

Tungsten Power PDF for Legal Industry Users

Whitepaper

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Whitepaper

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Using Power PDF in the legal industry creates many opportunities for saving time and money while avoiding errors. See how your firm could benefit.

Using Power PDF in the Legal Industry to Better Serve Clients

Law firms offer a vital service, though to an outsider, that service might seem deceptively straightforward. A client who engages a lawyer may only see the contracts they draft or the outcomes of negotiations their representation undertakes. Behind the scenes, however, a huge amount of work must take place to strive for your client's desired outcomes. Much of that work lies in processing documents and handling paperwork. Using Tungsten Power PDF in the legal industry can open doors for process improvements and better ways to serve your clients.

How much could PDF software change the game for your firm? To answer that question, you should first consider why document management makes a difference and how it causes issues for firms today. Using that as a base, we can demonstrate how and why [Power PDF](#) offers a superior solution for reaching your goals. Let's see how.



The Importance of Reliable Document Management in the Legal Sector

Law firms handle huge amounts of paperwork. Major firms might process hundreds of thousands or even millions of pages yearly. The discovery process in complex litigation alone can lead to huge amounts of paperwork that must undergo indexing and other actions. Without an effective way to manage documents and undertake some of the most routine tasks, such as redaction, a firm can struggle to stay on top of its responsibilities and serve its clients effectively.

Safeguarding all that paperwork is just as important as making it easy to find again after it goes into a file. Security is essential in the legal sector to protect individuals from unauthorized or potentially damaging disclosures. Firms must think seriously about how best to handle their papers and how to streamline the workflows that center on documents. However, some challenges still remain.

Challenges Facing Law Firms Today

What are some of the problems that law firms face with their paperwork? Big or small, many lawyers face at least one of the following complications that makes daily work more challenging. Those hurdles include:

- Large volumes of paperwork require careful numbering and indexing to make locating important papers fast and easy.
- Restrictions on what information one can release or hold, requiring redactions and other security measures.
- The need to quickly assemble documents from multiple sources into a report or other file.
- Signature workflows that continue to rely on outdated and slow wet-ink procedures in an increasingly fast-paced legal environment.

With the right software selection, you can equip your firm with the capability to address each of these issues with a single cost-effective solution.

Introducing Power PDF

Tungsten Power PDF is a richly-featured PDF editor built from the first line of code with business users of all kinds in mind. Designed to bring a sense of familiarity to the PDF editing environment, users find its interface highly familiar and reminiscent of products in the Microsoft Office family. This software puts many important capabilities into the hands of knowledge workers—features that many law firms would find highly useful, too. Some of these include:

- Convert to PDF from a wide range of document files and image types.
- Convert PDF into the same large number of output options.
- Merge or split PDF files as needed.
- Create forms.
- Add strong layers of security to protect sensitive documents from unauthorized access.
- Collaborate in real-time over a local network or via the cloud with other Power PDF users.

Each option provides the flexibility workers in law offices need each day, all without resorting to “free” online options involving mysterious web servers and unknown operators. However, Power PDF can do even more for lawyers. Additional features offer specific advantages for this sector. Document assembly, redaction, built-in eSignature support and even Bates numbering support all contribute to making Power PDF a valuable investment. Let’s look at those features in some more detail.

Simplify PDF Creation Using Document Assembly

There may be many times when your firm needs to assemble a large document from numerous smaller documents. For example, you may put together a brief to submit to the courts on a particular subject. This brief may need to include different evidentiary documents, other exhibits, or large case law excerpts to support the motion’s thrust. However, when you have dozens of different PDFs you need to work with, putting it all together is seldom easy.

With the Document Assembly tool in Power PDF, such tasks become much simpler instantly. Document Assembly is a drag-and-drop utility that lets you quickly see the order in which you’ve placed the pages. You can delete pages, rearrange them to your liking, or even add pages from other PDF files. Choose only a range of pages or add the entire document, then continue dragging and dropping into the correct order.

