

2019 eDiscovery BUYERS GUIDE

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



FILE VIEWERS
DESKTOP VS HOSTED
REDACTION
IPAD TOOLS
A.I.
COMMUNITIES
TRANSCRIPTION
SAAS
SERVICES
TRIAL PREP
REVIEW M
FILE VIEW
WEB CAPTURE
COMMUNITIES
SAAS
TRANSCRIPTION
DESKTOP VS
WEB CAPTURE
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TRIAL PREP
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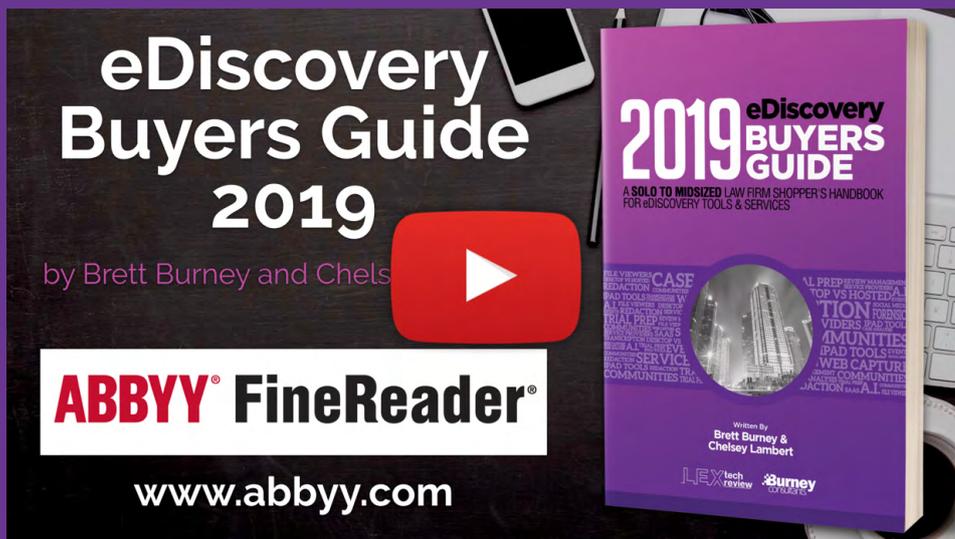
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SERVICE PROVIDERS
TOP VS HOSTED
EVENTS
SOCIAL MEDIA
FORENSIC
IPAD TOOLS
CASE ANALYSIS
COMMUNITIES
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EVENTS
SOCIAL MEDIA
WEB CAPTURE
MANAGEMENT
COMMUNITIES
ANALYSIS
TRIAL PREP
COMMUNITIES
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A.I.
FILE VIEWERS

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ABBYY FineReader

ALL-IN-ONE PDF AND OCR SOFTWARE FOR LEGAL PROFESSIONALS TO POWER ALL OF YOUR NEEDS IN EDISCOVERY, EFILING, ARCHIVING, AND MUCH MORE

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The image shows the cover of the '2019 eDiscovery Buyers Guide' book, which is a 'Solo to Midsize Law Firm Shopper's Handbook for eDiscovery Tools & Services'. The cover is purple and features a central image of a skyscraper. Text on the cover includes '2019 eDiscovery BUYERS GUIDE', 'A SOLO TO MIDSIZED LAW FIRM SHOPPER'S HANDBOOK FOR eDISCOVERY TOOLS & SERVICES', and 'Written By Brett Burney & Chelsey Lambert'. Logos for 'LEXtech review' and 'Burney' are at the bottom. To the left of the book is a video review thumbnail with the text 'eDiscovery Buyers Guide 2019 by Brett Burney and Chelsey Lambert' and the ABBYY FineReader logo and website 'www.abbyy.com'.



Click to view a short video review of Abby on YouTube.

Recent Developments and Updates

- ▶ **Convenient Methods for Editing and Commenting on PDFs.** Correct typos and change pictures directly within a PDF, as well as add comments and sort those comments by author, date, or status.
- ▶ **Ensure Your PDFs are Compliant for Long-Term Archiving and Accessibility.** Ability to export as PDF/UA for "universal accessibility" which improves the accessibility of PDFs for people who use assistive technologies.
- ▶ **Updates for Structured Elements in Documents.** Improved creation of PDF tags for structured elements in documents such as headings, paragraphs, lists, etc.
- ▶ **Text Recognition for Foreign Languages.** Core OCR technology updated to improve detection of tables and symbols from Korean and Japanese languages.

