

April 2005  
A Monthly Publication

Tom Enneking, Editor

## Inside This Issue

- 
- 1 House Bill 66 Guts Law Library's Funding**
- 
- 1 Perfecting PDF Files**
- 
- 5 Loislaw Elderlaw Library**
- 
- 6 E-Discovery CLE at the Law Library**
- 
- 6 Email: Research & Practice Tips CLE at the Law Library**
- 

## The Cincinnati Law Library Association

Hamilton County Courthouse  
1000 Main Street, Room 601  
Cincinnati, OH 45202

General: (513) 946-5300  
Fax: (513) 946-5252  
Reference: (513) 946-5303  
[reference@cms.hamilton-co.org](mailto:reference@cms.hamilton-co.org)

Hours: Monday-Friday 7:30-4:30

<http://www.hamilton-co.org/cinlawlib/>

## House Bill 66 Guts Law Library Funding

David Whelan

The 2005-2007 biennial budget bill was introduced in the Ohio General Assembly on February 15, 2005. Tucked within this budget bill's 2000+ pages is a modification of the statutes that govern Ohio's county law libraries. It shifts the cost of the salaries of the librarians, as well as the cost to heat, cool, and furnish the library, onto the income of county law libraries. The effect of this change will be to cripple county law libraries throughout the state. In Hamilton County alone, our share of municipal and juvenile court fine revenue – our primary revenue source - has dropped nearly 20% since 2000. The shift of librarian salaries and the imposition of rent are estimated to account for 70% of our current revenue, when fully implemented in 2010.

Fortunately, a compromise, brokered by the Ohio State Bar Association and the County Commissioners Association of Ohio, will postpone the bill's effect and create a task force to review Ohio's county law library system. I am gratified by the outpouring of support from so many of you, who contacted legislators and others to show your concern about the library's future.

I will keep you posted as the review begins. I hope you will continue to support the library and keep it a strong and vibrant resource for Hamilton County's legal community.

## Perfecting PDF Files

Brett Burney

If you practice law and use a computer, you must know how to create PDF files. Or at least you should know. The format is fast-becoming ubiquitous in the legal industry.

PDF stands for Portable Document Format. It's an "open file format specification" developed by Adobe Systems Inc. several years ago as a standard for distributing electronic documents.

The format has become popular mainly because of its universality. A PDF file created on a Windows computer looks exactly the same on a

*Cont'd on page 3*



# The right connections make all the difference.

**West's Ohio Integrated Practice System connects relevant law for you.**

Connections in West's® Ohio Integrated Practice System make it easy for you to track relevant law across a broad Ohio library – from *Baldwin's™ Ohio Revised Code Annotated*, *Ohio Cases*, and *Ohio Digest* to *Ohio Jurisprudence*, *Baldwin's Ohio Practice Library™*, and more.

The result? Maximum information in minimum time.

**For details about West's powerful Ohio system, call 1-800-762-5272.**



The right environment for your practice.

[west.thomson.com](http://west.thomson.com)

PDFs, cont'd from page 1

Mac. Plus you don't have to worry about what software is installed on the computer systems because anyone can view a PDF courtesy of the free Adobe Reader, which is available for just about every operating system.

In addition, PDF files can be locked down and secured, preventing them from being modified.

For these two reasons, among others, the format has been adopted as the standard for electronic filing in the U.S. Federal Courts' CM/ECF system (Case Management/Electronic Case Files). And many other government agencies are following the court system's lead and accepting PDF forms and filings.

### WHAT IT CAN DO FOR YOU

For folks who are new to the idea of a PDF, or just in need of more information, I would highly recommend "Adobe Acrobat for Lawyers" from "Ernie the Attorney," though it's not completely up-to-date, and "Putting PDF and Adobe Acrobat into Your Tech Toolbox," by Dennis Kennedy.

### PUBLISHING vs. CREATING

Portable Document Format is a "publishing" standard. By contrast, word processors are "creation" methods. You use an application like Microsoft Word or Corel WordPerfect to create a document by authoring text, inserting images, and applying headers. Then instead of physically printing the document, you can "print" it to a PDF file. Printing to PDF essentially accomplishes the same thing as a physical printout, but it keeps the file in electronic form so that you can e-mail it or post it to the Web.

When you "publish" your Word or WordPerfect document to PDF, you can be assured that everyone will be able to view it exactly as you intended, regardless of what computing platform or software they use. You can even search the text of most PDF files and add "bookmarks" and electronic sticky notes.

