

5 Ways for Law Firms and Legal Departments to Re-take Control of Their Legal Documents

ABBYY

Table of contents

Introduction

Do more with less: Improve operational efficiency

Do more with less: It's not just about efficiency, it's about effectiveness

Do more with less: And it all must be sustainable

5 ways for law firms and legal departments to re-take control of their legal documents

#1 Make every document searchable to make all your information actionable

#2 Extract and use content faster

#3 Easily edit and update documents

#4 Collaborate with clients and share with others more securely

#5 Enable an end-to-end eDiscovery process

ABBYY portfolio to streamline legal operations

About ABBYY

Law firms and corporate legal departments are **powered by documents**

Law firms and corporate legal departments receive and produce thousands of documents every day. Success for lawyers can be determined by their ability to effectively manage those documents and utilize the information they contain. Being able to understand, edit, search, share, collaborate on, and organize documents quickly and easily is critical to running operations efficiently and serving clients well.

Even if your organization already has some established document practices, there is always room for improvement. You may still be working with paper documents, which are difficult to manage efficiently in our increasingly digital world. Significant time and money can be lost trying to access, use, and share the information contained within paper documents.





Meanwhile, digital documents can present challenges of their own. The ones you receive from clients or third parties are often scans and image files that are neither searchable nor editable. It is not always easy to find or extract the relevant content from digital documents, and it can also be difficult to edit and share such documents securely.

80% of all business data is trapped in unstructured formats such as documents, emails, images, and PDFs

➔ Source: www.forbes.com

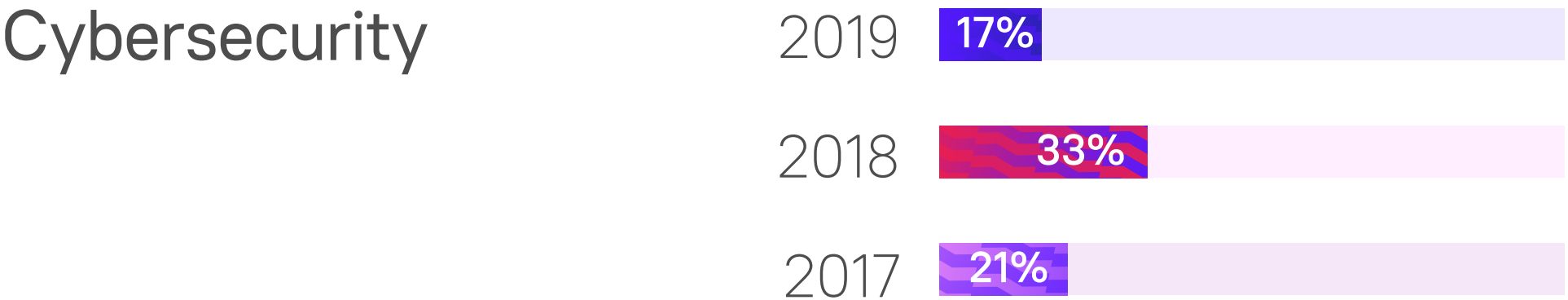
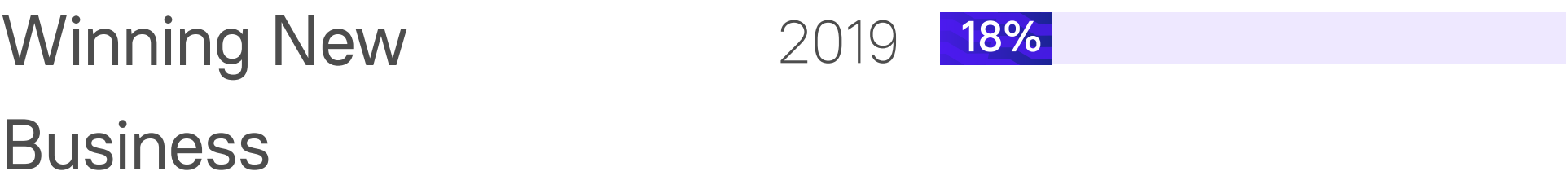
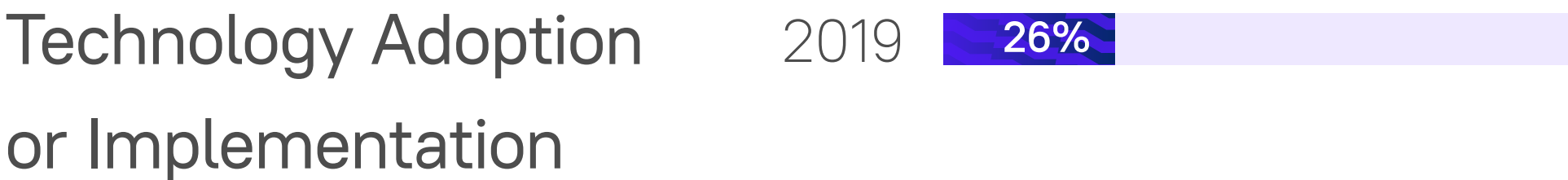
Do more with less: Improve **operational efficiency**

