



## Legal Tech Session Part 2

### *Focus on PDFs & Adobe Acrobat Pro*

#### **So what is the Legal Tech Audit?**

The legal tech audit is a basic tech skills competency test.

- Designed by Casey Flaherty of Kia Motors, Inc.
- Used to assess the tech skills of firm associates
- Should be done in 1 hour (or less) to “pass”
- Firms that took the audit needed 2.5 to 8 hours!
- Provides mock assignments for EXCEL, PDF, WORD
- For more Information about the audit: <http://www.legaltechaudit.com>

#### **Why PDFs? Why Adobe Acrobat Pro?**

- **PDFs are the standard** for filing and exchanging docs in the legal setting
- Can be read on virtually all devices making them **universally compatible**
- Ensures **work looks right** when printed by others or viewed on someone else’s screen
- **Secures your files** from others copying or editing content, and even opening, printing or adding pages
- **Protects your products** (such as contracts and wills), **verifies integrity** of litigation documents, and more...

#### **Adobe Acrobat Pro Tools to Remember:**

- **From Word to PDF (and back again)** – In both programs go to “File” -> “Save As” -> “PDF” or “Word”
- **Editing Text & Objects** – “Tools” -> “Content” -> “Edit Text & Objects” -> “Edit Text / Object”
- **Adding/Extracting/Removing Pages** – “Tools” -> “Pages” -> “Delete / Extract / Replace / Insert”
- **Multiple Files into a New PDF** – “File” -> “Create” -> “Combine Files into a Single PDF”
- **Bates Numbering** – “Tools” -> “Pages” -> “Edit Page Design” -> “Bates Numbering” -> “Add / Remove”
- **Adding/Editing/Removing Links** – “Tools” -> “Content” -> “Add or Edit Interactive Object” -> “Link”
- **Sanitizing a Document** – “Tools” -> “Protection” -> “Hidden Information” -> “Sanitize Document”
- **Encrypting PDFs** – “Tools -> “Protection” -> “Encrypt” -> “Certificate / Password”
- **PDF Fillable Form** – “Tools” -> “Forms” -> “Create” -> “Use the Current Document” (x2) -> “Tasks” -> “Add New Field” -> “Text Field / Check Box / Radio Button / Digital Signature”
- **Signing a PDF** – “Tools” -> “Sign & Certify” -> “Sign Document” -> draw box -> “Sign As: New ID” -> “New Digital ID...Create Now” -> “Name / Email” -> “File Name / Password” -> “Password” -> “Sign”

## Presentation Slides:

- Focus on PDFs: <https://prezi.com/pt4gwg4kefjb/legal-tech-session-focus-on-pdfs/>

## Exercise & Assessment Templates:

- PDF Basic Editing and Forms Exercise: <http://www.law.uga.edu/sites/default/files/sampledocsPDF.docx>
- PDF Assessment Instructions: [http://www.law.uga.edu/sites/default/files/pdf\\_instruction.docx](http://www.law.uga.edu/sites/default/files/pdf_instruction.docx)
- PDF Assessment Template: [http://www.law.uga.edu/sites/default/files/pdf\\_assessment\\_template.pdf](http://www.law.uga.edu/sites/default/files/pdf_assessment_template.pdf)

## How can I earn the Tech Audit Readiness certificate?

- At each tech session, assessments will be given to students in the form of software-specific files with instructions for completing a number of simple tasks. Links are located on this handout (above).
- Using the appropriate program and the skills you learned in the session, complete each assessment.
- When you have completed all three assessments, save and upload your files using our online upload:
  - <http://www.law.uga.edu/legal-tech-audit> The deadline to submit is March 27, 2015.
- You will receive an email confirmation in return letting you know that we have received your assessment files. You will be notified by email if you did or did not pass the assessments.
- If you pass the assessment a certificate will be available for you to pick up in the library.

## Additional Resources:

- Full list of items the legal tech audit covers: [http://www.legaltechaudit.com/projects/LTA\\_Feature\\_List.pdf](http://www.legaltechaudit.com/projects/LTA_Feature_List.pdf)
- Legal Tech Audit video: <https://www.youtube.com/watch?v=KOfC5jQ0H6Y>
- Acrobat for Legal Professionals blog: <https://blogs.adobe.com/acrolaw/>
- Acrobat XI Pro free 30-day trial via Adobe: <https://creative.adobe.com/products/acrobat>
- Acrobat XI Pro via UGA Store: [http://institutional.srs.usg.edu/Institutional/Acrobat\\_2/Acrobat-XI-Pro](http://institutional.srs.usg.edu/Institutional/Acrobat_2/Acrobat-XI-Pro)
- Law Technology Today's PDF Basics Video Tutorial for Adobe Acrobat Pro: <http://www.lawtechnologytoday.org/2012/06/acrobat-x-pdf-basics-tutorial/>
- ABA Adobe Acrobat XI Pro Product Review: [http://www.americanbar.org/publications/gp\\_solo/2013/march\\_april/product\\_review\\_adobe\\_acrobat\\_xi.html](http://www.americanbar.org/publications/gp_solo/2013/march_april/product_review_adobe_acrobat_xi.html)
- Free Webinar: Adobe Acrobat- The Paperless Secret Weapon (presented by Chicago Bar Association's Catherine Sanders Reach): [https://www.fuzemeeting.com/replay\\_meeting/3e7cf5a3/6279447](https://www.fuzemeeting.com/replay_meeting/3e7cf5a3/6279447)