

MiPad Practice: iPad for Legal Professionals

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Reading a Document on the iPad

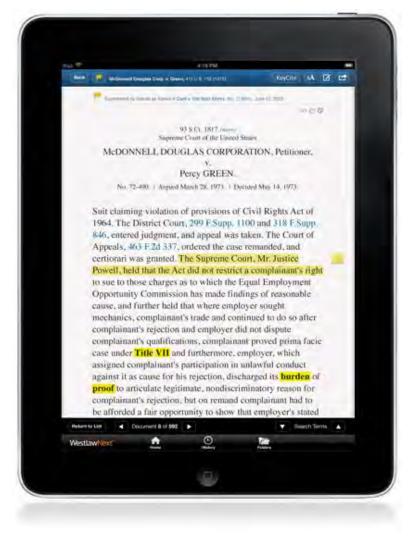
One of the most useful features of an iPad in a legal environment is its ability to display a document.

The full-size iPad's screen is a little smaller than a sheet of $8\frac{1}{2}$ x 11 sheet of paper, so the size and form factor is familiar. The iPad can auto-rotate between "landscape" (wide) and "portrait" (tall) modes which is extremely helpful when you need to read a document.

When the iPad is placed in "portrait" mode, you're looking at a document in much the same way you would read a printed document. This is much better than reading the same document on a computer monitor in "landscape" mode.

All of this to say that the iPad excels as a document reader for lawyers. And while the iPad can do so much more, reading documents is probably the most effective use of the iPad for legal professionals. This holds true for not only traditional documents, but also web pages, books, and magazines.

Beyond just reading text on the iPad, you can also use apps such as Goodreader to highlight text, add notes, apply comments, and affix your signature to documents. You may need to convert a document into a PDF file before the annotation tools work



appropriately, but it is entirely possible to mark-up and annotate documents on the iPad just like you would take a yellow highlighter or pen and do the same on a piece of paper.

Carrying Documents on your iPad

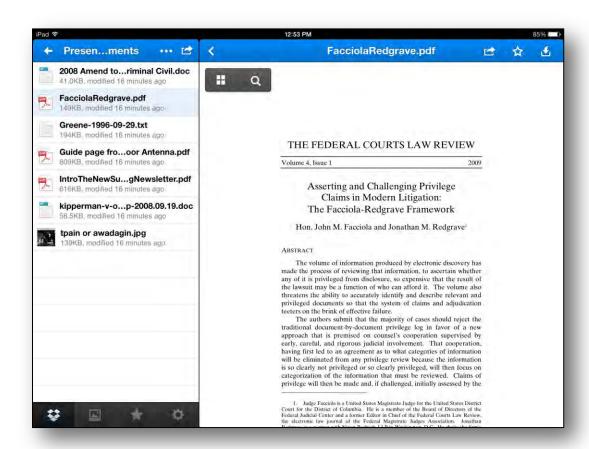
You can carry literally thousands of documents with you on your iPad. Imagine replacing all those folders and boxes with one small, portable device. You will not find local file storage like a "My Documents" on the iPad, but fortunately, there are a number of excellent apps that can serve the same function.

Once your documents are copied over to your iPad, you can organize them and search the content much like you do on a computer.

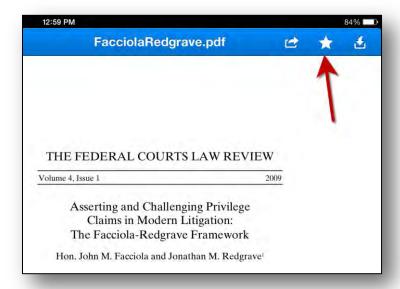


If you store documents in a Dropbox folder on your computer, those same documents are available in exactly the same folder structure on your iPad. As long as you are connected to the Internet, the free Dropbox app allows you to navigate your folders and document in the same manner as you would on your computer. For \$99 per year, Dropbox offers Dropbox Pro,

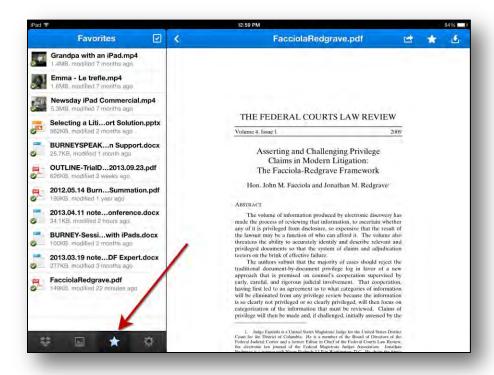
which will provide 100 GB of storage space. For an additional \$3.99 per month, you get unlimited file & version recovery, which is extremely helpful if a file is accidentally deleted.



