iPad for Litigators

Paul Unger
Affinity Consulting Group
Columbus, OH

iPad for Legal Professionals

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Materials Written by:

Paul Unger, Esq.
Affinity Consulting Group
www.affinityconsulting.com

Brett Burney
Burney Consultants LLC
www.burneyconsultants.com
www.macsinlaw.com

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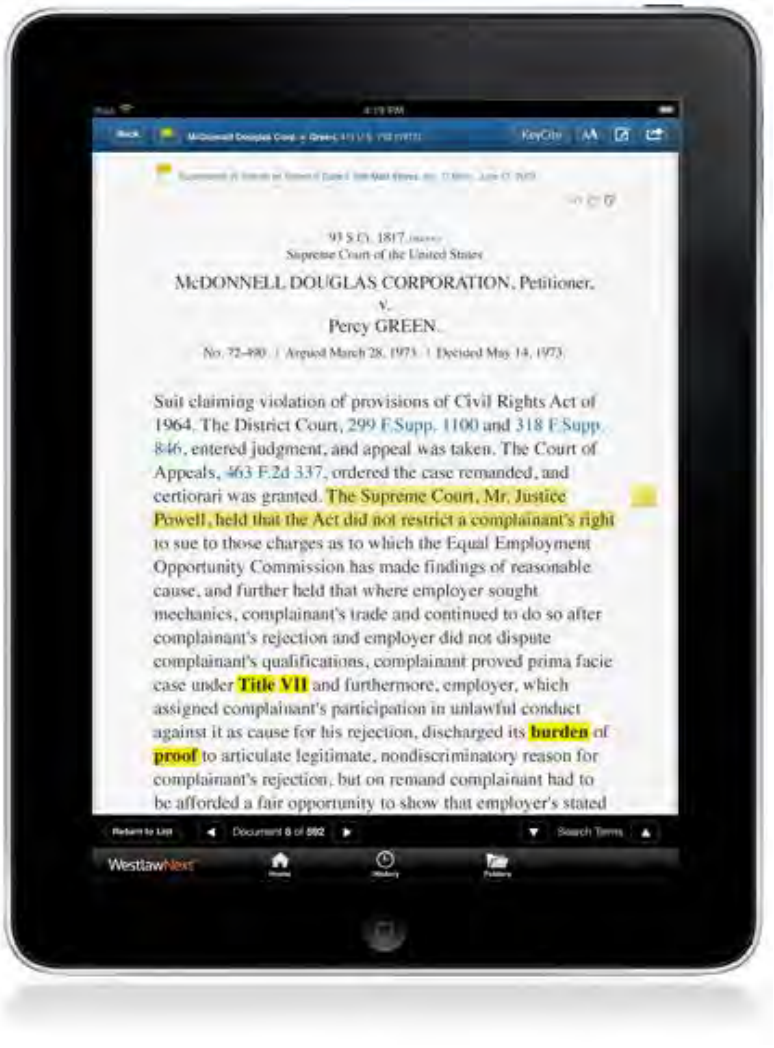
Reading a Document on the iPad

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 8½ 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.

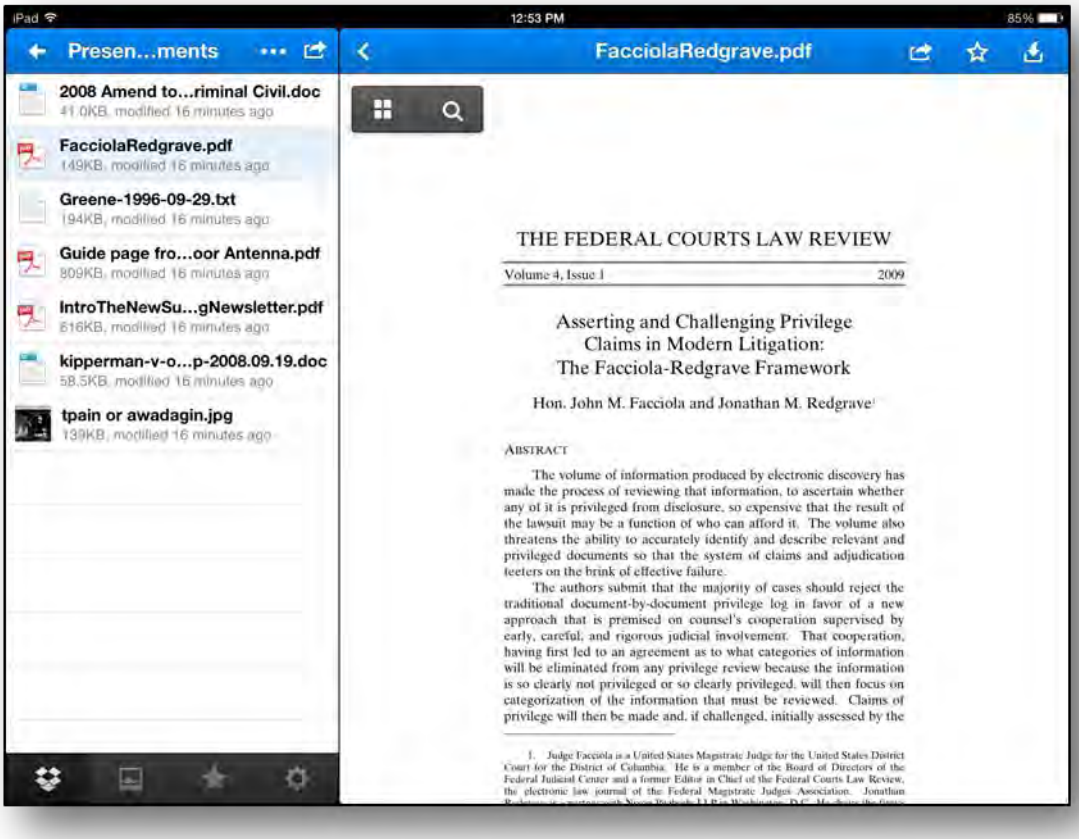
Beyond just reading text on the iPad, you can also use apps such as Goodreader, PDF Expert and iAnnotate to highlight text, add notes, apply comments, and affix your signature to documents. You may need to convert a document into a PDF file before the annotation tools work appropriately, but it is entirely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

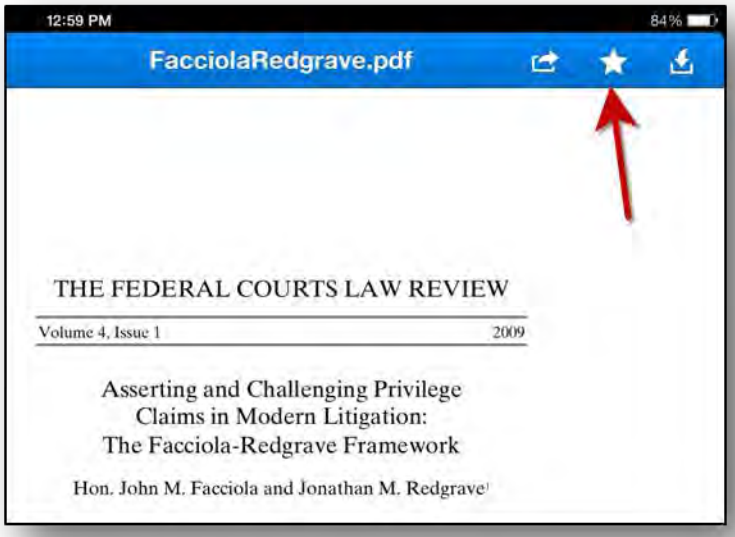
You can carry literally thousands of documents with you on your iPad. Imagine replacing all those folders and boxes with one small, portable device. You will not find local file storage like a “My Documents” on the iPad, but fortunately, there are a number of excellent apps that can serve the same function.

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

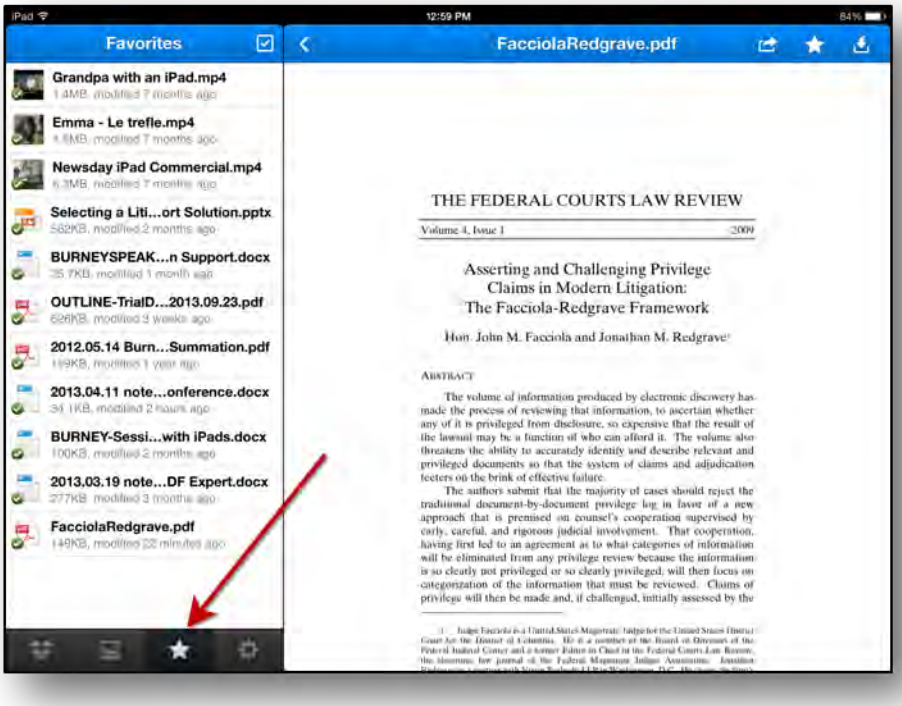
If you store documents in a Dropbox folder on your computer, those same documents are available in exactly the same folder structure on your iPad. As long as you are connected to the Internet, the free Dropbox app allows you to navigate your folders and document in the same manner as you would on your 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. you don’t need an Internet connection to view the document), then you simply need to indicate a document as a “Favorite” by tapping the star in the upper right corner.

