



Affinity
INSIGHT

DOCSCORP PDFDOCS

for LEGAL PROFESSIONALS

Version 4



DocsCorp pdfDocs

FOR LEGAL PROFESSIONALS

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MEET OUR TEAM OF PDFDOCS EXPERTS

Meet our team of pdfDocs experts who have co-authored this manual.



BARRON HENLEY

Most people wouldn't relish the idea of spending a day in a conference room, teaching legal professionals how to manipulate PDFs. Barron is not most people. There are few things Barron enjoys more than teaching all-day software training classes.

As an attorney, he understands how challenging it is to practice law without the proper training on the technology tools. When Barron isn't training he focuses on automating documents and teaching CLE classes for attorneys across North America.

PAUL UNGER

Paul's passion is coaching lawyers on managing time, distractions, tasks, emails, and documents efficiently. As the author of *Tame the Digital Chaos – A Lawyer's Guide to Time, Task, Email and Distraction Management*, Paul is truly an expert on the topic.

Paul's expertise is well-founded from his time practicing law. When Paul isn't coaching lawyers, he teaches CLE classes for attorneys across North America.



DANIELLE DAVISROE

Passionate about remote learning, Danielle is the force behind Affinity's membership training program, Affinity Insight. Danielle focuses on creating easily accessible training materials and webinars tailored to meet each organization's needs. From one-on-one training to organization-wide training plans, Danielle has her clients covered.

When Danielle isn't providing remote training, she focuses on teaching CLE via webinar and providing legal organizations with the advice they need to run smoothly. With a background practicing law at a boutique firm, Danielle understands the challenges that legal professionals face every day.



DOCSCORP PDFDOCS FOR LEGAL PROFESSIONALS

TABLE OF CONTENTS

1 INTRODUCTION

PDF File Types.....	1
XPS Files	2
Why Use PDFs.....	2
pdfDocs Versions	2

2 MICROSOFT INTEGRATION

Word	3
Outlook	4
Excel And PowerPoint.....	4
File Explorer.....	6

3 INTERFACE

Main Window	7
Main Functionality of Each Section	8
Quick Access Toolbar Customization.....	8

4 CREATING PDFS

What Can Be Converted To A PDF.....	9
Creating PDFs From Microsoft Office	9
Creating PDFs From pdfDocs.....	12
Creating PDFs From Scanners	12

5 VIEWING PDFS

Scroll Options	14
Full Screen.....	14

6 CREATING A TEXT-SEARCHABLE PDF

Convert an Image-Only PDF To A Text-Searchable PDF.....	15
---	----

7 COPYING TEXT

PDF Must Be Searchable In Order to Copy Text.....	17
Copy Text From a PDF and Insert into Word Processor.....	17

Convert PDF to Word Processor Document..... 17

8 COMBINING PDFS

Thumbnail View..... 19
 Insert Button 19

9 PDF PROJECTS

Create a Binder Project..... 21

10 REDUCING PDF FILE SIZE

Create Smaller PDF Files 23
 Compress Existing PDF..... 24

11 SPLITTING A PDF

Split a PDF 25
 Split Options..... 25

12 EDITING AND ANNOTATING PDFS

Type Comment Tool 26
 Comments..... 26
 Other Mark Up Tools 27
 Convert to Editable PDF..... 27

13 ELECTRONIC "IMAGE" STAMP SIGNATURE

Create The Stamp 28
 Flattening Added Text and/or Images/Signatures 29

14 BOOKMARKS AND LINKS

Viewing Bookmarks 30
 Creating Bookmarks..... 30
 Bookmark Customizations 30
 Creating Links to Bookmarks..... 30

15 WATERMARKS

Create a New Watermark 32

16 FLATTENING PDFS

Print to PDF 34

Flatten File Button 34

17 REDACTION

Importance of Proper Redaction 35
Save a Copy First..... 35
Redaction Properties 35
Mark Redactions..... 35
Apply Redactions 36

18 SECURITY FOR PDF FILES

Password Security..... 37

19 FILLABLE FORMS

Drafting the Background Form 38
Open Form Editing..... 38
Add Fields..... 38

20 HEADERS, FOOTERS, & BATES NUMBERING

Headers and Footers..... 39
Bates Numbering..... 40

17 REDACTION

Can't find it? Something missing? Instructions not clear? Email manuals@affinityconsulting.com.

IMPORTANCE OF PROPER REDACTION

The importance of properly redacting a document cannot be understated. **Using the Redaction tools, as described in this chapter, is the only proper way to redact information.** Any other method may result in the disclosure of redacted information. One merely needs to read the news to see prominent attorneys in trouble for improperly redacting documents.

SAVE A COPY FIRST

Start by creating a copy of your PDF. **Redactions cannot be undone unless the PDF is closed without saving changes.**

REDACTION PROPERTIES

Set your Redaction properties first (color, text within redaction options, etc.).

1. Open the desired PDF.
2. **Protect ribbon** → **Mark Area**.

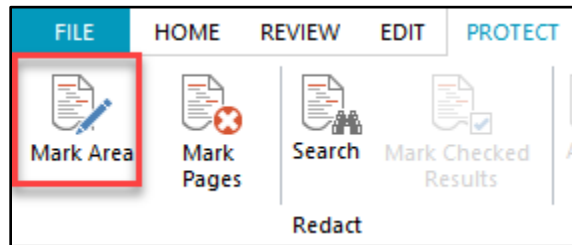


FIGURE 17.1

3. Adjusted properties as needed on the **Redaction Format ribbon**.

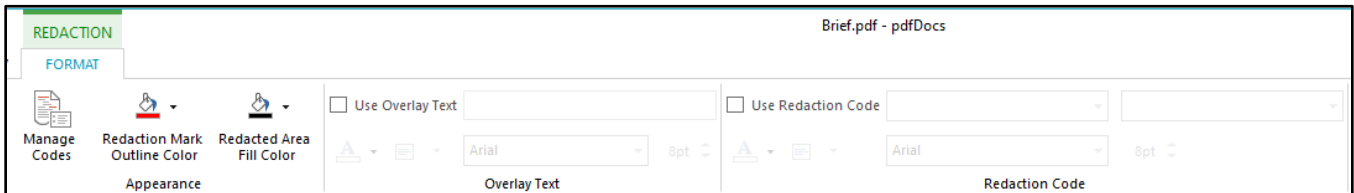


FIGURE 17.2

MARK REDACTIONS

Manually Redact

To redact text in a text-searchable PDF, simply click on the **Mark Area button** and select the desired text.

Search and Redact

To search for text to redact:

1. **Protect ribbon** ➔ **Search**.
2. Search for the phrase or pattern to redact.
3. Check boxes next to instances to redact.
4. **Protect ribbon** ➔ **Mark Checked Results**.

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To apply the redactions, select **Protect** ➔ **Apply**. The redactions cannot be undone unless you exit the document without saving your changes.



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