

An ABBYY Publication

Your Essential Guide to
PDFs For Legal Professionals

Problems They Solve
Challenges They Create
Opportunities They Bring

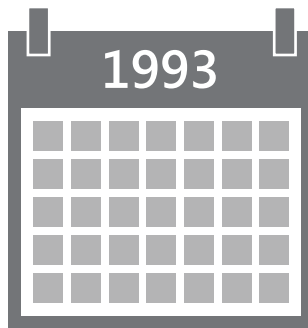


PDFs

Satisfying Your Firms' Appetite for Better Document Management



The law is ravenous for documents that need to be archived, retrieved, shared, and posted. And in 1993, with the introduction of the Portable Document Format (PDF), it looked as though firms had an answer to document overload – at first, anyway.



First released in 1993, the PDF format now facilitates workflow improvements spanning the entire range of legal activities.

The format's universal compatibility meant exchanging vital documents between clients, lawyers and the courts could happen in minutes instead of days. Attorney questions were answered on the web via PDF. Soon PDFs became integral to workflows across the entire range of legal activities.

But with their adoption new challenges have arisen – including issues relating to workflow efficiency, compatibility, compliance, security and archiving. We'll demonstrate the implications of such challenges along with examples of how to resolve them with a new generation of PDF software.

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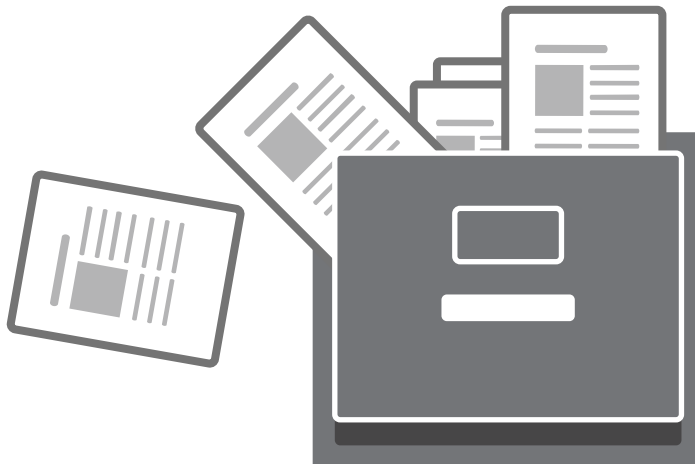
Challenges In Practices

Challenging Situations

Problems with PDFs in Today's Practices

Longstanding issues

Even a small law firm deals with thousands of paper and electronic documents every year. Strewn across filing cabinets, servers, PCs and CDs, they come in a wide variety of digital formats – many unsearchable. Lacking easy ways to access and manage their data, firms face high costs, slow workflows and even compliancy risks.



New challenges

PDFs enable firms to work with, amend and share documents in a universally accepted format. But with their growth come new challenges, including:

- Documents arrive in image-only PDF formats that require conversion, diverting staff resources from more important work.
- Extracts from documents such as Word must often be included in PDFs, requiring even more effort to convert.
- Layouts and formats can be lost, making PDFs unusable as legal documents – costing even more time to fix.
- Manual extraction of sensitive data for secure document sharing is time-consuming and error-prone – creating delays and risks.

Such issues can be difficult for firms to resolve, since they've had to choose between PDF software that is either powerful but hard to use – or easy, but lacking a robust feature set. Until now.

A Next-Generation Solution for Legal Professionals

ABBYY PDF Transformer+

Next-generation PDF software



The essential cause of PDF challenges

Firms face a wide range of challenges when it comes to working with PDFs. They can include the time it takes for clerical staff and paralegals to scan and convert paper into PDFs. Or involve the need for attorneys to securely share and comment on PDF documents.

But the underlying cause of virtually every challenge arises from one thing: Their PDF software. Because it's either easy-to-use yet underpowered, or feature-rich but over-complicated.



You're never more than a click away from accomplishing any task with PDF Transformer+. It's that easy.

