

Less Paper, More Profit

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CERTIFIED EXPERT
Acrobat®



Less Paper, More Profit

◆ Litigation Support



◆ Discovery - Paper



▶ Folder, File Cabinet, Warehouse



▶ Before: Paralegal, yellow pad, copier



● Copy & distribute

▶ After: Scan, OCR, Index, Abstract



● Search & retrieve

Less Paper, More Profit

- ◆ Document Management
 - ▶ Print, Copy, Fax
 - Paper
 - Response & reply time
 - Feedback is not integrated
 - ▶ Email
 - Improved response time
 - ▶ FTP
 - Reduced bandwidth, storage



Less Paper, More Profit

- ◆ Document Management (continued)
 - ▶ Document Management System
 - Check in/out,
 - Revision tracking,
 - ▶ Other options – Review, or ‘round-tripping’
 - Acrobat Professional initiated, Reader participation
 - Integrated comments



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◆ Case Study #1

▶ Victim Compensation Fund

- Form distribution
- Document distribution
- Form recognition

- Application review process – VPN, fielded database, links to complete scanned application, remotely accessible



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◆ Case Study #2

▶ Columbia Accident Investigation Board

- Paper originals
- Electronic originals, including color, oversized, multi-media
- Unique number stamp
- Text extraction (OCR for paper/image originals)
- Document rollup – keep the pages together
- Password security (deters
- Database search & retrieval, cut and paste for report