For all of these reasons, a PDF file is a wonderful way to distribute documents to other people. I've generated bookmarked PDF files as electronic-binders on CDs in lieu of burdening a client with a hulking three-ringer binder.

I also use the Portable Document Format as a way to archive Web pages that I can't trust will be around in the future. PDFs also allow you to certify files through the incorporation of digital signatures.

### PRINT TO PDF

PDF files are most commonly generated by the method discussed above -- an application "prints" to a PDF file. In order to do that, however, you'll need to have a PDF printer driver installed.

Unfortunately, the free Adobe Reader is only a viewer for PDF files and does not give you the capability to create PDFs. To do this, you need the full version of Adobe Acrobat, which starts at \$299.

Fortunately, because Adobe is gracious enough to openly license the PDF specification, there are several alternatives to the full version of Acrobat available on the market today. Nothing else is going to give you the same grid of features that the full version of Acrobat does in the areas of digital signatures and document customization, but if all you need is a quick, easy, and affordable way to create PDF files at your office from applications like Microsoft Word, then you should definitely consider one of the alternatives below.

### FACTORY-MADE PDFs

One of the best alternatives to a full version of Acrobat is pdfFactory from FinePrint Software.

The standard version of pdfFactory costs \$49.95 and lets you create and combine PDF files. The Pro version doubles the price, at \$99.95, but you get double the features in the areas of security and bookmark creation.

After installation, pdfFactory appears in your list of printers. When you print from a Word document,

*Cont'd on page 4*

PDFs, cont'd from page 3

you simply select the pdfFactory printer and hit OK.

Within a few seconds, the main panel of pdfFactory appears. You see a preview of your document as a PDF on the right, with a bookmark panel on the left. At the top of the window are several tabs for fonts, security (in the Pro version), links and other settings.

Each of these tabs gives you power over how your final PDF will look and act. For example, you can dictate the magnification level at which the PDF will open when someone clicks it, and what toolbars they will be able to see. You can also determine a standard format for all of the hyperlinks in the PDF.

If you leave pdfFactory open, you "print" other documents to the same job, and then delete or move pages as necessary. One other thing I like about pdfFactory is that it tells you the size of your PDF file right in the title bar.

When you're done you can save your final PDF or send it by e-mail straight from the main panel.

I believe pdfFactory Pro is the best alternative to having a full version of Adobe Acrobat on your system, and it costs \$200 less. For only \$99.95, you get most of the functionality you'll ever need when you create PDF files.

### CUTE AS A BUTTON

On the other end of the spectrum, if you just want a quick and simple method to convert your electronic documents to PDF and don't need any other functions, you could go with the free CutePDF Writer.

CutePDF installs itself as a printer as well, so you simply select it and hit print. The only other dialog box you'll get is from Windows asking where you want the final PDF saved. You have no other options for making changes to your PDF.

It's possible that you will have to download a converter utility to get CutePDF to work right, but it should not be a problem. The instructions and information are available on the homepage. Oh, did I mention it's free?

### DO IT ONLINE

One last option for creating PDF files from your electronic documents is to do it through an online service. I don't necessarily recommend this method if you need to have direct control over your PDF creation process, but an online service can certainly come in handy if you find yourself in a pinch, or if you're on someone else's computer.

*Cont'd on page 5*

### Did You Know Our Members Receive:

- ❖ Free Westlaw Access in the Library
- ❖ Free Internet Access in the Library
- ❖ Free Access to CD-ROM law libraries and forms
- ❖ Free Reference Assistance, in person, by phone, or via e-mail
- ❖ Extensive Ohio and Federal primary law collection in print and electronic formats
- ❖ Practice materials, including:
  - handbooks
  - rules
  - treatises
  - jury verdicts
- ❖ Borrowing privileges to nearly all materials in the Library's collection, including CLE materials.



*PDFs, cont'd from page 4*

With an online service, you work on your document locally on a computer and save it there. When you're ready to convert it to PDF, go to online service's Web site and upload your document. You will receive your PDF as an e-mail attachment.

One service is from Adobe themselves located at Create Adobe PDF Online. The service is not free -- it costs \$9.99 per month or \$99.99 per year, with your first five file conversions free as part of the trial period.

Another service is sponsored by BCL Technologies, which offers its own line of PDF conversion tools. The online service site is called PDFonline.com. It converts your files for free (2MB limit). BCL apparently figures that the exposure it gets from offering the free service drives enough traffic to its site to make it worthwhile.