The essential PDF solution for legal professionals

PDF Transformer+ gives you power with no complications. It delivers features that competitors charge hundreds of dollars more for – but is so easy to use that you're never more than a click away from being able to create, convert, open, edit, annotate or share a PDF. Let's see how it meets the challenges you face every day.

Raising Productivity with Higher Efficiency

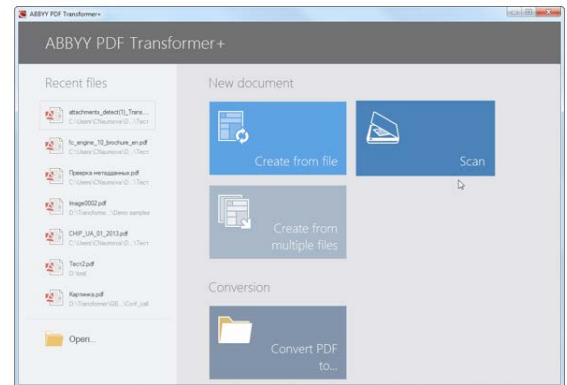
Raising Productivity & Efficiency

Are PDFs holding you back, or moving you forward?

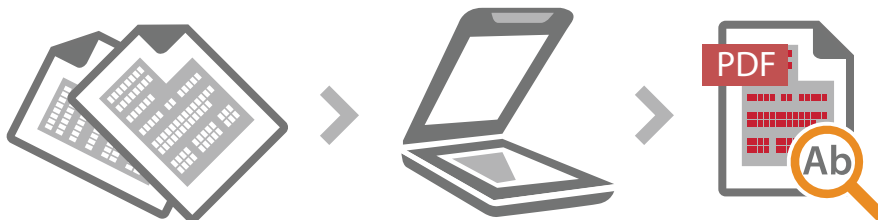
Fewer steps, higher productivity

The more steps it takes to use a feature, the slower your progress. So with PDF Transformer+ you're never more than one step away from what you need to get jobs done.

For example, one click converts paper or digital documents to fully searchable PDFs – freeing staff and paralegals for higher-priority work. Plus, all original text, formats, layouts, tables and images are retained – saving more time, by eliminating the need for corrections.



An intuitive menu and One-Click Quick Steps automates virtually every PDF task.



Scan directly from paper to searchable PDF – no need to correct, retype or reformat.

Eliminates extra steps across your entire practice

The first step in using powerful PDF software typically involves training – but not with PDF Transformer+. Anyone can use it productively right away and enjoy benefits that include:

- Automatic conversion of any size document to searchable PDFs that comply with rules for submission as evidence and eDiscovery.
- Reduction of non-billable hours for firms by eliminating time-wasting reformatting, retyping and manual search – so resources can be utilized for higher priority tasks.
- Better eDiscovery and higher attorney productivity with the power to easily create searchable PDFs – making text, metadata and images available for accurate automated search.
- Assured compatibility to help smooth firms' workflows. The full Adobe Library is included for easy opening and creation of PDFs.

Lowering the Costs of Content Management

Content Management

How much does it cost?
How much less should it cost?

Lost and found: Reclaiming time spent on manual processes

Time spent combing through file cabinets, paper or unsearchable digital archives is time lost to projects and your firm's bottom line. PDF Transformer+ recovers that time, and much more, by automating the creation, modification and management of searchable PDF content.



Just click to add pages or entire documents from other formats directly into a PDF – then reorder them just as easily.

Tackles the complex dynamic of legal documents

The scale and diversity of content in legal documents siphons away precious resources if indexing, searches, revisions and compilations are done manually. So PDF Transformer+:

- Enables firms to create searchable PDFs, ending the need to manually comb through paper and non-searchable digital files.
- Minimizes firms' exposure to the risks and costs of error-prone manual processes by enabling automatic indexing, coding and filing.
- Helps ensure firms against loss of key data with searchable PDFs that enable information to be located fast.
- Supports PDF/A standard for long-term archiving.
- Enables lawyers and paralegals to insert content from documents in other file formats (Word, Excel, etc.) directly into PDFs without labor-intensive manual conversion or copying and pasting.
- Makes it point-and-click easy for lawyers and paralegals to rearrange pages and insert blank pages within PDFs – and even insert new pages directly from scanners.
- Reduces the time lawyers spend writing responses and briefs by creating a single document integrating the original text and response.