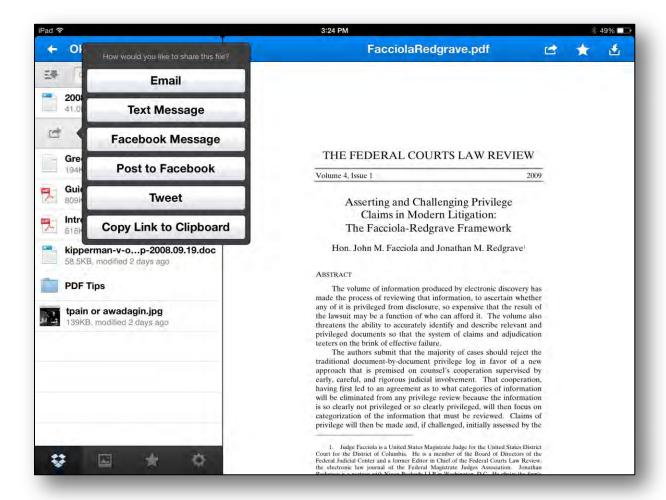
If you need a document to be accessible "locally" on your iPad (i.e. so you won't need an Internet connection to view the document), then simply indicate the document as a "Favorite" by tapping the star in the upper right corner.



Now when you need to access documents without an Internet connection, tap the star at the bottom of the left column to see a list of your "Favorite" documents.

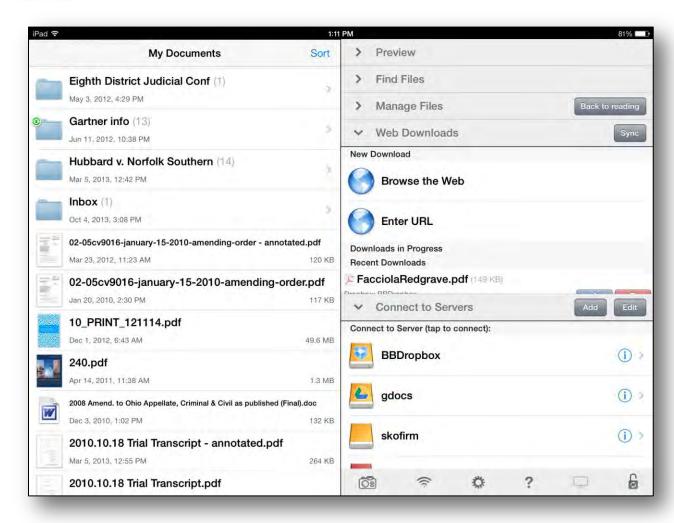


Share documents with co-counsel, co-authors, or clients by swiping the document description to the left and selecting **Share**.

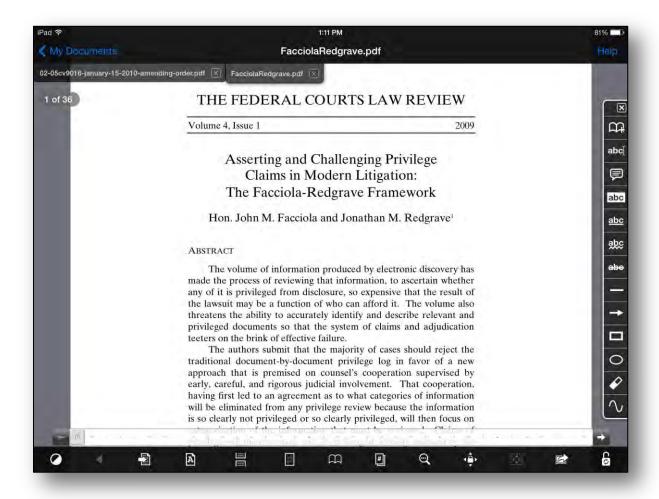




You can also carry documents with you on the iPad in the GoodReader app (\$4.99). GoodReader also supports file and folder structure and you can rename, copy, move and e-mail files in the "Manage File" section.



Once you tap a document in GoodReader it will open to a screen that provides additional tools for reading, searching and annotating the document.



