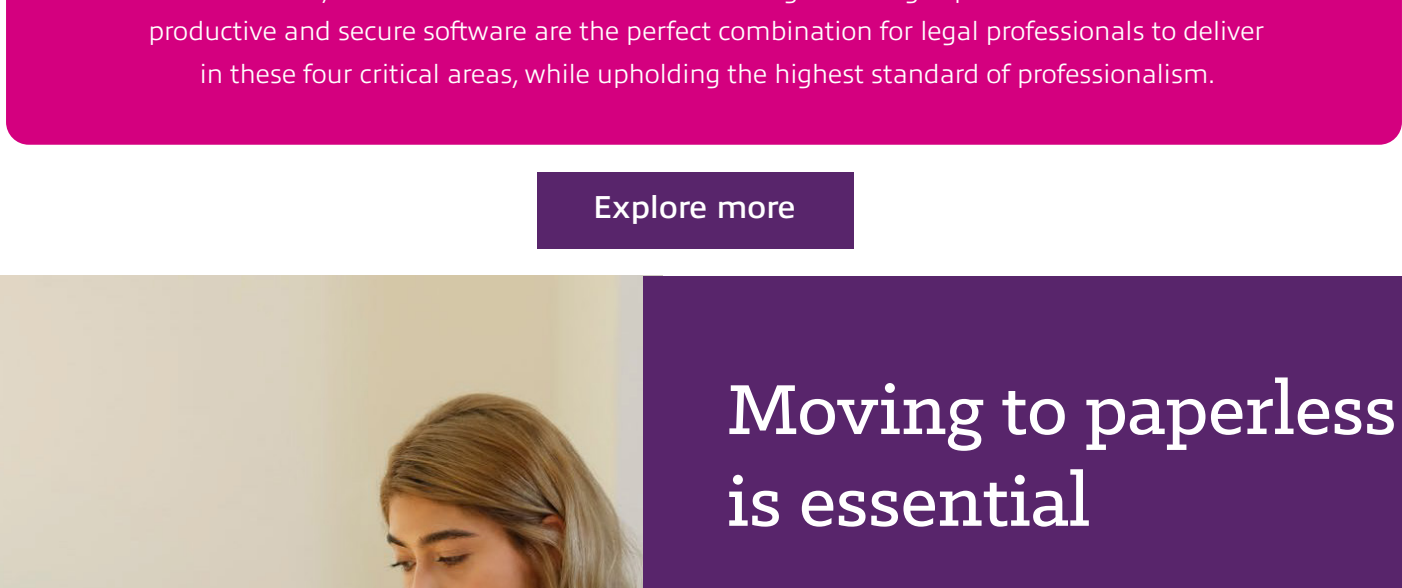




Go paperless with Microsoft Surface and Adobe Acrobat

There is an opportunity for digital technology to pave the way for the modern legal professional.

Personalised, digital experiences have become the standard across many industries. Taking your legal firm on a journey from paper heavy to paper light, or even paperless, is becoming increasingly essential. Here's why.



Accelerate productivity and efficiency

Ensure the highest security standards

Enhance human experiences

Improve sustainability efforts

The paperless experience with premium **Surface 2 in 1** devices offering flexible form factors with touch screen, **Surface Slim Pen** for a world class digital inking experience and **Adobe Acrobat** productive and secure software are the perfect combination for legal professionals to deliver in these four critical areas, while upholding the highest standard of professionalism.

[Explore more](#)



Moving to paperless is essential

Digital transformation has become too important for legal professionals to overlook. Forward-thinking firms are already going paperless, delivering superior client experiences, and retaining the best talent.

Every moment of friction you eliminate, process you improve, step you move to digital, can have a profound and lasting effect on how your business operates, how your employees experience the workplace and, ultimately, how well you deliver services to your clients.

There is a pressing need for legal professionals to move quickly.



76% of employees say having the right tech to do their best work increases their trust in their employers.¹

High expectations

Employees now rely on work technologies for both collaboration and peace of mind, while having higher expectations for purpose-driven business cultures.²

1 in 2 1 in 2 employees are more likely to leave their jobs because of uneven access to modern digital tools³

64% of millennials consider sustainability when deciding where to work³

First impression versus the right impression

When employees meet clients for the first time, they must make the right impression. A premium, quality device and streamlined digital workflow ensures professionalism and confidence. No more hunting for pens and through paper files.

