

Oregon Law Practice Management

Practice Management Tips for Oregon Lawyers



Acrobat Tips and Tricks from the Experts

Adobe's [Rick Borstein](#) and [Mark Middleton](#) team up on a regular basis to offer free training on [Acrobat 9](#) for legal professionals. Recently, Rick and Mark hosted a reprise of the popular [30 Super Acrobat 9 Tips and Tricks: Optimizing Your PDF Workflow](#). Even if you're an [old hand at Acrobat](#), you may learn a thing or two from this Webinar:

- With Acrobat 9 and Word 2003 or 2007, you can run a mail merge and create individualized PDFs for e-mailing to recipients.
- Anything you can copy and paste to the clipboard in Windows or Mac can be converted to PDF. Simply select and copy content to your clipboard, launch Acrobat, choose File > Create PDF > From Clipboard... This is an easy way to capture Web content or selected portions of a document or e-mail. (For example, you may want to create a PDF from the *body* of an e-mail message without the header. Using Create PDF > From Clipboard... would be the way to do it.)
- Acrobat can be used for basic document management once you master index building and searching.
 - Embed an index in an individual PDF by opening the document and choosing Advanced > Document Processing > Manage Embedded Index...
 - Or [index a directory of PDFs](#) for faster searches across folders.
 - Learn how to [search and mark multiple words](#) in a PDF.
 - Search across multiple PDFs in one or more folders in a few easy steps: launch Acrobat, choose Edit > Search. When the search panel opens, enter the word or phrase you want to search for, then select "All PDF Documents in" and choose the folder(s) you wish to search.



30 Super Acrobat 9 Tips and Tricks also covered:

- Preference settings
- Additional PDF conversion techniques
- Annotations and comments
- How to OCR, optimize, and clean up scanned documents
- How to copy, move, and extract pages from multiple PDFs
- Creating and customizing a Table of Contents
- Customizing bookmarks and setting PDFs to open to bookmark view
- Running batch sequences to make PDF processing more efficient
- Creating interactive PDFs for the Web

If you read this blog, you know [I am a fan of Acrobat](#). It's the cream of the crop in my opinion and has much to offer over free PDF converters.

You can find the recording from Rick and Mark's Webinar [here](#) and download Rick's [30 Top Tips and Tricks for Acrobat](#). I recommend downloading Rick's *Tips and Tricks* first, then launching the Webinar. This will make it easier to follow along. (Don't forget to turn up the speakers on your computer. If necessary, you can pause the Webinar any time. This is a fast-paced program, and you don't want to miss anything.)

Also take the time to checkout these online resources from Acrobat, courtesy of [Mark Middleton](#):

- Acrobat [eSeminar Recordings and Links](#)
- Rick's [QuickStart 5-Minute Training Movies](#)
- Adobe [Acrobat User Community & Training Resources](#)
- [Adobe TV](#) (5 minute training videos)
- Rick Borstein's [Acrobat for Legal Professionals Blog](#)
- Free [Enterprise Deployment Tools](#)
- [Free Acrobat 9 Pro 30 Day Trial Download](#)
- [Main Acrobat Page](#) on Adobe's Website

Sign up for future Webinars and Acrobat 9 events [here](#).

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