



What's New in Adobe Acrobat 7

We were interested to learn about the new features in Acrobat 7. We thought you would be as well.

If you use Adobe Acrobat, you may also enjoy a more detailed article we've written. "The Bell Curve & Document Indexing/Imaging" discusses when and how to employ Acrobat together with CaseMap to manage document indexing and imaging. It's one of nine white papers available at www.casesoft.com/articles.htm. We also have free webinars on Acrobat and on the links between Acrobat and CaseMap available 24/7 at the CaseSoft Webinar Center, www.casesoft.com/webinar.htm.

Please also note that there's an updated "Send-to-CaseMap" Plug-in for Acrobat 7 posted at www.casesoft.com. The behavior of the Plug-in (cull critical passages from PDF files of discovery documents and instantly organize them in CaseMap) remains the same; the Plug-in just needed to be reworked for installation in Acrobat 7. The "Send-to-CaseMap" Plug-in also works for Acrobat 5 and 6.

Introduction to Acrobat 7

Acrobat has become a standard tool at virtually every law firm and government legal and investigative agency. Acrobat 7 offers a host of enhancements that should encourage you to make the move to this upgraded version sooner rather than later.

The new version of Adobe Reader, which allows you to view but not create PDF files, is free. A full license for the Standard version of Acrobat 7 is \$299. A Standard version upgrade is \$99. The Professional version of Acrobat 7 is \$499 per license, and the Professional upgrade is \$159. (We don't sell Adobe products, so please don't contact us at CaseSoft regarding purchasing Acrobat licenses or upgrades.)

We believe most of our clients can obtain the key benefits of Acrobat 7 by using the less expensive

Standard version. With the exception of one enhancement discussed below, it's our opinion that the Acrobat features exclusive to the Professional version are important to technical types like engineers and architects, but not to trial teams or investigators. You can make your own determination on the Standard vs. Professional issue by reviewing a feature comparison grid that we provide a link to below.

So What's New?

Acrobat 7 offers a bevy of new and enhanced features. Here are seven particularly important ones:

Improved Performance

A common beef with Acrobat 6 and earlier versions has been the excruciatingly long time it takes for Acrobat to open. It's been our experience that Acrobat 7 opens far faster than prior versions — an improvement that's sure to pay dividends several times each day. Even the free Reader version of Acrobat 7 offers quicker launch times.

Enhanced Searching

Version 7 offers a number of improvements to Acrobat's searching features. As with earlier versions, you can search within open PDF files or across PDFs residing in a folder on your computer or network. In Acrobat 7, you can search annotations, bookmarks, form fields, and more in addition to the actual text of documents themselves.

If you haven't used the Search PDF sidebar that's available in Acrobat 6 and has been enhanced in Acrobat 7, you definitely owe it to yourself to check out this powerful feature. The sidebar is displayed by clicking the Search option on Acrobat's Edit menu.

Want to locate every mention of a witness or term across a collection of PDFs? The Search sidebar makes this task a cinch. And when your search produces multiple hits, a Refine Results pane

makes it easy to zero in on a more specific subset of documents by adding additional criteria. The new searching capabilities are available in the free Reader, as well as the Standard and Professional versions of Acrobat 7.

Important caveat: searching in PDFs is based on the premise that these files contain text in addition to images — something that requires your discovery documents to be processed using Optical Character Recognition (OCR) software. You can use Acrobat itself to OCR documents one at a time (in Acrobat 7, there's a Recognize Text Using OCR option on the Document menu). However, if you're dealing with a large number of documents, it's best to have the OCR process completed when the documents are originally scanned.

The Organizer & Collections

Acrobat 7 offers a new PDF management tool called the Organizer. The Organizer makes it easy to scroll through previews of all PDF files viewed over the past year. You can also use the Organizer to build Collections — links to multiple PDF files anywhere on your hard drive or network. PDFs can be opened, printed, merged, and emailed right from the Organizer. The Organizer and its Collection feature provide a great new way to manage the PDFs of discovery documents produced for specific cases. The free Reader version of Acrobat 7 does not offer the Organizer feature.

New Integration w/ Microsoft Outlook

Acrobat 7 makes it possible to automatically turn selected emails and even entire folders of emails into searchable PDF documents. The resulting PDFs include attachments and are organized by sender, date, and subject. This innovation

should be tremendously useful for dealing with Electronic Document Discovery. Turn witness' emails into searchable PDFs. Pretty cool. Since this feature involves the creation of new PDFs, it's not available in the free Reader.

Many Views at One Time

Acrobat 7 offers a New Window option that makes it easy to open multiple copies of a PDF, and thus to have one document open to two or more locations at the same time. You'll find this feature on Acrobat 7's Window menu. The free Reader version of Acrobat 7 does not include the New Window feature.

“Want to locate every mention of a witness or term across a collection of PDFs? Acrobat's Search sidebar makes this task a cinch.”