Enhancing Collaboration for Better Teamwork

Enhancing Collaboration

Using PDFs to take the hard work out of teamwork

Complex document reviews made simple

If collaboration is the king of productivity, PDF Transformer+ treats your practice like royalty. Teams can track, comment and annotate PDFs effortlessly, speeding document review and approval.

Demonstrate approval in no uncertain terms

PDF Transformer+ helps clarify the exact status of documents. Stamp PDFs the same way you would paper documents – with status levels including Accepted, Rejected, Cancelled and Completed.



Fast track team reviews with annotation tools that include sticky notes, strikethrough, underline, text insertion and highlights.



Stamp PDFs in the same way you would paper documents to prominently display their status.

Searching made simple

PDF Transformer+ also supports search for keywords and phrases across entire PDFs. Plus, it provides attorneys an at-a-glance list of comments, along with an immediate view of annotations. Taking the delay and uncertainty out of circulating comments, benefits to lawyers and paralegals include:

- **Faster and more productive document review and approval cycles with the ability to make comments and markups directly in PDFs.**
- **Ability to quickly navigate through large PDFs thanks to automatic bookmarking.**
- **Elimination of slow manual searches with tools that enable automatic search for text, comments, metadata and bookmarks.**
- **Assured knowledge of document status with customizable stamping.**

Mitigating Risk: Compliance and Security

Mitigating Risk

Protecting your practice with secure and compliant PDFs

Advanced redaction for secure document sharing

Need to share documents but protect sensitive data, too? PDF Transformer+ has you covered. Advanced redaction removes text and metadata from all layers of a PDF. Plus, you can designate words, phrases, etc. for automatic redaction throughout a document.



Automatically redact words and phrases throughout documents to help ensure security

Powerful tools for authorization and security

PDF Transformer+ makes it easy to password-protect PDFs – restricting access to authorized parties. And to further ensure security it lets you easily add digital signatures to documents.

Features and tools for ensuring compliance

To further protect your practice, PDF Transformer+:

- Ensures that eDiscovery documents for availing exhibits to the court meet requirements for search and access to metadata.
- Helps avoid censure, objection or penalty by ensuring files are searchable and accurately retain original formatting.
- Reduces security risks with support for password protection, digital signatures and redaction.
- Supports PDF/A format, a requirement for availing documents to court in many jurisdictions.
- Further assures compliance by enabling the creation of rules for incoming documents and automatically applying Bates Stamps.

Best Practices for Your Practice

Best Practices Summary for Legal Professionals

Taking full advantage of what PDFs offer you.

First things first...

Three things to consider before anything else:

- Make certain your PDF software has the features you need to follow best practices.
- Ensure those features are easy to use.
- Take advantage of the free trials available from PDF software publishers.
- Get started now by [trying PDF Transformer+ FREE](#)

And then at a minimum:

- Always safeguard confidentiality using security features including passwords, digital signatures, certificate protection and redaction.
- Always ensure users (and content!) are authorized and validated with measures such as stamps and digital IDs.
- For archival purposes, consider using PDF/A, an ISO standardized format created for long-term document preservation.
- Make sure you're scanning directly to PDF/A when converting paper documents for archiving.
- Use PDF/A when filing documents. Many courts or other legal entities now require it.
- Ensure easy navigation and usability by automatically creating bookmarks based on PDFs' headers and metadata.
- Deep link PDFs so those pursuing eDiscovery can quickly move between topics within a document and between related documents.

And remember, PDF Transformer+ makes all of the above so easy it's like having an additional legal assistant – that's how much time it can save you.

Learn More

PDF Transformer+ delivers features that competitors charge hundreds of dollars more for. Yet is so easy that it eliminates every barrier to using PDFs more productively in your practice. See why:

Download our case study

**Put PDF Transformer+
on trial in your practice**

Try it free



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