The 2019 Aderant Business of Law and Legal **Technology Survey** shows the need for Legal to increase efficiencies—and that it has a long way to go. Operational efficiency has been the top challenge now for three years running. In the recent EY® publication **Reimagining the legal function report 2019**, we can see that Legal is in danger of falling behind:

“ ... the legal function is in danger of falling behind other functions, such as HR, IT, and Finance, and missing out on the benefits these functions have realized from their moves to modernize. This is particularly true in larger legal functions, with the vast majority believing that other functions in the business have benefited more from innovation.



Top challenges facing law firms



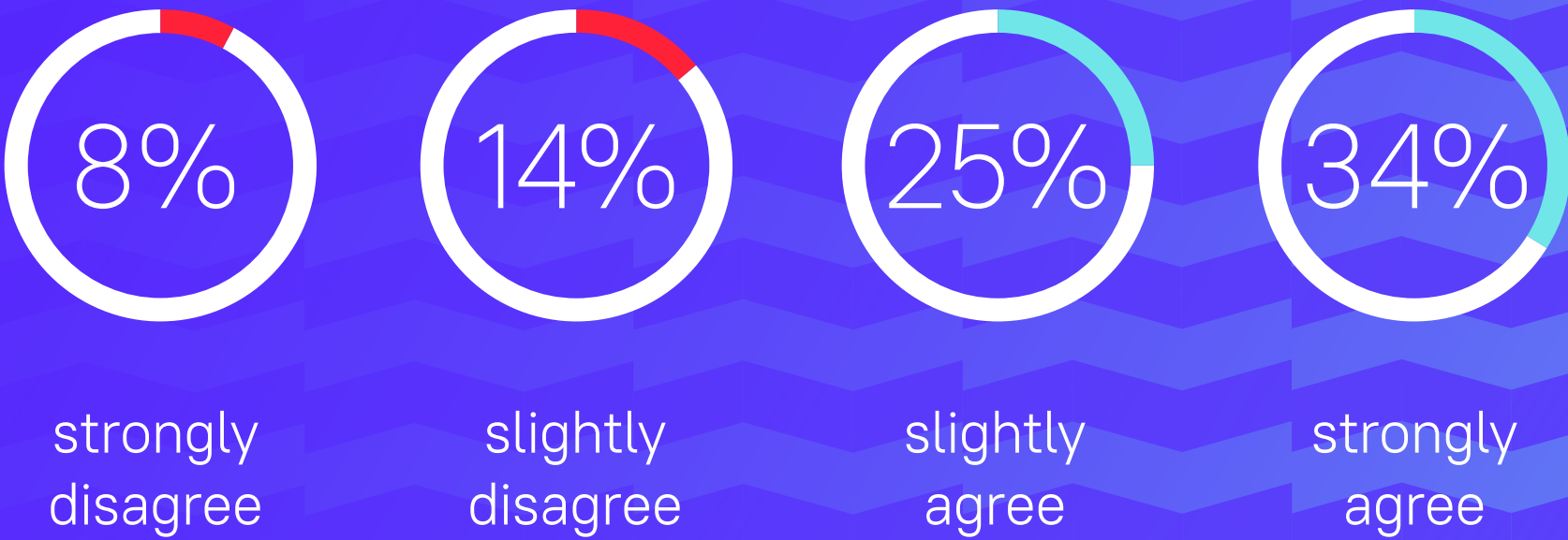
➤ Source: EY report “Reimagining the legal function”