Digital workflows will:



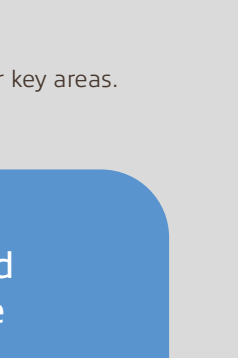
Increase productivity and efficiency

Fixed fee services will transform into seamless digital workflows, providing improved client experiences and more profitable services.



Reduce business costs and carbon footprint

Going paperless delivers a fast and reliable service. No need to purchase unsustainable resources like paper, toner, postage, and stationery. Better for you, your clients, and the environment.



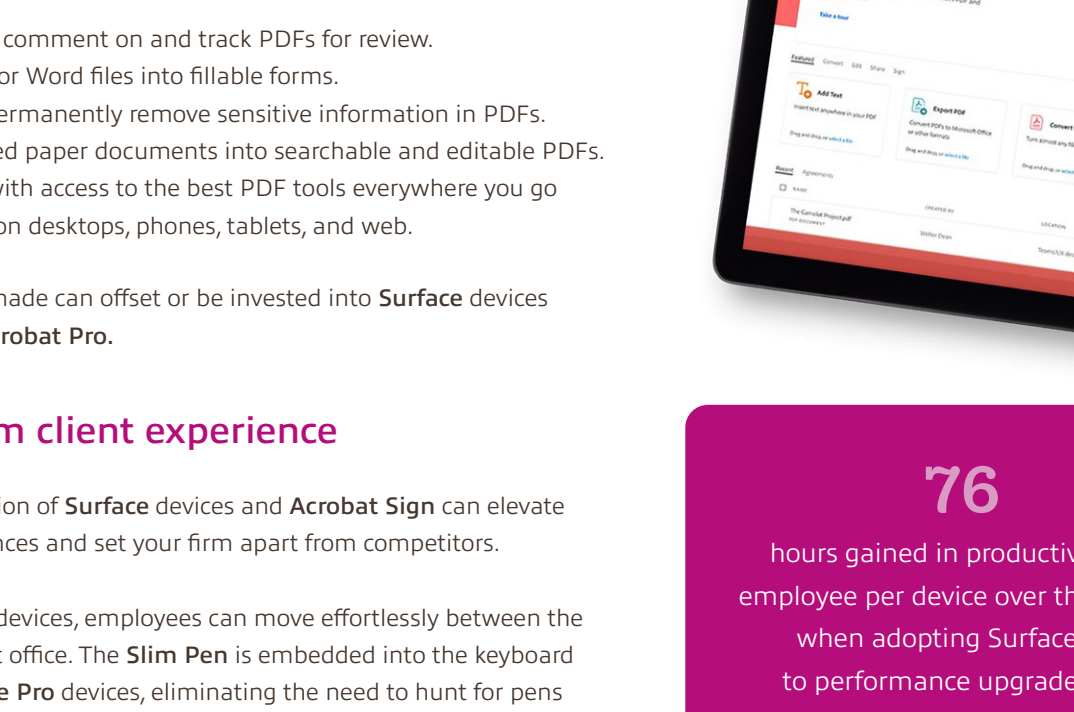
Ensure documents are secure and compliant

Mitigate risk by embedding security into your workflows, protect files to meet regulatory requirements and leverage legally binding e-Signatures.

Being able to meet these needs is key to securing new clients and ensuring positive satisfaction.

What does a modern paperless firm look like?

Here's how a modern paperless firm can transform your organisation in four key areas.



Productivity and efficiency

Business leaders are moving the lever from investment to cost control; managers are being tasked to streamline and rationalise, stakeholders are demanding decisive action to find more savings, more efficiencies; eliminate waste and to automate.

Unlock productivity with powerful PDF capabilities

Rapid inflation in paper and postage costs is a valuable reason to replace paper with digital workflows.

