

# **The eDiscovery eGuide, Volume 3: Finding Common Ground**



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In part two of our eDiscovery eGuide series, State of the Union, we tackled some of the key solutions law firms and legal departments can use to ensure their discovery efforts are conducted accurately, effectively, and securely. As noted by [Law.com](#), digital discovery solutions are becoming an even more crucial tool as legal organizations seek to manage remote work without compromising speed or security.

It's one thing to recognize our data-first world requires a better way to practice law and create order across multiple data sources. It's another to find solutions that effectively solve common pain points without undue complexity. For many departments and firms, fragmented tools and technologies are the best-case scenario, but this leaves many legal teams still subject to increasingly rigorous processes.

Accusoft's [PrizmDoc Viewer](#) can help legal departments and firms solve eDiscovery pain points and collaborate more efficiently under a single, customizable framework. In our final eDiscovery eGuide, we'll dive into the different features and functionalities that make PrizmDoc Viewer a prime choice for legal departments and firms looking to bring order to eDiscovery chaos.



## The Benefits of a Multi-Tasking Viewer

eDiscovery isn't a moment in time — it's an ongoing process that requires sustained efforts from legal professionals to deliver positive outcomes. According to the [Association for Intelligent Information Management \(AIIM\)](#), "eDiscovery runs from the time a lawsuit is foreseeable to the time the digital evidence is presented in court." As a result, legal organizations could find themselves participating in the eDiscovery process for months or even years depending on the nature of case files and the documents necessary to support successful resolutions.

There's also the challenge of document differentiation. Lawyers and associates must now handle files from multiple sources in multiple formats. This litigation lineup may include handwritten and scanned forms, computer-generated questionnaires, images, and copy-protected PDFs.

While more information improves the chances of successful case completion, the amount of time and effort spent handling disparate file types with multiple applications puts law firms and legal departments in a difficult position. One cost-effective strategy is to select a multi-tasking viewer. Organizations need a viewer that staff can use to access documents daily. It will need to be integrated with a document repository and function as a native format viewer for eDiscovery efforts.





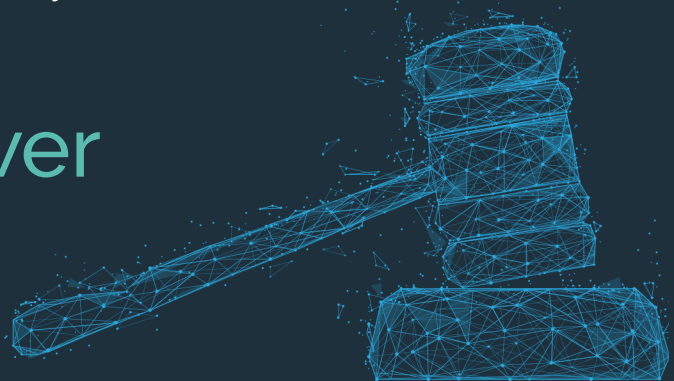


## The Right Solution; The Right Time

Accusoft's PrizmDoc Viewer offers the potential to streamline eDiscovery efforts by aligning process and position. By delivering in-browser functionality rather than relying on native applications, PrizmDoc Viewer's HTML5 architecture provides single-click support for virtually any image or document type.

Acting as an extension rather than a replacement for existing applications, PrizmDoc Viewer allows for seamless collaboration on nearly any file type without altering the original file and keeping unauthorized users from making changes. It requires no plug-ins or software to download, uses one common interface so it's easy to learn, and it doesn't require multiple application seats with multiple software packages. PrizmDoc Viewer can save legal organizations two of their most valuable resources, money and time. With that in mind, let's break down why it's necessary and how it works.

 **PrizmDocViewer**







## Effective Annotation

eDiscovery doesn't happen in a vacuum. The sheer volume of document types, file formats, and use cases means that for eDiscovery initiatives to be successful, law firms and legal departments must be able to keep track of what's been collected, why it matters, and what's still missing.

PrizmDoc Viewer makes it easy for staff to quickly and securely annotate documents with relevant information. From text commenting to highlighting and stamping, effective annotation is critical to ensure eDiscovery efforts deliver on essential outcomes. In addition, annotation forms a key component of legal compliance — time and date stamps provide an auditable, traceable trail of document discovery, interaction, and modification.

