Fit more billable hours in the day

With productivity solutions
designed for legal professionals

Time is money, so make every minute count

Successful lawyers and associates are those who have more hours in the day. Billable hours that is.

Billable hours are how law firms keep the lights on. Firms need lawyers and associates to reach their billable-hour targets, which can be difficult to balance with day-to-day tasks, unexpected time off, and life in general.

However, fitting in more billable hours each day isn't only about a firm's bottom line – it improves the client experience by empowering lawyers to get more done in less time.

Too many billable hours are wasted on time-consuming administrative tasks and inefficient processes. If a job involves three steps when it could have been one, precious time is wasted.

Working smarter, not harder is key to maximizing billable hours without being the last person in the office every day. Freeing lawyers from the burden of manual and time-consuming processes is the first step toward smarter working.

Our solutions made for legal professionals simplify complex workflows, so time is only spent on work that really matters. This guide will show you how automation cuts time spent on PDF binder creation by up to 75%, why non-searchable files in your systems are slowing staff down every day, and much more.

Integration is key

Integration with core legal applications and systems improves productivity when working with legal documents. The solutions you will see in this guide integrate out of the box with leading document and legal practice management systems, as well as Windows 10 and Office 365.

Merge PDFs 75% faster using automation

Document assembly workflows are labor-intensive, but light on value add. Automating the creation of commonly used documents like a Closing Book, Share Purchase Agreement or Legal Due Diligence Report will save time now, and in future.

> Reduce the time it takes to combine multiple PDFs, so lawyers spend more time on work that matters

Document assembly happens in three steps when using **pdfDocs Binder:** create a binder, add the documents, then convert. It's as simple as that.

Once the user clicks 'Make Binder,' pdfDocs Binder automatically generates a Table of Contents, hyperlinks, and bookmarks. It's all designed to save the user time but ensure readers can easily navigate through the collection of documents.

Need to add or remove a document after you've created the Binder? You don't have to start from scratch. Simply make the changes in the Binder file and regenerate to update the Table of Contents and cross-document bookmarks and links.

Using technology to do small but essential tasks like generating a Table of Contents, adding headers and footers, or applying security settings can make all the difference. Improve the client experience by ensuring styles are consistent across PDF binders and that the finished product gets to them as quickly as possible.
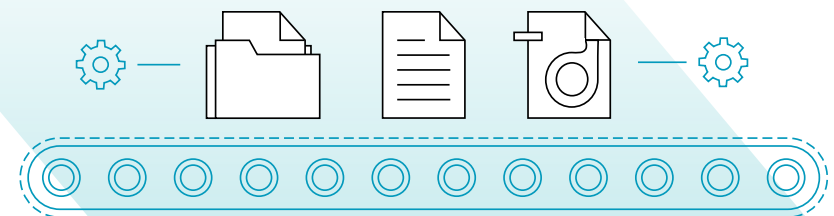
Redact text quickly and securely

Over the past 10 years, there have been spectacular redaction errors, exposing national security secrets, business deals, and everything in between. Almost all these cases involved the same problematic workaround - confidential information is covered up with black boxes, and the documents are converted to PDF. Masking text in this way is not redaction. Merely copying the text from the PDF into a Word document exposes the text.