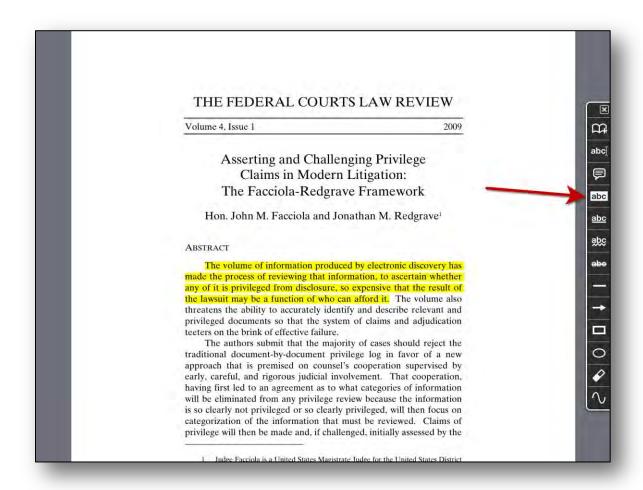
Notice the tabs at the top of the screen – GoodReader allows you to have multiple documents open at once (much like having several documents strewn in front of you at a table or desk) and you can flip back and forth between the documents by simply tapping the appropriate tabs.

Working with PDF Files

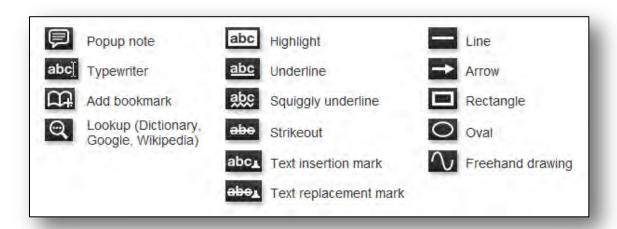


GoodReader is one of the best apps for annotating PDF files. The Annotation Toolbar can be pinned to the right side of the screen by tapping the thumbtack at the top.

For example, text can be highlighted in a PDF file (must be a searchable PDF file) by tapping the Highlight annotation tool and dragging your finger over the text.



Other tools in the Annotation Toolbar include text comments, text underline, arrows, circles, and freehand drawing. These tools are extremely useful when you're reading a court opinion or law review article.





Another excellent app for working with PDF files is PDF Expert from Readdle (\$9.99). PDF Expert offers all of the same annotation tools found in GoodReader plus some additional capabilities for filling out PDF forms and applying a graphic signature.



You add a signature to a PDF by simply tapping and holding on the document for about two seconds, then select "Signature" from the secondary menu that appears. You can choose to either apply a saved signature ("My Signature") or select "Customer Signature" and use your finger or a stylus to sign the blank screen.





If you need to convert a Word document or website to a PDF file, you can use the PDF PROvider app from Dar-Soft (\$6.99). For example, you can pull up a website inside PDF PROvider and then click the "Convert" button in the upper right corner.



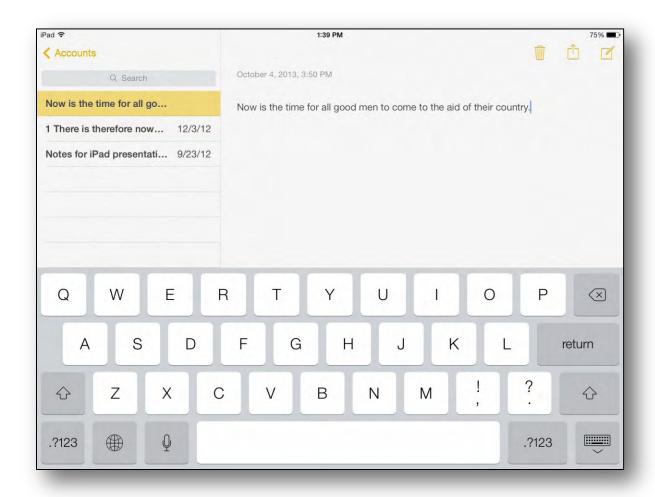
The newly created PDF file can now be found in the PDF list where you can "Send to Dropbox" or "Send by Email." PDF PROvider also allows you to merge multiple PDF files together.

To convert a Word document to PDF, load the document in the desired app or viewer, select "Open In", and then "PDF Provider".

Typing Notes on the iPad



There are a myriad of note-taking apps available for the iPad, but Apple has included the Notes app in the iOS so that is what many folks use by default. It is a functional note-taking app and may suffice for the majority of note-taking needs.



There are, however, many other note-taking apps for the iPad that you might consider using instead including Evernote, Simplenote and Microsoft OneNote. All of these options sync the notes to a central server so your notes are available on your Apple or PC.