ABBYY FineReader

ALL-IN-ONE PDF AND OCR SOFTWARE FOR LEGAL PROFESSIONALS TO POWER ALL OF YOUR NEEDS IN EDISCOVERY, EFILING, ARCHIVING, AND MUCH MORE

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

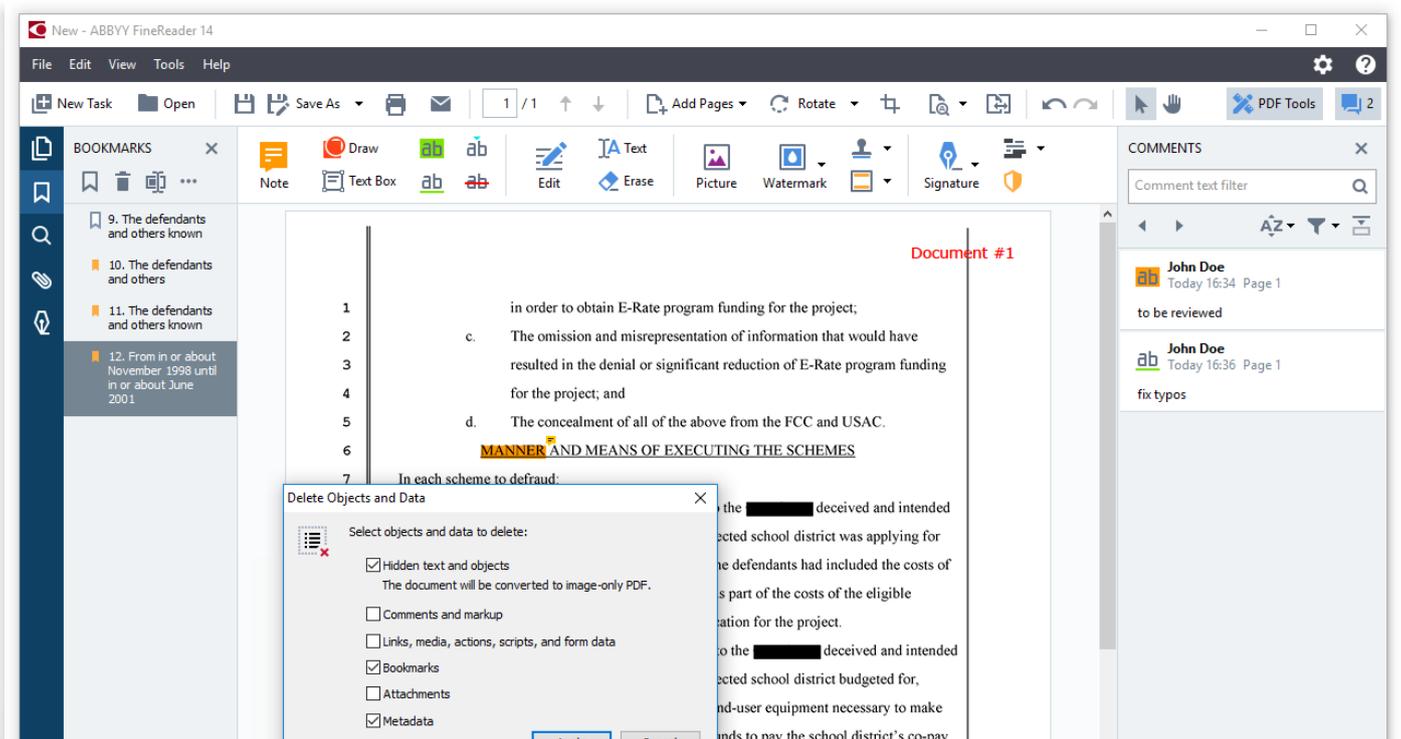
If you recognize the name ABBYY, it's probably because you've heard of their superior OCR technology. Started over 20 years ago, ABBYY's core competence has been in digitizing paper documents, but today FineReader is a full-fledged PDF powerhouse that offers a wide range of tools for PDF editing and collaboration. FineReader offers 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 features.

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.* ”



Computers aren't as good (yet) at recognizing text from pictures as we humans are, so OCR is not 100% dependable all the time. For example, a computer might interpret a lowercase "l" as a numeral one, which means a word containing that character will not be fully searchable on the computer. So if you're caught in a situation where you (or opposing counsel) only possesses an un-searchable PDF file, it makes sense that you would want to use one of the most well-trusted OCR engines to get the best chance at the highest accuracy. And that's why so many law firms, service providers, and other companies turn to ABBYY.

In fact, [ABBYY FineReader 14](#) can automatically recognize text in the background when you open a TIFF image or scanned PDF – it's just baked into the platform. But if you want to re-recognize a section, or pinpoint an image or table that failed OCR, then you can simply select that item and right-click to recognize it on the fly.