Adobe Acrobat is the complete multi-device PDF solution. Its powerful features can transform time-consuming paper documents into seamless digital workflows.

- View, share, comment on and track PDFs for review.
- Turn paper or Word files into fillable forms.
- Redact to permanently remove sensitive information in PDFs.
- Turn scanned paper documents into searchable and editable PDFs.
- Save time with access to the best PDF tools everywhere you go – available on desktops, phones, tablets, and web.

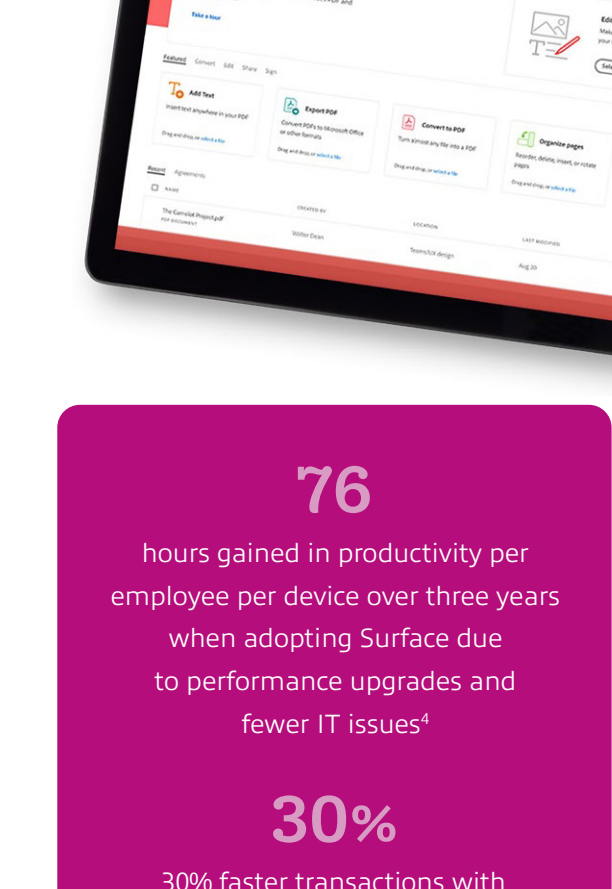
Cost savings made can offset or be invested into **Surface** devices and **Adobe Acrobat Pro**.

Transform client experience

The combination of **Surface** devices and **Acrobat Sign** can elevate client experiences and set your firm apart from competitors.

With **Surface** devices, employees can move effortlessly between the back and front office. The **Slim Pen** is embedded into the keyboard of new **Surface Pro** devices, eliminating the need to hunt for pens during client meetings. Digital inking ensures fully searchable documents in the future and an opportunity for multiple employees to view them at all times, no matter where they're working.

Introducing **Acrobat Sign**, Microsoft's preferred e-signature solution, can transform and speed up signature workflows. Increase transaction speeds by 30% with **Acrobat Sign**, creating frictionless client experiences.



76 hours gained in productivity per employee per device over three years when adopting **Surface** due to performance upgrades and fewer IT issues⁴

30% 30% faster transactions with **Acrobat Sign** and 47% more efficient back-office work⁵

Human experiences

Employees and clients have adjusted their expectations in line with the always-on economy of apps, e-commerce, food delivery and streaming entertainment. Your responses to their needs to be frictionless: quick and right first time.

Exceptional experiences for everyone

Accessibility for all is critical. **Adobe Acrobat** accessibility features allow universal access to documents. This includes access for people who are mobility impaired, blind, low vision, deaf, hard of hearing, dyslexic or who have cognitive impairments. The **Surface** Adaptive Kit makes easier to use and navigates your **Surface** PC such as identifying critical keys, match ports and cables and open and close the device.

In addition to this, with more people using mobiles for business – work and personal – **Adobe Liquid Mode** makes mobile PDFs more responsive to your needs. You can search text within the document, expand its images, and – to make it even easier on the eyes – alter the font size and spacing between words to suit your reading preference. Ideal for reading and checking lengthy documents.