You can simply exit the Document Assembly mode and save your file when you’re finished. That document is now ready for sharing. Whether it’s a brief, an internal report, or some other important project, Power PDF streamlines its creation.

Quickly and Permanently Redact Sensitive Data

The documents handled by lawyers may contain many kinds of sensitive information, whether personal details, trade secrets or something else. Before you can release such documents to the public, file them in court or put them to some other use, you must redact (or “blackout”) the necessary information. This was a very tedious task in the past, and one often performed incorrectly. Even today, there are still news stories about improper redactions exposing information meant to be a secret.

Power PDF features a powerful built-in redaction tool that simplifies the entire process. You can mark individual passages for redaction when you only need to strike a few sentences. If you need to redact portions of a large document, you can use “Search and Redact” instead. Power PDF will search the full text of the document and highlight all instances of your query so you can confirm candidates for redaction.

Once you’re ready, saving a redacted copy is simple—and those redactions are permanent. Power PDF lets you redact metadata and other document attributes that could expose information. With this, you can save hours on a vital task.

Use eSignature Technology for Secure, Modern Workflows

Signatures are a potent tool in the legal sector, and you need them for many things. It could be a partner of the firm signing off on a policy. It might be a client signing a retainer contract or swearing an affidavit for court. All these processes typically still rely on wet-ink signatures and slower hard copy-based workflows. Power PDF Advanced eliminates that step with built-in integration for Tungsten [SignDoc](#), an eSignature solution.

Fully secure and legally enforceable, SignDoc lets you create eSignatures within a document or send PDFs to others via email for secure online signing. This service can save days of waiting, which may prove invaluable to moving swiftly towards a conclusion for a client. SignDoc uses public/private key cryptography and support for official digital certificates to secure signatures and documents from tampering.

Automatically Apply a Custom Bates Numbering Scheme

For good reason, Bates numbers are a common sight in the legal sector. These sequential number sequences identify specific pages in specific documents with a permanent reference. When you know the Bates number or range of a document you need, recalling it from your digital storage is much simpler. However, stamping documents manually can take hours and leaves the door open for frustrating errors.