Also important? Integrity. While PrizmDoc Viewer makes it possible to quickly add individual annotations, collaborate on revisions, and burn-in redactions to the final product, it all happens without impacting the original file's integrity. By layering each successive change rather than altering the file fundamentally, companies can both reduce decision-making time and increase trust. Everyone gets the chance to make changes, and no one has to worry about damaging the original document.

## Find Critical Data On-Demand

If legal professionals can't find what they're looking for quickly, even the most comprehensive eDiscovery solution won't meet the mark. The more files in a database, the harder search becomes. In fact, documents can be hundreds of pages with one piece of data that matters to the case.

PrizmDoc Viewer offers a range of search options to help streamline searching for data within documents, including:



**Simple Keyword Search** — Quickly search for a specific keyword across all legal documents. Use wildcard, whole word, or case-match searches to zero in on critical data.



**Advanced Phrase Search** — Legal phrasing is both common and consistent, but finding individual instances in unique documents can be challenging at best and massively time-consuming at worst. Speed up this process with advanced phrase searching.



**Specific Function Search** — Not every relevant piece of data is contained in the body of legal documents. That's why PrizmDoc Viewer provides search additional search capabilities for comments, text annotations, redaction reasons, signatures, and metadata that's been added to headers and footers.



## Making Image-Based Documents Searchable

The sheer number and type of documents found during the eDiscovery process makes manual evaluation and data input impossible. In fact, there are often image-based documents like scans that include text that can't be searched until converted via an API. The PrizmDoc OCR API empowers legal applications to send image-based documents to a server for OCR processing and returns an editable text file or searchable PDF.

Server-side OCR functionality offers three key advantages for improving eDiscovery efficiency:



**Accuracy** — High-volume data entry leads to document errors, especially when dealing with non-standard file formats. Integrated OCR, meanwhile, ensures that data is always captured and converted accurately.



**Speed** — Even the best document discovery experts can't match the speed of machine-driven data analysis and conversion. This is especially true for large-batch document resources that may contain hundreds (or thousands) of pages but only a few relevant eDiscovery data points.



**Output Format** — The right format matters for secure eDiscovery. PrizmDoc's OCR API supports standard text and searchable PDF files, but also offers image over text PDFs which preserve the integrity of the original document by allowing simple search but prohibiting any editing efforts.

## Superior Redaction

Absent or ineffective redaction can expose sensitive legal documents to unwanted scrutiny by competing firms or the public at large. To help legal firms and departments boost document security, PrizmDoc Viewer provides powerful, customizable redaction tools.

Users can manually add redactions by text selection, rectangle, or full page. Via a REST API, an auto-redaction process can be performed with no user involvement that finds matches of a given regular expression (like a social security number), permanently removes the text, and blacks out the displayed reason. The end result is a PDF document with no traces of the text. Staff can also add custom redaction reasons — single or multiple — to their given selection to justify redactive efforts and ensure protected data remains secure even when challenged by opposing counsel.

## Secure Case File Collaboration

eDiscovery is a team effort. If legal firms can't easily collaborate across documents, case file progress slows to a crawl. That's why PrizmDoc Viewer ensures that all changes are accurately reflected for all users and allows administrators to set document access and change permissions. This granular control ensures that all relevant parties are kept in the loop while simultaneously keeping private information secure. PrizmDoc Viewer takes care of the four R's: the right people, the right access, the right resources, for the right reasons.







Specifically, the PrizmDoc Viewer API empowers administrators to include or remove print and download buttons, in turn allowing granular control over document access and distribution. In addition, 256-bit AES content encryption helps ensure that shared documents are protected both at rest and in motion. PrizmDoc Viewer also helps streamline client-side security with eSignature integration, allowing essential third parties to quickly and safely sign documents at a distance. The result? Increased document discovery speed that doesn't compromise security.

eDiscovery demands significant time and effort to ensure firms secure the right resources and use them effectively to underpin key arguments, but the fragmented nature of most legal solutions often makes it difficult to make the most of eDiscovery initiatives. This is especially true when it comes to volume, variety, and velocity of relevant data sources expanding at an exponential rate.



**PrizmDoc**  
Viewer

Accusoft's PrizmDoc Viewer makes it possible to enhance eDiscovery without creating complexity. By giving staff the ability to view, annotate, redact, search, and collaborate on case files both in-browser and on-demand, it's possible for firms to empower eDiscovery outcomes with powerful processes that coincide with other processes in the same application. Discover the power of PrizmDoc Viewer. [Download your free trial today.](#)



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