

iPad II: Essential Tools & Tricks for Insolvency Professionals

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iPad for Legal Professionals

AMERICAN BANKRUPTCY INSTITUTE
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Reading a Document on the iPad

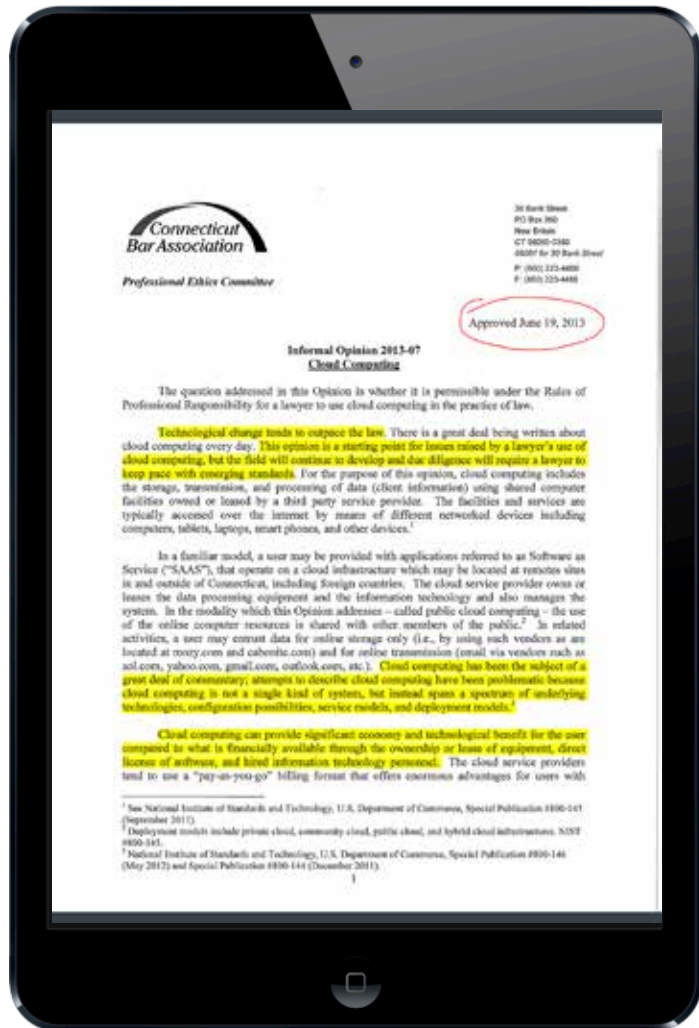
One of the most useful features of an iPad in a legal environment is its ability to display a document.

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 hold and read a printed document on paper. 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

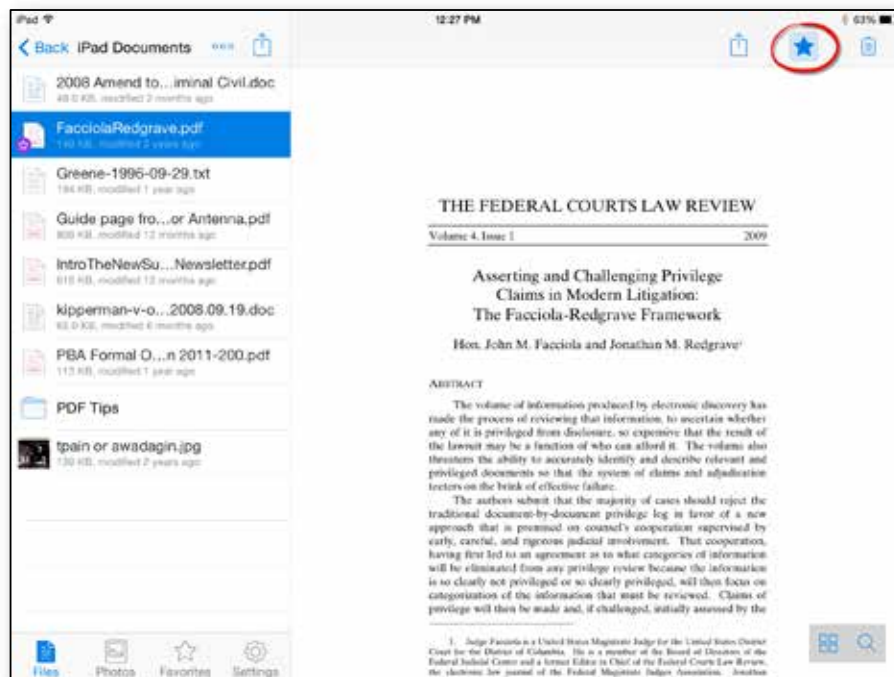
You can carry thousands of documents on your iPad. The iPad can replace all of your folders and boxes of paper with one small, portable device.

Unfortunately, there's not a "My Documents" folder on the iPad similar to what you find on your Windows computer. But there are a number of apps and services that can serve the same function.

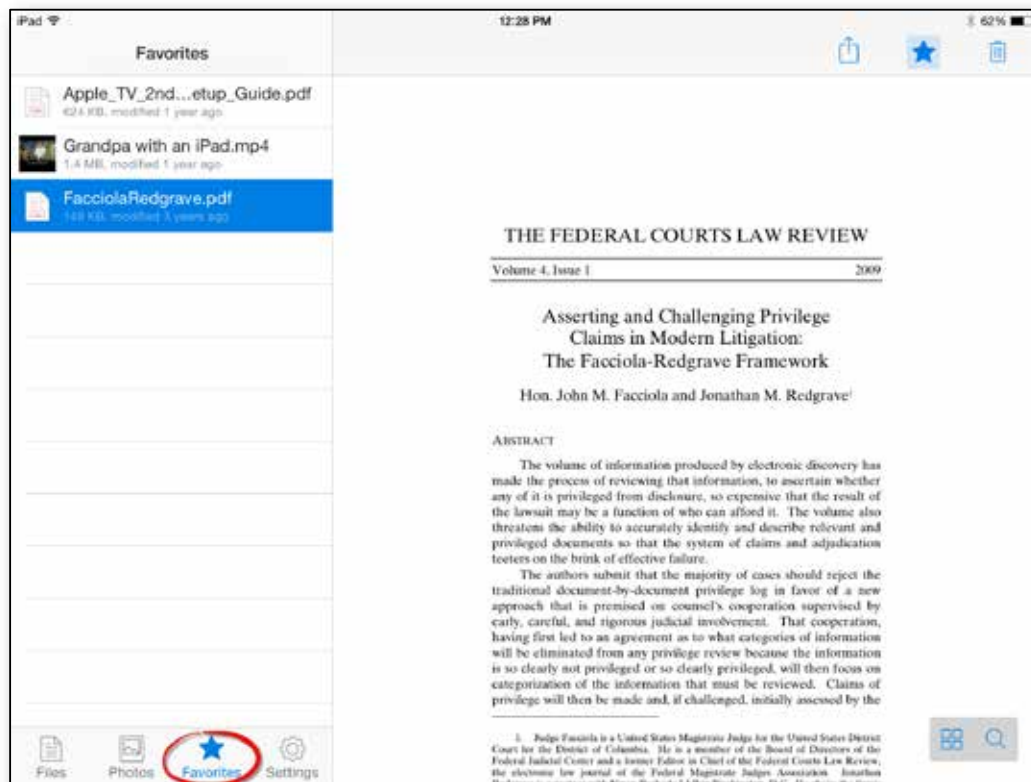


One of the easiest ways to keep documents organized on both your computer and your iPad is to use a service like **Dropbox**. You can sign up for a free Dropbox account at www.dropbox.com which will give you 2GB of space to store documents in the Dropbox cloud (100GB costs \$99 a year). The service also creates a Dropbox folder on your computer. When you store a file in the Dropbox folder on your computer, a copy of the file is made on Dropbox's cloud server and you can access that file from any computer connected to the Internet by visiting www.dropbox.com.

