



WHITE PAPER

# Top 10 Reasons Law Firms Select Foxit For PDF Solutions



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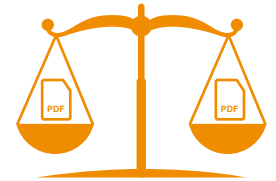
## Intro: Transform Your Practice to a Paperless Law Firm - The PDF Standard

PDF is the file format of choice when it comes to exchanging documents with clients, lawyers, and courts.

The ABA Model Rules of Professional Conduct Rule 1.1: Competence states that “a lawyer should keep abreast of changes in law and its practice, including the benefits and risks associated with relevant technology, engage in the continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject.”

PDF technology has become a relevant technology in the legal field and has established itself as the standard for document digitization. With PDF software like Foxit PDF Editor, users now have the ability to work with digital documents the same way that they would with paper while saving on costs.

Foxit PDF Editor allows users to create, convert, comment, and organize digital documents within a single platform. However, these aspects only touch the surface-level features of PDF software. Paper to digital conversions of email, TIFF, and Office docs to PDF/A, high-quality OCR, and file compression can also be automated through high-performance servers with Foxit PDF Compressor.



## Create Court-Friendly Documents (e-Filing)

Electronic filing (e-filing) is a standard practice for a majority of courtrooms across the world. Many courts require documents to be submitted as a PDF, as it retains the original layout and ensures that people can see the same file. Foxit PDF Editor gives you the ability to easily generate PDFs, reduce the document size, and create a searchable document easily within the same program.

With Foxit PDF Editor you could insert a Table of Authorities into an appellate brief, convert briefs for filing with PDF/A format, and remove confidential or restricted information like social security numbers, account numbers, and birth dates. Make e-filing easier with a PDF editor that has all the features you'll need within the same program, saving on costs while you're at it.



## Compile PDF Portfolios for e-Discovery

The e-Discovery (electronic discovery) process of securing, locating, and searching electronic data can be critical in civil or criminal litigation. Digital data is preferred for investigations and discovery because its easy searchability reduces the manual labor of dealing with paper documents. Unlike paper evidence, digital data leaves traceable footprints that are more difficult to completely destroy and may be any file type such as text, image, video, audio, websites, programs, etc.

Lawyers can combine all their documents within the same digital binder and use subfolders to better organization and easily access their files and discovery. And you're not limited to only PDFs. Instead, portfolios can include audio, video, Word, Excel, HTML files and more, making it the perfect solution for e-Discovery.

Law firms can also use PDF portfolios to create electronic copies of relevant documents or files in the same place, making it easier to search for related document of interest or digitize client files. PDF portfolios are also excellent for consolidating deposition exhibits or gathering and organizing research and authorities for writing briefs or oral arguments.



## Redaction

One of the main features lawyers need from a PDF editor is redaction. Confidential information like Social Security numbers, birth dates, and other personal identifiers needs to be hidden before being shared or sent for e-filing.

Once a redaction is applied digitally, any information covered will be permanently deleted from your document. Foxit PDF Editor Pro provides users with multiple redaction features to maximize efficiency and leave less room for error. Users can mark any text or graphics for redaction first, before choosing to apply the redactions. Or they can save time using search and redact, which finds the same keywords and marks them all for redaction.

Foxit makes it easy for Microsoft Office users to make redactions directly in Word documents thanks to a ribbon toolbar plugin that applies the same secure, permanent changes as Foxit PDF Editor. Once applied, the redacted version can be automatically saved as a new file, preserving the original and reducing the risk of information lost to potential user error.



Getting a second or third (or tenth) set of eyes on documents is a snap using Foxit PDF Editor's redaction collaboration tools. Within a single document, each member of a legal team can identify and mark candidates for redaction before a final review to accept or reject some, none, or all of the suggestions and make them permanent. And attorneys can securely share existing documents with clients or third parties while protecting sensitive information with user-generated, redacted and RMS-protected PDFs that grant authorized users access to view the original content while restricting unauthorized users to the redacted versions.

## Sanitize Documents - Remove Metadata

Metadata, put simply, is data that provides information about other data. Examples include when a file was created, its author, and file name, all of which may, at times, be confidential.

Professional conduct rules require lawyers to ensure that no accidental disclosure of confidential information occurs when transferring information. This includes metadata, which is automatically generated in every electronic file. Therefore, it is essential for lawyers to take the step of removing metadata from their files.

Foxit PDF Editor allows users to "sanitize" their documents by removing any hidden information that is private or sensitive including metadata, embedded content, attached files, scripts, etc. After sanitizing a PDF document with Foxit PDF Editor, any document can be sent to another person without the possibility of sharing confidential information that is hidden in the file.



## Bates Numbering

Bates numbering is used in both large- and small-scale litigation and discovery for identifying numbers, dates, and time stamps on images and documents. It is a unique serial number that is attached to every page of a document and is used for indexing for easy access. In Foxit PDF Editor Pro, users can select multiple files or folders and automatically apply bulk Bates numbering. Now, law firms of all sizes can make digital document retrieval faster and easier.