Empowering employees and less errors

With **Microsoft Surface** and **Adobe Acrobat** your employees will feel empowered, making the client experience more seamless, less error-prone and can only have a positive impact on your organisation.

Moving between devices and re-entering data (by either your employees or clients) always introduces errors. Errors cause frustrations and can make the client think you are not paying attention to them, costing you money and your reputation.

With **Microsoft Surface** devices you can easily move from back to front office in an instant and maintain professionalism.



Security and compliance

Hybrid working and hot desking are the future of work. As a result, more documents are being shared collaboratively as they travel outside of the secured environment of the office space. This trend creates a need to better understand, secure, and enforce a proper electronic document security policy.

Watertight security with Surface

Microsoft Surface solutions enable:

- Easy governance of employees' remote equipment.
- Simple deployment and configuration out of the box.
- Enhanced security features built in.
- Surface is one of the only OEMs to write its own firmware, giving it chip-to-cloud security.
- 80% reduction in security breach costs; 50% reduction in security breach volume.

Security comes as standard with Adobe

Adobe's enterprise-level security reduces your risk and helps you meet compliance – no matter your industry or where you do business.

Are digital signatures legal? Absolutely.

Digital signatures comply with regulations around the world and provide the highest level of identity assurance when dealing with digital documents. **Acrobat Sign** solutions can also be configured to meet industry-specific regulations around the world. The bottom line? With **Adobe**, you don't need to worry.

Add Live Sign to any Microsoft Teams meeting

Most e-signature solutions deliver documents via email or a web link. More complex documents may require a live signing experience, either for legal reasons, or to ensure the signer feels comfortable. Live Sign with **Adobe Sign** in **Teams** makes secure face-to-face signing a reality without the need to travel. Walk recipients through your document during a **Teams** video meeting – they can sign it live with legally binding signatures.

Microsoft and Adobe are always a safe bet

There is a great deal of pressure to invest wisely and expectations for continuous improvement and ROI. With **Microsoft Surface** solutions and **Adobe Acrobat** you're not only investing in two of the most reliable productivity brands in the world but also some of the most innovative solutions out there too.

Sustainability

A paperless or paper light business is a sound and important environmental practice, but it also contributes to better, more efficient business operations. Running document workflows in the cloud and selecting the right hardware reduces your organisation's environmental impact.

Reducing your carbon footprint

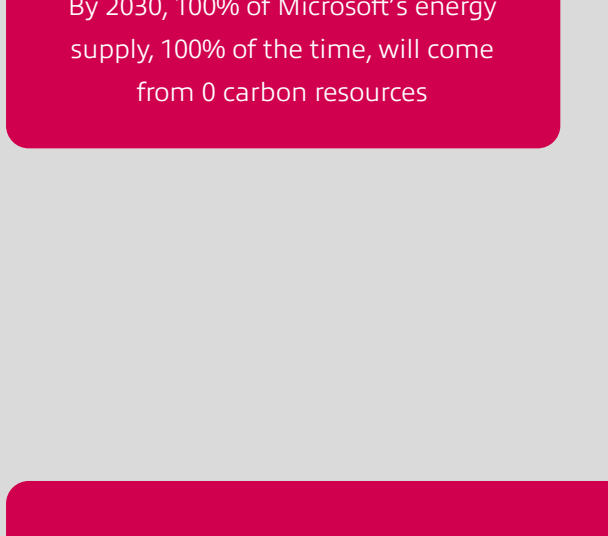
By introducing digital workflows, digital inking and eSignatures, processes can become paperless. What's more, employees can take notes and mark up documents on the go using the **Surface Slim Pen** instead of printing – saving paper, ink and toner.

Moving to a paperless environment will naturally reduce your carbon footprint. Combined with virtual meetings you have the power to lower carbon emissions. Another step in the right direction for your sustainability strategy.