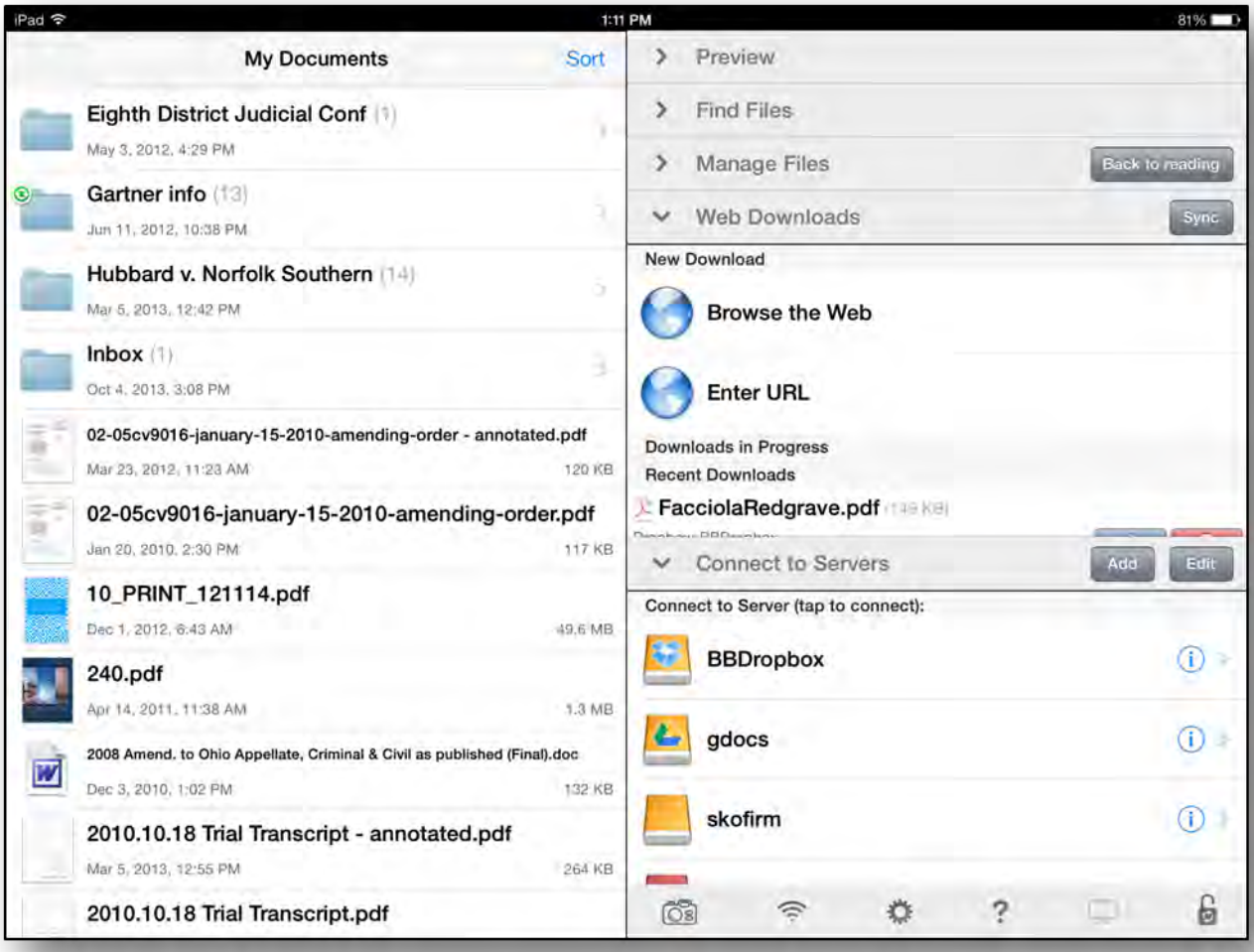


Now when you need to access documents without an Internet connection, tap the star at the bottom of the left column to see a list of your “Favorite” documents.

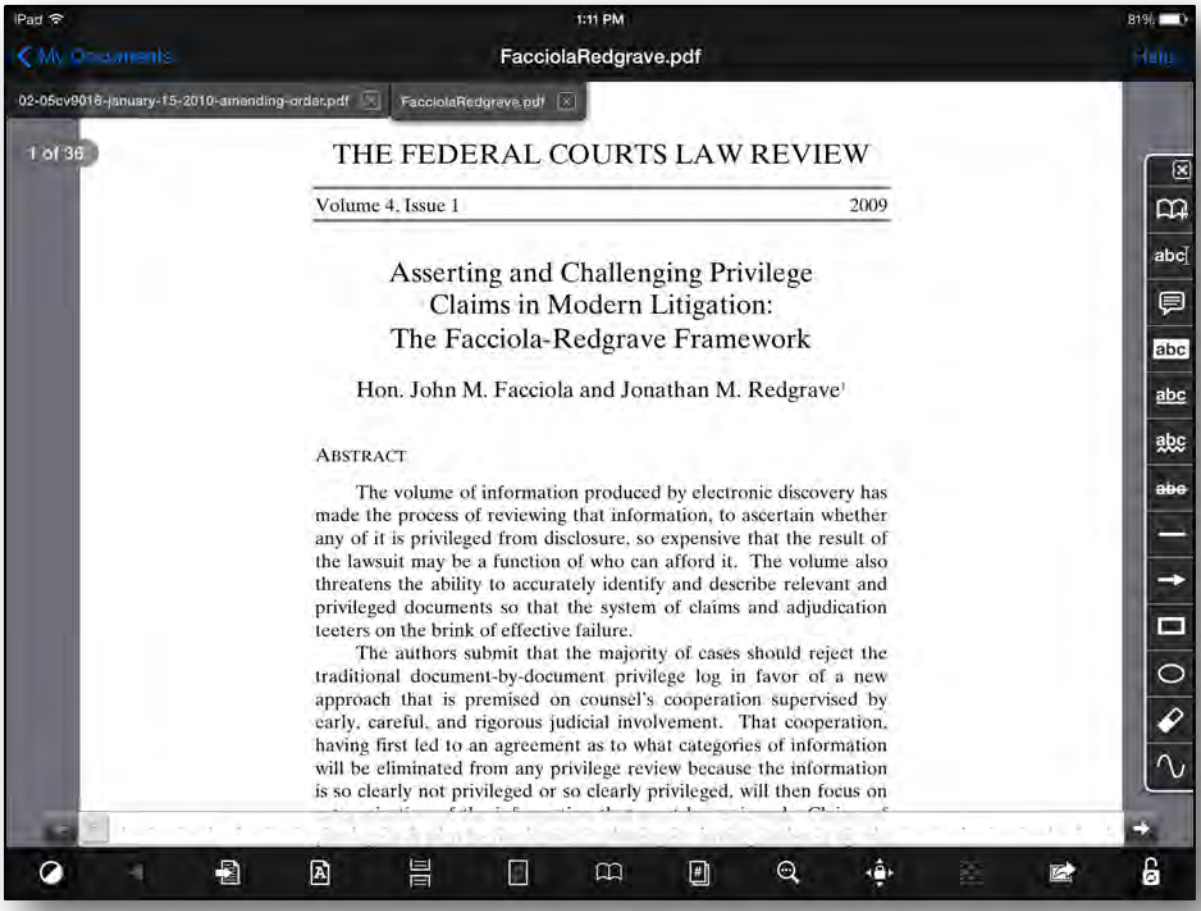


Share documents with co-counsel, co-authors, or clients by swiping the document description to the left and selecting **Share**.

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.

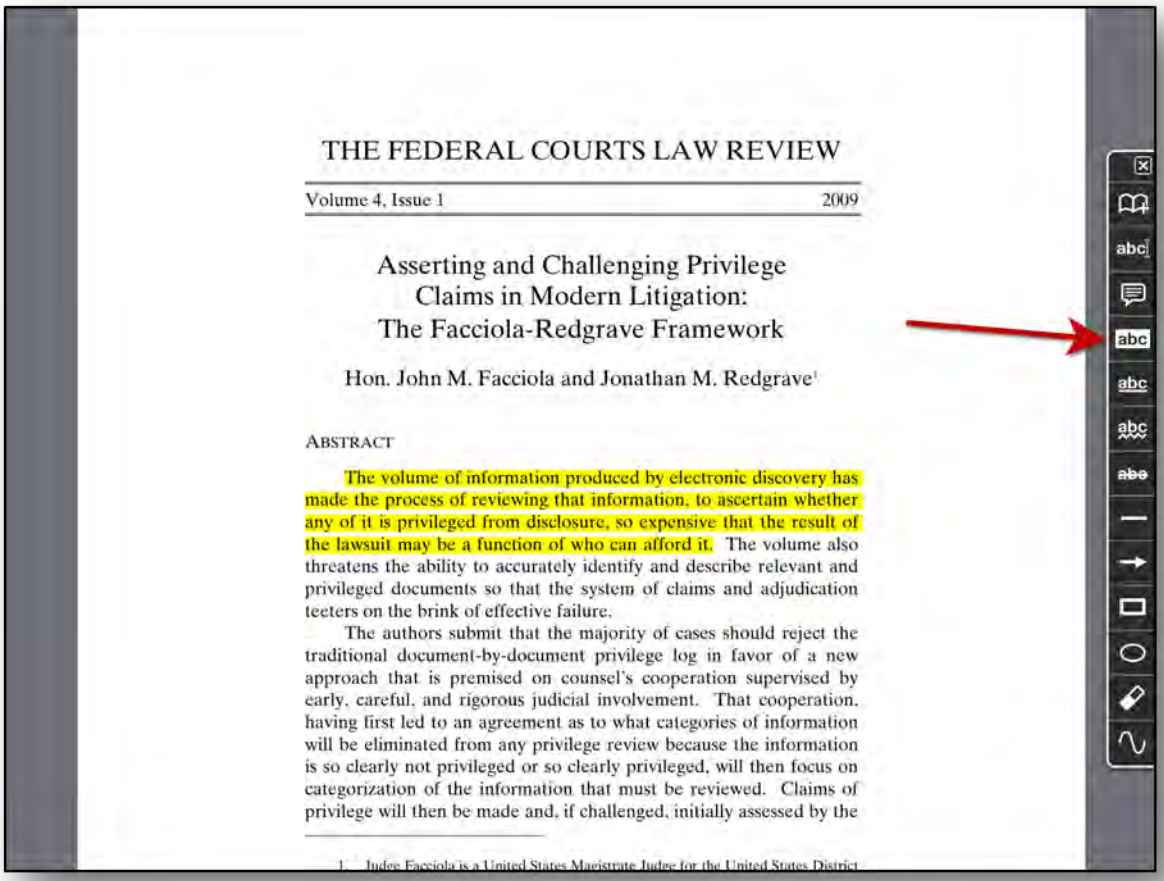


Notice the tabs at the top of the screen – GoodReader allows you to have multiple documents open at once (much like having several documents strewn in front of you at a table or desk) and you can flip back and forth between the documents by simply tapping the appropriate tabs.

