



ILLINOIS STATE
BAR ASSOCIATION

STANDING COMMITTEE ON LEGAL TECHNOLOGY

The newsletter of the ISBA's Standing Committee on Legal Technology

From the Chair

By Trent L. Bush

The New Year is upon us. Since my last column just a few short months ago, we have witnessed a significant downturn in the economy, national elections, State government scandal (more than usual), and a historic inauguration. By the time this newsletter is published, we will likely have a different Governor. Time certainly flies.

In these times of great economic uncertainty when our income is threatened, we all naturally (and rightly) critically evaluate the expense side of our practices. The technology budget line item is often one of the first to be singled out. We tend to delay making this purchase or that and attempt to get by with older equipment or software versions. Of course, as the old saying goes, there are instances in which one can become "penny wise and pound foolish." By not investing adequately in systems, programs, and security, one may face the prospect of much more

significant problems down the road. The headache later (not to mention the time and expense of cleaning up the mess) may not be worth the short-term savings. Meanwhile, your clients (and competition) may be moving forward without you.

With the recession in mind, COLT will attempt to highlight certain products and services that are cost-effective and productive for our practitioner members. One such product is highlighted in this issue—Adobe Acrobat. While many of us are familiar with this product (particularly if you practice in federal court and are a regular e-filer), the more recent versions of Acrobat have been developed with the attorney in mind.

COLT Updates. As with past columns, we want to provide an update on COLT priorities and initiatives. Our priorities include: (1) electronic courts in Illinois (specifically, educating the membership on the status of electronic courts in Illinois and serving as a resource on the subject); (2) act as a visible and accessible resource for day-to-day tech issues in our practices; and (3) be a valuable resource to the ISBA. The following is a brief update on those priorities.

1. Electronic Courts in Illinois. Our Subcommittee on Uniform Electronic Filing Rules continues to meet and develop a draft article on e-filing. We continue to gather information on the topic and work on establishing relationships with stakeholders that will help us to educate our members. Ideally, we hope this developing network will enable us to effectively rep-

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resent the views and interests of our State's practitioners.

- 2. Tech for Lawyers.** AskCOLT continues to be available and utilized for our members to ask tech-related questions. A recent inquiry regarding laptop computers was addressed within the hour. We encourage you to use this resource. We will continue to work those Q&As into available ISBA media. In addition, COLT will be presenting a half-day CLE on the morning of March 5 entitled "Legal Technology for Non-Techies: Topics, Trends and Tips to Help Your Practice." Topics include ethics and technology, Internet research, e-discovery in a small case, and working remotely. More details can be found at: <http://www.isba.org/lawed/2009/03legaltech/>.
- 3. Resource to the ISBA.** COLT members are again involved with the planning of the next Solo and Small Firm Conference. We look forward to seeing you at will certainly be another informative conference.

Remember to e-mail all of your tech questions to AskCOLT@isba.org. We'll see you on March 5.

—Trent L. Bush

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Review of Adobe Acrobat 9

By Bryan Sims

Introduction

I concentrate my practice in commercial litigation matters. Because of this, most of my cases involve thousands of pages of documents. Because I want to be able to practice from anywhere, several years ago I began scanning all of my documents to PDF and using Adobe Acrobat to view, manipulate, and comment on the documents. Since starting this process (with Adobe Acrobat 6), I have reaped the benefits of the improvements that Adobe has made in each of the successive versions of the product. In particular, I was a big fan of the typewriter tool added in version 7 as well as the Bates Stamping and Redaction tools added in version 8.

Thus, I was eager to get my hands on the new version to see what improvements Adobe made. After using the program for several weeks, I was pleased to discover that Adobe has made several improvements to an already great product.

Adobe Acrobat 9 comes in three flavors: Standard, Pro, and Extended. In a consumer friendly move, Adobe has taken some features that were previously available only in the Pro version and moved them to the Standard version. The most important of these is the Forms feature. The key features that Pro has that Standard lacks include Bates Stamping and Redaction. Extended adds a variety of 3D and video options that probably aren't useful for most practitioners. The best fit for most attorneys is likely the Pro version.