pdfDocs is developed with true redaction capabilities, complete with review and approval workflows and exemption codes to explain the redaction. These features reduce the time it takes to review and redact while minimizing the chance of getting it wrong.
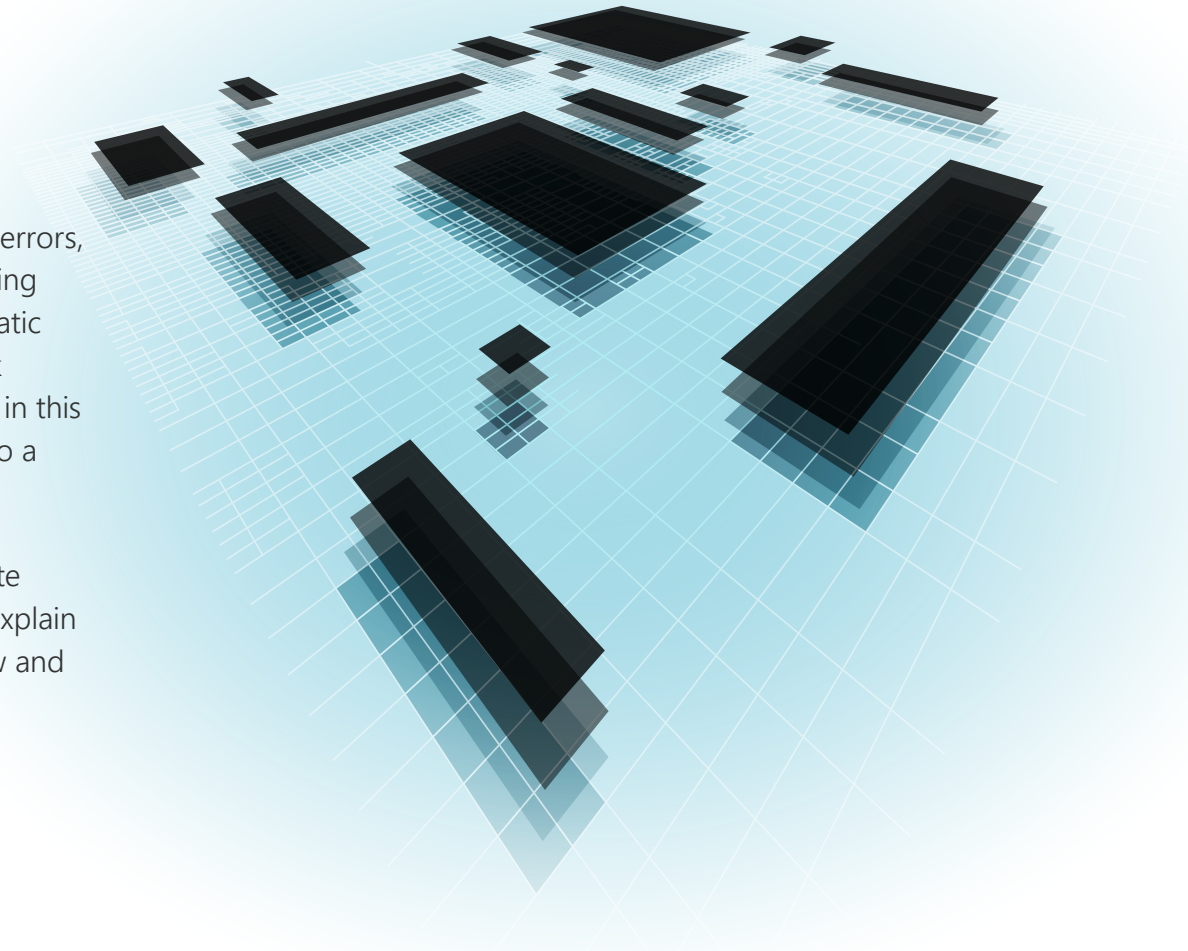
Find and redact words, phrases, and patterns in legal documents

Lawyers often have an obligation to redact confidential or personal information before submitting documents to courts. Pattern search in **pdfDocs** empowers users to quickly find and redact a word, phrase, or pattern – permanently redacting it from a document so it cannot be undone or exposed later.

Choose from a range of regional patterns including phone numbers, credit card numbers, National ID Numbers such as Social Security Numbers and/or Tax File Numbers, email addresses, and dates. Once a search has found all instances of the word, phrase, or pattern selected, you have the option to redact all instances or to pick and choose.
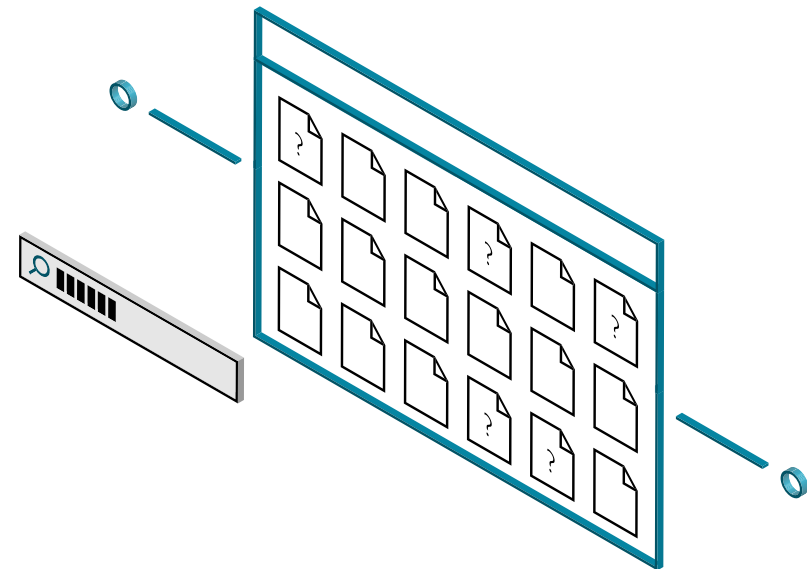
See what's changed in seconds