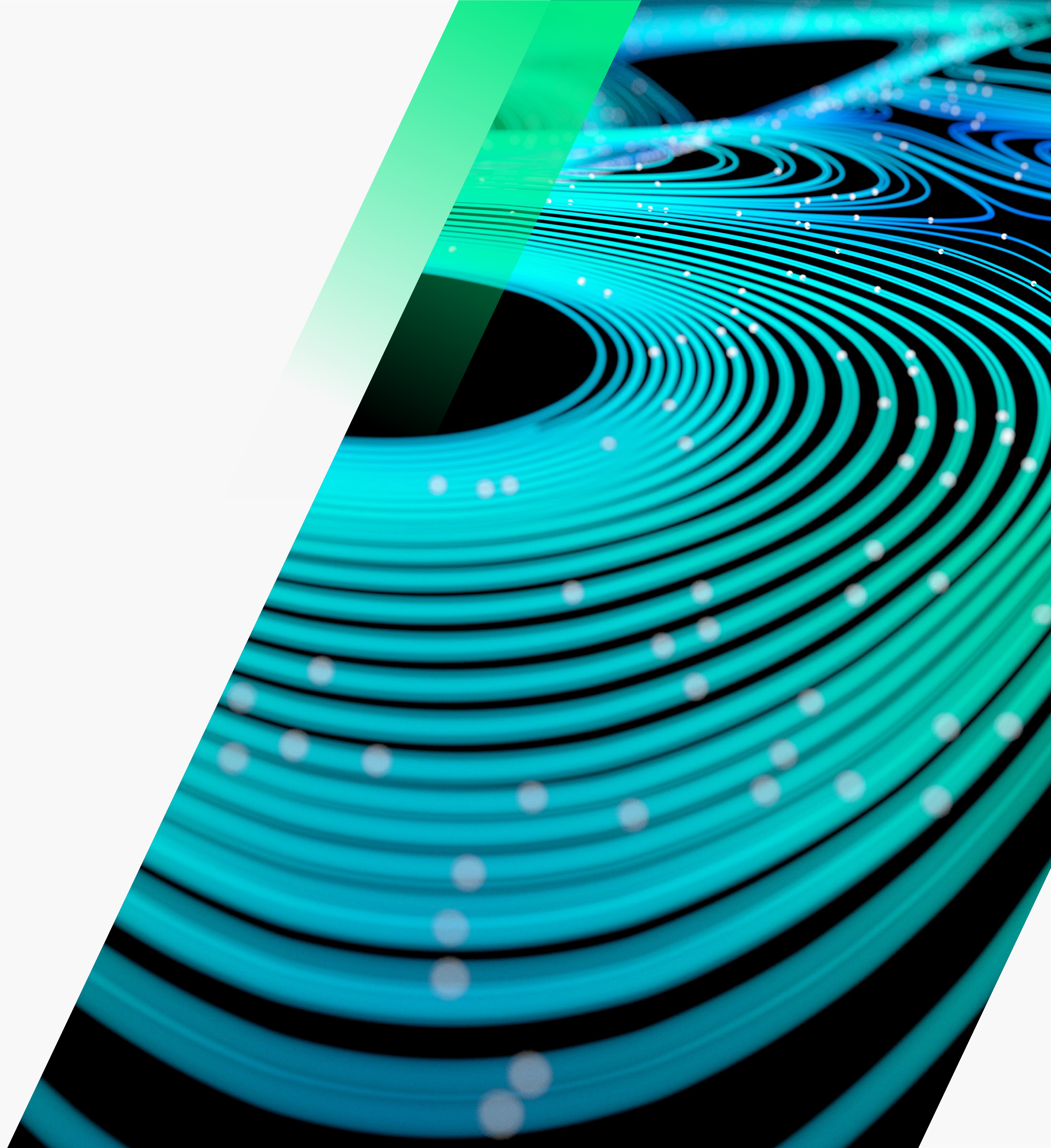
Power PDF includes a robust Bates numbering/stamping utility that lets you define your numbering scheme and preserve it even across large batches. Stamp one document, load another, and use the “extend numbering from previous job” setting to keep your sequence intact. The only limitation: you can’t Bates stamp a document with an existing eSignature on a page.

With this solution, you can transform one of the most tedious and frustrating jobs into a task that takes only a few clicks for each document. Such functionality frees up valuable time to re-dedicate to other workflows.

Discover the Difference Advanced Software Offers

From rapidly stamping pages with the right Bates numbers to sending documents to your clients for quick and secure eSignatures, Power PDF has the features today’s law firms require. No matter whether you serve a small number of people or a broad base of clients from across the country, you can see benefits from enhancing your approach to document management. The right software makes a difference, not only in your daily work experience but also in your bottom line.

Learn more today about using Power PDF in the legal industry when you download a free trial version to explore its features. Learn more about SignDoc and its integration with Power PDF to consider how it could reshape one of your most fundamental processes. With tools designed for your needs, you can better meet your client’s needs, too.



About Tungsten Automation

Tungsten Automation, formerly Kofax, is the global leader in intelligent automation solutions with a trusted legacy of nearly 40 years, with a team of 2,000+ employees in 40 countries, serving 25,000+ global customers. Our dedication to innovation and customer success has earned us industry recognition, including being named a leader in Intelligent Automation (IA), Intelligent Document Processing (IDP) and Process Orchestration by top analysts. We are trusted to help businesses gain unprecedented efficiencies and reduce costs through AI-powered workflow automations that propel their businesses into the future.

To learn more, visit www.TungstenAutomation.com

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