



FOXIT PHANTOMPDF

for LEGAL PROFESSIONALS

Versions 9 and 10



Foxit PhantomPDF

FOR LEGAL PROFESSIONALS

SITE LICENSE

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The materials in this book were written using Foxit PhantomPDF 10 and all steps and instructions were tested prior to the publication date. Your software experience may vary slightly from what is seen in this manual if you have a previous version.

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TRAINING



- MS Office "What's New"
- Microsoft Word
- Outlook
- Excel
- Adobe Acrobat

- Nuance Power PDF
- Foxit PhantomPDF
- Raise-the-Bar Word
- WordPerfect Transition

TRAINING

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At Affinity, we believe that training should be woven into the fabric of a firm's culture—not a one-time event. Our team understands that implementing the right technology is only the first step toward an optimized practice. Realizing your firm's full potential requires an ongoing investment in training.

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MEET OUR TEAM OF PHANTOMPDF EXPERTS

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



BARRON HENLEY

Barron is an attorney who has over 20 years of experience in legal technology. After earning his B.S./B.A. (marketing and economics) and J.D. from The Ohio State University, Barron discovered his passion for helping lawyers fix problems within their practice. Today, Barron partners with our clients to make law firms and legal departments more efficient. Barron's breadth of knowledge enables him to dive into the details of a firm's operations. He is often the lead on Comprehensive Practice Analysis projects for clients that examine all aspects of making a firm more successful: technology, organizational design, process optimization and financial practices.

PAUL UNGER

Paul teaches and coaches lawyers how to be more efficient with time, task, document & email management, and just as important, distraction management by offering customized time management workshops for lawyers and their staff. Paul is also a national speaker and frequent lecturer for CLE programs. He is the author of PowerPoint in One Hour for Lawyers published by the Law Practice Division of the ABA and Tame the Digital Chaos – A Lawyer's Guide to Time, Task, Email and Distraction Management.



JOHN FEDERICO

John's specialty is "making technology do cool things it wasn't necessarily intended to do." Having practiced as an attorney, John understands the rigors of practicing law, but he also empathizes with the demands placed on a legal professional's time. With this in mind, he saves time for his clients by leveraging document automation technologies like HotDocs and Microsoft Word, to drastically accelerate the drafting, reviewing, and editing of legal documents.

DANIELLE DAVISROE

After working as an attorney in domestic relations for several years, Danielle found her way to Affinity and to this day she is always on the lookout for better ways to do things. She carries new strategies she finds with her as she works with the clients her team supports. Danielle has a Bachelor of Science in Business Administration from The Ohio State University Fisher College of Business and a Juris Doctorate from The Ohio State University Moritz College of Law.



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18 REDACTION

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.**

TEXT-SEARCHABLE PDF: SEARCH AND REDACT

To search for text and redact, select **Protect ➔ Search and Redact**.

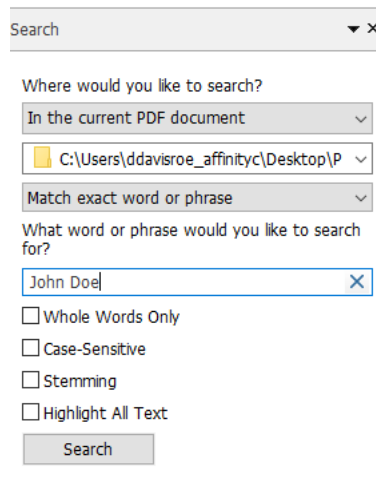


FIGURE 18.1

REDACT AREA

Mark your redactions next. Select **Protect** ➔ **Mark Redaction**. To redact a region or area, using your mouse, simply click and drag over an area, as represented in the larger red rectangle below.

The image shows a screenshot of a form titled "Historic Commis Review Applica". At the top left, there is a redacted area containing the text "STEVEN R. SCHOENY" and "Director". Below this, the text "City of Columbus | Department of Development | Historic Preservation Office | 50 W. Gay S" is visible. The section "APPLICANT INFORMATION (please type or print legibly)" follows. Under "Property Address", there is a redacted area for the street name, followed by "Columbus, OH 43205". Under "Applicant Name*", the name "Paul J Unger" is entered and highlighted with a red box. At the bottom, a note states: "* If the applicant is not the owner, s/he must be authorized by the owner to co".

FIGURE 18.2

REDACTION PROPERTIES

To change the redaction properties, right click in the redacted area and click on **Properties**. You can change the redacted area fill color or add overlay text.

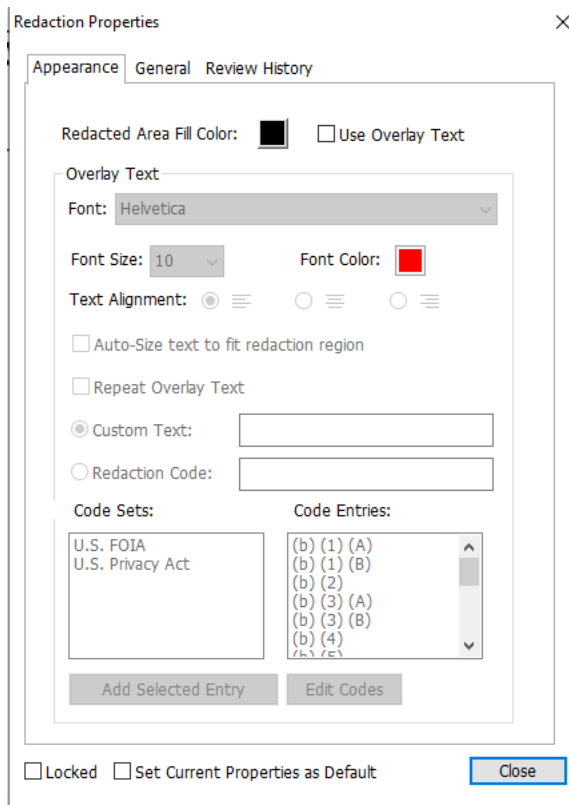


FIGURE 18.3

APPLY REDACTIONS

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



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