### KEEP PDF'N

Adobe has established PDF as a de facto standard for document publishing and distribution. The PDF has even been hailed as the catalyst for achieving the paperless office. Although I know a handful of attorneys that have actually achieved paperless nirvana through PDF (David Masters is probably the best example), I suspect that the legal world is not quite ready for that switch on a wholesale level.

But when institutions like the U.S. Federal Court system start requiring documents electronically filed as PDFs, then you know it's not going away anytime soon. All of us would do well to familiarize ourselves with the Portable Document Format and prepare for its continual rise in importance.

*Brett Burney is the legal practice support coordinator at Thompson Hine, in Cleveland, OH. He is a member of the Editorial Advisory Board of Law Technology News, and a frequent contributor to the magazine. His e-mail address is [Brett.Burney@ThompsonHine.com](mailto:Brett.Burney@ThompsonHine.com).*

## New Database: Loislaw Elder Law Library

(<http://www.loislaw.com/pns/asp/en/ElderLaw.htm>)

The Law Library has added Aspen's Loislaw Elder Law Library, a comprehensive package covering the many aspects of elder law, to its resources. It is available to library members from our six dedicated computers as well as from the wireless network. Much of the information is linked, which ensures easy access to up-to-date information. Loislaw also provides access to practice-specific libraries of forms and checklists for three key areas: 1) Medicaid Applications, 2) Medicaid Appeals and 3) Special Needs Trusts

The library's subscription also includes unlimited access, copying, downloading, printing and technical support.

The Elder Law Library includes:

- Forms and checklists
- Representing Elderly clients
- Elder law forms manual
- Elder law answer book
- Social Security and Medicare answer book

**Elder Law Library**

---

[Search All Databases](#) [Clear All Databases](#)

---

<input type="checkbox"/> Forms & Checklists	<input type="checkbox"/> Elder Law Answer Book
<input type="checkbox"/> Representing the Elderly Client	<input type="checkbox"/> Social Security & Medicare Answer Book
<input type="checkbox"/> ElderLaw Forms Manual	

---

**State-Specific Elder Law Databases**

---

<b>Missouri: MoBar -</b> <input type="checkbox"/> Elder Law	<input type="checkbox"/> Trusts, Powers of Atty., Custodianships and Nonprobate Matters
<b>New York: NYSBA -</b> <input type="checkbox"/> GPMS Elder Law and Will Drafting <input type="checkbox"/> GPMS Social Security Law and Practice <input type="checkbox"/> Guardianship Practice in New York	<input type="checkbox"/> Lawyers Deskbook <input type="checkbox"/> New York Lawyers Formbook <input type="checkbox"/> New York Municipal Formbook

---

## CLE Classes at the Law Library

---

### E-Discovery

---

The Cincinnati Law Library will offer a one-hour CLE led by **Thomas Y. Allman**, Sr. VP and General Counsel of BASF Corporation, at the Cincinnati Law Library Association, called **Are National Standards Needed? Proposed E-Discovery Amendments to the Federal Rules**. This course has been approved by the Ohio Supreme Court Commission on Continuing Legal Education for 1 CLE credit hour (1 hour of general credit).

Join us at the Law Library on Thursday, April 14, 2005, from 11am-12pm. Library Association **members: \$10**; non-members: \$25. Please call Madonna Stoneking at (513) 946-5300 to reserve a place or register online at:

<http://www.hamilton-co.org/cinlawlib/cle/signup.html>.

### E-Mail: Research & Practice Tips

---

Overwhelmed by e-mail? Want to use it to help keep track of cases, legislation, and news? Come to a one-hour CLE at the Cincinnati Law Library Association called **Using E-mail for Better Legal Research and Law Practice** and receive 1 hour of Ohio general CLE credit.

Join us at the Law Library on Friday, April 29, 2005, from 1pm-2pm. Library Association **members: \$10**; non-members: \$35. Please call Madonna Stoneking at (513) 946-5300 to reserve a place or register online at:

<http://www.hamilton-co.org/cinlawlib/cle/signup.html>.

**Cincinnati Law Library Association  
Hamilton County Courthouse  
1000 Main Street, Room 601  
Cincinnati, OH 45202**

ADDRESS CORRECTION REQUESTED

#### INSIDE THIS MONTH

- Law Library's Funding Sources Threatened
- Perfecting PDF Files
- E-Discovery CLE at the Law Library
- E-Mail Research CLE at the Law Library