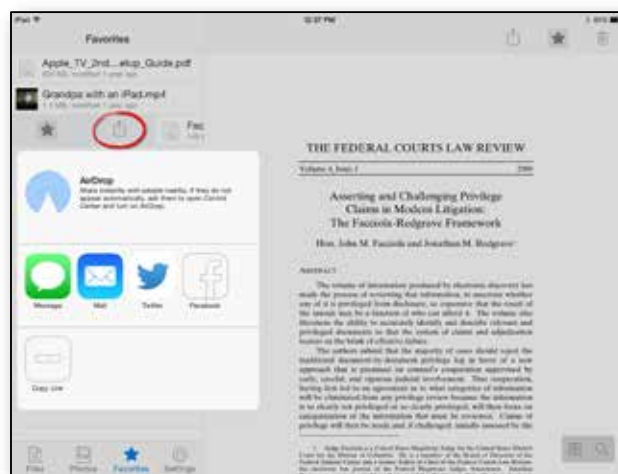
Dropbox also has a free app for the iPad that allows you to access the same files and folders as long as you are connected to the Internet. If you need a document to be accessible "locally" on your iPad (i.e. you won't have an Internet connection), then you simply need to indicate a document as a "Favorite" by tapping the star in the upper right corner.



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



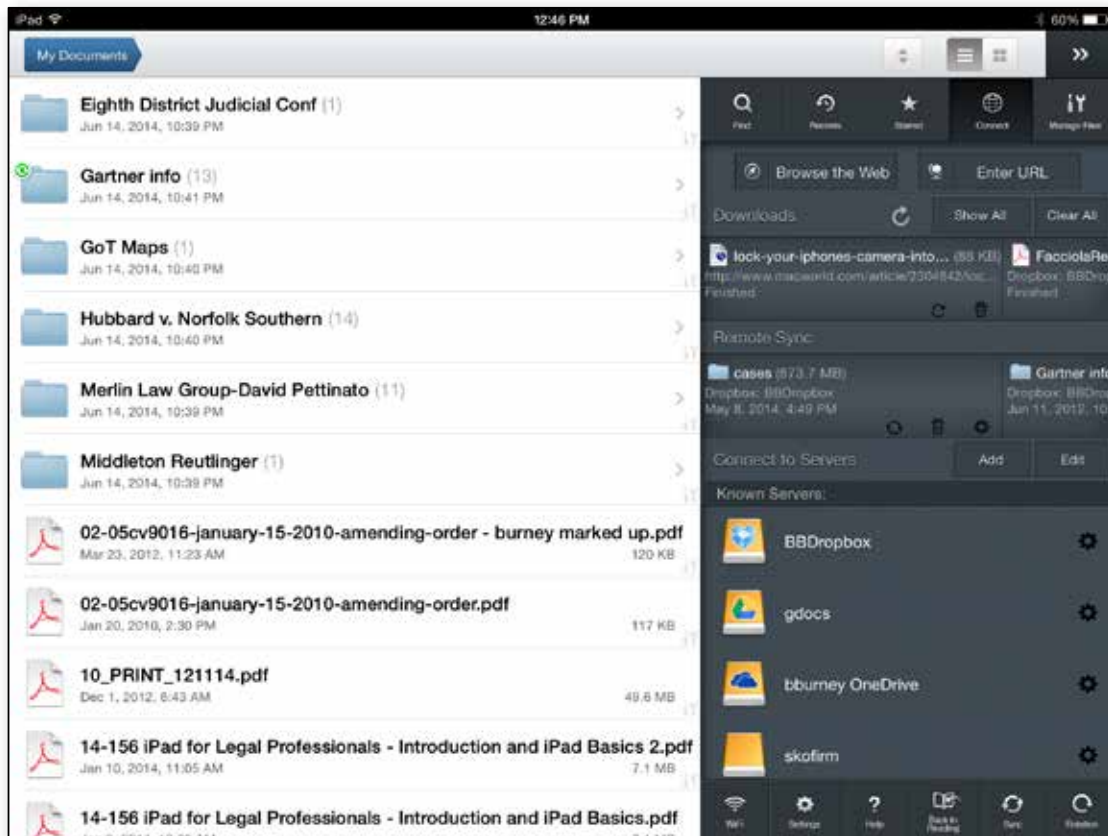
You can also share documents with co-counsel, co-authors, or clients by swiping the document description to the left and selecting **Share**.





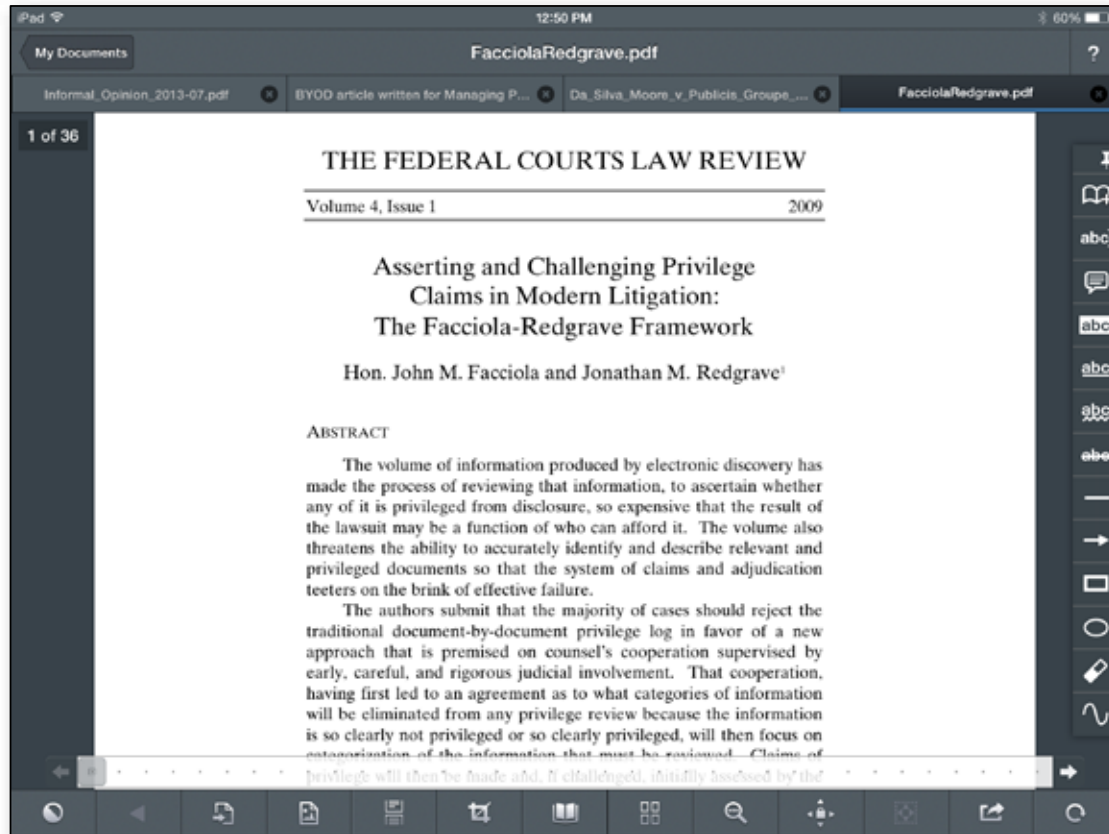
Another excellent option for carrying documents on your iPad is with an app such as **GoodReader 4 (\$6.99)**. GoodReader's interface supports folders and file icons and looks very similar to what many of us are used to seeing on our computers.

