

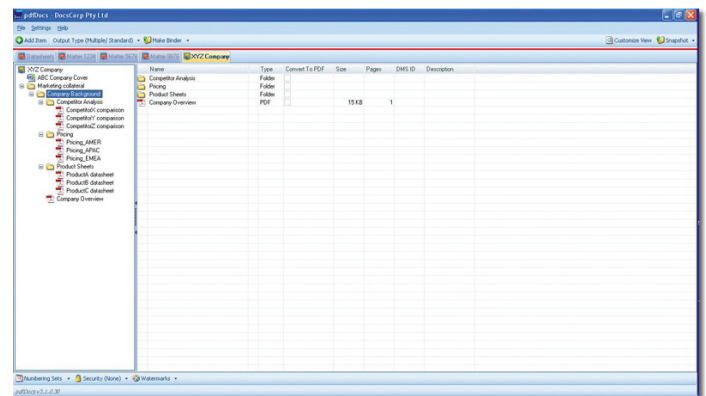
Add a Little Magic to Your Legal Documents

By Neil J. Squillante

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With clients pressuring law firms to increase efficiency, you must distinguish between true legal work and administrative work — and automate the latter if possible. This dichotomy exists in virtually every legal document, which consists of legal work product (the words) and administrative work (style, file format, etc). Once you develop this sixth sense, you can figure out which automation technologies to employ.

then export the documents in PDF, PDF/A, JPEG, or TIFF format. You can then send the documents to clients or opposing counsel, and also upload them to your document management system or Microsoft SharePoint portal.



pdfDocs Desktop 3.1 ... in One Sentence

DocsCorp's pdfDocs Desktop 3.1 helps law firms automate their document workflow, including creation, sharing, and organizing.

The Killer Feature

Arthur C. Clarke noted that "any sufficiently advanced technology is indistinguishable from magic." DocsCorp hopes you see magic in the pdfDocs Desktop's new Organizer Projects.

Organizer Projects act like a drop box. Once you import related documents, you can edit them, apply annotations, redact confidential information, and more. When you finish, you can apply predetermined "output settings" and export them with one click.

For example, you can enable security, add watermarks and Bates numbers, remove metadata, and

then export the documents in PDF, PDF/A, JPEG, or TIFF format. You can then send the documents to clients or opposing counsel, and also upload them to your document management system or Microsoft SharePoint portal.

Other Notable Features

pdfDocs Desktop's Binder feature enables you to automate the process of creating closing books and other such deliverables for clients, courts, etc. Version 3.1 offers new Binder functionality. For example, you can import an entire matter folder, maintaining file and folder structure into pdfDocs Desktop.

When you drag in documents from folders or your document management system, pdfDocs Desktop enables you to check the document management system for the latest version of the source document. Also, you can now burn Binders to an auto-launching CD-ROM. You can save single PDF Binders (or multiple PDF Binders) as a link to your document man-

agement system or SharePoint portal or both.

Speaking of SharePoint, pdfDocs Desktop now offers dual integration, serving as a gateway that ties together your document management system and your SharePoint portal.

What Else Should You Know?

As you would expect, pdfDocs Desktop's docu-centric features remain intact from previous versions — PDF creation and annotation, file-splitting, PDF form creation, Microsoft Office integration, Bates numbering, metadata removal, and much more.

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