If you are interested in typing a lot on your iPad, you might consider purchasing an external, Bluetooth keyboard such as the Logitech Ultrathin Keyboard Cover for iPad (www.logitech.com). The Logitech Ultrathin Keyboard can lay on top of the iPad as a cover, or the iPad can be separated and fitted into the slot on the keyboard for an incredibly functional keyboard. There is also a version for the iPad mini.





Editing Microsoft Word Documents

There are a few options available for the iPad for editing Microsoft Word documents, but one of the best recommendations is Documents To Go Premium (\$16.99) from DataViz (www.dataviz.com).

No app on the iPad is going to provide the full functionality that you find on a full desktop version of Microsoft Word. You will find some basic formatting functionality on the iPad, but you won't be creating a Table of Authorities, adding columns, applying styles, or inserting footnotes.

But for the majority of text edits, Documents To Go is one of the best apps you can find for editing Microsoft Word documents, whether you pull them from an e-mail message or open them from Dropbox.



Other options for editing Microsoft Word documents on the iPad include Office² HD by Byte² (\$7.99) and Pages from Apple (\$9.99).

Handwriting Notes on the iPad



There might be some times when you'd rather handwrite your notes on the iPad instead of typing them. There are many apps available on the App Store for writing notes on the iPad but one of the best apps for this continues to be Noteshelf (\$8.99).

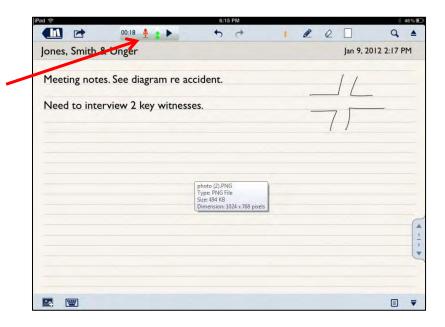
Handwriting on the iPad can take a little getting used to, but it will eventually feel as normal as writing with a ballpoint pen on a yellow legal pad. One of the most important options to seek out when using a handwriting app such as Noteshelf is the inclusion of "wrist protection" and "zoom window."

The "wrist protection" in Noteshelf (and other apps) allows you to set your hand on the screen without the app recognizing that as pen input. The "zoom window" is a magnified area where you can write a little larger and it automatically shrinks down for the upper portion of the app.



If you would like to type, write, <u>and</u> audio-record when taking notes, very few apps perform all three of those functions better than Notability (\$2.99). The handwriting experience of Noteshelf is better than Notability, but if you want the ability to record a meeting or lecture, you will need an app like

Notability. The ability to record your meeting, lecture, etc. is immensely helpful in certain situations.



You can use your finger to write on any of these apps, but you should invest in a good stylus as well. There are many cheap styli available today, but if you are serious about handwriting on the iPad, you should consider the Wacom Bamboo Stylus solo (\$19.99 for just a stylus) or Wacom Bamboo Stylus duo (\$24.99 which includes a regular ballpoint pen on the other end).



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Conducting Legal Research on the iPad

The State Bar of Michigan provides free legal research for its members using Casemaker. Casemaker does not have an app specifically designed for the iPad, however the



service works very well using a browser on the iPad. Casemaker provides multi-state and federal research along with Federal and State Court Rules.



Westlaw was the first to offer an iPad app in 2010 with the rollout of their WestlawNext service. The app is very impressive and gives you access to most of the same information that one

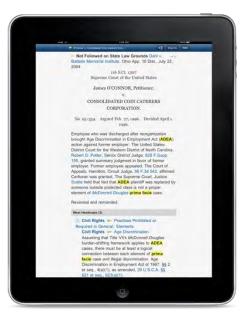


receives through their Westlaw Next subscription. The iPad app is free to download, but you must have a subscription to log on to the service.



The main screen offers a single search box in which you can type just about anything that you're searching for. You can select a case from the resulting list that appears and you have the option of turning the iPad into portrait mode to read the case.





Once you bring up a case, you can click the "Tools" button to e-mail it, save to a research folder, or save it for "offline" reading (so you can pull up the document when you don't have an Internet connection). When you select e-mail, you can tell the app to attach the case as a PDF, Word or WordPerfect file.

All of your search history, notes and saved folders are synced to your WestlawNext desktop service, which is wonderful when you want to switch between the desktop and iPad. For example, you can be reading a case on your computer at the office, and then jump on a commuter train to head home and continue reading where you left off.