The retail price on Standard is \$299, Pro is \$449, and Extended is \$699. If you have a prior version of Adobe Acrobat 6 or later (either Pro or Standard), the upgrade price is \$99 for Standard, \$159, for Pro, and \$229 for Extended.

Review

Acrobat 9 adds several improvements to preexisting features such as Bates Stamping, Redaction, Typewriter, and Forms. Additionally, Adobe has added a new document splitting feature, a document comparison feature, and PDF Portfolios.

Pros

Improved Preexisting Features

The improvements in the Bates Stamping feature are found in the Output Options button. Acrobat now allows you to save the stamped documents in a different folder, to add a prefix or suffix to the file names, or to replace the file names with the starting and ending Bates numbers. You can also choose whether to overwrite existing files or create a log file of your activities. These are all useful features that make the Bates Stamping feature in Acrobat better and easier to use.

The Redaction feature now contains pattern based searching for items such as credit card numbers, phone numbers, social security numbers, and dates. This improvement means that you can find these items across multiple documents without having to manually search for each one of them.

Adobe has greatly improved the typewriter tool by giving you control over the font, the font size, the font color, and the line spacing. If you have ever been frustrated by your inability to adjust your text with the prior versions of the typewriter tool, you will be thrilled with the changes Adobe has made the typewriter.

The greatest improvement that I have seen, however, is in the Forms feature. With Acrobat 8, I could create a form. However, doing so was not an easy process. Every time I tried to use the feature, I ended up spending a lot of time trying to get the form right. And I still usually ended up with a form that worked, but was not what I wanted.

With version 9, however, Adobe has made the Forms feature much more functional. The form wizard is better at recognizing the form fields. Also, I can now easily add new fields or modify any of the automatically recognized fields. Plus, Adobe has made form creation even easier by having all of the fields appear in the left sidebar. This means I can easily access them to modify them, and I can change the tab order of the fields simply by dragging the field names around.

The difference between creating forms in 9 versus 8 is huge. With Acrobat 9, I can now create a form in just a few

minutes. Given the number of poorly created court forms that I regularly deal with as well as the propensity for people to send me Word documents that they expect me to treat as forms, the improvements in the Forms function is reason enough to upgrade to version 9.

New Features

In addition to improving already existing features, Adobe has added some new useful features. One of these features allows you to easily split documents by a certain number of pages, by file size (very convenient to avoid electronic filing size limitations), or by top level bookmarks. Additionally, just as with Bates Stamping, you can choose to output the split files into a different folder or to add a label before or after the file name.

I am also impressed with the document comparison function found in this version. It works very smoothly and allows you to quickly and easily determine the differences between two PDFs. The changes show up as comments. Thus, they are in a format that I am already familiar with. I have used this feature a few times and really like the implementation.

In version 8, Adobe introduced PDF packages, which allowed you to combine different PDFs together in a single package, rather than a single document. I use this feature to bundle my deposition exhibits. In version 9, Adobe has expanded this capability and created PDF Portfolios. These serve a couple of functions. First, they allow you to group together a variety of documents in different formats. This means you can create a portfolio that includes PDFs, Word documents, Excel documents, etc. This makes it easy to put together a variety of documents for your client to sign and review, all in a single package.

Additionally, with the Extended version, you can add multimedia effects to your portfolio and incorporate flash video. Portfolios, even without the features found only in Extended, allow you to create presentations that you can send to current or potential clients in a seamless package. These are a great option to enhance your image and perhaps persuade some potential clients to hire you.

Further, although you need Pro or Extended to create these portfolios, they can be read by anyone who has Reader. Thus, you can send them to anyone and feel confident that they can access the documents.

Cons

Despite the number of improvements in this version, the program is not yet perfect. The biggest quibble that I have with the program is one that I have had since I began using Acrobat: The toolbar is not sufficiently customizable.