GoodReader can also connect to cloud-based services like Dropbox so you can copy folders and files locally down to your iPad. Once the files are on your iPad, you can organize them into folders and rename, copy or move files in the "Manage Files" section.



GoodReader also lets you search for files in the app and you can "Star" certain files to access them quickly from the "Starred" tab.

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 one (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.

There is also a slider at the bottom of the document that allows you slide to a specific page. Small thumbnails of each page appear as you slide your finger across.

Lastly, GoodReader allows you to search for words or phrases (magnifying glass icon at bottom of screen) as long as the documents is full-text searchable (for example, some scanned PDF files are simply pictures and cannot be searched).

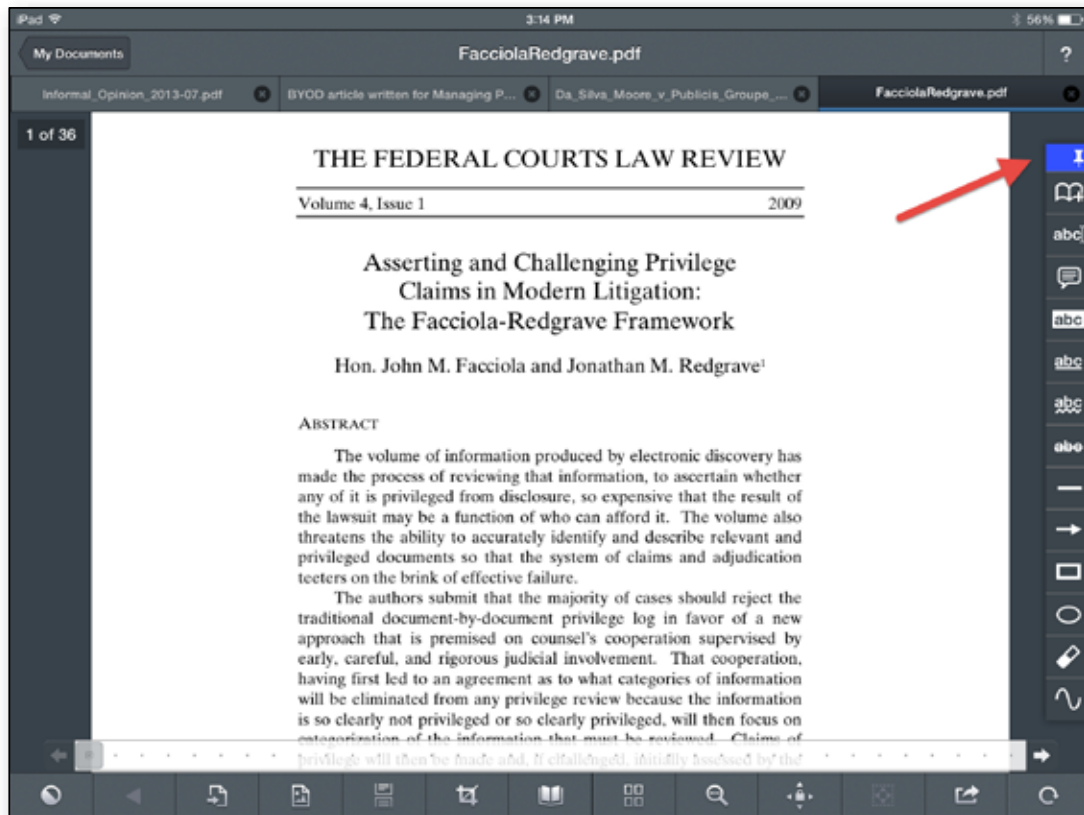
Working with PDF Files

Adobe defines the Portable Document Format (PDF) as “a file format representing documents in a manner independent of the application software, hardware and operating system used to create them.” That means that PDF files are an excellent way to view and annotate documents on the iPad. Here we’ll discuss several “workflows” and tasks that can be accomplished on the iPad with PDF Files.

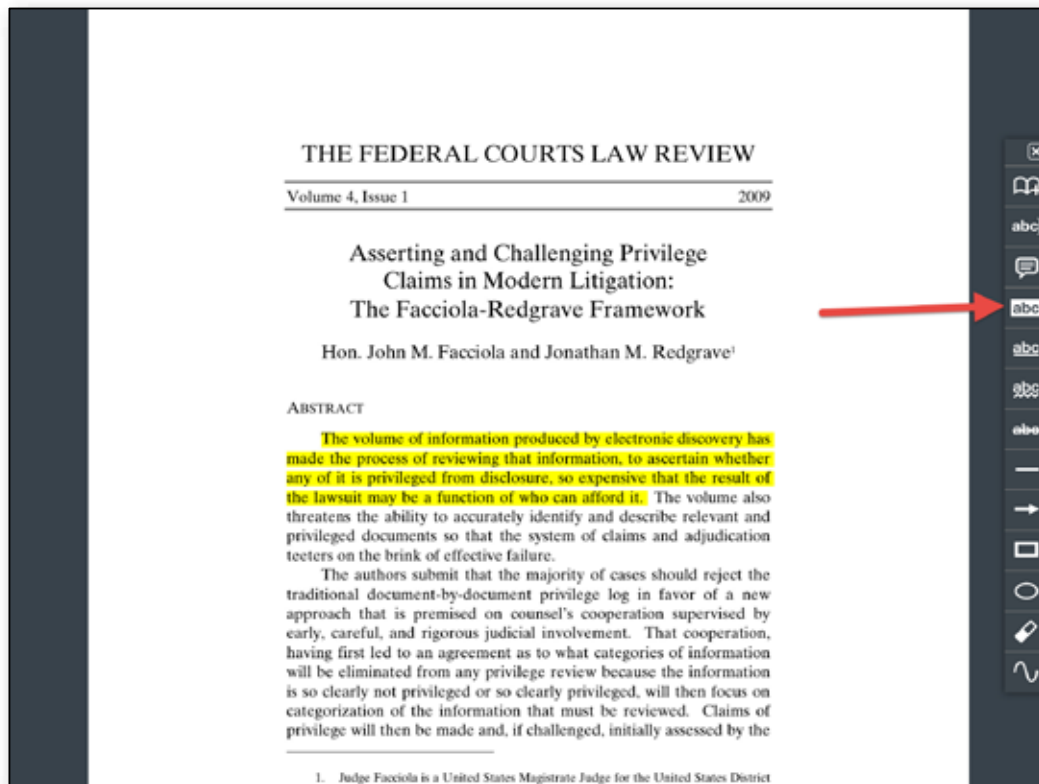
Annotating and “Marking-Up” PDF Files



GoodReader (\$6.99) is one of the best apps for annotating and marking-up PDF files allowing you to highlight & underline text, create text comment boxes, draw freehand, and much more. When viewing a document, the Annotation Toolbar can be pinned to the right side of the screen by tapping the thumbtack at the top of the toolbar.



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.



PDF Forms and Signatures



PDF Expert (\$9.99) is another excellent app for annotating and marking-up PDF files. In fact, PDF Expert offers all of the same annotation tools that you will find in GoodReader, but with a different user interface. But there are two tasks that PDF Expert does a bit better than GoodReader.

First, PDF Expert is an excellent way to fill in PDF forms that you might find on a court's website. PDF Expert will recognize the form fields that need to be completed and highlight them in light blue. You can tap into a field and type the information directly into the field.

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AND
INSTRUCTIONS TO CLERK

FRANKLIN COUNTY MUNICIPAL COURT
CIVIL DIVISION, THIRD FLOOR
375 SOUTH HIGH STREET, COLUMBUS, OHIO 43215

John Smith
VS.
CASE #: M CV.....