Working with PDF Files

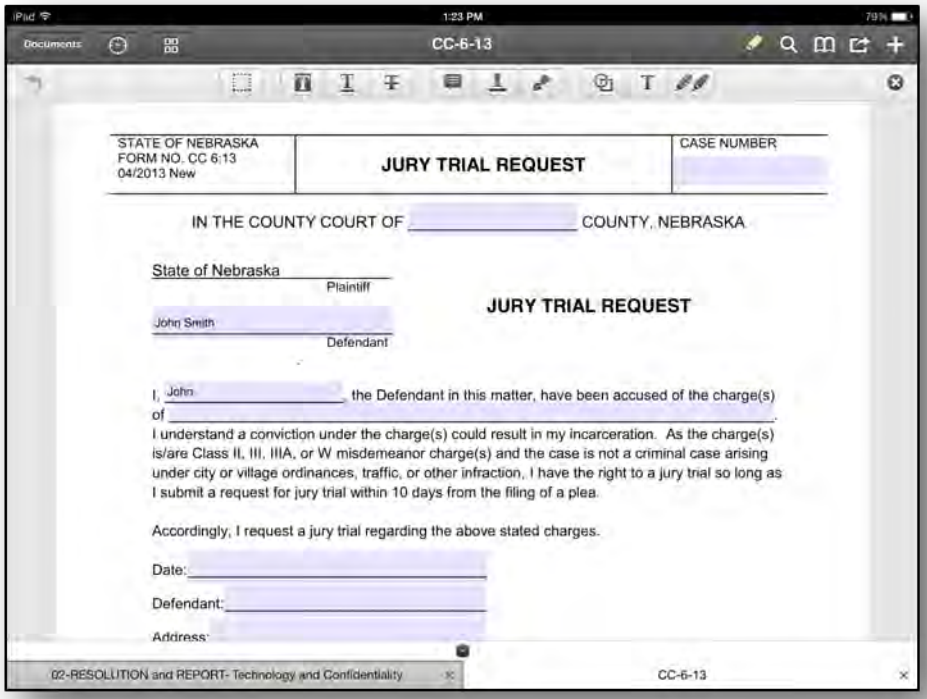
GoodReader is one of the best apps for annotating PDF files. The Annotation Toolbar can be pinned to the right side of the screen by tapping the thumbtack at the top.

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.



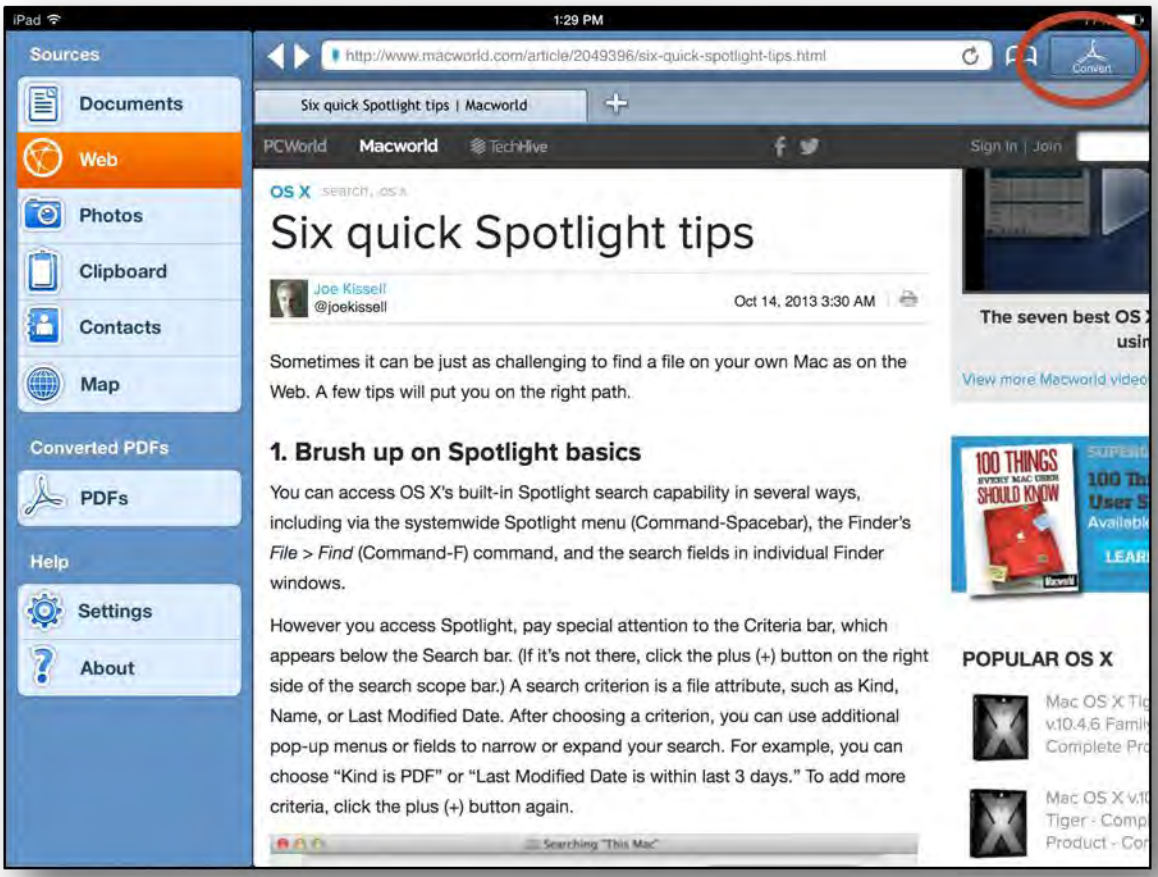
Other tools in the Annotation Toolbar include text comments, text underline, arrows, circles, and freehand drawing. These tools are extremely useful when you're reading a court opinion or law review article.

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.



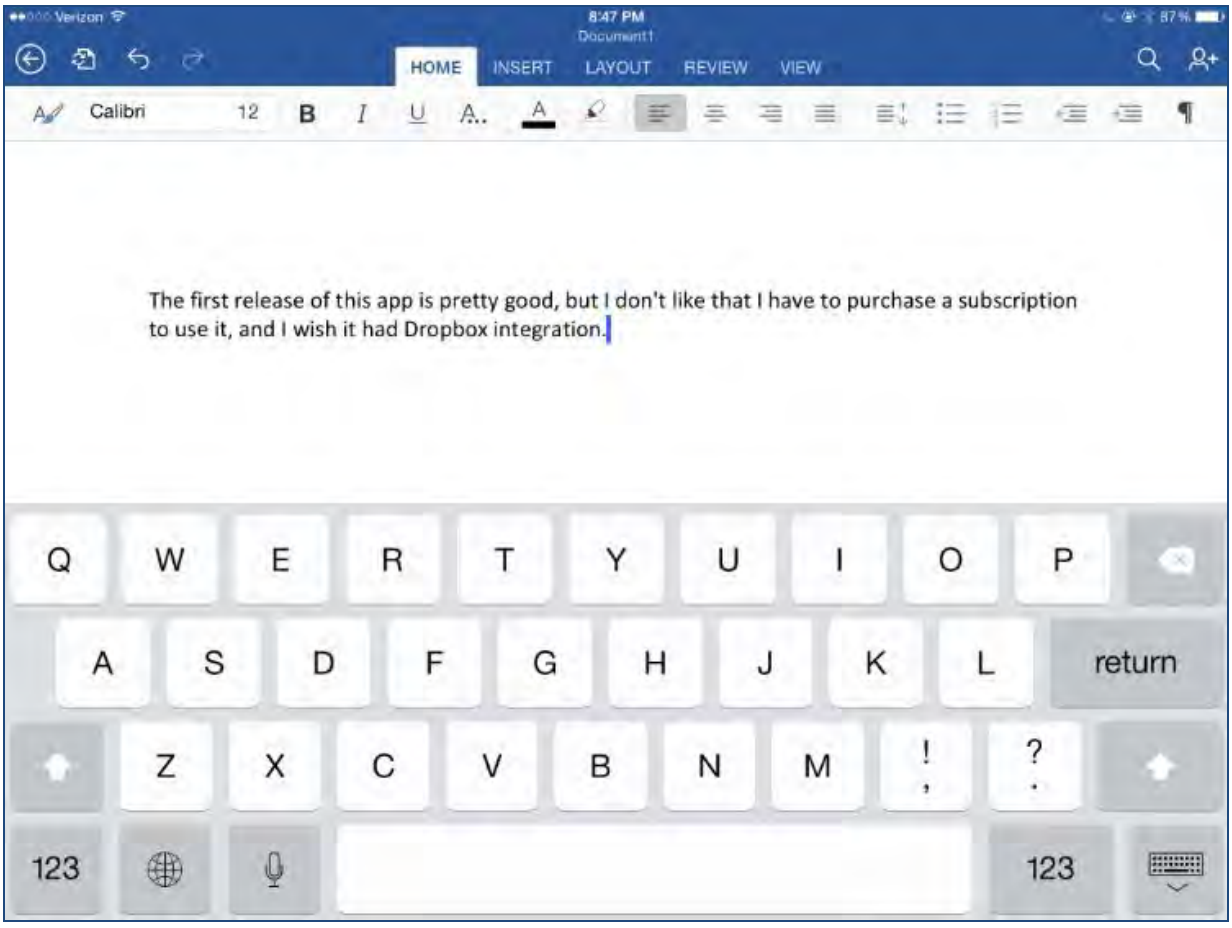
The newly created PDF file can now be found in the PDF list where you can “Send to Dropbox” or “Send by Email.” PDF PROvider also allows you to merge multiple PDF files together.

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

Editing Microsoft Word Documents

Microsoft released their Word iPad app on March 28, 2014, nearly three and a half years after the iPad hit the market. In the interim, about a dozen popular Word editing apps made their way to the iPad, providing a work-around for people those wanting to edit documents from their mobile device. Many of these solutions were less-than-ideal and a bit clunky. However, many were starting to become pretty solid apps with a mature feature set.

Microsoft's first release of this app for the iPad is pretty good. However, we are not terribly excited that you need to purchase a subscription in order to use it, and it lacks Dropbox integration. At least for now, your only cloud options are Microsoft OneDrive and SharePoint.



Word's app provides some pretty solid features, the most promising being the ability to track changes and do redlining.