I am very particular about my screen space. Because of this, I create custom toolbars in every program I use. In creating these custom toolbars, I make each icon justify its existence on the toolbar. The icon must be for a function that I use often and not be something that is more easily accomplished using keyboard shortcuts. Creating these toolbars allows me to work in the manner most efficient to me. Further, allowing me to create the toolbars is a recognition from the software manufacturer that certain features are more useful to some people than they are to others and that each of us works in our own manner.

Although Acrobat 9 is light years ahead of versions 6 or 7 in terms of the ability to customize toolbars, it still has a long way to go. In this version I can choose which icons to display from the preprogrammed toolbars. However, I cannot choose which commands to add to those toolbars. For example, the File Toolbar allows me to choose between

commands such as Open, Print, Save, etc. However, I can select only commands from the preprogrammed list. If I have a command that I use frequently that is not on that list (such as Save As), I have no way of adding it to a toolbar.

This is the one major complaint that I have about this program. Unfortunately, because of the nature of the issue, it is an issue that I must deal with every time I use the program.

The other complaint that I have about the program is that Adobe has not created Create PDF buttons for Firefox. Adobe creates such buttons for the Microsoft Office programs as well as Internet Explorer. However, despite the fact that Firefox is open source, Adobe has not created these buttons for Firefox. Given that I use Firefox as my primary browser (and I know I am not alone in this), this is a feature I would really like to see added.

Verdict

Adobe Acrobat 9 is not a perfect program. However, it is one that I use daily in my law practice and I would not want to practice law without it. The improvements made in version 9, especially those made to the Typewriter and Forms features are significant enough to justify upgrading from version 8. If you are still using version 6 or 7, I definitely suggest upgrading to 9. I just wish the toolbar were more customizable.

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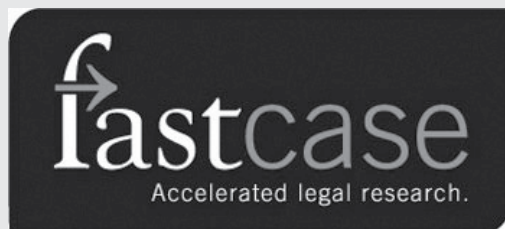
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Top 11 tips for Adobe Acrobat Professional 9

By Roy Greenberg

You're already familiar with Adobe portable document format. Convert your document into an Adobe PDF and anyone who downloads the free Adobe Acrobat reader (available at <http://www.adobe.com/products/reader/>) can read it. The PDF is identical in appearance to the original document. Adobe Acrobat Professional 9 (<http://www.adobe.com/products/acrobatpro/>) gives users some new tools for their PDFs. Put a little extra effort into your PDF documents, and even newcomers to Acrobat Reader will reap the benefits. Here are my best tips, many of which will work with prior versions of Acrobat.

1. Use Bookmarks to Show Different Document Views

Acrobat bookmarks can do more than selecting a document page. Bookmarks can give readers different views of the same page.

Suppose a reader might benefit from a close-up view of a survey's key area. Explaining to Acrobat newcomers how to zoom in, and then return to a normal view, can be tricky. Use two bookmarks instead.

Select a magnified view with any of the magnification tools. Create a bookmark. One quick way: press "Ctrl+B" (i.e., the "control key" and the "b" key). Double click the bookmark to name it something like "click here for magnified view." Return the document to normal size. Create another bookmark called "click here for normal view." That's all there is to it. Your readers can click one bookmark to magnify the view, and the other to return to normal.

Bookmarks are of little help if your reader can't find them. Select "Ctrl+D." Choose "initial view" from the tabbed sections. Choose "Bookmarks panels and page" from the "navigation tab" list menu. Save your document. When the document is opened, the reader sees your bookmarks.

2. Erase Text with the Redaction Tool

Acrobat is not a word processor, but that doesn't stop anyone from trying to edit PDF documents in it. Use the redaction tool for deleting text. Open the

redaction toolbar by right-clicking any toolbar and choosing it from the resulting list. Select the "mark for redaction" tool. Mark the word or words that you want to delete. If you are having trouble selecting a word, increase the document magnification. Right click your redaction box to change the "redacted area fill color" to "no color." Choose "apply redaction" from the toolbar.