Innovations that protect the environment

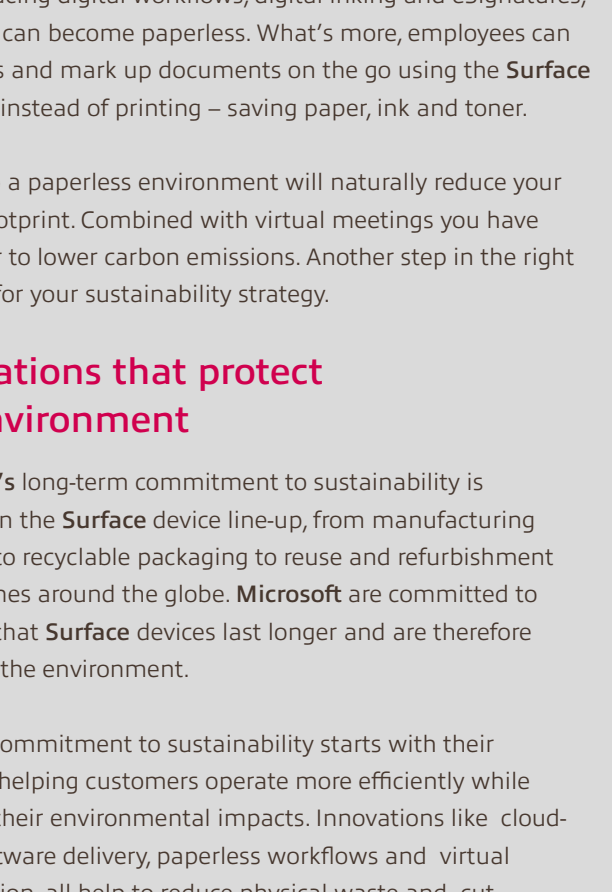
Microsoft's long-term commitment to sustainability is reflected in the **Surface** device line-up, from manufacturing practices to recyclable packaging to reuse and refurbishment programmes around the globe. **Microsoft** are committed to ensuring that **Surface** devices last longer and are therefore better for the environment.

Adobe's commitment to sustainability starts with their products, helping customers operate more efficiently while reducing their environmental impacts. Innovations like cloud-based software delivery, paperless workflows and virtual collaboration, all help to reduce physical waste and cut emissions from transportation and delivery.



66% said Acrobat Sign helped advance their organisations' sustainability efforts⁶

100% By 2030, 100% of Microsoft's energy supply, 100% of the time, will come from 0 carbon resources



Sustainability Calculators

Learn more about the potential impact of going paperless. Try the sustainability calculators.

Microsoft Surface Sustainability Calculator

Microsoft are the only global device vendor with direct and real time device emissions calculator to support essential carbon accounting.

Adobe Resource Saver Calculator

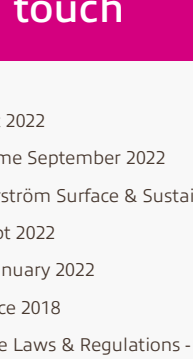
Calculate your estimated environmental savings by going paperless.

Adobe Carbon Footprint Calculator

Estimate the difference of your carbon footprint between e-signatures versus paper agreements.

Moving to a modern paperless firm

Four stages of paperless adoption.



1. Internal champions

Create a group of internal champions to support colleagues during the transition and drive a paperless environment. Ensure processes are documented and communicated clearly internally.



2. Small changes

Equip your champions with a **Surface 2 in 1** device with **Slim Pen**. Lean on them to help evangelise the benefits of digital inking and to support colleagues with adoption.

3. Right tech for the job

Start with your employees using **Adobe Acrobat** for digital workflows and easing digital inking experiences like eSignatures before moving onto other **Slim Pen** experiences like **Microsoft One Note** (with **Ink to Text** for easy note taking) and **Whiteboard** collaboration.

4. Prioritise clients

Your clients will experience the benefits immediately. Prioritise processes and employees who interact with clients. Share success stories and feedback internally about the impact it's having.

Get in touch

1. Adobe Trust Report 2022
2. Adobe Future of Time September 2022
3. Microsoft Ola Fagerström Surface & Sustainability for Channel & Northern Ireland (adobe.com)
4. IDC TCO report, Sept 2022
5. TEI Acrobat Sign January 2022
6. TEI Microsoft Surface 2018
7. Electronic Signature Laws & Regulations - England, Wales & Northern Ireland (adobe.com)
8. TEI Acrobat Sign January 2022