Do more with less: It's not just about **efficiency**, it's about **effectiveness**

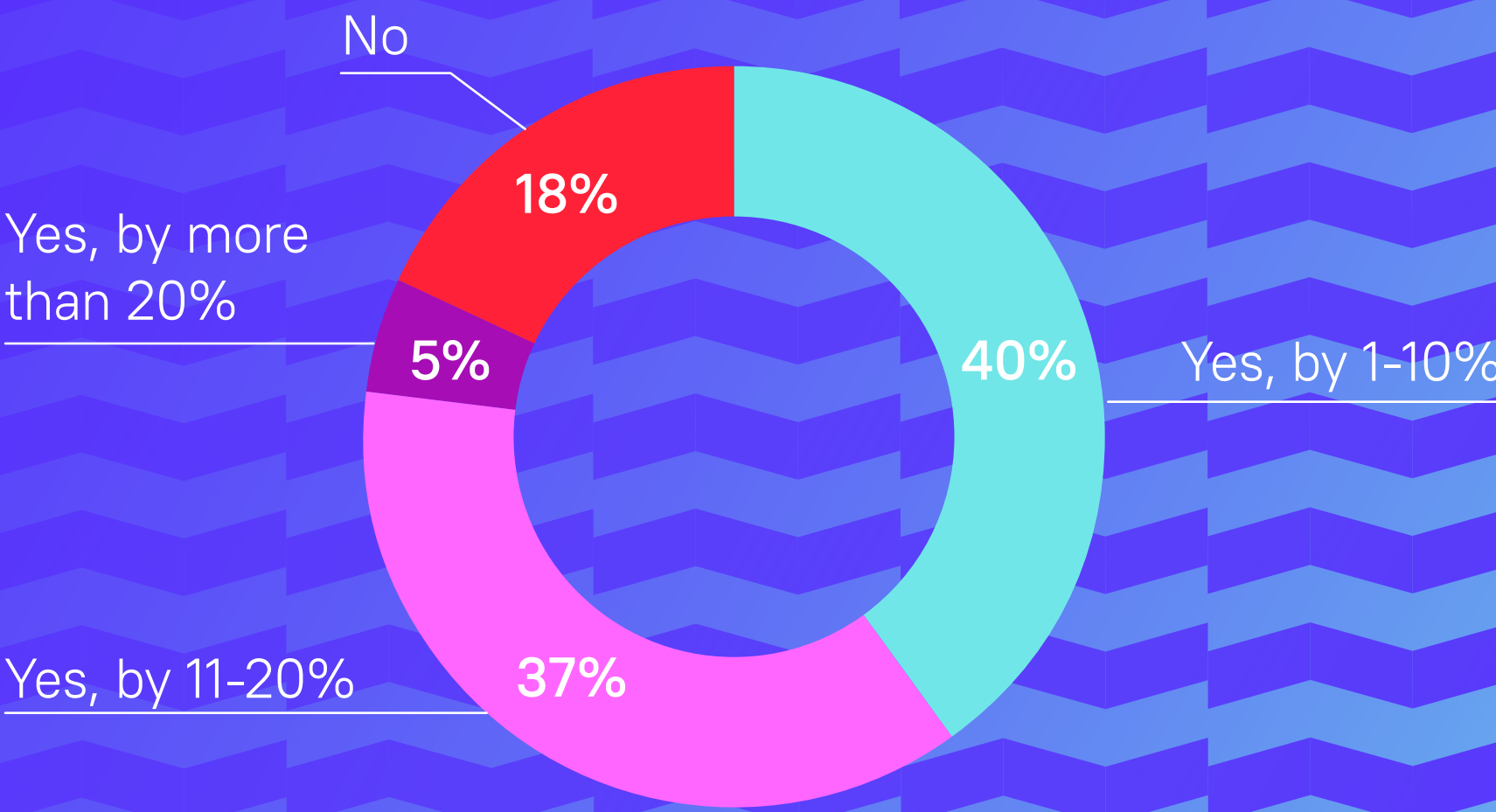
In the KPMG report on the concerns of General Counsel, *Beyond the Law*, 59% of GCs agreed that the business environment for their company today is riskier than it was five years ago.