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DATE: ATTORNEY'S SIGNATURE

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WAIVER OF NOTIFICATION
AND
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DATE: _____ ATTORNEY'S SIGNATURE John Smith

Converting Documents & Web Pages to PDF Files



If you need to convert a Word document or website to a PDF file, you can use Dar-Soft's **PDF PROVIDER (\$6.99)**. One way to use PDF PROVIDER is to pull up a website in the built-in web browser and then click the "Convert" button in the upper right corner. PDF PROVIDER will generate a perfectly formatted PDF file of the website and provide the ability to e-mail it directly from the app, you can use the "Open In" menu to open the PDF in GoodReader or PDF Expert to highlight some text.

The newly created PDF File can be found in the PDF list where you can also send it to Dropbox or merge the file with other PDF files.

If you have upgraded to iOS 8, you can now enable the "extension" in the Safari web browser so that you have the one-tap ability to convert any webpage to a PDF file.

The most recent version of PDF PROVIDER includes a built-in scanner (\$1.99 in-app purchase) but we recommend using the Scanner Pro app discussed below for this functionality.

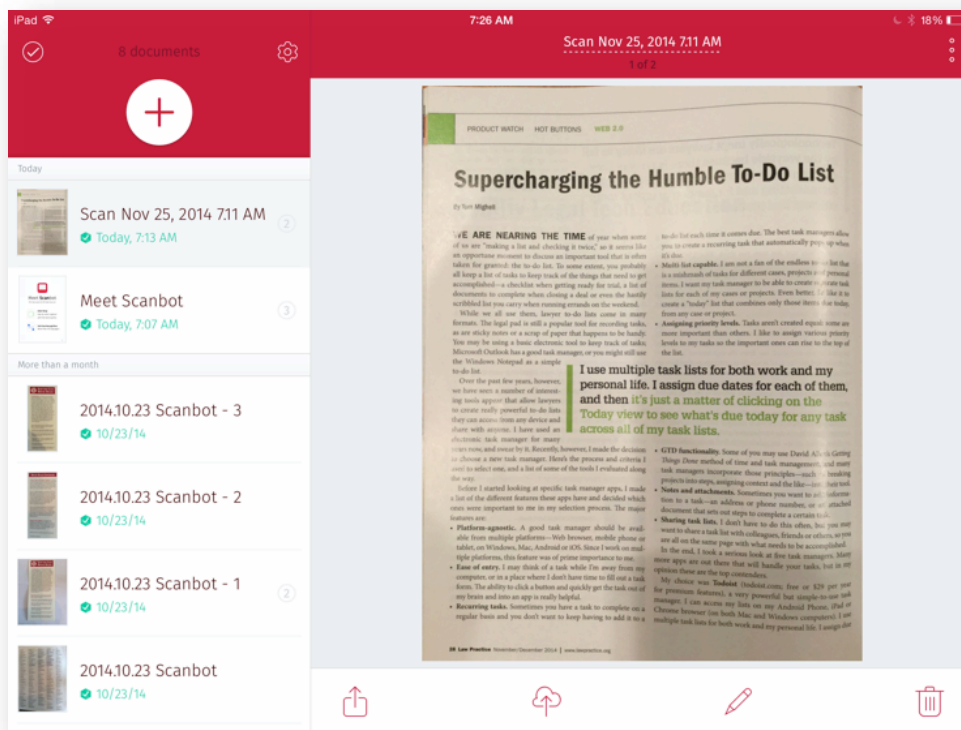


Scanning Paper Documents as PDF Files with the iPad



The iPad can be used as a portable scanner. **Scanbot (\$1.99)** is an amazing app that uses the iPad's camera to "scan" (take a picture) of a paper document on a desk or table and then converts the picture to a JPG or PDF file. Once you take a picture, adjustments can be made by cropping the image, or changing the brightness or contrast. You can "scan" multiple pages of a document and when you're done, you can upload the file to a cloud service such as Dropbox.

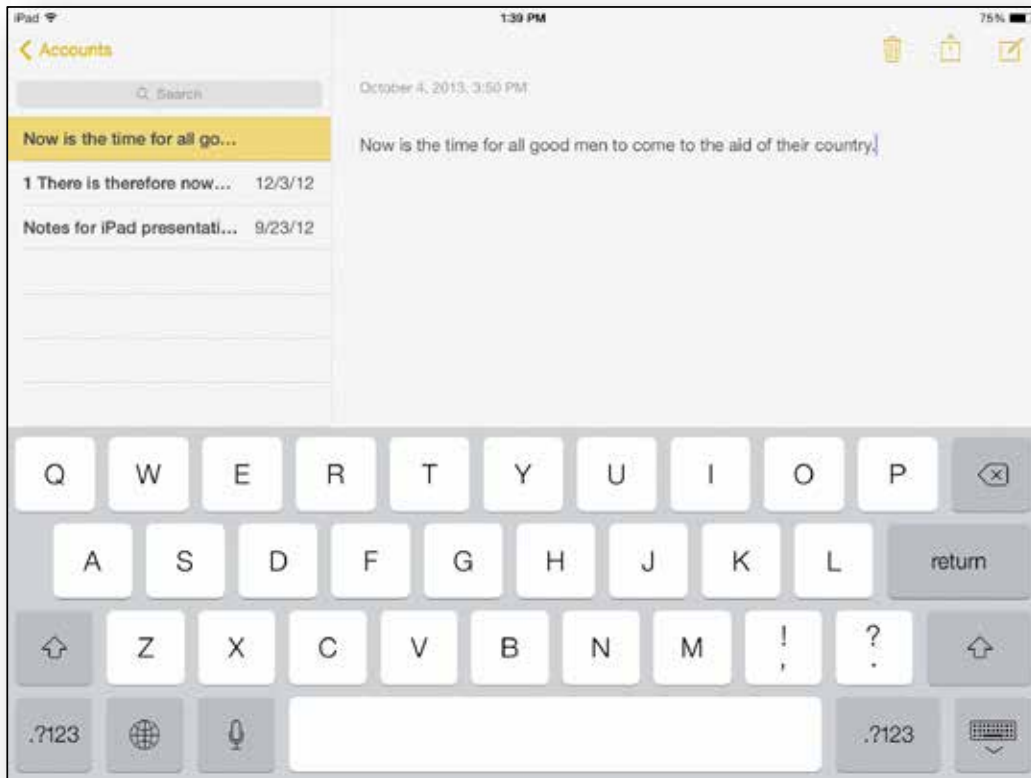
When you upgrade to Scanbot Pro (a \$4.99 in-app purchase), you get text recognition (OCR), theme options and "smart file naming" (you can customize how files are auto-named). The OCR tools let you search the text or copy the text to paste into another app.



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 your 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 Mac or PC.

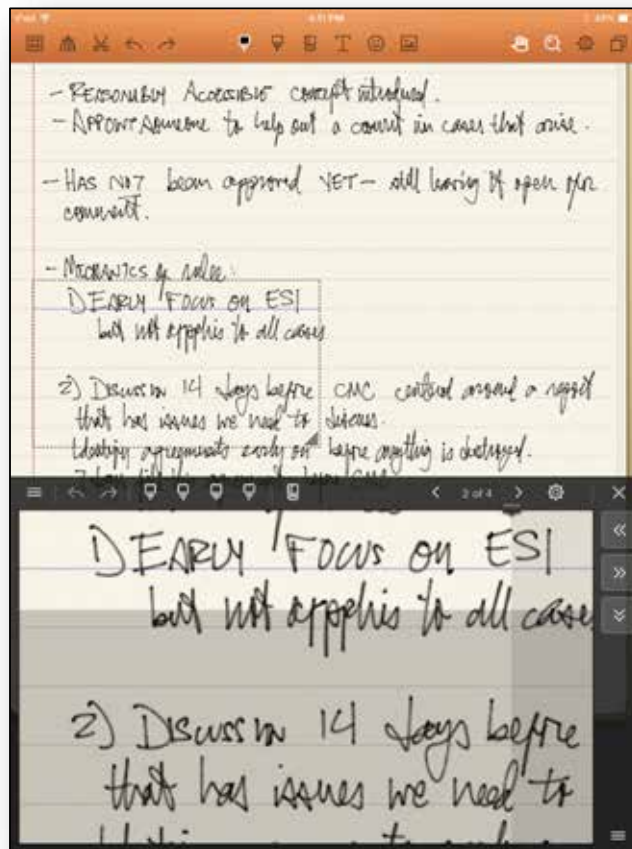
Handwriting Notes on the iPad



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 (\$5.99)**.