Comparing contracts and other legal documents for changes can be prone to error. Failure to see changes, no matter how small, can have a significant impact on your business. **compareDocs** lets you see every change instantly.

compareDocs' market-leading comparison engine finds every insertion, deletion, or move in every document. Maintain consistency in formatting and styles from the first draft to the final version by detecting changes in headers and footers, tables, and endnotes. Plus, easily compare a scanned version with the original digital file.

Learn to love Track Changes

Many users of document comparison software have been conditioned to use redline markups because they believe it to be more accurate than Track Changes. However, this isn't the case.

Redline is a static report showing the viewer what has changed between versions – but to move forward with those changes, you need to go back to the original document and apply them manually. This workflow is counterintuitive to the goal of document comparison software – which is working faster and with less error.

Research has shown that working with a Track Changes report instead of a redline produces time savings of up to 25%. This is because you can accept and reject changes as you go – getting the job done in a fraction of the time it would take to apply the changes shown in a redline.
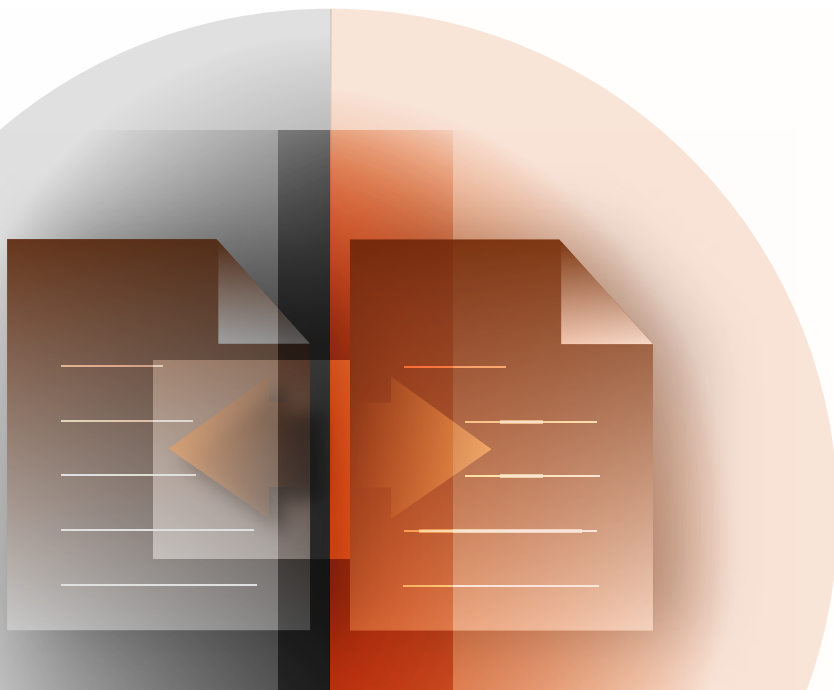
Balance security
and productivity in email
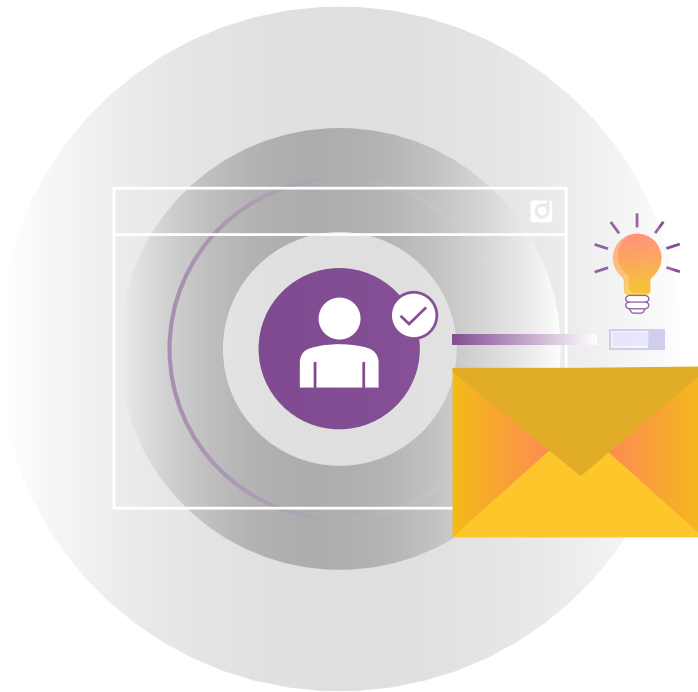
After you compare two versions of a contract for differences, you want to ensure that the final version is cleaned of metadata like Comments and Track Changes before it gets emailed to clients or external parties. Otherwise, you risk disclosing information never intended to be shared. You don't want opposing counsel to see what your client is prepared to settle for in a case, for example.

