. Add, review, or print comments to changes.
- **Redaction** – Redact images or text manually or use lists of words or patterns to help you find and redact Social Security numbers, e-mail addresses, telephone numbers, credit card numbers, and other personal information. Apply redactions in batches or redact entire pages. Save redacted versions of documents, preserving your original.
- **Bates Numbering** – Easily select documents or entire files for Bates numbering. Save Bates-numbered files in a separate output folder to preserve originals. Rename Bates-numbered files with specific prefixes, suffixes, or the assigned Bates-numbering range.
- **Fillable Forms** – Create fillable forms from scanned documents, existing PDFs, or existing Word documents. Distribute or share fillable forms easily.
- **Building PDF Portfolios** – Take Word, Excel, or PDF documents and combine them into a single e-mail attachment.
- **Exporting PDFs to Word** – Export single or multiple PDFs to Word while retaining flowing text and most formatting for easier editing.
- **Live Collaboration** – E-mail PDFs to clients with an invitation to a live chat session to review your PDF. You control page views and page turning. Save and print your chat history

to document your file. Recipients of PDFs can participate fully using Adobe Reader.

- **E-mail Archiving** – Easily save client e-mail and attachments without specialized document or case management software. Archive manually by selecting individual e-mails or entire folders or set archiving to occur automatically. Captures e-mail messages and attachments creating a single PDF with a fully searchable/sortable index. Works with Lotus Notes or Microsoft Outlook.
- **File Splitting** – This is a handy feature for any practitioner who e-files legal documents. Most electronic filing gateways in state and federal courts place a limit on the size of document you can upload in one session. This feature allows you to split one large document into multiple documents by number of pages, file size, or top-level bookmarks. Each resulting part is identified in order, such as Part 1 – Plaintiff's Amended Complaint, Part 2 – Plaintiff's Amended Complaint.

Watch the free online demonstrations of these features at http://blogs.adobe.com/acrolaw/2008/06/acrobat_9_announced_new_features.html. At this same link, sign up for free e-seminars geared to the legal profession or subscribe to "Acrobat for Legal Professionals" and receive useful, succinct e-mail tips. For a free, fully functional 30-day trial of Acrobat 9 Pro, visit <http://www.adobe.com/products/acrobatpro/tryout.html>. Acrobat 9 Pro is \$449 for the full version and \$159 for registered users of qualifying earlier versions of Acrobat.

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