However, budgets for Legal are not increasing at nearly the same rate to match the growth in risk. Thus GCs are being asked to do more with less. As noted in the EY report, 82% of businesses responded that they were expecting to reduce legal spend, even as 87% of them acknowledged that they would be asking their legal teams to do more.

The business environment for our company is more risky than five years ago



Are you expecting a reduction in legal function costs in the next 24 months?



➤ Source: KPMG report "Beyond the Law"

How has demand for management information on your organization’s legal function changed over the last 5 years?

	Overall	Asia-Pacific	Europe	Latin America	North America	Middle East/ India / Africa
Large increase	31%	24%	28%	33%	24%	42%
Moderate increase	56%	62%	56%	63%	55%	45%
No change	12%	14%	16%	5%	10%	12%
Moderate decrease	0%	0%	0%	0%	0%	1%
Large decrease	0%	0%	0%	0%	1%	1%

➤ Source: KPMG report “Beyond the Law”

Do more with less: And it all must be **sustainable**

From the Altman Weil [2019 Law Firms in Transition](#) survey:

“Clients are continually seeking “better, faster, cheaper” ways to meet their business objectives—it’s just the way of free-market competition. Law firm leaders agree almost unanimously (96%) that a focus on improved practice efficiency is a permanent trend in the profession. Therefore, we would hope to see more firms successfully differentiating on efficiency, staffing, pricing, technology utilization, and the like. We continue to believe that the pace of change in these areas needs to be accelerated within many firms to enhance long-term sustainability.

For this reason, law firms and legal departments are increasingly looking to catch up with other professions and departments by implementing technology as the sustainable solution for efficiency and effectiveness. In the Thomson Reuters [2019 Law Firm Business Leaders Report](#), 91% of law firm leaders listed “greater use of technology” as one of their top two priorities.

5 ways for law firms and legal departments to re-take control of their legal documents



1

Make every document **searchable** to make all your information **actionable**

When you implement a streamlined process for converting paper and digital documents into searchable, useable text, you are able to retrieve client industry and internal information more efficiently while ensuring that you never miss an opportunity to gain value from your data.



Quickly and accurately convert all of your documents – both paper and digital – into **searchable formats**

Scenarios:

- IT staff can digitize printed technical manuals and other documentation and make them available for quick searching in a knowledgebase.
- Libraries can provide access to books and other publications that are easily accessible, searchable, and available to more readers than physical copies.

How it works:

ABBYY technology allows you to convert images of text, such as scans of paper documents, into actual text that is searchable so you can find and retrieve the information you need faster.

Modernize and automate your legal operations by implementing **automated batch processing** of legal documents

Scenarios:

- Administrative personnel can batch-recognize incoming mail and faxes, and then redirect them to appropriate team members.
- Marketing staff can automatically create reports and press clippings as well as inbox directories with articles, presentations, and other client or business-related news to search and read later.

How it works:

With the ABBYY Hot Folder tool you can easily set up “watched” folders to automatically batch-process incoming business documents. Local as well as network and email inbox folders can be configured as hot folders. You can also create custom, one-click Quick Tasks according to your own document processing needs, and then share those tasks with your team.