Metadata is most often leaked through email attachments. Email users need a solution that cleans damaging information before the email has a chance to leave their Outbox.

Manage metadata with no downtime

Email downtime is a productivity killer. When metadata cleaning happens inside Outlook, it can lead to major stability and performance issues. **cleanDocs** does most of its processing outside of Outlook so that email performance isn't impacted. Because it works with files directly in their native format (binary level), cleanDocs doesn't have to open Word, Excel, or other authoring applications. This allows metadata cleaning to happen in under a second. And, since multiple files are cleaned concurrently, Outlook doesn't become jammed or locked-up.

On the same screen – users confirm the email is going to the right person

A law firm partner once shared with us that she had accidentally sent her tax return to the entire firm by Replying All on the wrong thread and in doing so revealed full details of her earnings. Sending an email to the wrong person internally can be embarrassing, but if an email is sent externally and gets into the wrong hands, it could be seriously damaging to your firm's reputation.

Upon clicking Send, **cleanDocs** users can check the recipient list for external or blacklisted email domains, Reply All and Forward actions to ensure the right information is being sent to the right person and that the user's actions are as intended.

On the same screen, users can action a series of time-saving tasks as part of the process: rename and clean attachments of metadata based on the specific company policy and convert attachments to PDFs or add to a ZIP file for secure distribution.
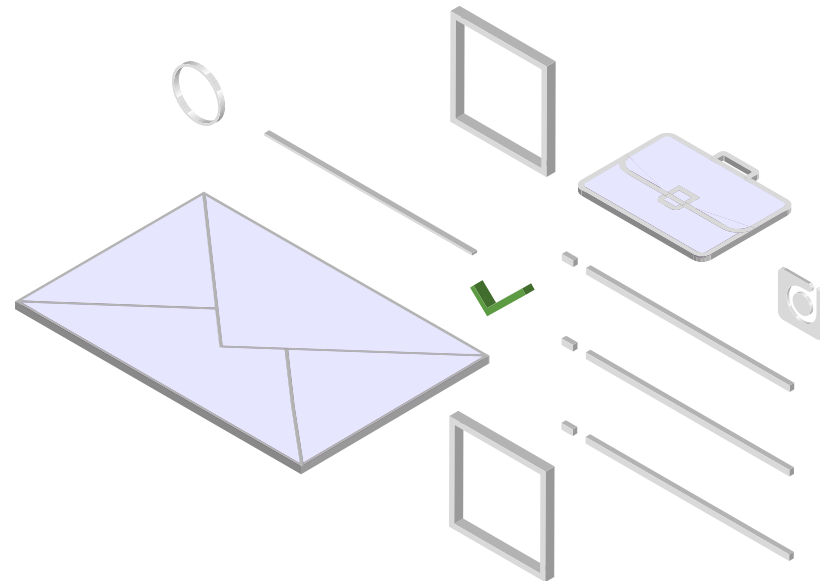
Make every file text-searchable for quicker discovery

Thousands of image-based files like JPEGs, TIFFs, and PNGs are added to document and legal practice management systems without the document owner realizing they aren't fully text-searchable. Not being able to search a document's pages for names, phrases, or other general information, can make locating it a time-consuming and challenging task.

