

# AMERICAN BAR ASSOCIATION

ABA Book Publishing · 321 N. Clark St. · Chicago, IL 60610 · [www.abanet.org/media](http://www.abanet.org/media)

---

## BOOK RELEASE

---

### FOR IMMEDIATE RELEASE

**Contact:** Yasmin Waring  
**Phone:** 312-988-6084  
**Fax:** 312-988-6030  
**E-mail:** [waringy@staff.abanet.org](mailto:waringy@staff.abanet.org)

### **The Lawyer's Guide to Adobe Acrobat, Third Edition**

**David L. Masters**

---

CHICAGO, Apr. 9, 2008 – The American Bar Association's Law Practice Management Section has just published an updated and revised third edition of [\*The Lawyer's Guide to Adobe Acrobat\*](#). Written to help lawyers increase productivity, decrease costs, and improve client services by moving from paper-based files to digital records, the book focuses on using Adobe® Acrobat 8, the most current version, to do so.

“This book was written in plain terms so that lawyers with little technology knowledge will be able to use it easily, understand it, and keep it as a reference,” said author David L. Masters. “I wanted to convey that the ubiquitous Adobe Portable Document Format™ (PDF) can be a highly-effective tool in converting the vast quantities of paper found in most every law office into a digitized format familiar to most lawyers.”

PDF files are reliable, easy-to-use, electronic files for sharing, reviewing, filing, and archiving documents across diverse applications, business processes, and platforms. The format is so reliable that the federal courts' Case Management/Electronic Case Files (CM/ECF) program and state courts that use LexisNexis File & Serve have settled on PDF as the standard.

Topics include:

- How to use PDF files to streamline document management and reduce reliance on paper
- Key features and tools within Acrobat 8 designed just for the legal community
- How to create and work with PDF files
- Why lawyers should use Acrobat for E-Briefs
- Understanding PDF file security
- Environmental considerations

Masters is a small firm general practitioner focusing on real estate and business matters, transactions, and litigation. He writes and speaks frequently on the use of information technology in the practice of law and was a member of the ABA's Law Practice Management Section's TECHSHOW Planning board from 2004-2007.

**Title:** *The Lawyer's Guide to Adobe Acrobat, Third Edition*  
**Publisher:** American Bar Association's Law Practice Management Section  
**Pages:** 284 pages  
**Product Code:** 5110588  
**ISBN:** 1-59031-978-8  
**Size:** 7 x 10  
**Binding:** Paperback  
**Price:** \$79.95; \$49.95 for ABA's Law Practice Management Section members  
**Orders:** Visit [www.ababooks.org](http://www.ababooks.org) or call 800-285-2221  
Request Product Code 5110588

With more than 413,000 members, the American Bar Association is the largest voluntary professional membership organization in the world. As the national voice of the legal profession, the ABA works to improve the administration of justice, promotes programs that assist lawyers and judges in their work, accredits law schools, provides continuing legal education, and works to build public understanding around the world of the importance of the rule of law.

-30-

**Editor's note:** Review copies are available by sending an e-mail to Yasmin Waring at [wariny@staff.abanet.org](mailto:wariny@staff.abanet.org). If you publish a review of this book, please send tear sheets or a copy for our files to Yasmin Waring, ABA Publishing, 321 N. Clark Street, Chicago, IL, 60610.