This change redacts the selected word with a white area showing no boundary, just like applying "white out" to a typed document. Don't try this for the first time without keeping a safety copy of the document, as you can't restore any language that's been redacted this way. Insert new language with either the typewriter tool or a text box. If you use a text box, change the properties to eliminate any border. Your text has now replaced the existing text.

Rick Borstein originally suggested this tip for removing stray marks from scanned documents. His blog for legal professionals, <http://blogs.adobe.com/acrolaw/>, is a great resource.

3. Print Your Comments

Clients can read your document comments on screen. Give them a printable copy of your comments as well.

Press "Ctrl+P." In the document print dialogue, choose the "summarize comments" menu option. Select the "large" option for the font size in case your readers are... shall we say... older. Choose "documents and comments with sequence number on separate pages." Press "print comment summary." In the next dialogue, don't print the document to paper. Make it a new PDF by printing it to your Adobe Acrobat driver.

Your screen will now contain each page of your document, with your comments numbered, followed by a page containing comments with corresponding numbers. Save this document with an easily understood name: "Contract with Comments Already Printed Out." You may want your reader to see this comparison document in a side-by-side page view, to show what you've done. To set the document initial view: press Ctrl+D. Choose the "initial view" tab. In the page layout drop down menu, choose "Two up facing."

When you e-mail the original docu-

ment with your comments to your client, send this one as well.

4. Use Adobe Signatures Instead of Scanned Ones

I understand why lawyers sign online letters with a scan of their handwritten signature. But have you considered the drawbacks of releasing a perfect reproduction of your signature into the online world? If you spend a few moments with a program capable of cutting and pasting graphics, you can move your signature from its original document to wherever you choose. Maybe giving everyone the same ability to move your signature is not such a good idea. Granted, you can ultimately prove that you didn't sign a document—if and when it finally comes to your attention—but why take the risk.

Signing a document is only one of many ways to prove its authorship. You can choose a better alternative. Acrobat offers a simple way to securely sign, or authenticate, your documents. When you "sign" a PDF letter in Acrobat, the program creates an electronic signature containing a checkmark, the date and time of signing, and other information. If the document is changed, the checkmark changes to reflect the letter's altered status. When the receiver of your letter clicks the electronic signature, Acrobat offers various options for letting you read the document without any changes.

To sign a document, choose "sign document" from the "sign" menu. Acrobat will walk you through the process with pop-up help screens.

5. Enable Commenting

Acrobat 9 lets you "enable commenting" for readers. Users of Adobe Reader (ver. 9 and 8) can then use all of the Adobe commenting tools. Under the "Advanced" menu, choose "Extend Features in Adobe Reader." Even if your readers have no interest in most of the commenting tools, this feature lets them easily respond to your own comments.

Take a typical document peppered with your sticky comments in the form of yellow icons. Once you enable commenting, your readers have a new option of menus when they right click any of your comments. For instance, your readers can

type a response to any comment. Just tell your reader to right click any comment and type a response. The response is saved with the original comment. When the reader returns the document to you, you'll have your reader's written responses to each comment.

6. Don't Let Your E-Mail Attachments Get Separated from Each Other

Have you ever e-mailed a PDF document and the original editable text file only to have one get separated from the other? Acrobat offers an elegant and comprehensive solution in the form of PDF portfolios. Acrobat portfolios merit their own article. My experience suggests that many portfolio recipients are either unable to open them or are puzzled by their contents. Here's a simpler solution.

Acrobat lets you attach a file as a comment to a PDF. Once attached, the file remains part of the PDF. In the comment menu, choose "attach file as comment" under "comment and mark up tools" in the "comment" menu. Select a file in the window. Choose how this comment will appear in the PDF. I usually pick the "paperclip" icon because that symbol is not otherwise used in Acrobat. Anyone clicking on the paperclip will now open the attached file. As always, Windows will match the file to a program based upon the file associations established on your machine. Take one more step for the benefit of your readers. Use the "call out" tool to tell readers that the file has been attached.