Non-searchable files also impact the accuracy of document searches in the conflict checking process. If a conflict check does not return a file because it was a non-searchable JPEG file, staff could be missing out on vital information.
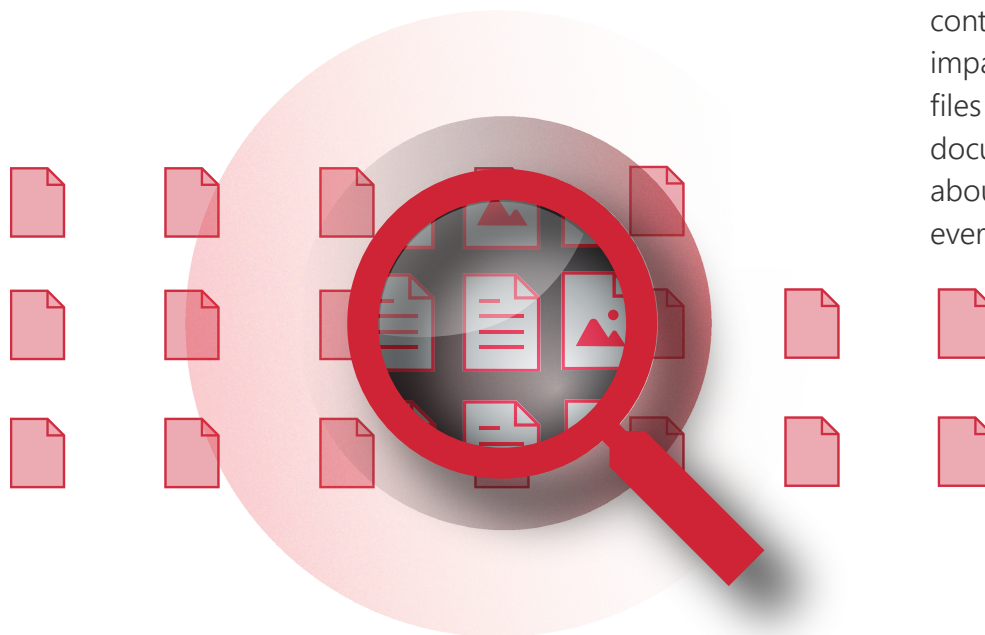
Use automation and the work happens in the background – no staff time required

contentCrawler uses bulk Optical Character Recognition (OCR) processing to find non-searchable content and convert them to text-searchable PDFs. Smart processing identifies only those documents requiring OCR – like scanned images saved as TIFFs – and applies a text layer. It can search and convert backlogs of legacy documents as well as actively monitoring for newly profiled documents.

contentCrawler works silently in the background, so there is no impact on staff workflows or processes. Managing non-searchable files becomes as simple as set-and-forget. Staff continue to upload documents into the document content repository without worrying about OCR as a process or a workflow since the software catches every file automatically.

How these leading firms
help their lawyers work smarter

Delphi

Delphi needed to reduce the costs and number of hours spent producing electronic Closing Books and Court Bundles – an essential value add-on service for clients. pdfDocs Binder was able to transform what was previously a massive undertaking to a quick and easy routine task. Continue reading.

SHOOK HARDY & BACON

Shook, Hardy & Bacon L.L.P is using contentCrawler to automate the time-consuming process of manually OCR'ing, compressing, and optimizing litigation items that will be filed electronically with the courts. The firm has saved hundreds of hours since time spent processing documents went from 40 minutes to 30 seconds. Read more.

HEMPSONS

When Anna Lawton started in her role as IT Director at Hempsons, "the firm's infrastructure was struggling to provide for our needs, and we were operating with a number of non-performing products." See how she was able to resolve stability and performance issues and restore user faith in metadata cleaning here.

Solutions for lawyers and legal professionals

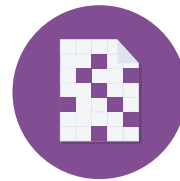**pdfDocs**
is an essential all-in-one tool for creating, editing, bundling, and securing PDFs.

compareDocs
eliminates the risk of missing changes between document versions.

cleanDocs
helps prevent data breaches caused by human error and information leaks.

contentCrawler
is a set-and-forget solution for better search and reduced storage costs.

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