Capture paper documents even when a scanner is not available

Scenarios:

- Capture documents in clerks' offices, libraries, and clients' offices.
- Take snapshots of documents in opposing counsel's office or in a deposition and run text recognition on them later.

How it works:

Use your smartphone to photograph documents when you don't have access to an office scanner. ABBYY's scanning products automatically correct even low-quality images and convert them into text with accuracy.

2

Extract and use content **faster**

Speed up and simplify the process of pulling content from business documents to share it with others or repurpose it in other places, like presentation slides and reports.



Grab relevant sections from any document **in a snap**

Scenarios:

- Staff can quickly extract content from scanned legal documents. Line numbers are automatically identified and treated separately from the text, so it's easy to remove them from converted documents and/or avoid copying them into new documents.
- Accounting personnel can grab tables and charts from a variety of financial documents and paste them into reports and presentations.

How it works:

ABBYY's OCR technology recognizes text with up to 99.8% accuracy*, so you can easily copy select elements such as tables, charts, pictures, or text from documents. There is no need to process the whole document—just select the content you want to copy and ABBYY will extract and recognize it for your immediate use.

* Based on ABBYY's internal testing.

3

Easily **edit** and **update** documents

Preserve the structure and formatting of even the most complex document layouts, including text, tables, charts, and pictures—so you can update and re-use the document even if you do not have the original any longer. We make it easy for you to turn existing documents into Microsoft® Word templates and to use Word's ability to track document changes.



Make documents **fully editable** to update and reuse

Scenarios:

- Your team can easily make changes and additions to draft versions of contracts and other legal documents.
- Any member of your team can get a quick view of how the document they are collaborating on has changed over time.

How it works:

ABBYY FineReader® makes the content in any PDF or other image format fully editable so it's easy to update and modify. Comment and annotate PDF documents to easily collaborate with your clients and colleagues.

Compare documents with confidence—and super-speed

Scenarios:

- Changes and the need for typo-fixes between document versions can be identified with precision.
- Deal teams can get through contract review much faster when they can focus on key provisions.

How it works:

Quickly and reliably identify the key differences between documents.

ABBYY's technology helps you ignore the irrelevant stuff like formatting and focus on content, so that you can review 5-20 times faster.

4

Collaborate with clients and share with others more **securely**

As a lawyer, your documents contain confidential and secure information. Get the control that you need to protect that information.



Redact **confidential** content

Scenarios:

- Your team can remove names and other confidential information from documents before submitting them to third parties.
- Human Resources can redact PII, PHI, and other private data such as employee names and other identifying information from incident reports, employee reviews, and other sensitive documents.

How it works:

With ABBYY FineReader, it only takes seconds to permanently and irreversibly redact privileged, confidential, and sensitive text or other content from your digital documents. This means that you can share documents with clients, co-counsel and even opposing counsel with confidence.

Protect your documents

Scenarios:

- Your team can safely exchange documents and information with colleagues and clients, knowing that they can't accidentally remove protections.
- You can add an extra layer of security to documents that contain confidential client information such as product specifications, roadmaps, and intellectual property of all types.

How it works:

Apply password protection and encryption to documents to safeguard their contents. Manage access to PDF content with different levels of password protection to control who can open the document, print, edit, or copy and paste from it.

Document review & analysis

Scenarios:

- Speed-read contracts by pinpointing sections, clauses, and key terms. Automatically identify document types and logical sections from contracts, leases, and other documents.
- Compare clauses using specific regulatory clause libraries.
- Advanced natural language processing (NLP) capabilities automatically identify and extract commitments, obligations, and other terms from specific sections of contracts and leases.

How it works:

Automate the identification and understanding of document content with NLP technology from documents like contracts, leases, emails, and correspondence. Automatically discover insights from contracts. Leverage ABBYY's human-like understanding of contracts with advanced linguistic and AI capabilities to surface key terms and phrases.