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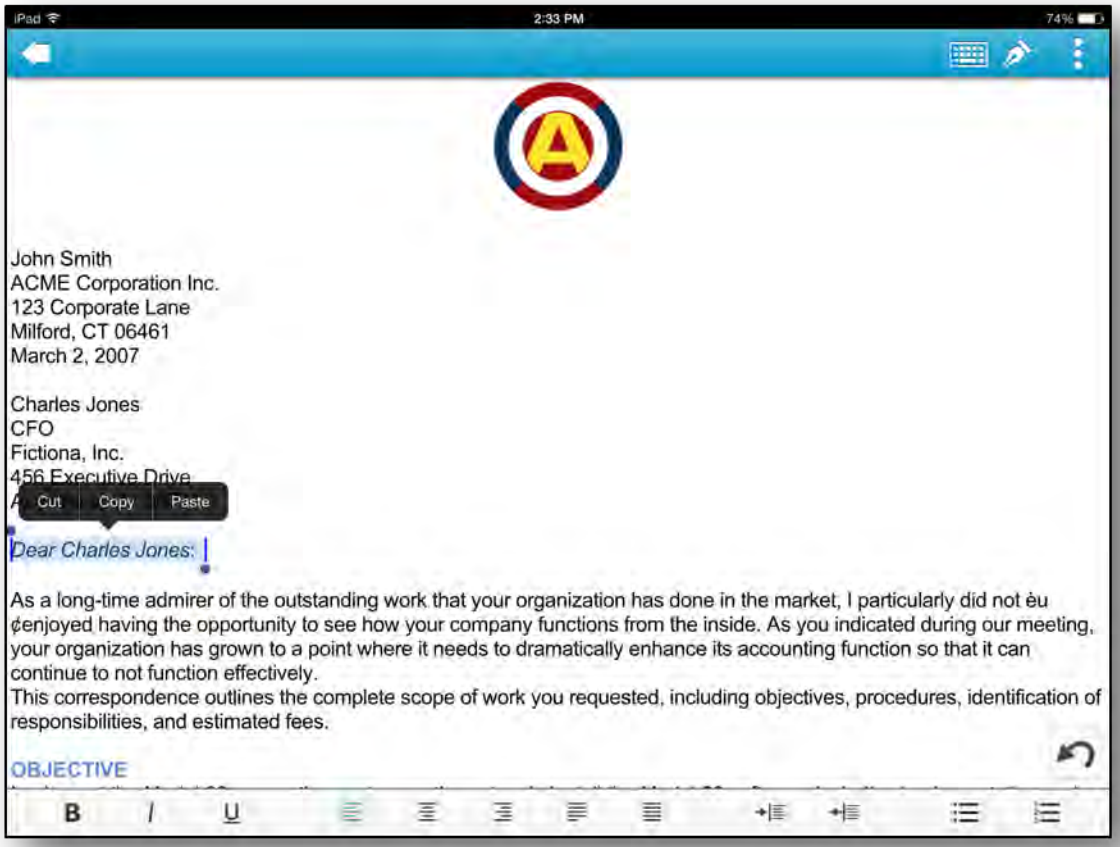
Prior to Microsoft releasing their Word app, Documents To Go Premium ($16.99) from DataViz (www.dataviz.com) was the clear choice. For some, it still will be the clear choice because consumers may resist having to purchase a Microsoft Office 365 subscription.

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 still 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 Office^2 HD by Byte^2 ($7.99) and Pages from Apple ($9.99).

Printing From Your iPad

Method #1 - The "Official" Method – AirPrint

AirPrint is an Apple technology that lets applications create full-quality printed output using Apple's driverless printing architecture. All iOS built-in apps that support printing use AirPrint. Apps on the App Store that use the iOS printing system also use AirPrint.

In iOS, AirPrint-enabled applications can print to an AirPrint-enabled printer—and you don't need to install a driver or configure the printer queue. Tap print, select a AirPrint-enabled printer, and print. It's that simple.

For a complete list of AirPrint printers and support, see: http://support.apple.com/kb/ht4356.

To print, follow these steps:

1. Tap the action icon .
2. Tap the Print button.
3. Configure the printer options and then tap Print.

Method #2 - Connecting Directly to your WiFi Printer or Computer

For this method, your printer needs to be a WiFi printer. Printer Pro Desktop is one of many, but one of the more popular, apps available to do this.

Basic Directions:

1. Connect your printer to the WiFi network.
2. Download and install Printer Pro Desktop on your iPad or iPhone.
3. Connect to the same Wi-Fi network as the printer.
4. Select the item you wish to print, whether it be a website, pdf, or image, and tap ‘Print’.
5. Select your printer if it is available; if not, then try accessing it by entering its direct IP Address.

To Connect Via your Computer:

1. Set up your printer with your computer.
2. Download Readdle’s free software, Printer Pro Desktop, and install it on your computer.
3. On your computer, select ‘Setup Remote Printing’ and copy the six digit access code.

4. On your iPad, tap print on any item to take you to the ‘Printers’ screen and select ‘Add Cloud Printer’.
5. Enter the six digit access code from your computer.

Method #3 - Lantronix xPrintServer (www.lantronix.com)

This is a very simple method using a device / print server that can communicate with your iPhone or iPad.

For the Office: Lantronix xPrintServer Network Edition ($149.99)

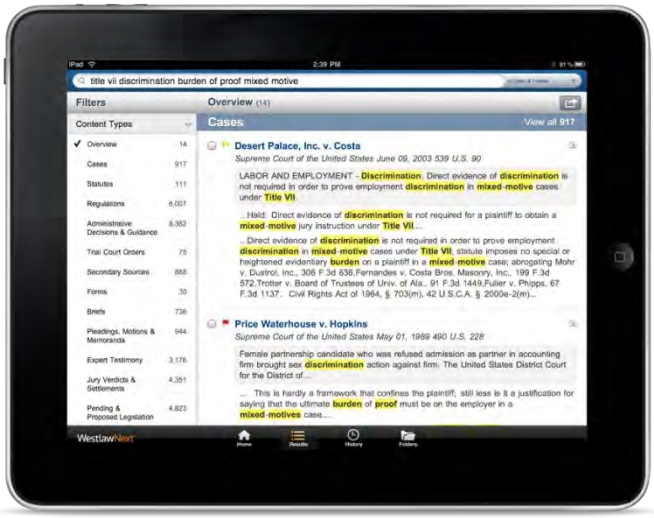
For the Home (or Office!): Lantronix xPrintServer Home Edition ($99.99)

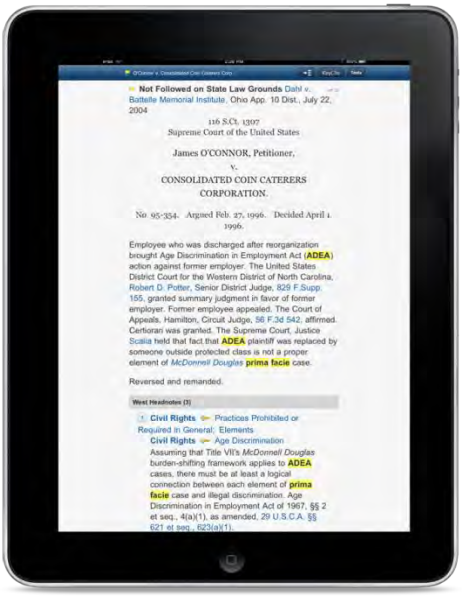
Conducting Legal Research on the iPad

There are three main legal research apps available for the iPad. The first two are to be expected, as both Westlaw and LexisNexis now both have excellent iPad apps that give you direct access to their subscription services. The third app, FastCase, is an excellent alternative to the first two.

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.

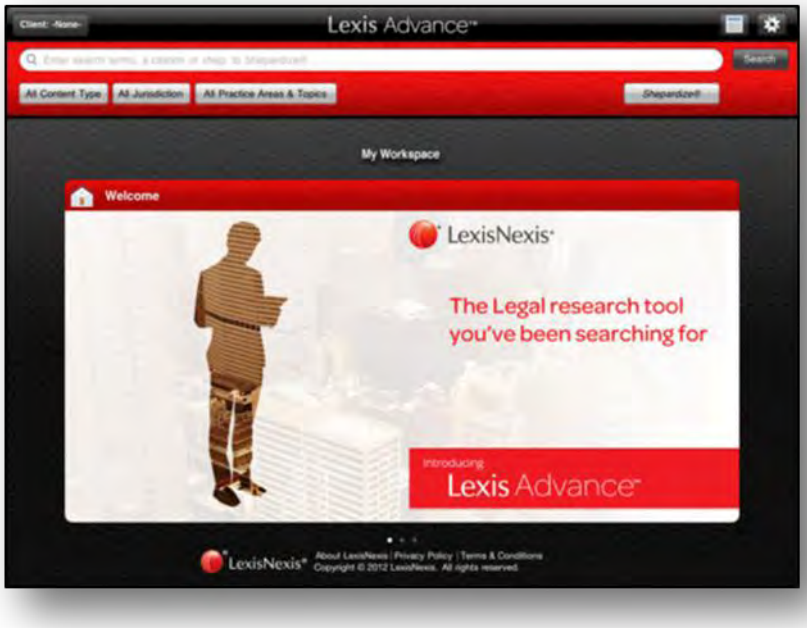




Once you bring up a case, you can click the "Tools" button to e-mail it, save to a research folder, or save it for "offline" reading (so you can pull up the document when you don't have an Internet connection). When you select e-mail, you can tell the app to attach the case as a PDF, Word or WordPerfect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