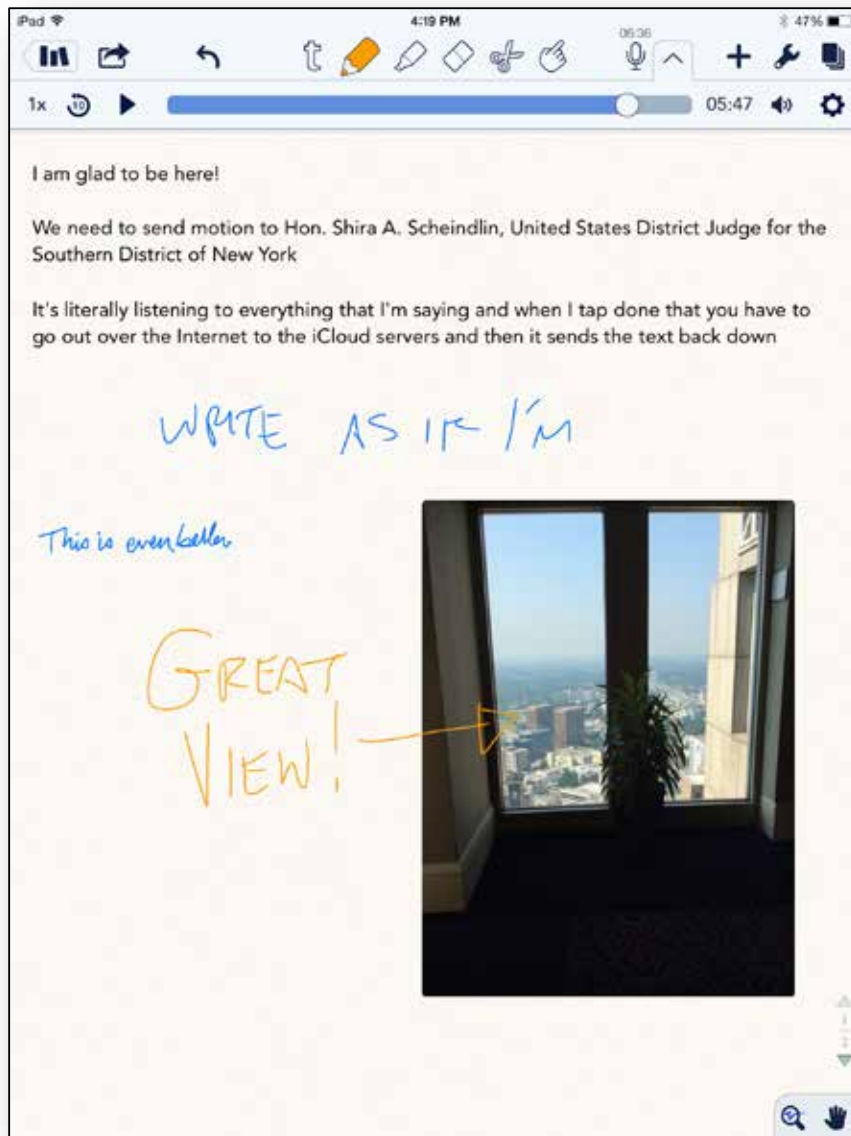
Handwriting on the iPad can take a little getting used to, but it will eventually feel as normal as writing with a ballpoint pen on a yellow legal pad. One of the most important options to seek out when using a handwriting app such as Noteshelf is the inclusion of "wrist protection" and a "zoom window."

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 your handwriting down in the upper portion of the app.





Notability (\$2.99) is another excellent app that allows you to handwrite notes, as well as insert typed text and pictures. Notability also allows you to record audio while taking notes so that you can “play back” your notes with audio at a later time (notice the microphone in the icon to the left). The feature is very well-implemented in Notability making this one of the most feature-packed note-taking tools available on the iPad.



What Other Hardware Do You Need for Note-Taking on the iPad?

We recommend purchasing some kind of external keyboard if you plan to do a lot of typing on your iPad. The iPad's on-screen keyboard 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.



We also 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 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). The Adonit Jot Pro 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.

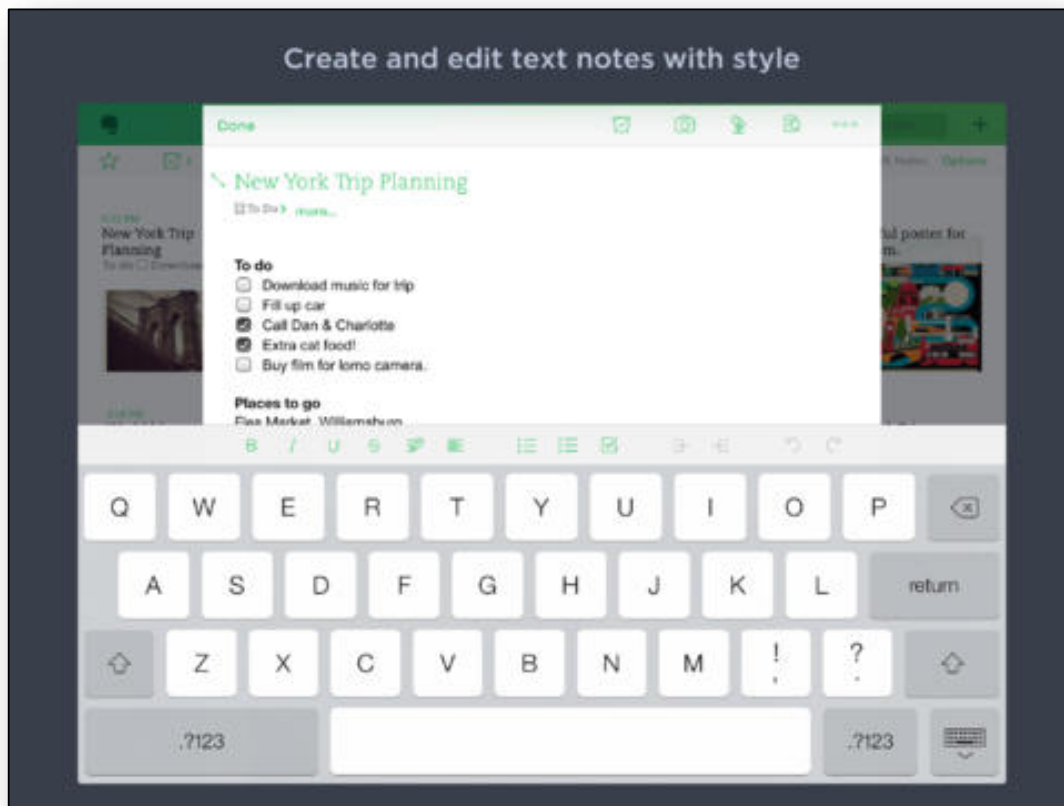


Super Notebooks & Collaboration



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.