Choose the call out tool from the "comment and markup" toolbar or menu. Draw an arrow to the paperclip. In the box that will appear at the end of the arrow, write "click paperclip for editable copy of this document." With that instruction, most readers should be able to retrieve the file.

7. Reduce Document Size

The Acrobat "Document" menu gives you the option to "Reduce Document Size." Consider this option whenever sending a large document. Your compression options depend upon your reader's version of Adobe Reader. To be safe, I always select the option that allows my document to be read by Adobe Reader 6 or any newer version.

8. Document Comparison Now Worth Using

Lawyers compare document versions every day. Vendors sell specialized com-

parison programs. Acrobat has always contained a function to compare PDF documents, but few attorneys found it of much use. Adobe has finally succumbed to the howls of frustrated lawyers and completely revised Acrobat's document comparison feature. Acrobat finally compares PDFs in a useful way. For many Acrobat users, this feature alone justifies purchase of the latest version.

You can see a video demonstration of the feature on Rick Borstein's blog. When Acrobat 9 compares documents, you get a useful report as well as a document highlighting all changes. Most significantly, the highlighted document includes comments showing exactly what's been added and deleted. You can even put two document versions side-by-side, and as you scroll through one, both will move in sync. This feature is not yet as good as market-leading comparison programs, but many lawyers will find it adequate.

9. Increase Your Viewing Area with Two Keystrokes

Acrobat contains "speed keys" that let you choose functions without navigating through the menus. Here's my favorite little-known speed keys. The F8 key will remove (and then restore) the tool bars at the top of the screen. The F9 key does the same for the menu bar. Used in tandem, they may give you a couple of inches of screen space.

10. Split Files for Smaller E-Mail Attachments

Ever had trouble sending a PDF e-mail attachment that was too large? Acrobat 9 has a new solution. Divide your document into smaller parts and send it as multiple e-mails. Under the "Document" menu choose "Split Document." The menu choices are self-explanatory. Now send your divided file as attachments to several different e-mails. This feature is less useful than I would like, because it's of greatest use in splitting extremely lengthy documents. Many users already split long documents into component parts and mail them as part of a portfolio. But since this feature doesn't split Adobe portfolios (which would then need to be reassembled by the recipient) this tool is of limited use. I recently struggled to e-mail a portfolio consisting of all the e-mail (over 300 messages, with attachments) from a transaction. I finally burned the file to a CD and mailed it.

11. Meet the Future

"The future is already here.

It's just unevenly distributed." — William Gibson.

You can see the future, and even take part in it, at <www.acrobat.com>. The services at this Adobe Web site are currently free for all. The site focuses on sharing documents among multiple users, termed "document collaboration." I remember not too long ago fighting to convince attorneys to use e-mail. Document collaboration will have a similar impact upon law offices. If you've ever tried explaining a survey or a document to a client by phone, you'll appreciate the importance of showing, rather than telling, your client where to look. Online document collaboration allows your client to see whatever is on your screen. You can then use your own tools (within Acrobat or any other program) to treat your screen as a whiteboard. Run your own classroom. Point to your drawing with arrows, circle key points, highlight words, or whatever you wish.

As if that's not enough, here's where the possibilities become overwhelming. You can give your client control over your program. Let your client show you exactly how he'd like the sentence to read, fix the error in your spreadsheet or highlight the boundary line in question. You get the idea. At that point, aided by a conference telephone call, you and your client are in the same virtual space, if not the same room.

Acrobat.com is a limited free version of Acrobat Connect, which has yet to find its audience. I recently participated in a demonstration of Acrobat Connect in which the online participants were in California, New York, Texas, Canada and Iran. At one point the Adobe leader let me take over her screen and enter numbers into her spreadsheet. Easy enough. Free online collaboration is limited to three users, but the key Connect features are available.

Document collaboration software will soon be on every computer. Adobe has one advantage that may prove decisive: if you use [acrobat.com](http://www.acrobat.com), your users probably won't need to download any software. Adobe relies upon Adobe Flash, which Adobe claims is on 97% of computers. So, you can put your screen on your client's computer with minimal effort.

