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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### **Adobe Acrobat - A Guide for Legal Users**

**April 27, 2023**  
**1:00 p.m. – 3:00 p.m.**

## WEBINAR

### *Program Summary*

PDF files are everywhere. They are the file format of choice when trading documents with other lawyers and clients. Many courts now require that all pleadings be filed as PDFs; most governmental forms are only available in PDF format; and for lawyers who want to reduce paper in their office, PDFs are front and center. Because of their prevalence, everyone in an office needs to understand the risks and benefits of PDF files. Regardless of their version of Acrobat, this seminar will show legal professionals the appropriate uses of PDFs. The presenter will cover important topics such as redaction, metadata removal and electronic document security, Bates Numbering, splitting/combining PDFs, reducing file size for electronic case filing, review/comment and PDF collaboration, adding signatures & stamps, routing PDFs for comments/feedback, and more.

### *Eligibility*

This program is open to attorneys in the Department of Law and Public Safety and county prosecutors' offices.

### *Faculty*

**Barron Henley** is an attorney, legal technology consultant and a founding partner of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He specializes in automating complex documents and teaches continuing legal education classes on technology, ethics and law practice management. He is a primary software trainer for Affinity and also conducts technology audits. Mr. Henley is a Fellow of the College of Law Practice Management, a Fellow of the American Bar Foundation, a member of Ohio Supreme Court Commission on Technology and the Courts, and a member of the ABA Law Practice Management and Real Property Trust and Estate Law Sections. He holds a B.S./B.A.

in Marketing and Economics from the Ohio State University and a J.D. from the Ohio State University Moritz College of Law.

### ***CLE Credit***

**NJ CLE Credit:** This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 2.2 hours of Alternative Verifiable Learning Format (AVF) total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

### ***Registration***

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

**Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.**

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.