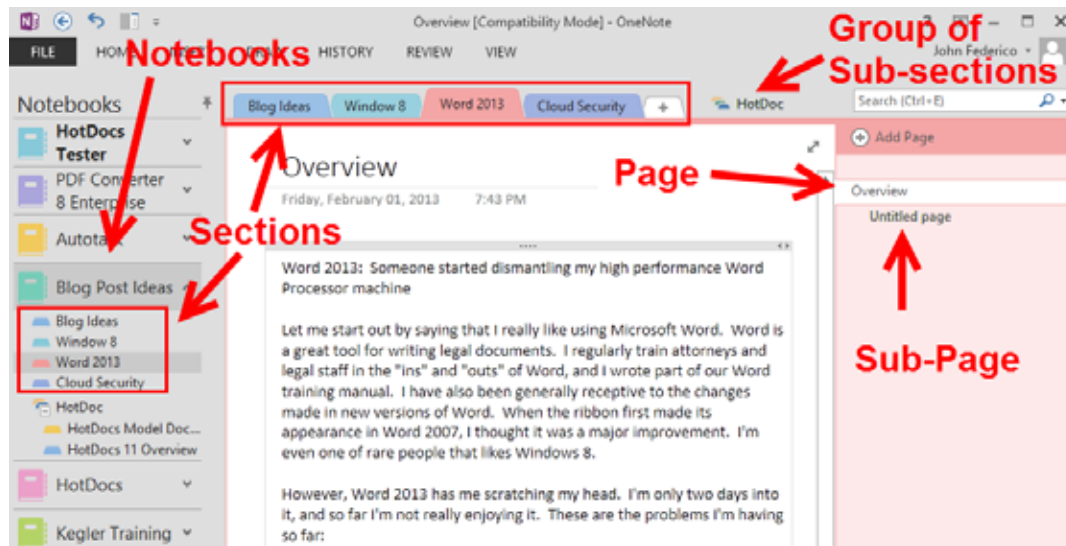
Evernote is an effective method for sharing information between your computer(s) and iPad, and sharing notes with others. Some small law offices have adapted Evernote to perform traditional case management functions to enter case information, notes & phones notes, allowing members of the team to access 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Strong collaboration capabilities • Excellent handling multimedia

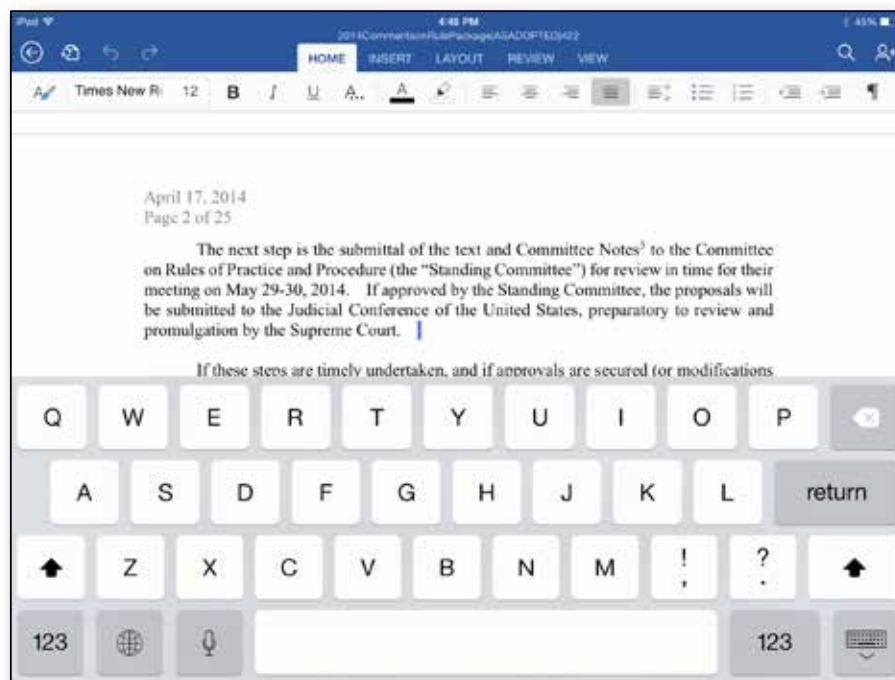
Editing Microsoft Word Documents



Microsoft released their Word iPad app on March 27, 2014, nearly three and a half years after the iPad hit the market. In the interim, a dozen popular Word editing apps made their way to the iPad, providing a work-around for people who wanted to edit documents from their iPad. Many of these solutions were less-than-ideal and a bit clunky. However, many were starting to become fairly solid apps with a mature feature set.

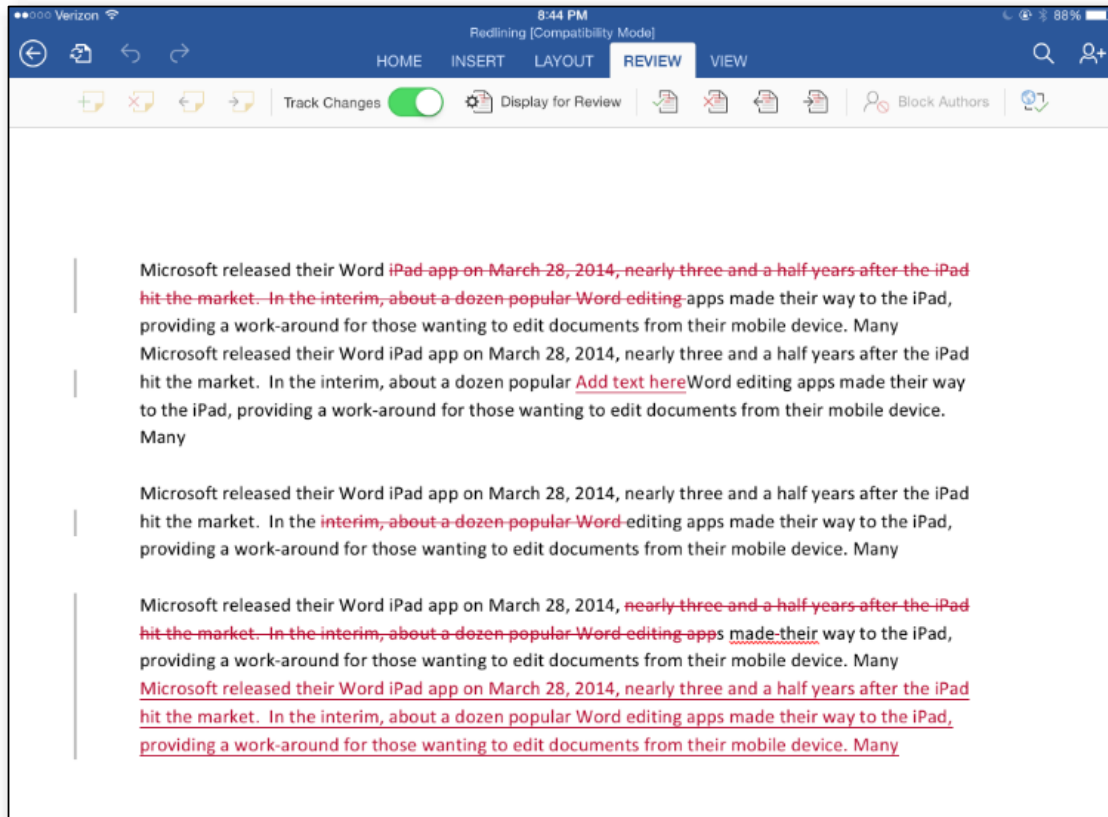
Microsoft Word for iPad is a free app and is hands-down the best app available on the iPad for viewing and editing Word documents. Initially, the free app allowed you to view Word documents, but you could not edit those documents unless you had a subscription to Office 365.