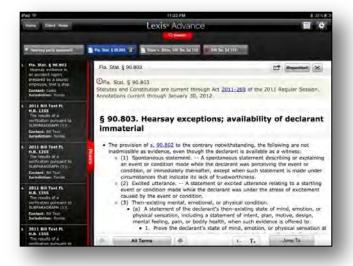
In a similar vein, LexisNexis released their Lexis Advance service in late 2011 and their iPad app followed shortly thereafter. The Lexis Advance iPad app is very

Lexis Advance**

similar to the WestlawNext iPad app, except that the two apps obviously connect to their respective services. Depending on your firm situation, you may not have a choice which service you access.



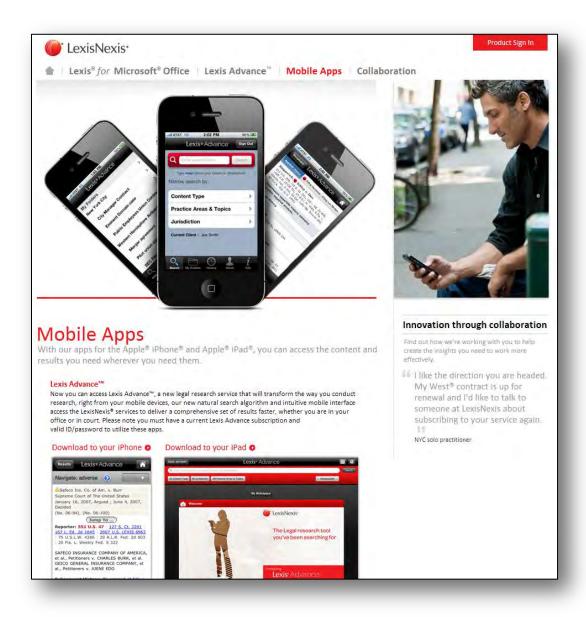
The Lexis Advance iPad app offers a Google-esque search bar as well when you first open the app, and provide quick access to some filtering tools right underneath. You can tap into a case or statute, and the app does a nice job of creating multiple "tabs" at the top so that you can jump back and forth between past documents.



The Lexis Advance app allows you to save cases to a research folder that also gets synched up to the Lexis Advance service on the Web. And of course, full Sherpardizing is built into the app.

You can also e-mail a case but the Lexis Advance iPad app only attaches the case as a PDF without an option for any other format.

Some would say that the Lexis Advance iPad app doesn't yet offer the same number of features as what you find in the WestlawNext app, but that should change over time. Lexis was a little slow in coming to the market with their full-fledged iPad app, and so WestlawNext still has the benefit of a head start.

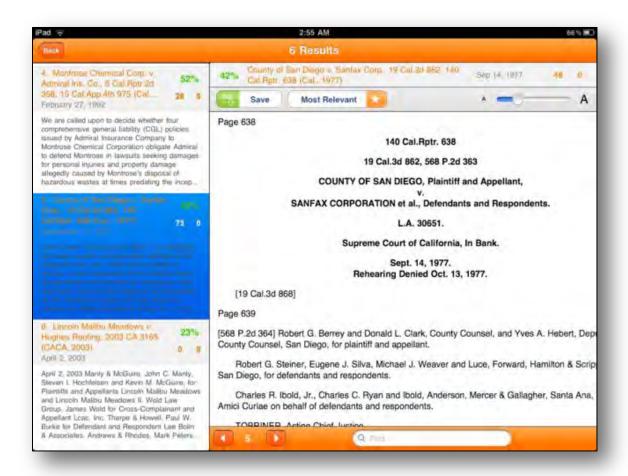


Another option is Fastcase which offers a free app and free research! Fastcase has chosen to bring legal research "to the masses" by offering the bulk of their research libraries for free. The free service is pretty amazing, and Fastcase is definitely worth having on every iPad being used by a lawyer.



There's only so much you can do for free, however, and so for a fee, you can upgrade your Fastcase access to the "Premium" account. The Fastcase Premium access gives you more options like dual-column printing for cases and better sorting tools when doing your research.

Some local and state bar associations offer their members Fastcase subscriptions, so be sure to check.



Federal, State & Local Rules on the iPad

While it's nice to have full access to services like WestlawNext and Lexis Advance, there are many times when you need to quickly pull up a rule or statute without the time to conduct a full-fledged search. Some of those times you may not even have access to the Internet which means Lexis and West won't be much help.

There are several iPad apps that give you immediate access to federal and state rules. These apps are routinely updated by the developers so that they offer the most up-to-date rules. The best part is that they're fast and don't require Internet access to use them.