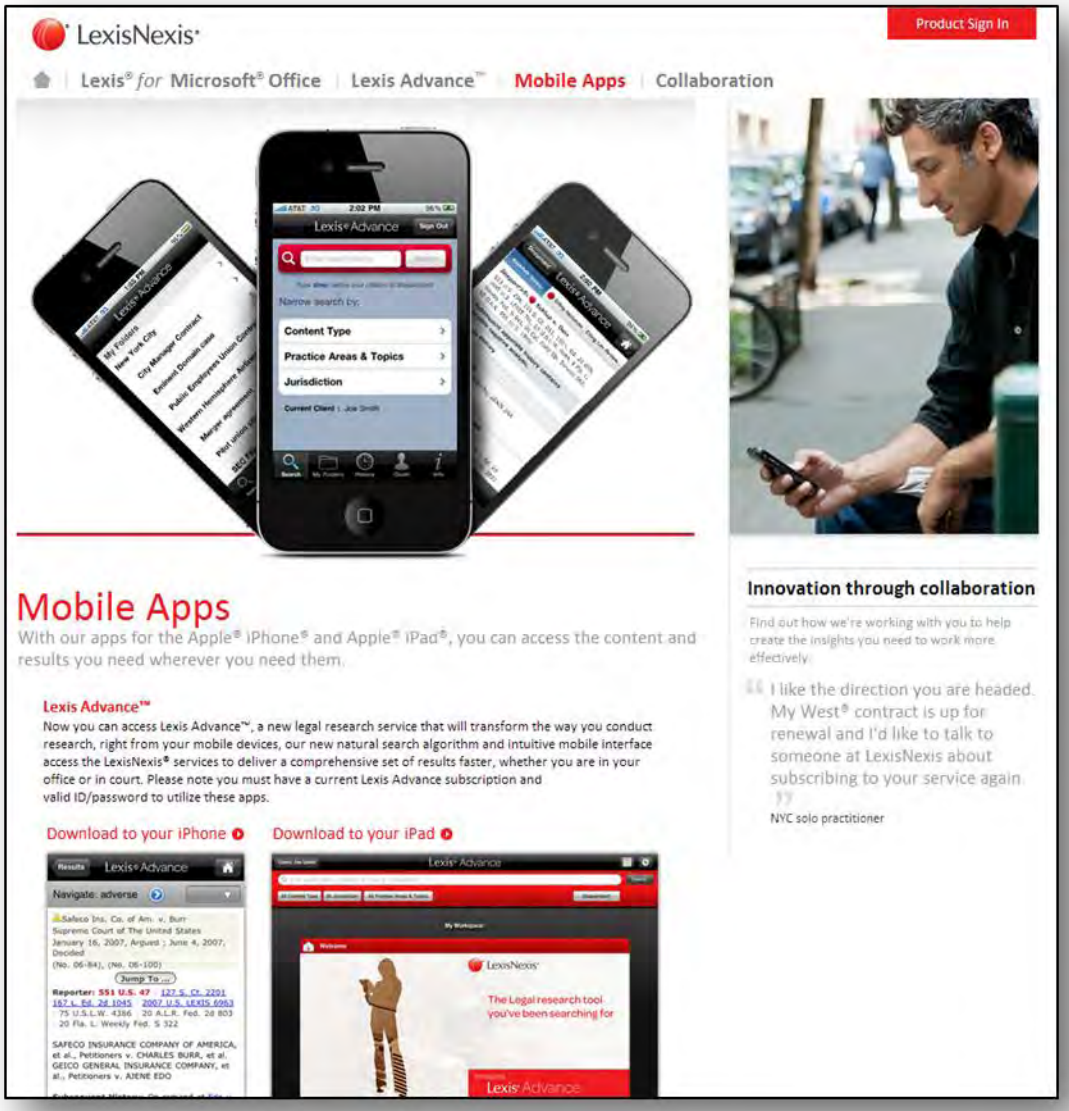


The Lexis Advance iPad app offers a Google-esque search bar as well when you first open the app, and provide quick access to some filtering tools right underneath. You can tap into a case or statute, and the app does a nice job of creating multiple "tabs" at the top so that you can jump back and forth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

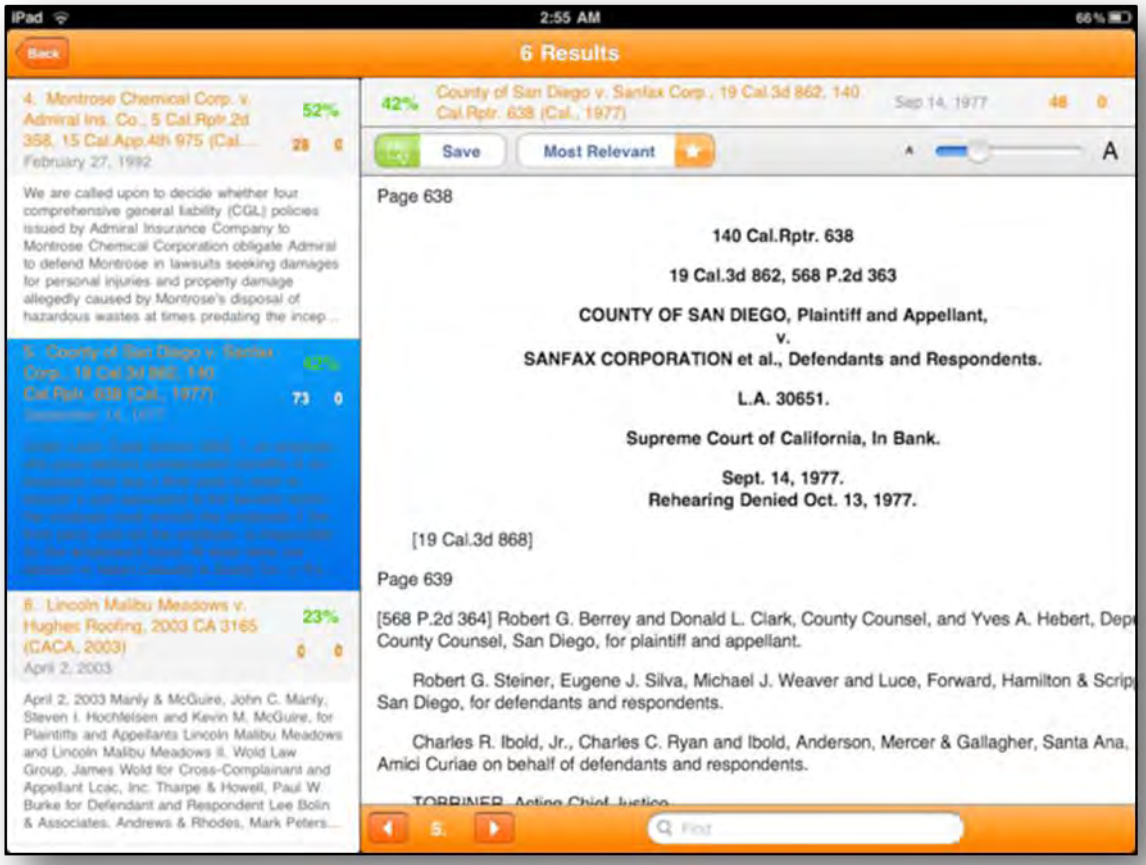
Some would say that the Lexis Advance iPad app doesn't yet offer the same number of features as what you find in the WestlawNext app, but that should change over time. Lexis was a little slow in coming to the market with their full-fledged iPad app, and so WestlawNext still has the benefit of a head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



The third 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.

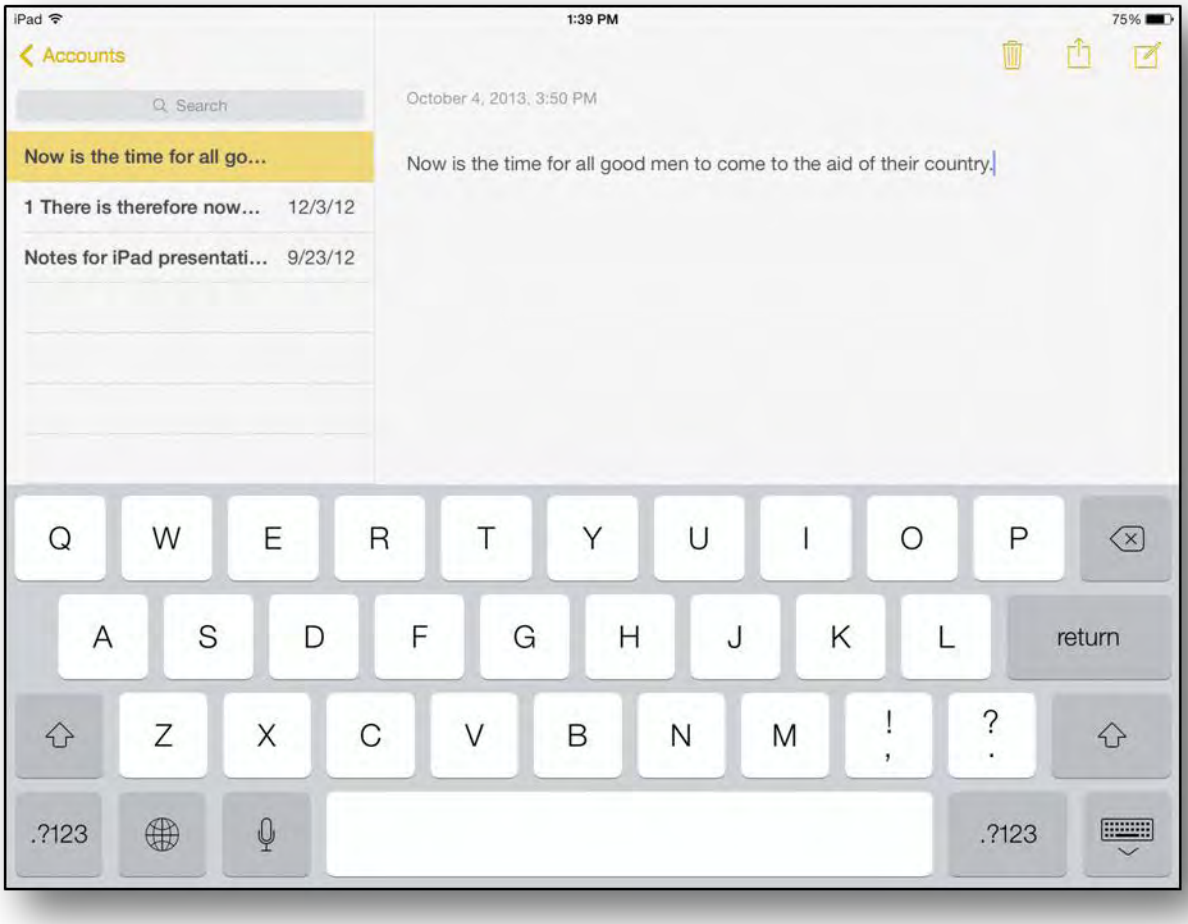
One of the best and most comprehensive apps is **LawStack** (FREE!) from Tekk Innovations (http://www.tekkinnovations.com). The free download of LawStack comes pre-loaded with:

- 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.

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.

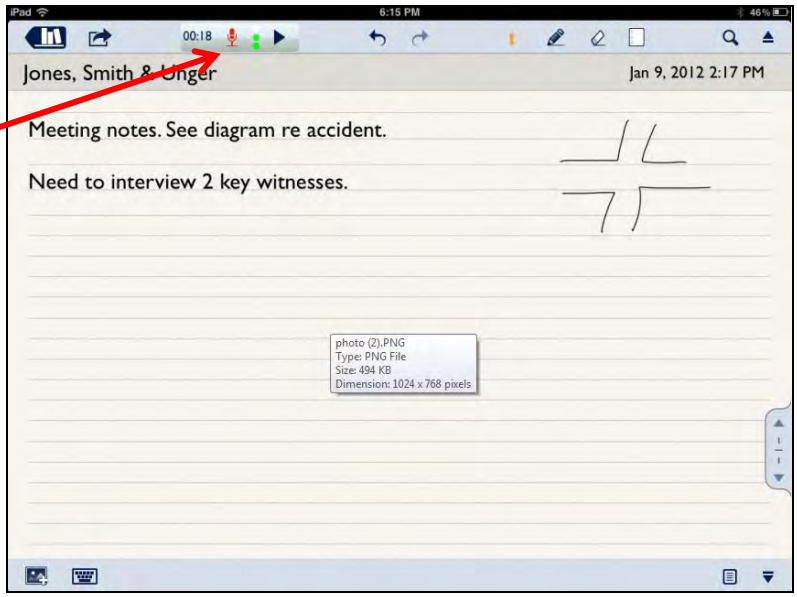
Handwriting Notes on the iPad

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, and 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.


iPad
6:15 PM
46%
00:18
Jones, Smith & Unger
Jan 9, 2012 2:17 PM
Meeting notes. See diagram re accident.
Need to interview 2 key witnesses.
photo (2).PNG
Type: PNG File
Size: 494 KB
Dimension: 1024 x 768 pixels

What Other Hardware Do I Need with my Tablet for Note-taking?