In November 2014, Microsoft added more functionality to the free Microsoft Word app for the iPad. While the apps already connected to directly to Microsoft's OneDrive cloud storage service, the new apps now connect to Dropbox accounts as well. In addition, the free app now supports some basic editing features such as creating text, adding styles and changing fonts. You will still need an Office 365 subscription if you want to work with columns, charts and tables; use Track Changes; or have access several other advanced features.



If you regularly work in Microsoft Word on your computer, then you will feel right at home in the Microsoft Word iPad app. The “Ribbon” has been tweaked to work superbly as a “tappable” interface (as opposed to a mouse & cursor).

It has become obvious that Microsoft is committed to supporting the iPad and iOS platform and these latest improvements make it a no-brainer to download and use Microsoft Word for the iPad for all of your Word document editing needs.



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

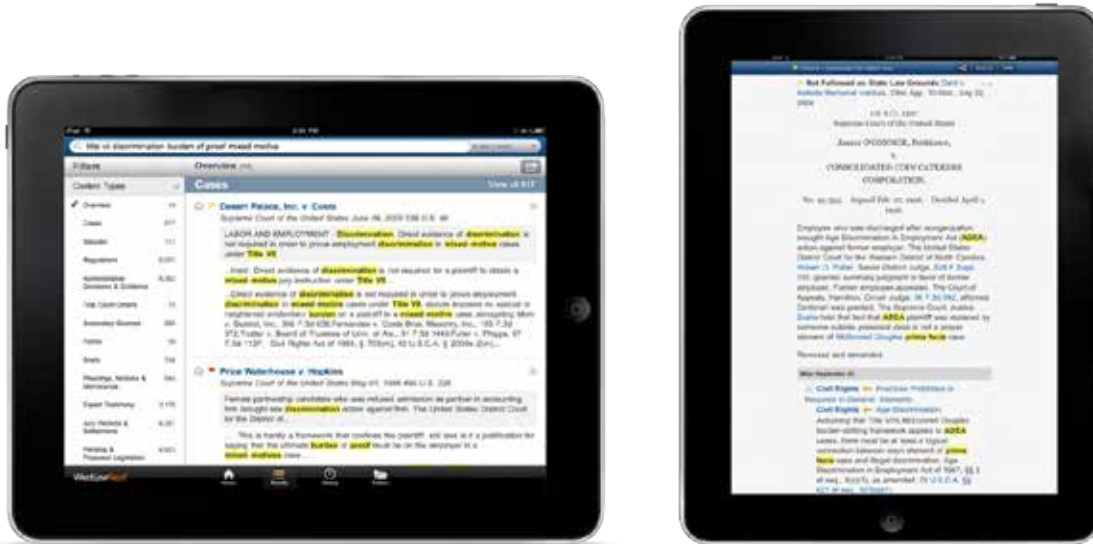
There are three main legal research apps available for the iPad. The first two are to be expected, as both Westlaw and LexisNexis now both have excellent iPad apps that give you direct access to their subscription services. The third app, FastCase, is an excellent alternative to the first two.

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.

WestlawNext®



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.



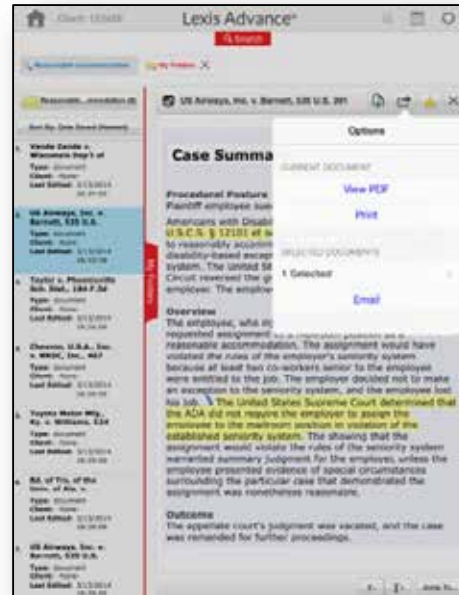
Once you bring up a case, you can click the "Tools" button to e-mail it, save to a research folder, or save it for "offline" reading (so you can pull up the document when you don't have an Internet connection). When you select e-mail, you can tell the app to attach the case as a PDF, Word or WordPerfect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

Lexis Advance™



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 Shepardizing 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.

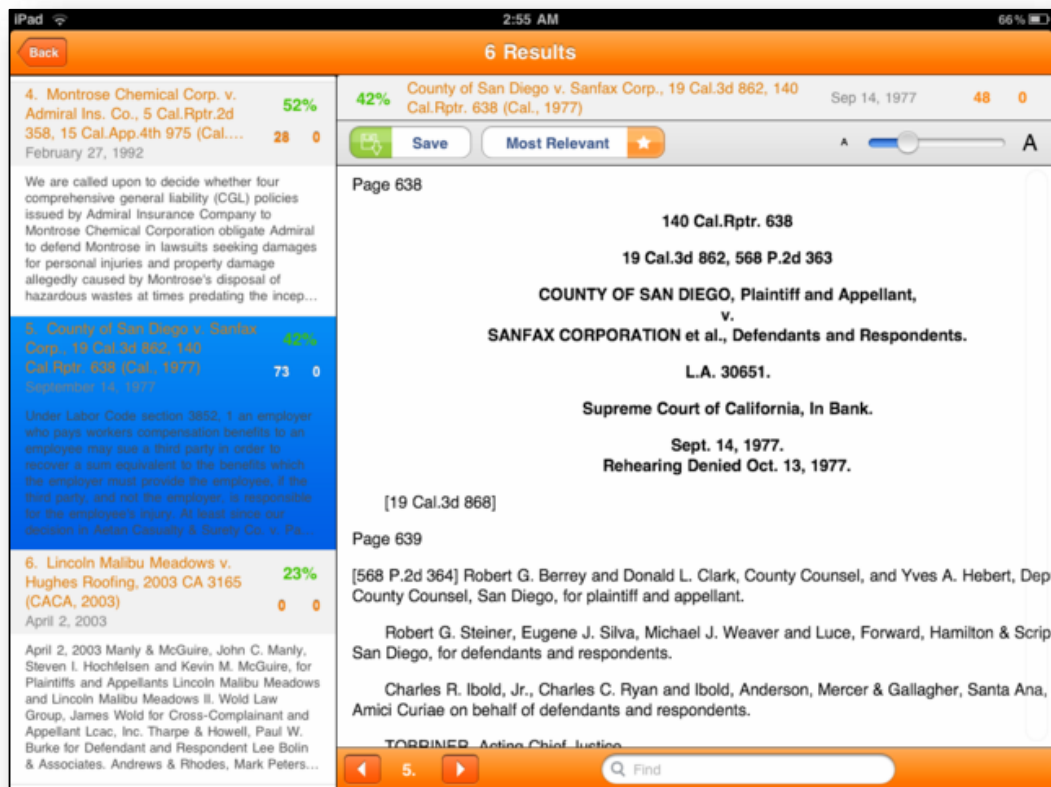
Some would say that the Lexis Advance iPad app doesn't yet offer the same number of features as what you find in the WestlawNext app, but that should change over time. Lexis was a little slow in coming to the market with their full-fledged iPad app, and so WestlawNext still has the benefit of a head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

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.



Any rules purchased through these apps are updated through the regular update process of the App Store.

