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Since a substantial proportion of documents received and exchanged during litigation are PDF files, it makes sense that litigators must have a



a wealth of options for converting electronic files into PDF (even automating the process), as well as document comparison tools.

There is FineReader Standard, but lawyers and law firms should go with FineReader Corporate for the additional document comparison and automation

How Does A Computer Read Your Documents? OCR is the abbreviation for "Optical Character Recognition" and is a phrase that describes how a computer attempts to recognize printed or typed characters, and then converts them to editable text. For example, if you take a picture of a magazine article with your phone, you can read the text in the picture with your human eyes, but the computer can't read the text unless it first attempts to recognize the individual characters. Otherwise, it's just a picture to the computer.

ABBYY FineReader is an all-in-one tool for managing, annotating, redacting, and converting PDF files that earns it a credible place in any eDiscovery project.



A SOLO TO MIDSIZED LAW FIRM SHOPPER'S HANDBOOK FOR EDISCOVERY TOOLS & SERVICES

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> Written By Brett Burney & Chelsey Lambert

> > **Burney**

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Q: What are the most efficient ways to convert files to PDF?





Q: What about converting a PDF to OTHER file formats like a Microsoft Word document?





Q: How do I know I can trust the quality of the OCR?





Q: Is there a way I can compare two different versions of a document?





Q: Does FineReader allow me to redact sensitive or confidential information?





Q: Is there a way to secure a document with a password?





Q: Does FineReader allow me to add a digital signature to a PDF?











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Converts to OpenOffice Document (.odt)





For more information, visit www.abbyy.com/finereader

Contact Nikos Chatzis n.chatzis@amy.gr

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