We recommend purchasing some kind of external keyboard for note taking.

For typing, the on-screen keyboard on the tablets works surprisingly well, especially when the tablet is in landscape mode with the back slightly propped up.

But for serious typing, we recommend purchasing a Bluetooth keyboard that can connect to the tablet.

For the iPad, by far, the most popular external keyboard is the Logitech Ultrathin Keyboard Cover (http://bit.ly/1jhrb2Z) that retails for $99, and is available for all models and generations (except the iPad1) in multiple colors, including the iPad Mini.

Finally, we highly recommend that every legal professional using a tablet invest in a good stylus.

When Steve Jobs announced the original iPad in January 2010, he made a big point about the fact that you don't need a stylus (or a mouse or a keyboard) to interact with the iPad. And while that is fantastic, and true for the majority of tasks on the iPad, there are times when legal professionals will benefit greatly from using a stylus with the iPad.

With all the great note-taking apps on the iPad or Android tablet that allow you to write just like on a yellow legal pad, a writing utensil is a good investment and is far better than using your finger.

This also holds true for highlighting text and annotating documents.

There are several excellent styli for tablets on the market today, but one of the best is the Wacom Bamboo Stylus (www.wacom.com). This stylus is well-balanced and approximates the size of a regular ballpoint pen.

Wacom offers the Bamboo stylus "solo" which is only a stylus, but the company recently launched the "duo" which also features a regular ball point pen on the other end.

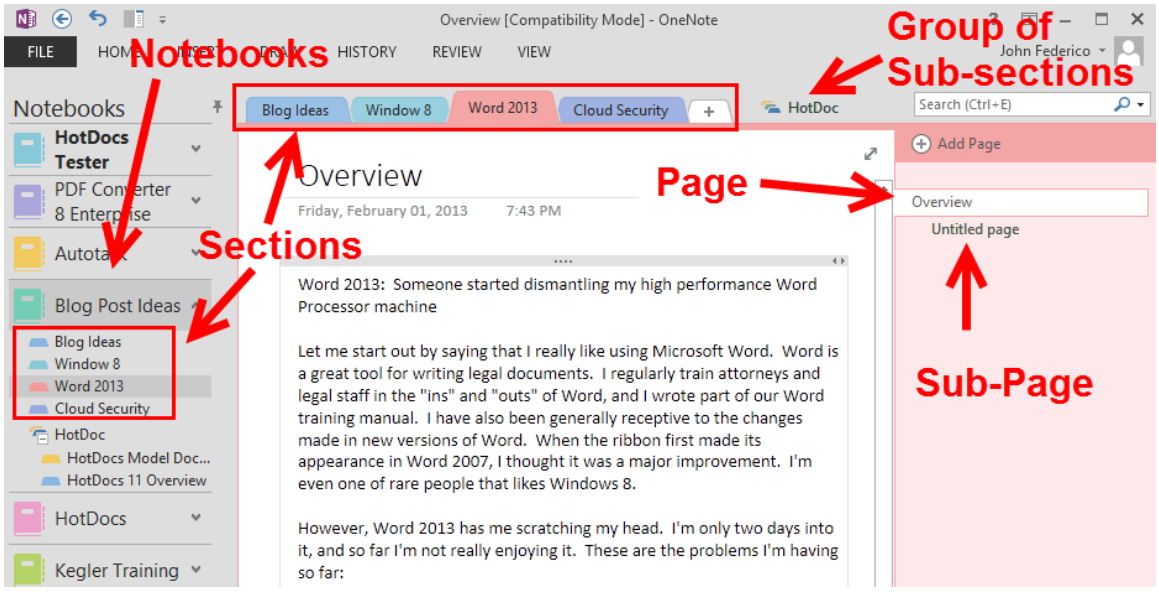
Another option is the Adonit Jot Pro (www.adonit.net). This retails for $20 - $30 at most places and writes or draws with more precision. Some complain about the noise it makes when the plastic tip touches the screen of the tablet. In response to that, Adonit has released a sound dampening tip that is less “distracting”. Many artists who sketch or draw on the iPad use the Adonit Jot Pro.

Super Notebooks & Collaboration

Evernote is an amazing note-taking application and service for just about any computing platform (Windows, Mac, iOS, Android, BlackBerry, etc.). Evernote is free for most users and allows you to write notes that are synched to all devices you use Evernote with. Evernote is also very effective for "clipping" information from webpages and keeping track of tasks like legal research. Evernote is an effective method for sharing information between your computer(s) and iPad, and sharing with other users. Some small law offices have adapted Evernote to perform traditional case management functions to enter case information, notes & phones notes, allowing members of the team to access case information from their desktop, laptop or mobile device.

	EverNote
Platform	iOS, Android, Windows, Mac
Typewritten Notes	Yes
Handwriting/Drawing	Yes
Handwriting to OCR	Yes via Penultimate
Record Sound	No
Sync to Dropbox	Yes
Collaboration (internal)	Yes
Collaboration (external)	Yes
Easily Maintain Multiple Notebooks	Yes
Unique Feature(s)	• Strong collaboration capabilities • Excellent handling multimedia

Microsoft OneNote is another excellent note taking application. It is actually quite sophisticated and clearly surpasses Evernote's functionality. However, it's numerous features sometimes sends users to simpler programs like Evernote. With OneNote, notes can be typed, hand written, or drawn. OneNote is also an excellent tool for collecting research as it can accept and store output from web pages or printed documents. OneNote is also a collaboration tool and multiple people can work in the same notebook at the same time. OneNote is available on Windows, Windows RT, Windows Phone, Android and iOS.



	OneNote
Platform	Windows, Windows RT, Windows Phone, Android and iOS
Typewritten Notes	Yes
Handwriting/Drawing	Yes (Windows only)

Handwriting to OCR	Yes (Windows only)
Record Sound	Yes
Sync to Dropbox	Yes
Collaboration (internal)	Yes
Collaboration (external)	Yes
Easily Maintain Multiple Notebooks	Yes
Unique Feature(s)	• Strong collaboration capabilities • Excellent handling multimedia

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 of 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

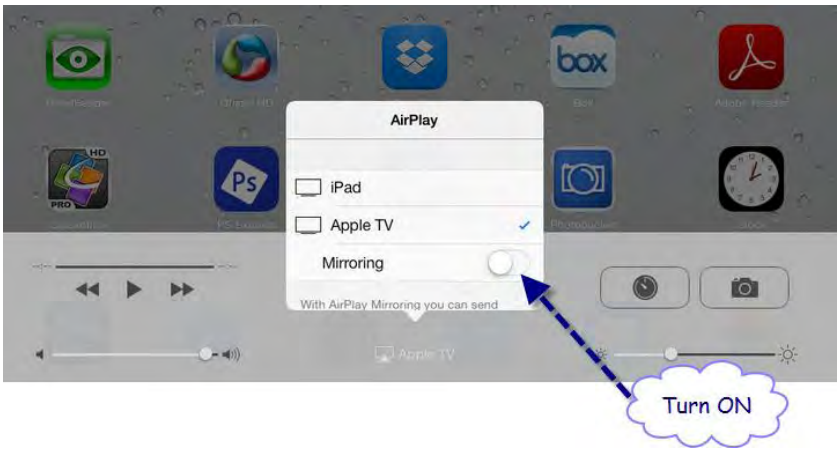
In 2011, Steve Jobs announced that Apple's AirPlay technology could be used to "mirror" the screen of their iPad to a widescreen TV wirelessly using the $99 Apple TV device. It does NOT come with an HDMI cable, so you'll need to supply one of those yourself.

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.

Apple TV Setup

What You Need

- A high-definition TV (HDTV) or projector that can display 720p or 1080p video
- Apple TV (2nd or higher) $99 at any Apple Store
- An HDMI cable $10-$30
- As indicated above, sometimes you will need an HDMI to VGA Converter if you do not have a projector with an HDMI input, or if the courtroom only has VGA inputs at counsel table. This is a lower quality display than HDMI, but it works fine and is sometimes essential. An example: the Kanex ATV Pro, which runs $49.95
- Wireless Router (small or somewhat portable). We recommend that you do NOT rely on public WiFi in the courtroom or elsewhere. Connectivity is too spotty. We bring our own wireless router. Here are just 2 of dozens that would work fine:
    - Apple AirPort Extreme 802.11n Dual-Band Wi-Fi Wireless Router, Model A1354 ($99)
    - Linksys Dual N Band Wireless Router - WRT610N 802.11n ($50)

Instructions

1. **Setup Wireless Network:** Set up your wireless network with encryption. You may want to have your IT folks do this to save time. If you are adventurous, it isn't difficult. Here are two excellent guides from PCWorld that can help:
    - http://www.pcworld.com/article/249185/how_to_set_up_a_wireless_router.html

- http://www.pcworld.com/article/130330/article.html

Write down your network name (SSID) and password and keep them in a safe place. I write mine on a label and affix it to the inside of my router box or Apple TV box for convenience.

2. **Connect Apple TV to your Television or Projector:** Unbox your AppleTV, plug in the power cable, and plug in the Apple TV device via the HDMI cable into your HD television or projector. Turn on your television or projector and switch the input to the HDMI source where the Apple TV is connected.
3. **Setup AirPlay Password:** Using the Apple TV remote control, under **Settings > AirPlay**, select **On** and add a password. Note the password in a safe location. I also write it on a label and affix it to the inside bottom of the AppleTV box.
4. **Connect AppleTV to Wireless Network:** Under **Settings > General > Network**, select **Configure WiFi** and select your wireless network from the list and enter your network password. It may take a couple minutes to negotiate the connection.
5. **Turn Off Apple TV Screen Saver:** Under **Settings > Screen Saver**, select **Never**. This will prevent Apple TV from showing wild animals in the middle of your presentation in the event that it sits idle for more than 5 minutes!