5

Enable an end-to-end eDiscovery process

eDiscovery experts have been promising lawyers a future of easy and seamless end-to-end workflows for some time now, but that future never seems to appear. Let document process automation fill the gaps in your eDiscovery process.



Enhance your **eDiscovery** process with pinpoint precision and single-click simplicity

Scenarios:

- Secure your documents by removing hidden objects and data in one click—including text layers added by OCR, comments and annotations, attachments, bookmarks, metadata, links, media, actions, scripts, and form data.
- Automatically separate massive PDF “document dumps” of thousands of pages into specific documents.

How it works:

Leverage best-in-class image recognition to mitigate the risk of missing relevant documents from the sheer volume and diversity of printouts, papers, handwritten notes, receipts, and images. Digitize and convert documents into searchable PDFs—even from your smartphone—to load into document batches.

Integrate with your current **eDiscovery** platforms

Scenarios:

- Identify and index all metadata to improve ECA and then enrich your filtering capabilities with powerful term identification to make data culling more efficient.
- Improve the accuracy of de-duplication, even across email threads, to shrink the redundant data and reduce the cost of review.

How it works:

Mistakes happen in eDiscovery when you have to make handoffs and tradeoffs. So don't cut corners- instead cut costs with ABBYY technology that integrates with all major eDiscovery systems.

ABBYY portfolio to streamline legal operations

ABBYY FineReader PDF

FineReader PDF empowers professionals to maximize efficiency in the digital workplace. Featuring ABBYY's latest AI-based OCR technology, FineReader makes it easier to digitize, retrieve, edit, protect, share, and collaborate on all kinds of documents in the same workflow. Now information workers can focus even more on their expertise and less on administrative tasks.

[More information](#)

ABBYY FineReader Server

Designed for high-volume document conversion, ABBYY FineReader Server automatically converts large collections of documents into searchable, sharable digital libraries. Our server-based OCR and PDF conversion offering converts scanned and electronic documents into PDF, PDF/A, Microsoft Word, or other formats for search, long-term retention, collaboration, or additional processing—quickly, accurately, and automatically.

[More information](#)

ABBYY portfolio to streamline legal operations

ABBYY FlexiCapture®

Enterprise automation starts with a comprehensive platform for acquiring, processing, validating, and delivering the right data into critical processes. ABBYY FlexiCapture is an Intelligent Document Processing platform built for the needs of today's complex digital enterprise. FlexiCapture brings together the best NLP, machine learning, and advanced recognition capabilities into a single, enterprise-scale platform to handle every type of document, from simple forms to complex free-form documents, and every job size, from ad hoc single documents to large batch jobs requiring tough SLAs.

[More information](#)

ABBYY Timeline

ABBYY Timeline is a process mining platform that allows businesses to use the information contained within their systems to create a visual model of their processes, analyze them in real time to identify bottlenecks, and predict future outcomes to facilitate decision-making of technology investments.

[More information](#)

About ABBYY

The ABBYY Digital Intelligence portfolio empowers the modern workforce with transformational digital skills to remove process friction and access more value from business content. With greater visibility into processes and the data that fuels them, employees and digital workers can uncover information contained deep within their organization and use that intelligence to optimize operations. ABBYY's AI-based process and content technologies are globally recognized for their intelligence, simplicity, and extensibility, providing ease of implementation and a quick ROI.

If you have additional questions, contact your local ABBYY representative listed at www.abbyy.com/contacts.

ABBYY

© 2020 ABBYY USA Software House, Inc. ABBYY FineReader 15 © 2019 ABBYY Production LLC. ABBYY FineReader Server © 2019 ABBYY Production LLC. ABBYY FLEXiCapture 12 © 2017-2019 ABBYY Production LLC. ABBYY Timeline © 2019 ABBYY Process Intelligence, Inc. ABBYY, FineReader and FlexiCapture are either registered trademarks or trademarks of ABBYY Software Ltd. All other product names, trademarks and registered trademarks mentioned herein are the property of their respective owners. #13600

WWW.ABBYY.COM