

# ADOBE ACROBAT FOR ATTORNEYS

*Provided Courtesy of:*



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|--|---------------------------|
| <b>I. ADOBE ACROBAT OVERVIEW</b>   | <b>12:45 - 12:55 p.m.</b> |
| A. Why PDFs Are Important to Attorneys   |                           |
| B. Value of PDF Transcripts to Attorneys   |                           |
| C. Differences Between Versions and Releases of Adobe Acrobat                      |                           |
| <b>2. CONVERTING DOCUMENTS TO PDFs</b>   | <b>12:56 – 1:01 p.m.</b>  |
| A. Using Adobe Tab   |                           |
| B. Utilizing PDF Print Option  |                           |
| <b>3. PDF TEXT RECOGNITION (OCR)</b>   | <b>1:02 – 1:10 p.m.</b>   |
| A. Converting Images v. Word Documents to PDF                                      |                           |
| B. Types of OCR  |                           |
| C. Demo & Exercise: Conducting Text Recognition                                    |                           |
| <b>4. WORKING WITH PDFs</b>  | <b>1:11 – 1:44 p.m.</b>   |
| A. Demo & Exercise: Keyword and Proximity Searches                                 |                           |
| B. Demo: Copying and Cropping Information in PDFs                                  |                           |
| C. Demo: Using Pages Pane to Organize Information Within PDF                       |                           |
| D. Demo & Exercises: Adding, Inserting, Replacing and Extracting Pages             |                           |
| E. Practice Exercise & Feedback: Combining Information From Multiple PDFs          |                           |
| <b>5. EDITING AND COMPARING PDFs FOR CHANGES</b>                                   | <b>1:45 – 1:50 p.m.</b>   |
| A. Unraveling the Myth: Can PDFs Be Changed?                                       |                           |
| B. Editing in Adobe Acrobat 9 v. Acrobat XI  |                           |
| C. How to Check for Changes? Compare, Sign, or Secure                              |                           |
| D. Demo: Comparing Content Between PDFs  |                           |
| <b>6. SIGNING PDFs</b>   | <b>1:51 – 2:34 p.m.</b>   |
| A. Demo & Exercise: Adding a Digital Signature                                     |                           |
| B. Practice Exercise & Feedback: Adding a Digital Signature                        |                           |
| C. Demo: Verifying Signatures With Adobe EchoSign                                  |                           |
| D. Demo & Exercise: Creating Digital IDs   |                           |
| E. Demo: Using Signature Stamps and Watermarks                                     |                           |
| F. Demo: Checking Signatures Pane for Changes                                      |                           |
| <b>7. SECURING PDFs</b>  | <b>2:35 – 2:44 p.m.</b>   |
| A. Demo & Exercise: Adding Passwords to Restrict Access, View, Editing and Copying |                           |
| <b>SESSION BREAK</b>   | <b>2:45 – 3:00 p.m.</b>   |
| <b>8. COLLABORATING ON PDFs</b>  | <b>3:00 – 3:20 p.m.</b>   |
| A. Demo & Exercise: Annotating and Marking Up in PDFs                              |                           |
| B. Demo: Using Comments List to Review/Approve Edits                               |                           |
| C. Demo & Exercise: Creating Comments Summary                                      |                           |

- 9. REDACTING SENSITIVE/CONFIDENTIAL INFORMATION & METADATA** **3:21 – 3:50 p.m.**
- A. Demo: How Not to Redact
  - B. Demo: Properly Redacting Information
  - C. Practice Exercise & Feedback: Properly Redacting Information
  - D. Demo & Exercise: Examining a Document for Hidden Text
- 10. BATES NUMBERING** **3:51 – 4:15 p.m.**
- A. Demo: Adding Bates Numbering
  - B. Practice Exercise With Feedback: Adding Bates Numbering
- 11. WORKING WITH FORMS** **4:16 – 4:40 p.m.**
- A. Demo: Converting/Creating Fillable Forms
  - B. Demo: Editing Forms
  - C. Practice Exercise & Feedback: Converting and Editing a Fillable Form
  - D. Demo & Exercise: Extending Editing Capabilities for Adobe Acrobat Reader Users
- 12. CREATING PDF PORTFOLIOS** **4:41 – 5:00 p.m.**
- A. Combining PDFs v. Creating PDF Portfolios
  - B. Demo: Creating PDF Portfolios
  - C. Demo: Adding Links Within PDFs
  - D. Practice Exercise & Feedback: Creating a PDF Portfolio