Even better, ABBYY FineReader includes a dedicated OCR Editor that lets you go through and verify the recognized text – you can step through the document and double-check every item that FineReader flagged as questionable. You get a box with the image of the text in question accompanied by the editable text version of that image, and you can easily make any necessary corrections.

You have the option of saving a PDF file as a Microsoft Word document (along with several other options). This sounds like it should be an easy function, but the text of the converted Microsoft Word document is only going to be as good as the recognized text. So if a Microsoft Word document is your end goal, it's worth spending a bit of time in the OCR Editor to make sure the recognized text is completely accurate.

Searching and Security

One of the biggest benefits with ABBYY FineReader's OCR technology is that when you

“If you want to recognize the text in a specific section then you can simply select that item and right-click to recognize it on the fly.”

search the PDF for a word or phrase, it highlights your search results in the image layer of the PDF. FineReader also lets you search any typed comments included in the PDF as well as bookmarks in the file metadata.

Searching text is also useful when you need to find and redact a word, phrase, or series of numbers (e.g. Social Security Number, credit cards, other PII, etc.). When you find a word or phrase and elect to use the redaction tool, it will completely erase the words from the image layer of the PDF as well as the text layer, so that all traces of that phrase are really, really gone – unfortunately, many litigation teams fail to do both steps (even [recently!](#)). When you enter into the redaction tools, you can select objects and data that you want to delete including any hidden text, comments, annotations, bookmarks, and metadata.

Lastly, FineReader allows you to apply a password to the PDF so that you can limit who can open the file, or prohibit any editing or even printing of the PDF.

File Open and File Convert

As mentioned above, FineReader allows you to convert a PDF file to a fully-editable Microsoft Word document, but you can also convert PDFs into Excel spreadsheets, PowerPoint presentations, or simple text files.

Most important for the legal profession is the option to export a [PDF/A file](#) which is a self-contained file type created to properly preserve fonts, formatting, comments, and more for archiving purposes. Many courts today require the PDF/A format along with [Pacer](#) and the [Library of Congress](#).

On the flip side, FineReader will happily open and convert other file formats into PDF files. You can use the “File > Open” command in the FineReader application to find a file, or just highlight a list of files in Windows and right-click to send to FineReader for conversion. A box appears allowing you to re-arrange the files before conversion with a few other helpful options (including whether to OCR the files if necessary).

If and when you receive a “data dump” from an opposing party and need to convert and/or OCR those files for your own use, FineReader can automate that task. You can customize the steps you need FineReader to take on the files (e.g. open the file, OCR, save to a different folder, etc.) and then set up a schedule to run the job on a certain folder every day or week, etc.

If you find yourself repeatedly converting and OCR'ing high-volumes of files, then you might consider the ABBYY FineReader Server which can automatically process documents from folders, scanners, or emails.

Document Comparison

One of the most powerful tools in FineReader Corporate is the [Document Compare](#) tool. Microsoft Word allows you to compare two documents, but only if they're both Word documents. FineReader Corporate allows you to compare documents in different file formats – you can compare a PDF with a Word document and the results are amazing, mostly due to the text recognition engine found in FineReader.

Once done, you can step through each comparison with a helpful panel on the right side and decide whether the changes are acceptable. When you're done, FineReader allows you to save a new PDF that includes the differences as "comments" to the PDF file. That means you can send the PDF to a colleague so you can collaboratively observe and discuss the differences. This is an extremely helpful tool for teams to highlight the changes and proceed forward.

Why You Should Consider ABBYY FineReader Corporate...

- ▶ You can purchase ABBYY FineReader 14 individually, and volume licensing starts with 5 users at a 10% discount.
- ▶ Powerful document comparison tool that allows you to find differences in multiple file types (Word, PDF, text, etc.).
- ▶ Comprehensive OCR technology built on top of one of the most trusted text-recognition engines complete with an OCR Editor for precise corrections.
- ▶ Accompanying iOS and Android apps for text recognition including [FineScanner](#) and [TextGrabber](#).

“*FineReader allows you to compare documents in different file formats – you can compare a PDF with a Word document and the results are amazing.*”

Try Out ABBYY FineReader Corporate For Yourself!

Read about how [other law firms](#) are using ABBYY FineReader and why it's an essential tool for their practice.

The ABBYY logo is displayed in a bold, red, sans-serif font. The letters are thick and closely spaced, with a registered trademark symbol (®) at the top right of the 'Y'.

**Thank you for reading,
let's keep in touch!**

We appreciate the time you spent learning more about the eDiscovery options available to your law firm. New products, feature updates and announcements happen throughout the year. So, to help you stay informed we have expanded the eDiscovery Buyers Guide to include additional online resources. Follow us on the channels below for more free education, and special offers!



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