



DOCSCORP PDFDOCS

for LEGAL PROFESSIONALS

Version 4



DocsCorp pdfDocs

FOR LEGAL PROFESSIONALS

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- Microsoft Word
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- Nuance Power PDF
- Foxit PhantomPDF
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- WordPerfect Transition

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MEET OUR TEAM OF PDFDOCS EXPERTS

Meet our team of pdfDocs 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.

JEFFREY SCHOENBERGER

Jeff is our resident Apple guru. After practicing law as an Equal Justice Works / AmeriCorps Legal Fellow for the Legal Aid Society of Southwest Ohio, Jeff joined Affinity, and brought his unique ability to discover faster and better ways for clients to do everyday tasks to our team. Because Jeff understands the worlds of both PC and Mac users, clients using any type of system can count on him to help with desktop office software and document assembly needs regardless, of the type of computer an office has. Jeff is also well versed in Apple's iOS, so he can aid clients in making the most of their tablets and mobile devices.



MEET OUR TEAM OF PDFDOCS EXPERTS CONT.



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.

ADAM RINGEL

With four years' experience as a personal injury attorney, Adam is a valuable member of our document automation team. In addition to his skill in helping make legal drafting more efficient through technologies like HotDocs and Microsoft Word, Adam provides training on the Microsoft Office Suite and builds custom data queries for our clients. With the highly collaborative nature of the document automation team based in Columbus, Adam is constantly invigorated by his colleagues. The group consistently helps one another find new insights and perspectives along the path of finding the solutions our clients need.



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17 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.**

REDACTION PROPERTIES

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

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

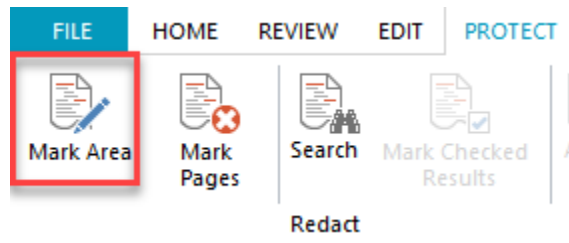


FIGURE 17.1

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

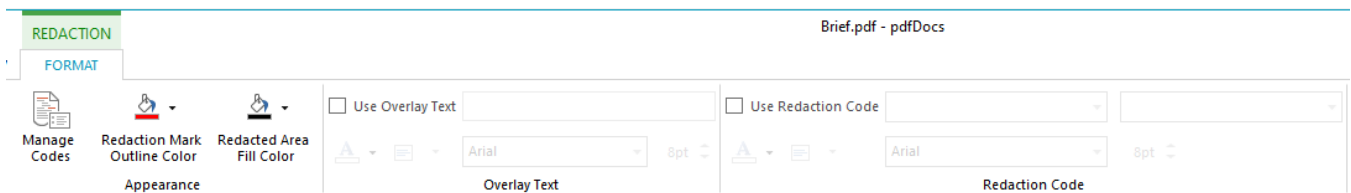


FIGURE 17.2

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**.

APPLY REDACTIONS

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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		TRAINING	

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