

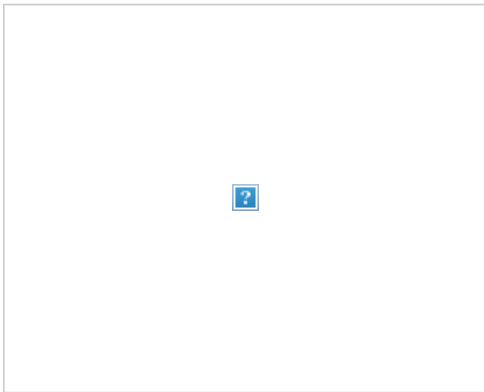
## Using Adobe Acrobat to Respond to Discovery

5 June, 2009 (04:35) | Office Technology | By: Admin

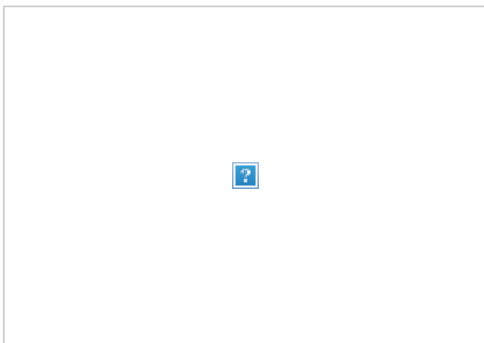
I recently received discovery from a plaintiff in a civil case. The attorney provided the discovery in printed format and on a "floppy" disk (computer disk in reality, although I still call them floppy disks). She did this in accordance with the Ohio Rules of Civil Procedure but I still had to laugh. I haven't had a computer that would accept a floppy disk for over a decade now. I promptly placed the disk in an envelope and mailed it back to her. Perhaps she can use it in another case.

I have more ways to answer her discovery than she probably has bytes on that floppy disk. It's amazing how large law firms can be so behind the times.

Of my myriad ways to deal with her printed discovery, I chose to use Adobe Acrobat to avoid retyping the document. First I scanned the discovery into pdf format with my Scansnap scanner. I opened the resulting file in Adobe Acrobat and proceeded to insert text fields into the document with the text field tool. To insert a text field, I simply drew a box with the cursor. After I have drawn the box, Acrobat provides me with several options concerning the text field. I generally check the option for multi-line (allows for a multiple line response in the text field) and the option for scrolling long text (automatically scrolls the line to the next line when you reach the right margin).



I inserted a text field in the response area of each request for admission and made text fields for my signature bloc and for the certificate of service. In a few minutes, I was done.



Blue regions are the text fields that I inserted right into the discovery document; however, the blue regions do not show up as blue regions on the printed final version – only your inserted text shows up there.

We used to keep a typewriter at the office for functions like this but no more.

Adobe Acrobat Professional to the rescue. Next!

<http://techspottr.com/using-adobe-acrobat-to-respond-to-discovery/>

### Pages

[About](#)

### Archive

[December 2010](#)

[November 2010](#)

[January 2010](#)

[December 2009](#)

[November 2009](#)

[October 2009](#)

[September 2009](#)

[August 2009](#)

[July 2009](#)

[June 2009](#)

Search for:

### Categories

[Gadgets For Men](#)

[Gadgets For Women](#)

[Home Technology](#)

[Internet Technology](#)

[Office Technology](#)

### Recent Posts

[YouTube Top 2010 Buzzed Site- Facebook is #5](#)

[ALA TechSource Workshop: Integrating E-Books and E-Readers into Your Library](#)

[First Impressions on Google's New Bookstore](#)

[Bamboo Keyboard Mouse Combo](#)

[The ElectroHub Wireless Charging Station](#)

## Law Office Technology

---

Tags: Acrobat, Adobe, Discovery, Respond, Using

« High Heels and Spikes by Barbara Gongini

Here's to waking up every morning...to coffee, hot dosas, a plush couch and news from the Internet on TV (and I do mean all at the same time) »

## Write a comment

Name:

E-mail:

URL:

Message:

---

[Subscribe to feed](#)

© 2010 techspottr.com