## OCR, Index, and Archive

Optical Character Recognition (OCR) enables printed documents and words in images to be converted into machine-readable text. With Foxit PDF Editor and PDF Compressor, law firms can scan physical documents and automatically convert them into searchable digital text files that take the hassle out of dealing with endless piles of paper, whether organizing evidence or looking for keywords like needles in haystacks of printed transcripts. Users can create indexes and assign different bookmarks to PDFs, increasing the efficiency and accuracy of searches. And Foxit PDF Editor's editable OCR revives hard copies of old motions, letters, and memoranda, allowing users to make changes and updates without redrafting the entire document.



Beyond the speed and ease of searching and editing, using PDFs to archive massive files and documents saves firms money by using less digital storage space. Foxit's desktop and server solutions can convert documents into PDF/A, the desired archiving format, with quick tools like Foxit PDF Editor's Outlook email plugin for everyday use or PDF Compressor for high volumes.

## Forms

A form that needs to be printed out to be filled in defeats the purpose and convenience of having it in a digital format. Whether from a scanned or imported file, Foxit PDF Editor users can make any form interactive at the push of a button with automatic form field recognition. Custom form fields allow firms to manage entries, such as restricting certain fields to numbers or making users choose from a drop-down list of options, to standardize record-keeping and reduce user error. Advanced form functions can even include math equations or adding JavaScript.



Users can also import data from other file formats into a PDF form or export form data from PDFs to other file formats, such as a CSVs. Foxit PDF Editor supports 2D barcodes for forms integrated with Ultraforms technology, making it easier for form data to be scanned, captured, and incorporated into a database.

## Signatures

Rather than suffer the delay and pain of gathering physical signatures, Foxit PDF Editor provides the robust, secure, and faster features today's law firms need, such as digital signature, DocuSign, and quick PDF sign. A digital signature can be used to authenticate the identity of a user as well as the document content. It stores information about the signer along with the date, time, and state of the document when it was signed.



Foxit PDF Editor also supports digital IDs identifying persons and organizations. Users can not only obtain a digital ID known as a Certificate Authority (CA) from a trusted third-party provider, but also create a self-signed digital ID with Foxit PDF Editor. Digital IDs are usually protected by a password and can be stored in a computer. Law firms can place a digital ink signature on their PDFs as well as create custom signatures that can be placed on their forms like a stamp. By default, Foxit PDF Editor checks the validity of a signature when opening documents, ensuring its authenticity.

## PDF Security

Knowing who has access to view a file is important for tracking your documents and keep information secure from internal and external leaks. Law firms can use Foxit PDF Editor to set different security levels in their PDF documents and specifically control what people can do with the document. Document owners can restrict others' access to functions like applying edits, copying text, deleting pages, or adding comments. With PDF security, the owner can also prevent other users from even printing their document and add an extra layer of security by creating a custom password to lock their PDF documents.



## DMS Integrations with iManage, NetDocuments, Opentext eDocs, Worldox

Keeping documents organized for workflow productivity is essential for law firms. Foxit PDF Editor's integrations with multiple Cloud Storage Services, Enterprise Content Management Systems (ECMs), and Document Management Systems (DMS) allows effortless, enhanced workflow productivity. Users can create, open, edit, and save PDF files directly from their centralized on-premises or cloud systems. iManage and NetDocument are just some of the many popular law firm integrations supported by Foxit PDF Editor.

Foxit PDF Editor allows users to open and check out PDFs directly from the following:

- Sharepoint
- OneDrive
- iManage Work
- NetDocuments
- Enterprise Connect
- Egnyte
- Google Drive
- Dropbox
- Box
- Worldox
- Documentum
- eDOCS DM

With advanced DMS integrations, Foxit solutions help Law firms avoid "shadow-IT" with scattered electronic matter files. By enabling direct access to your confidential files, law firms have better control for governance, compliance, and protection.



## Law Firms Choose Foxit Software



Cleary Gottlieb



Baker McKenzie



Freeborn



Meredith Connell  
THE LAW FIRM.



Keoghs



Corrs Chambers Westgarth



The Zimmerman



Murthy



Kopka Pinkus Dolin



Anderson Lloyd



Olinsky Law Group



Schiller DuCanto & Fleck



Diepenbrock & Cotter



Markoff Law

Foxit is a leading software provider of fast, affordable, and secure PDF solutions. Foxit addresses the needs of three distinct market segments. For End-User Productivity, Foxit delivers easy to use desktop software, mobile apps, and cloud services to make knowledge workers more productive. ConnectedPDF delivers leading edge technology that powers document management, security, and collaboration services for PDF files. For Enterprise Automation, Foxit provides server software for large scale PDF document management and data capture. Foxit's Developer Solutions enable developers to incorporate powerful PDF technology into their applications.

Foxit has over 650 million users and has sold to over 425,000 customers located in more than 200 countries. The company has offices all over the world, including locations in the US, Asia, Europe, and Australia. For more information, please visit <https://www.foxit.com/solution/legal/>.