Summary

Adobe Acrobat 9 is a powerful, versatile program that's a challenge to master. Concentrate on those features of immediate use. If you want to learn

its more obscure capabilities, read one of the many third-party books. I recommend manuals written by Donna Baker, although there are many other good choices.

Roy Greenberg has a transactional real

property practice in East Hampton, New York. He has relied upon computers in his practice since the days when all e-mail addresses were strings of numbers.

This article was previously published by TechnoLawyer (www.technolawyer.com).

Roy Greenberg practices in East Hampton, New York, concentrating on buying, selling,

and leasing real property. The majority of his transactional documents and routine correspondence are now sent only by e-mail. He hopes to keep practicing long enough to one day buy a new PC, transfer all his programs and documents to it, and have it all run correctly in less than a marathon weekend..

Top 10 tips for Adobe Acrobat Professional 8

By Roy Greenberg

You're probably familiar with the most basic function of Adobe Acrobat Professional 8: any document can be converted to a "portable document format" (PDF) that can be read by any recipient who downloads the free Adobe Acrobat reader (available at <http://www.adobe.com/products/reader/>). If you view Acrobat (<http://www.adobe.com/products/acrobatpro/>) as an integrated collection of tools for online communication, however, you can begin to appreciate its potential for communicating with your clients. I have used Adobe Acrobat, in one form or another, in my transactional real estate practice for several years. I am constantly surprised, however, by the inability of both lawyers and clients to utilize the most basic functions of Acrobat and the free reader. In order for my clients to get the greatest benefit from my use of Acrobat, I have been forced to implement its features without assuming any knowledge, or even curiosity, on the part of my e-mail recipients. Here are my ten best tips for using Adobe Acrobat Professional 8, with an emphasis on communicating with people who are resistant to learning about portable document format.

1. Use The Snapshot Tool Instead of An E-Mail Attachment

Do your clients refuse to even open your PDF attachments to your e-mail? Instead of attaching an entire document to your e-mail, use the snapshot tool to cut and paste only the relevant section of the document directly into your e-mail or word processing document. The "snapshot" tool is Acrobat's own version of the Windows clipboard. Press the letter "A" to activate it. (If that shortcut doesn't

work, make sure that you have selected "single key accelerators to access tools" under the preferences option under the main edit menu). Highlight and mouse click the key area of your PDF. Switch to the body of your e-mail message and use the paste command (Ctrl-v or a right mouse click menu selection). Now your reader can't miss the material in question. Having trouble explaining the location of problem on a survey? Illustrate the situation by inserting the key portion of the survey directly into your e-mail or letter.

2. Use Thumbnail Images for Document Navigation

When you send a PDF document to your client, use the "initial view" feature to help your client navigate through the document. I have sent clients multi-page documents, only to later learn that the client never realized that the document consisted of more than one page. I now send clients a PDF in which the left-hand panel consists of thumbnail images of all of the pages of the document. The client can see any page by clicking the thumbnail image. As many programs use such images, most clients instinctively understand how to navigate through the document. Here's how to set it up: Press "Ctrl-d." Choose the "Initial View" tab. Select "Pages Panel and Page" from the drop down menu. Press the "apply" button and save the document. When your client opens the document, he'll see both the first page of your document and the pages panel consisting of thumbnail images.

3. Use Bookmarks to Flag Pages Requiring Signatures

Do you want to direct your client's

attention to selected portions of a multi-page document? Go to the paragraph or section in question. Press "Ctrl-b" (or select "bookmark" from the right click mouse menu). A "bookmark" will appear in the left-hand panel. If you double mouse click the bookmark, you can label it anything you like: "sign this page" or "list of personal property," etc. When you leave the page, your reader can find that same provision by simply clicking the bookmark. The real trick here is to set the "initial view" (see previous tip) to "Bookmarks Panel and Page" from the drop down menu. Once set, the document will open with the bookmark panel visible. You can then write on top of the document (I use the text-box for this purpose) "click bookmarks in left panel" or some similar guide.

