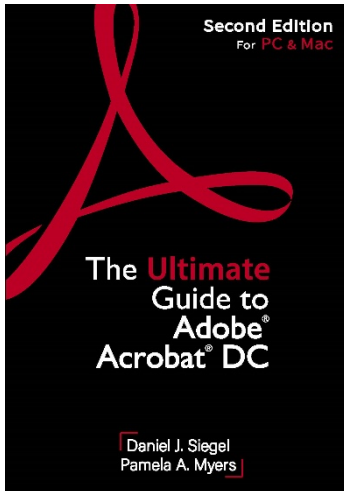


FOR IMMEDIATE RELEASE

**Now Available: *The Ultimate Guide to Adobe Acrobat DC*
*The Essential Desk Reference For Every Adobe Acrobat User***



June 22, 2021 (Havertown, PA) – Daniel J. Siegel and Pamela A. Myers of Integrated Technology Services and the Law Offices of Daniel J. Siegel have released the second edition of their book, *The Ultimate Guide to Adobe Acrobat DC*, published by the American Bar Association (ABA). The book has been described as a “must have” and the “ultimate desk reference” for Acrobat users. To purchase the book, go to <https://www.americanbar.org/products/inv/book/412679845/> or bit.ly/acrobatbook2.

PDFs are the standard in the business, financial and legal communities for creating, analyzing, storing, and exchanging digital documents, and for filing documents in courts and other entities with electronic filing systems. Adobe Acrobat DC is the most popular PDF software on the market. PDFs are also essential for “paperless” businesses seeking to improve their efficiency and reduce overhead. Having a paperless office has many benefits, from more time spent serving clients and providing better service to reducing support staff costs and overhead.

The book is an essential guide for every Acrobat user, and one that many users keep on their desks. This fully revised second edition is the *only* reference available that shows how to use countless Adobe Acrobat features. It includes step-by-step instructions for PC and Mac users, with nearly 300 screenshots showing how to get the most from Acrobat, from its most common tools to its most advanced features. *The Ultimate Guide to Adobe Acrobat DC* serves as the go-to resource for businesses jumping on the paperless bandwagon. The first edition received exceptional reviews from users, and Dan and Pam’s Acrobat and paperless office training programs, continuing education seminars, and presentations are highly popular.

Dan Siegel is a nationally recognized authority on ethics, technology, data protection and business workflow management. He regularly consults with law firms and businesses on workflow management, implementation of paperless offices, and other productivity matters. Dan also provides techno-ethics counsel to solo, small and mid-sized law firms on cybersecurity, technology and other related issues. He is a prolific speaker and author, and serves as the American Bar Association’s Professional Development Board Chair, the Pennsylvania Bar Association’s Committee on Legal Ethics and Professional Responsibility Chair, and Philadelphia Bar Association’s Professional Guidance Committee Member.

Pam Myers has 25 years of experience as an office administrator, technology consultant, software and workflow trainer, and paralegal. Pam has superior technical proficiency in mass market and legal software, which she shares through various writing and speaking endeavors.

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The Law Offices of Daniel J. Siegel represents clients in Pennsylvania and New Jersey in complex civil litigation, workers' compensation and personal injury matters, and drafts wills and other estate planning documents. The firm also represents attorneys in appellate, ethical and disciplinary matters.

For more information, visit danieljsiegel.com and follow the firm on LinkedIn or Facebook @havertownlawyer.

Integrated Technology Services (ITS) provides technology consulting and workflow solutions for law firms and small businesses in the U.S., Canada and the rest of the world. As practicing attorneys and law office professionals, the ITS team speaks the language of businesses and law firms and is well versed on the specific needs they face.

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