**Tech Audit Readiness Assessment: Adobe Acrobat Pro**

Follow the instructions below for each sheet to complete the PDF portion of the Tech Audit Readiness Assessment. Use the PDF Assessment Template found at: <http://www.law.uga.edu/sites/default/files/pdf_assessment_template.pdf>

**Part 1: Saving a Document as a PDF**

1. In Microsoft Word, create a one page document that includes your name and the date.
2. Save this document as a PDF titled “My\_Name”.

**Part 2: Editing Text and Images**

1. Open the “pdf\_assessment\_template.pdf” PDF in Adobe Acrobat X Pro.
2. Extract page 1 (the thank you letter), and select to delete pages after extracting.
3. Save the extracted page as “Thank\_You”. Close this file and continue to work with the Fee Agreement page.
4. Edit the text in the first paragraph of this agreement as follows:
	1. Date – 27th
	2. Month – February
	3. Year – 2015
	4. Client Name – Bart Simpson
5. Remove the logo from the top right of the page.
6. Do a “Save As” of your edited PDF, giving it the name “Edited”.

**Part 3: Combining Files and Bates Numbering**

1. Re-open Adobe Acrobat X Pro and choose to “Combine Files into PDF”.
2. Use your “Edited.pdf” as page 1, “Thank\_You.pdf” as page 2, and “My\_Name.pdf” as page 3.
3. Your new PDF will open and should be 3 pages in length.
4. Do a “Save As” of this new file and name it “Combo”
5. Add Bates Numbering to the top center header of each page.
	1. Choose your newly saved “Combo.pdf” to number.
	2. Insert a Bates Number into the Center Header Text,
	3. Use 6 digits, 1 as the start number, LTA as the Prefix and PDF as the Suffix

**Part 4: Protecting a PDF**

1. Sanitize your document and add “\_sanitized” to the end of the existing file name.
2. Make this file a Read-Only PDF by encrypting it with a password:
	1. Require the password to open the document: LTAPDFopen
	2. Require the password to edit the document: LTAPDFprint
		1. Allow printing
		2. Do not allow changes
3. Save the PDF.

**Final Save**

Do a final “Save As” of the encrypted file and so that the file name is: LTA\_PDF\_myid.

(Where “myid” insert your personal uga my id) Save it with the extension pdf. Ex. **LTA\_PDF\_rsevans.pdf**

**Upload & Submit**

Upload the finished document to [www.law.uga.edu/legal-tech-audit](http://www.law.uga.edu/legal-tech-audit) by March 27, 2015