Enhanced Document Mark Up Capabilities & Bates Numbering

Acrobat 6 already offers tremendous document mark up capabilities such as annotations, highlighters, and sticky notes. It also has header, footer, and watermark functionality. These features, so critical for document review and exchange, have been enhanced in Acrobat 7.

A prime example of these improvements relates to the common practice of Bates stamping documents produced during discovery. While Acrobat 6 supported the addition of headers and footers to documents, these functions weren't useful for Bates stamping as you could not set a specific beginning number to be used or have numbers automatically increment. In Acrobat 7, both of these problems have been cured. You can define a header or footer that starts at any number and

have Acrobat auto-increment it for use on each subsequent page. For example, if you have a multi-page document that you want to Bates stamp starting with "PL 00345," you can set Acrobat 7 to start at that number and auto-increment from there. The following pages will automatically be numbered "PL 00346," "PL 00347," and so on.

A number of software utilities on the market provide Bates stamping functionality beyond that available directly in Acrobat 7. These programs work not only with Acrobat 7, but also with earlier versions of Acrobat. One example that has received favorable reviews from CaseSoft clients is IntelliPDF Bates Stamp. Please note that we have no connection with this product or the company that makes it. You can learn more about this tool at http://www.intellipdf.com/bates_stamp.htm.

“Souped-up performance, improved searching, and the new Organizer feature more than justify the cost of upgrading...”

Create PDFs that Can Be Marked Up Using the Free Adobe Reader

A final important feature of Acrobat 7 offers new functionality to users of the free Adobe Reader. When you use Adobe Reader 6 or an earlier version of the free Reader, you're not able to annotate PDF documents in any way. In Reader 7, users can mark up PDFs if (and here's the catch) they were created using Acrobat 7 Professional Version, not the Standard version. Stated another way: a PDF created using Acrobat 7 Professional turns on hidden features in no-charge Reader 7 that lets Reader users employ annotations, highlighters, sticky notes, and other commenting tools. If you want to collaborate with individuals who don't have full Acrobat licenses, this new option could easily

justify the additional dollars required to purchase an Acrobat 7 Professional license or upgrade.

Other Acrobat Products

Now that we've reviewed the key new features in Acrobat 7, let's briefly recap where two other Adobe tools, Acrobat Elements and Acrobat Capture, fit in the Acrobat product family.

Elements is a special version of Acrobat that Adobe sells to organizations that purchase 100 or more seats per order. Like the Standard and Professional versions, Acrobat Elements can create PDFs. However, Elements has the most limited set of additional features.

You can view a detailed comparison of the Standard, Professional, and Elements versions of Acrobat 7 at http://www.adobe.com/products/acrobat/pdfs/acro7_matrix.pdf

Capture is a distinct Acrobat product that's designed to convert large volumes of paper documents to searchable Adobe PDFs. Both Acrobat Standard and Acrobat

Professional have built-in capability to perform Optical Character Recognition (OCR) of image-only PDFs, but they aren't designed to process large numbers of documents. That's where Capture comes in. Consider purchasing Capture if you're planning to scan large volumes of documents in-house instead of having a service bureau do so on your behalf. You can learn more about Acrobat Capture at <http://www.adobe.com/products/acrcapture/main.html>.

The Verdict on Acrobat 7

Acrobat 7 is an impressive enhancement to an already indispensable tool. Souped-up,

improved searching, and the new Organizer feature more than justify the cost of upgrading and should give anyone who has yet to purchase a full Acrobat license strong incentive to do so.

Let me close by urging you to be sure that all CaseMap users at your organization are taking advantage of the tight integration between our CaseMap case analysis tool and Acrobat. Is everyone using the "Send to CaseMap" Plug-in for Acrobat, which makes it a cinch to cull critical case knowledge from PDFs and organize it in CaseMap? How about the Acrobat PDF Bulk Importer available in CaseMap 5, which instantly

creates a record in CaseMap's document index for every PDF in a folder and links each CaseMap record to the associated PDF? To learn more about these and other connections between CaseSoft tools and Acrobat, please read the "Bell Curve and Document Indexing/ Imaging" available at www.casesoft.com/articles.htm and view our free online tutorials at the CaseSoft Webinar Center, www.casesoft.com/webinar.htm.

Thank you for reading "What's New in Acrobat 7." Please write me at gkrehel@casesoft.com with your reactions and suggestions.

About the Author

Greg Krehel is CEO and co-founder of CaseSoft. Prior to starting CaseSoft in 1996, he spent 15 years managing trial consulting firms that offered jury research and demonstrative evidence preparation services.


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At CaseSoft, we develop five software tools:

- **CaseMap** – our case analysis tool
- **TimeMap** – our timeline graphing tool
- **TextMap** – our transcript summary tool
- **NoteMap** – our outlining tool
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