6. **Connect your iPad to Apple TV and Turn Mirroring On:** Go to the iPad's control panel to connect your iPad to the Apple TV. You get to the control panel by swiping up from the bottom of your screen. This reveals the AirPlay button.

Tap on the **AirPlay** button, select your Apple TV and turn **Mirroring** to the **On** position. In a few seconds, you should see your iPad displayed on your large screen.

7. **Backup Plan - Wired Setup:** Always have a backup plan! In the event something goes wrong with the wireless setup, bring your iPad to VGA adapter or iPad to HDMI adapter so you can plug your iPad directly into your television or projector. I bring both adapters out of paranoia. Both cost $20-$50 each and can be purchased at any Apple store or online.

IPAD TO VGA ADAPTER

IPAD TO HDMI ADAPTER

Additional Resources

Official Apple TV Setup Guide
http://manuals.info.apple.com/en_US/apple_tv_3rd_gen_setup.pdf

Kanex ATV Pro HDMI to VGA Adapter
http://www.bhphotovideo.com for $49.00

Apps for Slideshow/PowerPoint Presentations on the iPad

Presenting a PowerPoint from your iPad can 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.

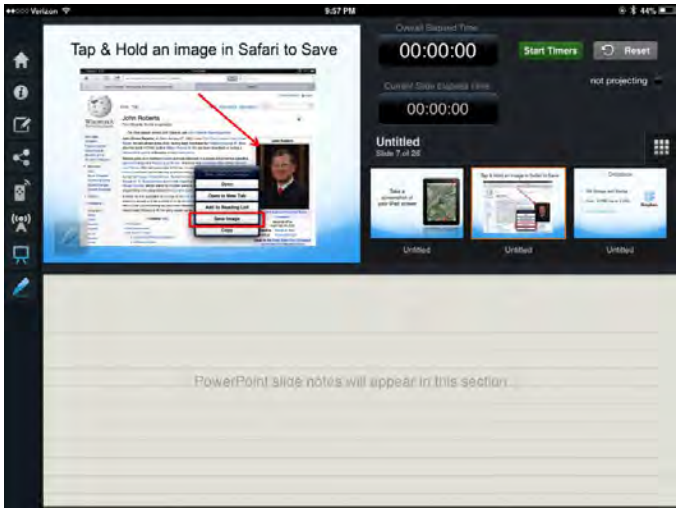
Getting your PowerPoint on your iPad

Our three “choice” apps to have in your toolbox show PowerPoint presentations on the iPad are PowerPoint (available only since March 28, 2014), Keynote and SlideShark. There are pros and cons to all three.

PowerPoint is probably the best choice, but since it is so new, it still lacks a couple key features. It converts the best and offers a huge font set and quite a few features. The shortfalls that I immediately noticed were (1) lack of object & text animations, (2) lack of Dropbox integration, and (3) lack of a “presenter view”. Additionally, in order to edit PowerPoint, you must purchase a Microsoft Office 365 subscription.

Keynote is Apple's answer to PowerPoint. It has been around a long time and is a must-have app. 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. It also requires that you re-insert video and audio into the Keynote presentation (they are lost in the conversion).

SlideShark (www.slideshark.com – 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 very well, including video and audio, and preserving fonts and animations extremely well. I'd give it an B+. 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.

PowerPoint Instructions

The easiest way to get a PowerPoint on to the iPad in the PowerPoint app is to import it through OneDrive, Dropbox, Email. In whichever method, when you tap on the PowerPoint file, select Open In and select PowerPoint. Once in PowerPoint, the file will be stored locally on your iPad until you delete it, and the only cloud storage location where you can save is OneDrive.

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) is a scaled-down version of Apple's Keynote software that runs on the iPad.

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).

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.

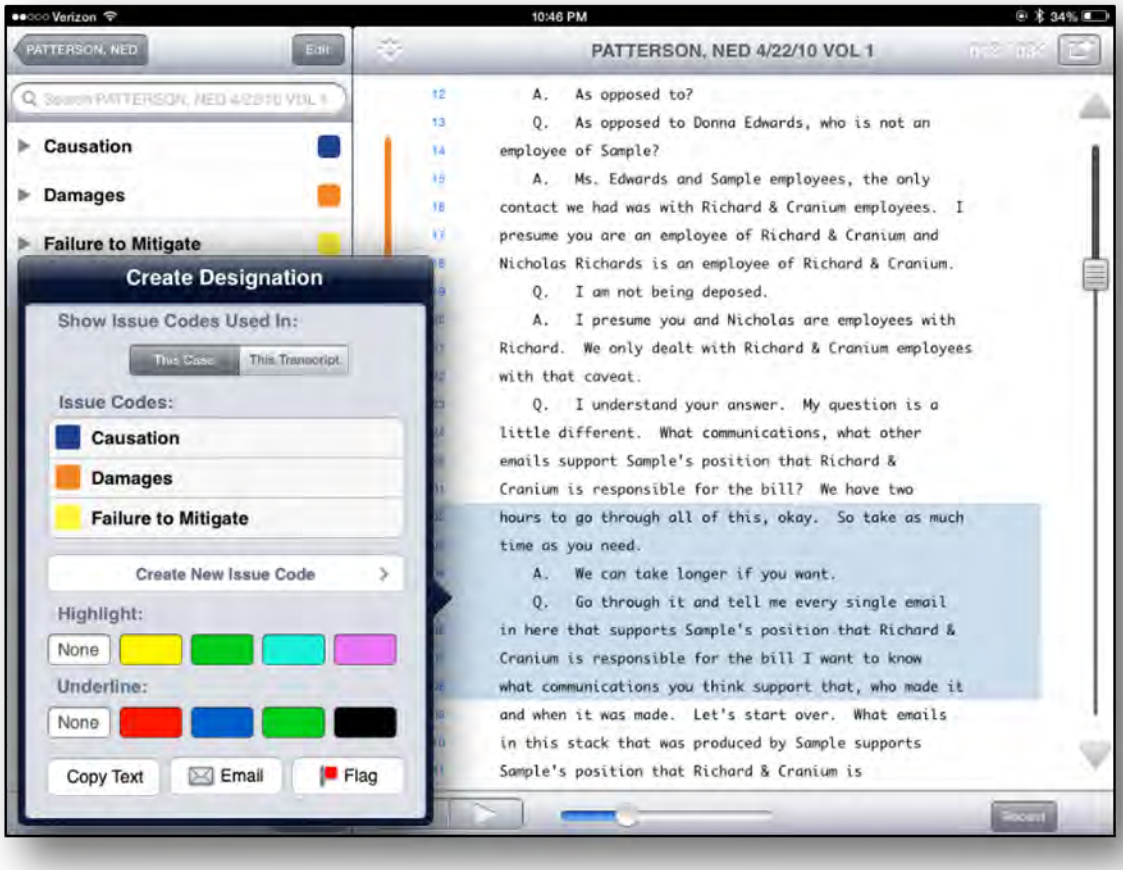
All three apps allow you to pinch-zoom a document in typical iPad style. All three apps also allow you to create "callouts" from documents and highlight critical text, but TrialPad and ExhibitView do a much better job than Exhibit A. You can also save "snapshots" of documents once they've been annotated.

Other Litigation-Related Apps & Tools

TRANSCRIPT MANAGEMENT: Transcript \Pad ($89.99)

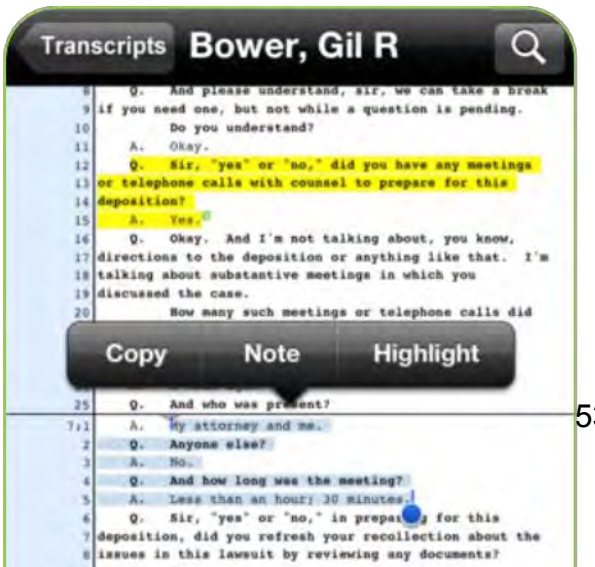
TranscriptPad allows you to load all your transcripts as TXT files, organized by case, and have them available to you on your iPad. TranscriptPad does many things, but here are my four favorites:

- 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



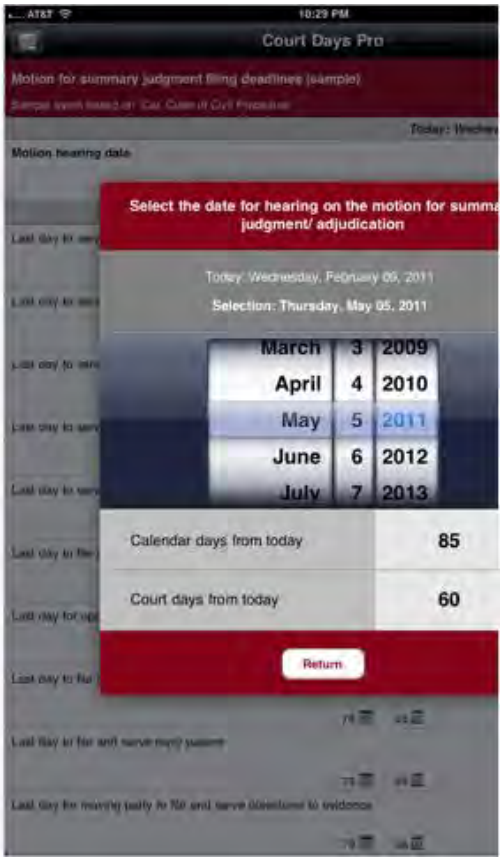
ALTERNATIVE: WESTLAW CASE NOTEBOOK PORTABLE E-TRANSCRIPT (FREE)

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.



DEADLINE CALCULATOR: Court Days Pro ($2.99)

Court Days Pro is a rules-based legal calendaring app for the iPhone and iPad. It provides legal professionals with the ability to calculate dates and deadlines based on a customizable database of court rules and statutes. Once the rules are set up in the application, calculations are performed using a customizable list of court holidays. It has California's Superior Court rules, but future versions will allow the purchase of preprogrammed rule sets for certain jurisdictions. You do have the ability to add your own local court rules for your own jurisdiction.



