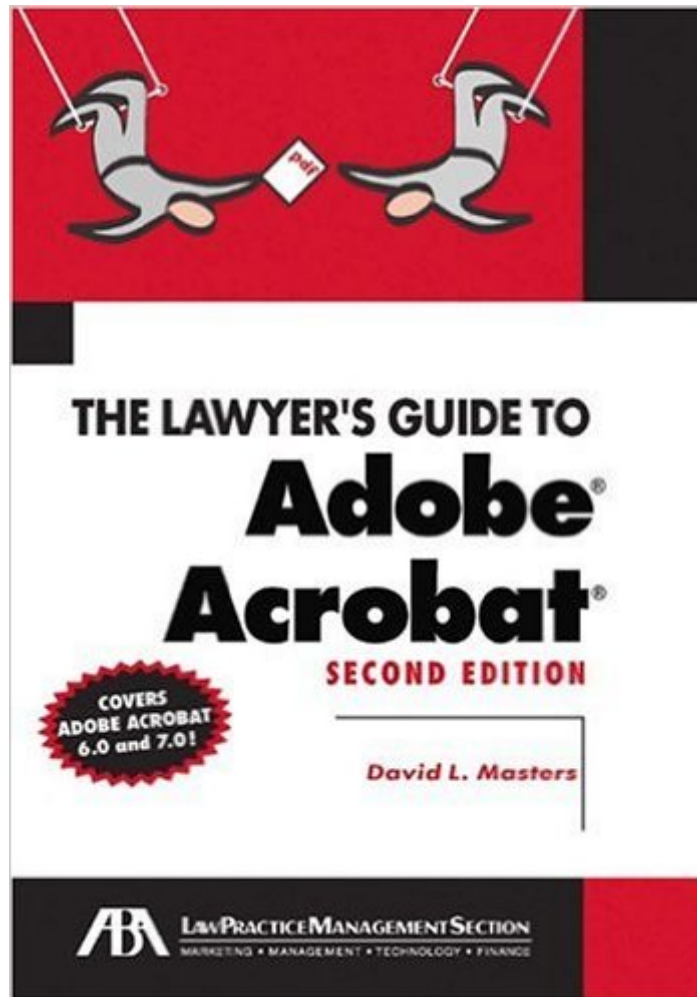


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# The Lawyer's Guide To Adobe Acrobat



## Synopsis

Now including information about Acrobat version 7.0 as well as 6.0, this book takes lawyers through the processes of working with PDF documents, allowing them to communicate like never before. They'll learn how to create, control, and more securely deliver intelligent, content-rich documents that can be opened by anyone using Adobe Reader. More and more court systems require electronic filing, and this is the definitive guide to the standard for those filing systems.

## Book Information

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## Customer Reviews

David Masters has created a work of art in his book, "The Lawyer's Guide to Adobe Acrobat," published by the American Bar Association Law Practice Management Section. I thought the first two editions were great, but this third edition goes above and beyond. While David Masters is a practicing lawyer in Colorado specializing in Real Estate and Business matters, he's much more than that. David has written tons of articles and made dozens of presentations regarding how lawyers can use technology in their everyday practice. His unique ability to recognize the needs of lawyers and convey useful technology techniques is uncanny. As lawyers are beginning to go with less paper (I don't think there will ever be a true paperless law firm during my life time), they are looking to adapt technology to meet those needs. Adobe provides a powerful tool to create and format almost any type of document. But it's more than creating a PDF, and David shows the user, whether novice or more advanced, just how powerful and easy Adobe Acrobat is to use. I highly recommend this book to all lawyers. Almost every lawyer I know reads PDFs, many create PDFs, but this book is the key to unlocking the true power of Adobe Acrobat for lawyers. Included are how

tos for digital signatures, OCRing, commenting, and security. A must read for the legal profession.

Attorneys have to be the only group on the planet that will spend \$50.00 and above for the privilege of reading what another attorney has written, even if it is common sense. As a side note, they are also one of the only groups that will act as if you have just shown them fire for the first time after you educate them as to how to bold text in word processing software, but I digress. Having said that, this book written by an attorney for attorneys is heavy on the price tag and light on the fundamental notables such as security. Do not waste your money or stretch your budget by purchasing this title because it is not worth it. If you must read it, then get it at the library like I did.

More and more courts are allowing, if not requiring, that documents of all type be presented in electronic format either in addition to or in some cases instead of on paper. There are unquestionably a lot of lawyers who will assign the task of producing the electronic document to a secretary. But this is kind of like having a lawyer these days who can't use a PC - there probably are some, but they are getting fewer and fewer. This slim document, now in its second edition is aimed to enable lawyers (or their secretaries) to produce the .pdf documents desired by the court. It does not go into all the details of what Adobe Acrobat can do, that would take a thousand pages or so. It is not a book intended for the techie who lives, breathes, and eats computers. It tells the lawyer what he needs to know to meet the courts requirements. At this it does a great job.

I really needed this book! It focuses on the functions of Adobe Acrobat 6 that lawyers need to use. Explanations are clear, illustrations are helpful. These are skills that a lawyer could choose to "leave to the support staff." The lawyers who do that are also the ones who can be productive and profitable practitioners in the 21st Century without touching a computer keyboard. (I assume there are a few of them somewhere.) The rest of us need to know how to create, manipulate and use documents in the PDF format. This book tells us how. Those who are experienced Acrobat users may not need it, but I am not and this book really gets right down to the things I need to know to use Acrobat in my work.

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