



# Mastering the Manipulation of PDF Documents

---

Friday, February 26, 2021  
Live Webcast

North Carolina: 3.00 MCLE Hours

Includes:

3.00 Technology Training

Planned by the NCBA CLE Department

---

Friday, February 26, 2021 | 8:55 AM – 12:20 PM

**8:55 Welcome and Introductions**

**9:00 Mastering the Manipulation of PDF Documents<sup>‡</sup>  
Reach**

PDFs are the lingua franca of electronic documents. Lawyers use them for sharing information, e-filing, collecting data, creating archival documents, electronic discovery, paperless office protocols and much more. In this program, discover all the tools and tips necessary to be a PDF pro.

Learning objectives include basics of PDF creation, locking down and securing files, using Acrobat for e-signatures and review, preparing documents for e-filing (including redaction and finding aids), creating and filling out PDF forms, and more. We also explore alternatives to Acrobat and the pros and cons of different paid applications to help you master your use of the tools that help you leverage PDFs in your practice.

(This program includes two 10-minute breaks.)

**12:20 Adjourn**

<sup>‡</sup> Indicates portion providing Technology Training credit

---

## Speaker

- Catherine Sanders Reach, North Carolina Bar Association, Cary