4. Quickest Way to Replace Selected Pages in a PDF

Acrobat gives you many methods to accomplish the same end. After trying several techniques for replacing one page out of many in a PDF, I have settled upon this technique. Go to page view in your document by selecting "View" then "Navigation Panel" then "Pages." Right click the thumbnail of the page that you wish to replace from among the images. Choose "replace" from the resulting menu. You are then invited to choose another PDF document consisting of the replacement page. When you choose the new document, Acrobat will invite you to replace the old page with the new one. If you accept the selection, the page is replaced. Even your comments from the old page are transferred to the new one. You can also select and replace multiple pages in much the same way.

5. Place Comments Directly On A Document

Want to send your client your comments after reviewing a contract? Use the Acrobat "sticky note" tool to place your comments directly next to relevant contract provision. Regardless of the size of your comment, Acrobat will show it on the document as a small yellow icon that will reveal its contents when you roll your mouse over it. Consider putting an instruction at the top of document; "Click yellow balloons to see my comments." If that's too much work for your client, you can include a "button" (i.e. essentially a user-programmed macro) that will list all of your comments, sorted by page, in the bottom third of the screen when the document is read by your client. If you prefer, you can record your spoken comments directly into the document (select "Tools" "Comment and Markup" "Record Audio Comment") for your client's listening at their convenience. Your client won't need a separate media player to hear your comments, although you will need a microphone plugged into your computer's sound card to dictate them. I don't use this feature as I don't want to become involved with providing technical support for my clients.

6. Ensure that Your Comments Are Printed

You may use Acrobat's editing tools to strike material from a document by drawing a black line through it using Acrobat's line tool (found in the editing functions). I use this feature often, but a client inadvertently pointed out a major shortcoming. The recipient of your document can easily (and inadvertently) restore the stricken material by printing your document without the black lines. Acrobat treats the black line as a comment. If your reader prints the document with the "Document" choice, as opposed to the "Document and Markups" option your black lines will not be printed. Here's a quick solution. When you have finished creating your document, print it using the Acrobat PDF printer driver to create a new document with a different name. In this new document, unlike the original one, your black lines are no longer comments, but part of the document. The lines can't be removed and will always print with the document. There are other solutions, involving java script and advanced menu options, but this tip is easiest to

implement.

7. Use The Organizer For Documents That You Regularly E-Mail

Use the Acrobat Organizer to create folders of PDF documents. For example, I have a file of materials often requested by clients: bank wiring instructions, driving directions to my office, a basic overview of tax-deferred exchanges, etc. I also store PDF documents that I've downloaded from the Web. Unlike a normal Windows Explorer folder, Organizer folders allow me to see an image of each document in the folder. You can sort the documents on a wide variety of criteria. When you find what you want, you can click an e-mail icon to send out the document,

8. Send Web Pages Instead of URLs

Use Acrobat to capture Web pages. This is a separate function from printing a Web page using the PDF driver. When the page is captured, all of the links on the page remain active. When you click a link in the PDF, the selected page will open in your browser. You can send clients Web pages of interest instead of Web addresses (i.e. URLs). Send a brief note explaining that the PDF Web page has all of the functions of the original Web page. Home or opening pages from a large Web site are often a good choice. I often send clients the first page from my local town government's Web site. My client can then choose the item of interest on the page, click the link, and find what they are seeking. You can capture the Web page by choosing "Create PDF - From Web Page" from the menu bar. You'll need to enter the URL of the page that you want to convert to a PDF, but you can cut and paste the URL from your browser.