One of the best and most comprehensive apps is **LawStack** (FREE!) from Tekk Innovations (http://www.tekkinnovations.com). The free download of LawStack comes pre-loaded with:

- The U.S. Constitution
- Federal Rules of Civil Procedure
- Federal Rules of Appellate Procedure
- Federal Rules of Evidence
- Federal Rules of Bankruptcy Procedure



When you need something such as the Texas Penal Code, or the Louisiana Children's Code, or the Florida Vehicle Code, you can download any of those through an in-app purchase on the iPad. Any additional purchases get added to your "Stack" on the iPad.

A similar app to LawStack is **LawBox** (http://www.thelawbox.com). The free download offers several federal rule sets for free, and you can download additional state and local sets via an in-app purchase.



One last app is **Rulebook** (http://www.readyreferenceapps.com) which is very similar to both LawStack and LawBox. The Rulebook app is free but rules can be acquired through in-app purchases.



One other "honorable mention" is the **Michigan Compiled Laws MCL aka M109** (\$4.99) from Mike McKinney (http://iphoneappsbymike.blogspot.com). The app is comprehensive is its offerings and search options, but unfortunately needs to be updated.



Transcript Management on the iPad



TranscriptPad (\$89.99)

TranscriptPad allows you to load all your transcripts as TXT files, organized by case, and have them available to you on your iPad. TranscriptPad does many things, but here are my four favorites:

- Ability to carry thousands of pages of depositions in the palm of my hand ... no three-ring notebooks or bankers boxes to carry around.
- Ability to search across an entire case, a single witness, or one deposition.
- Issue code testimony and generate detailed reports in PDF or Excel format.
- Associate flag notes for selected testimony

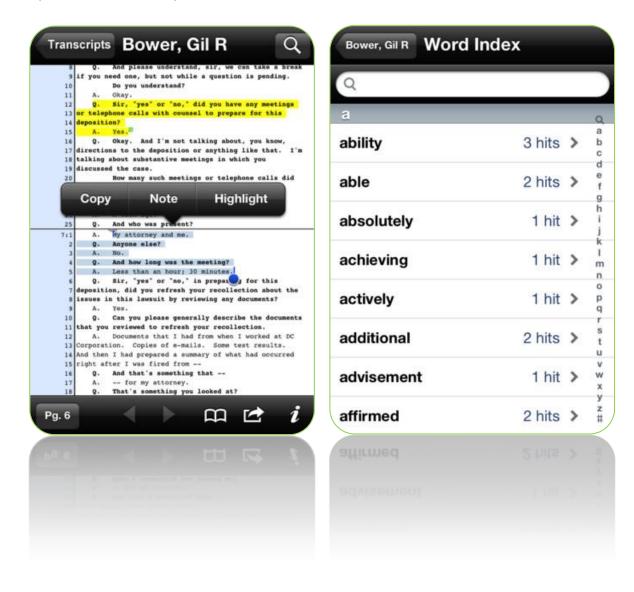




Westlaw Case Notebook Portable E-Transcript (Free)

West's transcript management tool does not offer the sophistication or the pretty interface that TranscriptPad offers, but if you don't care about issue coding, organizing the transcripts by case, or searching across

multiple transcripts, this free app may just do what you need. It also accepts native PTX files, meaning you do not need to convert your transcripts to TXT format. Load transcripts from email, Dropbox or iTunes.



Hardware Considerations when Presenting from the iPad



There's no doubt that the iPad is a functional device, but perhaps one area where it truly excels is in using it to give a presentation. While the first generation iPad did not have many capabilities for sending out a video signal, the iPad 2 (along with an updated iOS) was able to fully mirror the iPad's screen on to a TV or a projector.

The iPad can be used to give a presentation directly from its own screen, or it can be "mirrored" out to a TV or projector. In a small group of 2 or 3 people, it may be just as easy to pass the iPad around to each person and let them view the presentation right on the iPad's screen. But when you go into a typical conference room or courtroom, you'll need to make sure the iPad's screen can be shown to a large number of people.

The first thing you need to consider when contemplating giving a presentation from the iPad is the environment in which you'll be presenting. For example, will you presenting on a widescreen TV? Will you be hooked up to a projector and screen? Will you need to present to multiple monitors? Is there a podium for you to set you iPad on? Will you need to output the iPad's audio as well as video? The answer to these questions will help determine what hardware you need to make your presentation a success.

The "Wired" Setup

The easiest way to connect an iPad to a TV or projector is through a VGA cable. This is the standard analog video cable that is used to connect a monitor to a computer, or a laptop computer to a projector.



