

## Review of Adobe Acrobat in One Hour for Lawyers

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We do a lot of CLE presentations for lawyers and one of the legal technology weaknesses that lawyers lament is that they know only a few of the basic functions of Adobe Acrobat. If you feel that you ought to know much more about Acrobat than you currently do, you'll benefit greatly from reading Adobe Acrobat in One Hour for Lawyers by Ernie Svenson.

As you might expect, "Ernie the Attorney" (his nickname/moniker for years), takes you through the basics of Acrobat. He's been teaching Acrobat to lawyers – and blogging about Acrobat - for many years. But he does move you easily into more advanced skills.

He teaches you about bookmarks, comments, text editing, how to OCR, stamping documents with "Draft" or "Confidential", Bates numbering, digital signatures, redaction, metadata removal, advanced searching, security and the creation of PDF/A files, which will eventually be the filing standard in all federal courts.

There are several helpful appendices, including recommended preference settings, keyboard shortcut cheat sheets, an Acrobat Pro v. Standard Checklist to help you determine which to buy (most lawyers will want Pro) and some recommended uses for PDF in the day-to-day workflow of the law office.

The book is not overlong, cleanly and simply written and easy to follow with the aid of graphics. This is a great way, in a short amount of time, to ramp up your knowledge of software that is essential in any law office. We've been recommending this book to audiences since its publication – you would be hard pressed to find a better way to spend your money – and it's less than \$50!

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