



Make document sharing easier and safer!



Adobe Acrobat Pro for Lawyers

with Craig Brody

Thursday, November 30, 2023

Live webinar with chat

*includes 60 day replay**

9:00 am – 10:30 am (Pacific)

10:00 am – 11:30 am (Mountain)

11:00 am – 12:30 pm (Central)

12:00 pm – 1:30 pm (Eastern)

1:00 pm – 2:30 pm (Atlantic)

1:30 pm – 3:00 pm (Newfoundland)

**This program features real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live Q & A. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.*

WHO SHOULD ATTEND

This introductory level presentation is designed for lawyers new to PDFs or who have a basic familiarity with Adobe Acrobat Pro and want to learn more.

ABOUT THE PROGRAM

Portable Document Format (PDF) has become the standard for publishing, sharing, storing, and filing documents electronically. For legal professionals, the preferred PDF application is Adobe Acrobat Pro. Every lawyer needs to understand the basic features of this technology and how to use it. Join experienced technology trainer Craig Brody as he shares a high-level overview of some of the important ways Adobe Acrobat can save you time and make document sharing easier and safer. You will learn how to create and edit PDFs, combine files, redact text, sign and secure documents, and run other important commands. Topics include:

- converting Microsoft Word documents to PDF
- the importance of redaction and how to do it
- how to alter a PDF
- using electronic signatures
- protecting files via password encryption

Don't miss this opportunity to learn how Adobe Acrobat Pro can help reduce your dependence on paper and improve your organization and efficiency. Materials will include valuable shortcuts and timesaving tips.

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Create a PDF; Combine files; Create a Portfolio

Export a PDF to other Applications

Navigate around a PDF; Create Bookmarks

Edit a PDF; Add Text, Links, Pictures,

Headers/Footers, Watermarks, Bates Numbering

Organize Pages; Delete, Insert, and Extract

Markup a PDF with sticky notes and comments

Sign documents and request others to sign

Redact sensitive text; Remove hidden information and Metadata

Secure and Protect PDFs; Set Passwords and Restrict Editing

Create a fill-in Form

Wrap-up and Program Evaluation

Register today! • seminarpartners.ca • 1.866.606.4212 • jennifer@seminarpartners.ca

PRAISE FOR CRAIG BRODY

- “Craig Brody was terrific – wish it was longer.”
- “Stellar course exceeded my expectations. Well-organized, easy-to-follow.”
- “Very good basic course. Excellent speaker.”
- “Craig was excellent, I can’t wait for an intermediate or advanced level class.”
- “Great instructor. Hands-on, technical courses like this are so helpful. More please!”
- “5 out of 5! Speaker and materials were excellent.”
- “Very relevant and practical. Liked the exercises.”

MEET YOUR PRESENTER



Craig Brody is a technology trainer with more than 25 years experience teaching thousands of lawyers and other professionals how to effectively use Microsoft Office, Adobe Acrobat and other software programs to improve work productivity and efficiency. He is a frequent presenter for American bar associations and leads training workshops at The Wharton Business School and the University of Pennsylvania and UCLA Law Schools. In addition, he publishes his own training materials and provides software consulting and programming services to law firms and other organizations.



ON: This program contains 1.5 Professionalism hours.

BC: This program has been approved for 1.5 CPD hours.

SK: This program has been approved for 1.5 CPD hours.

Lawyers in other mandatory CPD jurisdictions may count their attendance towards their CPD requirement/plan. Seminar Partners is an Accredited Provider of Professionalism Content by the Law Society of Ontario and a pre-approved CPD Provider of the Law Society of British Columbia.

✓ **Yes, I want to attend Adobe Acrobat Pro for Lawyers, with Craig Brody**

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* Materials will be distributed electronically in advance. Live webinars feature real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live questions and verbal responses by the presenter. The recording of the webinar is available for 60 days.

REGISTRATION FEE:

On or before November 10, 2023: \$140.00 + \$18.20 (13%) HST* = \$158.20 - Save \$25.00!

After November 10, 2023: \$165.00 + \$21.45 (13%) HST* = \$186.45

*With ON HST. Please adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in ON. 15% in NS, NB, PEI & NL.

Register online: <http://seminarpartners.ca/register-for-courses/>

Register by mail, fax or phone: Return this form with payment to Jennifer Snoyer, Finance and Communications Coordinator, Seminar Partners, 2300 Yonge Street, Suite 1600, Toronto, ON M4P 1E4 Tel. 1.866.606.4212 or 647.352.8633 Fax 416.549.1619. Email: jennifer@seminarpartners.ca. Registration fee is refundable less \$50 admin fee if written cancellation received 10 working days before the program. No refunds will be made after the cancellation date. Program content, speakers and location may change without notice. See our website for all policies. In the event of program cancellation, our liability is limited to refund of registration fees. GST/HST #848208492

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