Apple sells a "VGA Adapter" for the iPad (\$29.00) which plugs into the bottom of the iPad, and then into the end of a VGA cable that's connected to a projector. This is by far the most common type of connection that you'll make with the iPad, so it's worth having this adapter in your tool belt. If you have a 4th generation iPad or iPad mini, you'll need the Lightning to VGA Adapter which is \$49.00.



In some cases, the projector that you're using may be fairly new, and therefore may offer an HDMI connection. HDMI stands for "High-Definition Multimedia Interface" and is a digital technology that can carry both audio and video on a single cable. This is the standard cable that is used today for most modern widescreen, HD-quality TVs.



If your projector or widescreen TV offers the ability to connect via an HDMI cable, you'll need to pick up the "Apple Digital AV Adapter" from Apple for \$39.00. (The 4th generation iPad and iPad mini require the "Lightning Digital AV Adapter" for \$49.00.)

This adapter plugs into the bottom of the iPad and then accepts BOTH an

HDMI cable (connected to a TV or projector) AND a USB power cable to keep the iPad charged.



When you use an HDMI cable with the iPad, it will export both video and audio from the iPad. This works great when you are connected to a widescreen TV, as the video from the iPad will play on the TV screen, and the audio from the iPad will play through the TV's speakers. When you're using an HDMI cable with a projector, you won't hear any audio unless the projector has built-in speakers or has an external set hooked up to it.



The advantages with a wired setup is that the video stream will be more reliable.

The disadvantage with a wired setup is that you need to keep the iPad stationary such as sitting on a table or podium. The adapters can get pulled out of the bottom of the iPad very easily and so it will not work well to walk around with the iPad while it is plugged in.

The "Wireless" Setup

In 2011, Steve Jobs announced that Apple's AirPlay technology could be used to "mirror" the screen of their iPad to a widescreen TV wirelessly using the \$99 Apple TV device. It does NOT come with an HDMI cable, so you'll need to supply one of those yourself.

Apple TV is a small 4" x 4" square device that connects directly to a widescreen TV (or projector) via an HDMI cable. There is no other way to connect the Apple TV to a TV or projector except through an HDMI cable. When connected to a TV, the Apple TV can show movies and videos downloaded through iTunes, as well as connect to Netflix, YouTube, and more.



But once the Apple TV is connected to a TV or projector, it can also show your iPad's screen over AirPlay. Both the Apple TV and iPad have to be connected to the same Wi-Fi network before they can "see" each other. You may need to visit the "Settings" menu in both devices to ensure they are connected to the same Wi-Fi network. You'll also need to ensure that AirPlay is turned "On" in the Settings of the Apple TV.

Once everything is set up, turn on mirroring in the new control panel. To get to the control panel, swipe up from the bottom of your screen. This reveals the AirPlay button.



When you tap the AirPlay button, you'll have the option of mirroring your iPad screen through the Apple TV to an HD TV or a projector.



Once your iPad is wirelessly connected to the Apple TV via AirPlay, you can walk around freely while still showing your iPad screen on the TV or projector.

The biggest potential obstacle with the wireless setup is that the projector you're going to use will not support an HDMI cable. Many newer projectors do support HDMI, but many older projectors don't offer the option. If your projector does NOT offer HDMI, but does have VGA port, your only "wireless" option would be to purchase a product such as the **Kanex ATV Pro** (\$59.95) that will "downgrade" the video signal coming out of the Apple TV from digital to analog VGA for the projector.



In addition to the VGA out, the Kanex ATV Pro also has a stereo audio-out jack so that audio coming from the Apple TV & iPad can be played over separate speakers connected to the Kanex ATV Pro.

Apps for Slide/PowerPoint Presentations on the iPad

Presenting a PowerPoint from your iPad can also result in a more natural and interactive presentation, allowing you walk around, switch between applications, write notes or do white-boarding, and go back to your core presentation.

Getting your PowerPoint on your iPad

Since it is currently impossible to present a native PowerPoint presentation on an iPad, you must convert it to an acceptable format and present it with an app that gives you solid presentation options similar to PowerPoint. My two favorites are Keynote and SlideShark.

Keynote is Apple's answer to PowerPoint. It has been around a long time and is a must-have app (\$9.99). Once your PowerPoint is converted to Keynote, Keynote is going to give you the ability to (1) make edits and also (2) show the presentation. The downside is that it the conversion isn't always perfect. I'd give it a B. This requires that you make some aesthetic tweaks and fixes to the presentation.