Once you chose a triggering event (e.g., a motion hearing date) the application will display a list of all events and corresponding dates and deadlines based of trigging event (e.g., last day to file moving papers, opposition, reply briefs). Icons on the screen show the number of calendar days and court days from the current date for all resulting events.

Date results can be added to the device's native calendar app and all results can be emailed straight from the application.

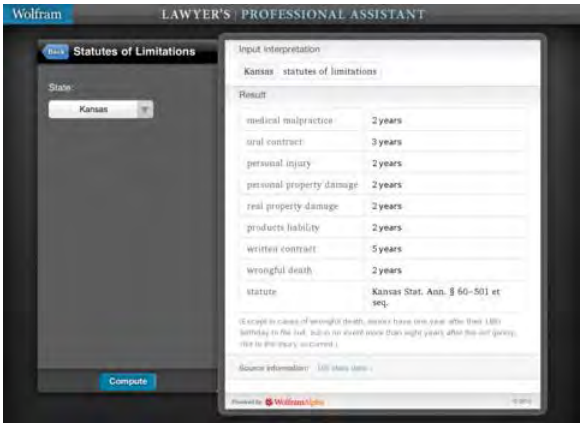
It is preprogrammed with a list of all federal holidays, but is fully customizable to allow the addition or removal of any court holiday to the list.

GENERAL LEGAL REFERENCE: Lawyer's Professional Assistant ($4.99)

The Wolfram Lawyer's Professional Assistant is a reference tool made specifically for legal professionals. Main features include:

- Calendar computations
- Legal dictionary
- Statutes of limitations for each US state
- Visa types, including basic requirements, common issues, and extensions and limits
- Financial computations, including fees calculator, settlement calculator, current interest rates, historical value of money, and federal U.S. tax rates

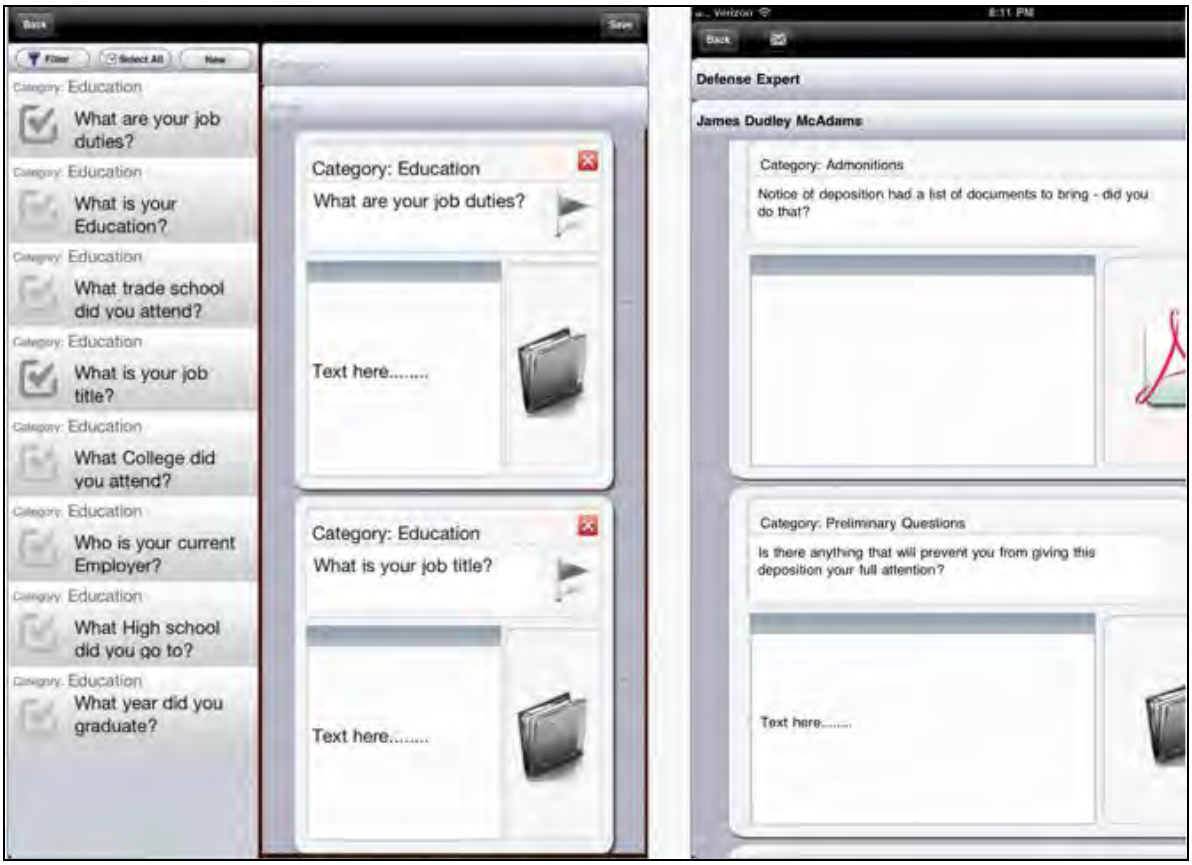
- Crime rates and history for specific crimes, as well as state and national average comparisons
- Demographics of population and economy for a specific city
- Investigative information, including weather, company information, IP lookup, and blood alcohol calculator
- Damages and estate planning computations for occupational salaries, cost of living, life expectancy, and present or future value



DEPOSITIONS: The Deponent ($9.99)

The Deponent App is a deposition question and exhibit outline application for legal professionals. There are 300+ preprogrammed (or add your own) deposition questions by categories, including admonitions or expert qualifications. The app allows you to organize the order of questions and customize the questions for witnesses. Each question can be linked to an exhibit.

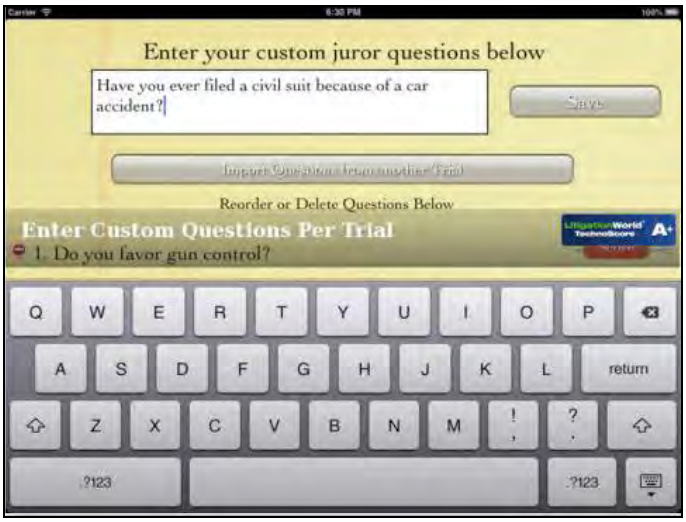
Exhibits can be loaded into the app from iTunes, Dropbox and Box.net in PDF, MS Word and other file formats.



JURY SELECTION / TRACKING: iJuror ($19.99)

iJuror is an app developed to assist with jury selection. Features include:

- Tap the seats to add juror information
- Pattern tracking
- Email the jury information to any email address
- Configurable for seating arrangements of up to 60 jurors
- Add notes as the trial goes along
- Name view provides quick access to name and notes
- Drag and drop to choose jurors
- Drag and drop to choose alternates
- Drag and drop to dismiss jurors


Enter your custom juror questions below
Have you ever filed a civil suit because of a car accident?
Save
Import Questions from another Trial
Reorder or Delete Questions Below
Enter Custom Questions Per Trial
1. Do you favor gun control?
A+
Q W E R T Y U I O P
A S D F G H J K L return
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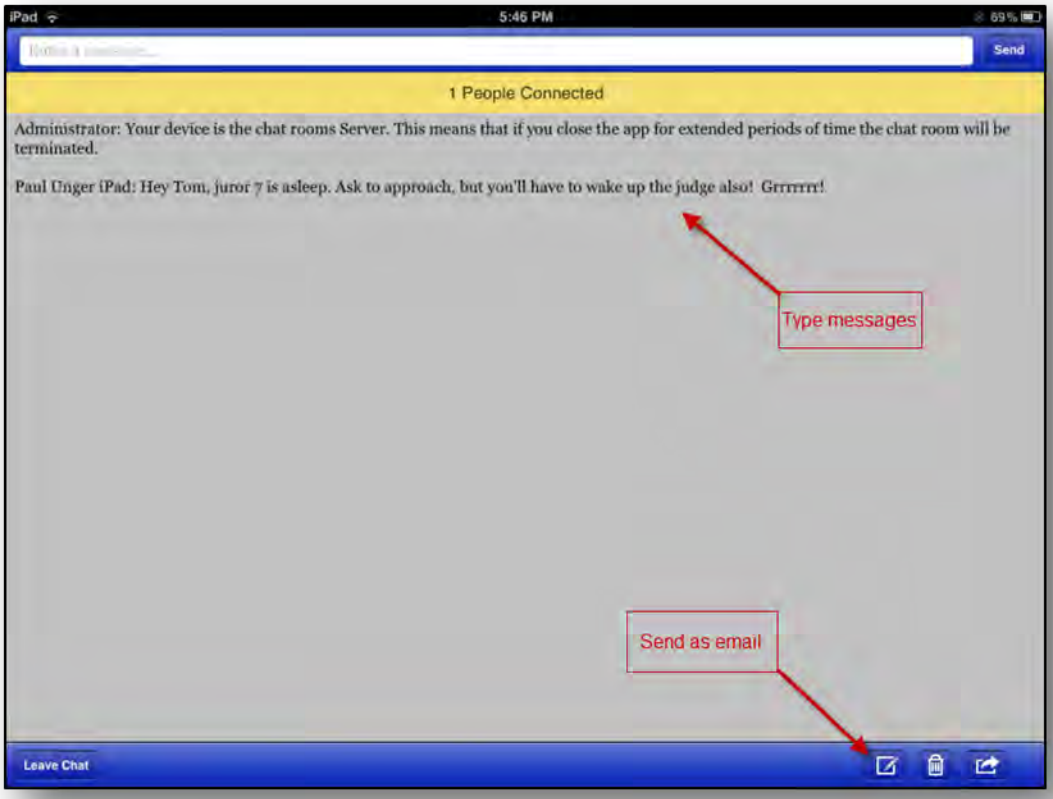
COURTROOM CHATTING: BT Chat HD (FREE)

If you have ever had the need to discretely pass a note in the courtroom, you will completely understand the need for this app. With BT Chat HD, you can chat with other iPad users via Bluetooth or Wifi (WiFi better if sitting at a distance).