9. Want to Highlight Portions of a Graphic Image?

Here's a tip that I found in materials on the very useful Acrolaw blog run by Rick Borstein, the business development manager for Acrobat in the legal market <<http://blogs.adobe.com/acrolaw/>>. Acrobat has a number of tools for highlighting portions of a page. These tools work very well with a text-based document, but can be a poor fit for many graphics. Try highlighting a small but irregularly shaped area on a survey for an illustration of the difficulties. You

can convert the Acrobat pencil tool to an industrial strength highlighter that functions just like the familiar yellow one on your desk. Select the pencil tool under the commenting tools. Draw a line. Right click the line and select properties. Within the properties, change the color to yellow, the opacity to 50%, and the line thickness as you wish. Select "make these properties default." You can now use the pencil tool to draw yellow highlighting anywhere on any document.

10. Convert Online PDF Documents to Forms

Have you found that one legal form that you need when searching the Web? If it's not already in portable document format, save it in Acrobat (or print it to the PDF driver). You now have a choice of ways to insert information into the form. Acrobat offers the Typewriter tool, which is pretty much what it sounds like. Activate the tool by selecting it from the tools menu. Place your cursor anywhere and start typing. If you anticipate using the form in the future, however, there is a more elegant solution. In the professional version of Acrobat, you can run the "form recognition tool" to create fields (i.e., areas to insert your information) on your document. Choose "Run Form Field Recognition" from the "Forms" menu. If your form is not recognized by Acrobat as text, you will need to run Acrobat's OCR function before using the recognition tool. After field recognition, save the document. Whenever and as often as you open it, your fields will be correctly placed for completing your form.

Adobe Acrobat is not an easy program to master. The steep learning curve is a reflection of its power and utility for offices. Donna Baker, an "Adobe Certified Expert" (<http://www.donnabaker.ca>) writes some of the best manuals for learning the program. I particularly recommend her "Adobe Acrobat 8 in the Office" (available on her Web site) for its fine chapter on how to best use Adobe's tools in a typical law office project. Good luck.

Roy Greenberg has a transactional real property practice in East Hampton, New York. He has relied upon computers in his practice since the days when all e-mail addresses were strings of numbers.

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March 2009

Wednesday, 3/04/09 – Chicago, CBA Building—Ethics Matter: With a Special Focus on Practitioners in the Area of Energy and Public Utilities Law. Presented by the Energy and Communications Law Committee of the Chicago Bar Association, co-sponsored by the Midwest Chapter of the Energy Bar Association and the ISBA Energy, Utilities, Telecommunications and Transportation Section.

Thursday, 3/05/09 – Chicago, ISBA Regional Office—Legal Technology for Non-Techies: Topics, Trends, and Tips to Help Your Practice. Presented by the ISBA Standing Committee on Legal Technology.

Thursday, 3/05/09 – Webinar—Conducting Legal Research on Fastcase. Presented by the Illinois State Bar

Association. **An exclusive member benefit provided by ISBA and ISBA Mutual. Register at: <<https://www1.gotomeeting.com/register/406240916>>.*

Friday, 3/06/09 – Chicago, ISBA Regional Office—Advanced Practice Issues For Employment Lawyers. Presented by the ISBA Labor & Employment Section.

Friday, 3/06/09 – Fairview Heights, Four Points by Sheraton—Resolving Family Law Issues. Presented by the ISBA Family Law Section. *Cap 75.*

Saturday, 3/07/09 – Lombard, Lindner Center—DUI, Traffic, and Secretary of State Issues - 2009. Presented by the ISBA Traffic Laws and Courts Section.

Thursday, 3/12/09 – Webcast—Criminal Law Supreme Court and

Legislative Update. Presented by the Illinois State Bar Association. 12-2.

Thursday, 3/12/09 – Chicago, ISBA Regional Office—LESSONS IN PROFESSIONAL RESPONSIBILITY. Learned from the Illinois Law Practice of Abraham Lincoln. A Master Series Video Production Presented by the Illinois State Bar Association. 11:30-5:00.

Friday, 3/13/09 – Hoffman Estates, Northern Illinois University Hoffman Estates—Safe and Sound: The Attorney's Role in School Safety and Security. Presented by the ISBA Education Law Section (cap 75). 8:40-4:30 *cap 70.**

Friday, 3/13/09 – Chicago, ISBA Regional Office—Resolving Family Law Issues. Presented by the ISBA Family Law Section.



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