SlideShark (<u>www.slideshark.com</u> – FREE!) is an app that will convert the PowerPoint to a SlideShark format and then allow you to play/show the slides through the SlideShark app. It converts the PowerPoint better than any other app I have ever seen, preserving fonts and animations extremely well. I'd give it an A. SlideShark also has a fantastic presenter view that allows you to easily see your notes and upcoming slides very similar to PowerPoint's presenter view. The latest version allows you to annotate slides during the presentation.



The downside to SlideShark is that you cannot make edits to the slide show from the iPad. You can hide slides or re-arrange them, but you can't make edits beyond that. You have to make changes in PowerPoint and then re-convert/upload the PowerPoint. With large presentations and low bandwidth, this can take 20-30 minutes.

Keynote Instructions

The easiest way to convert a PowerPoint to Keynote and load it in your iPad is through Dropbox or Email. In either case, when you tap on the PowerPoint file, select Open In and select Keynote. Once in Keynote, the file will be stored locally on your iPad until you delete it.

SlideShark Instructions

Go to www.slideshark.com and set up a free account. This will also set up a needed cloud storage area for your presentation, which you can link to Dropbox, Box, Google Drive or Syncplicity. Once the account is created, login and upload your finished PowerPoint. During the upload process, SlideShark will convert your PowerPoint and store it in your private SlideShark storage area.

Next, from your iPad, go to the App Store and download / install the SlideShark app. Launch the app and enter your login credentials. Once logged in, you will have the ability to download from the SlideShark cloud all your converted presentations. Select the presentation and hit the green play button.

Using the Keynote iOS App

Keynote is Apple's equivalent to Microsoft's PowerPoint. But while the two applications are presentation applications, they are quite different in the way they work on the Mac OS and Windows respectively.

Keynote for iOS (\$9.99 but free with a new iPad!) is a scaled-down version of Apple's Keynote software that runs on the iPad.



Keynote for iOS makes it simple to create and deliver beautiful presentations — with nothing but your fingers. Powerful tools and dazzling effects bring your ideas to life. You can work seamlessly between Mac and iOS devices. And work effortlessly with people who use Microsoft PowerPoint.



Keynote will obviously work very well with Keynote presentations that have been created with the Keynote software running on a Mac computer. But Keynote will also do a good job importing and converting PowerPoint files. Microsoft has not yet made an app that will run PowerPoint on the iPad, so Keynote is as good as it gets today for presenting PowerPoint files on the iPad.

Keynote for iOS is a wonderfully designed app on the iPad, and does a superb job of presenting information to a projector (wired or wirelessly). Keynote for iOS features a "Presenter Display" that shows presenter notes and the upcoming slide, and many folks like the built-in digital laser pointer (engaged by tapping and holding in a presentation).

The Keynote for iOS app will also allow you to share or e-mail presentations out of the app as either a Keynote presentation, a PDF file, or even a Microsoft PowerPoint (although some formatting will probably get changed in the process).

You can easily change slide content in Keynote for iOS as well as modify settings for how the presentation is shown. Converting a PowerPoint file into Keynote for iOS is as easy as sending a



.PPT file to Keynote on your iPad, and it does the conversion process automatically. You will definitely need to review the file after the conversion process since some pictures and fonts won't transfer seamlessly from the PowerPoint file to Keynote.



Trial Presentation on the iPad

Adapted from "LitigationWorld: The Best iPad Trial Presentation App Plus Social Media in Litigation," LitigationWorld newsletter from TechnoLawyer by Brett Burney, published May 18, 2012 (available from www.technolawyer.com for free to subscribers).

As soon as lawyers got their fingers on the iPad, they've wanted to brandish it in the courtroom with electronic eloquence. The iPad just might be the perfect contraption for annotating exhibits, calling out documents and highlighting impeachable testimony.

Three of the top trial presentation apps available for the iPad today include:



Exhibit A from Lectura, LLC http://www.lecturaapps.com



TrialPad from Lit Software LLC http://www.litsoftware.com



ExhibitView iPad from ExhibitView Solutions, LLC http://www.exhibitview.com

All three apps run un-chaperoned on the iPad, meaning they don't require companion software running on a computer, although ExhibitView does sell a desktop application that can "Save to iPad."

All three apps handle images (JPG, TIFF, etc.) but the recommended file format for any of the apps is PDF. In fact, I'd recommend converting all other files types to PDF whenever possible.

All three apps allow you to pinch-zoom a document in typical iPad style. All three apps also allow you to create "callouts" from documents and highlight critical text, but TrialPad and ExhibitView do a much better job than Exhibit A. You can also save "snapshots" of documents once they've been annotated.