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 be 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 your 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)
 - Cradlepoint CBR400 Portable Router – (\$150-\$200)

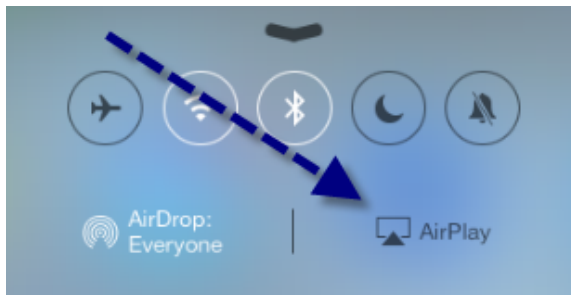
Instructions

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:** This one is important so you don't show wild animals or movie advertisements in the middle of your presentation in the event that it sits idle for more than 5 minutes! Under **Settings > Screen Saver**, select **Never**.

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.



Additional Resources

Official Apple TV Setup Guides

<http://support.apple.com/manuals/#appletv>

Kanex ATV Pro HDMI to VGA Adapter

<http://www.bhphotovideo.com> for \$49.00

Apps for PowerPoint Presentations

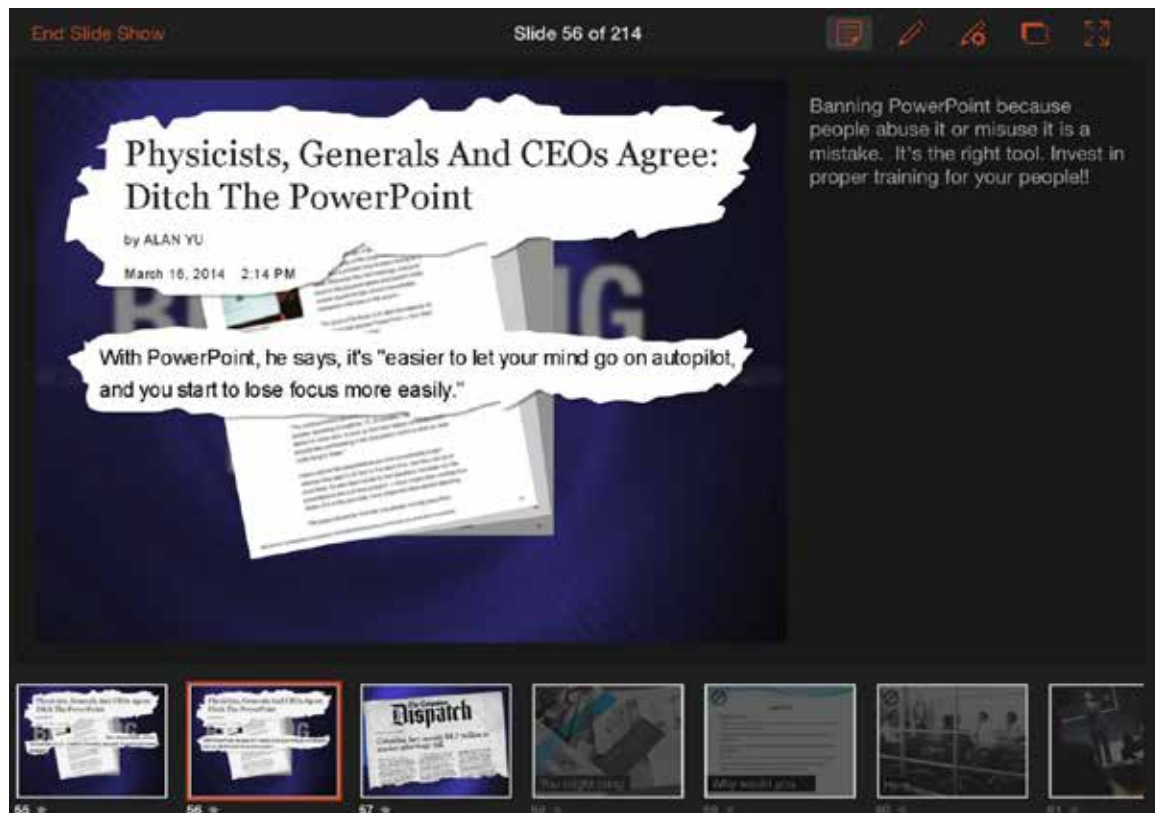
The iPad is an excellent tool for showing and controlling Microsoft PowerPoint presentations. The two best apps for PowerPoint presentations on the iPad are PowerPoint and Keynote for iOS from Apple.

PowerPoint for iPad (from Microsoft)

Microsoft finally released a PowerPoint app for the iPad in March 2014. It is truly the best choice for presenting PowerPoint on the iPad.



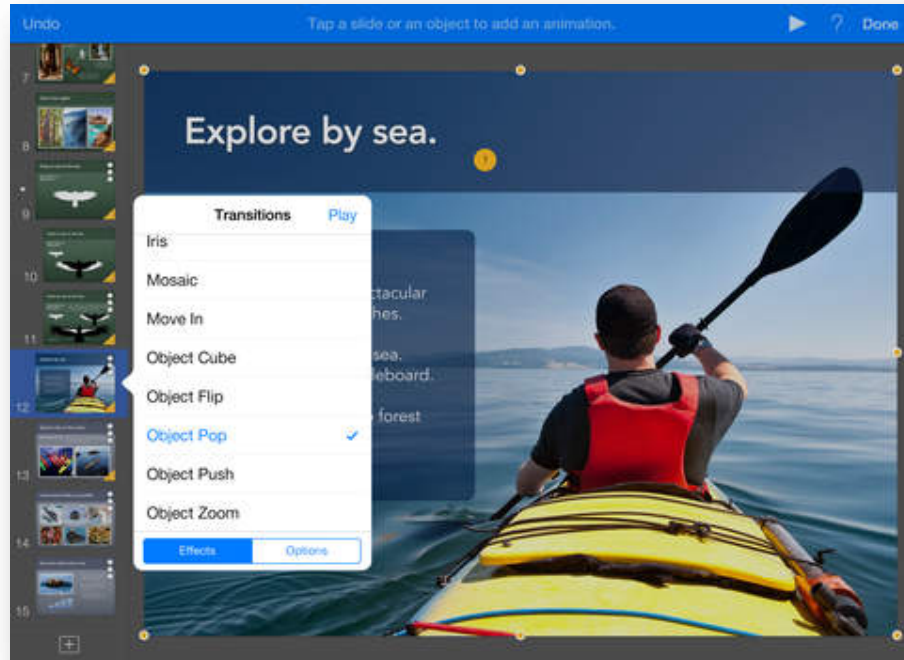
Why is PowerPoint the best choice? Because there are no conversion issues, it has a very large font set, and it now supports video, audio and animations. Furthermore, in its last release, Microsoft added Presenter View, which now gives presenters the ability to jump ahead very easily, and most importantly, the ability to see notes. Here is a screen shot of Presenter View on the iPad:



Microsoft has a free version which allows you to perform some basic editing functions on text. However, if you need access to more advanced features, or would like to use the "Presenter View," you will need to purchase a subscription to Office 365 (www.office365.com). In addition to connecting to Microsoft's OneDrive cloud storage service, PowerPoint for iPad now also connects to Dropbox.

Keynote for iOS (from Apple)

Apple's presentation software is called Keynote and has been available for Mac computers for many years. Naturally, Apple developed **Keynote for iOS** that worked on both the iPhone and iPad. The app is available for \$9.99 or it comes free with any new iPad. The Keynote for iOS app also works directly with an iCloud account for storage and accessibility from any computer connected to the Internet.



While Keynote presentations have their own file format, Apple was smart to allow you to pull PowerPoint files into the Keynote app where they were immediately converted. The conversion process is good, but presentations should always been checked since not everything converted easily.

As one might expect, Keynote for iOS is a beautiful app on the iPad. You can edit slides, add animations & transitions, and insert pictures, video & audio. When presenting from the iPad, only the current slide shows on the projector, but the Keynote app on the iPad allows you to see the next slide or read through your speaker notes.

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.

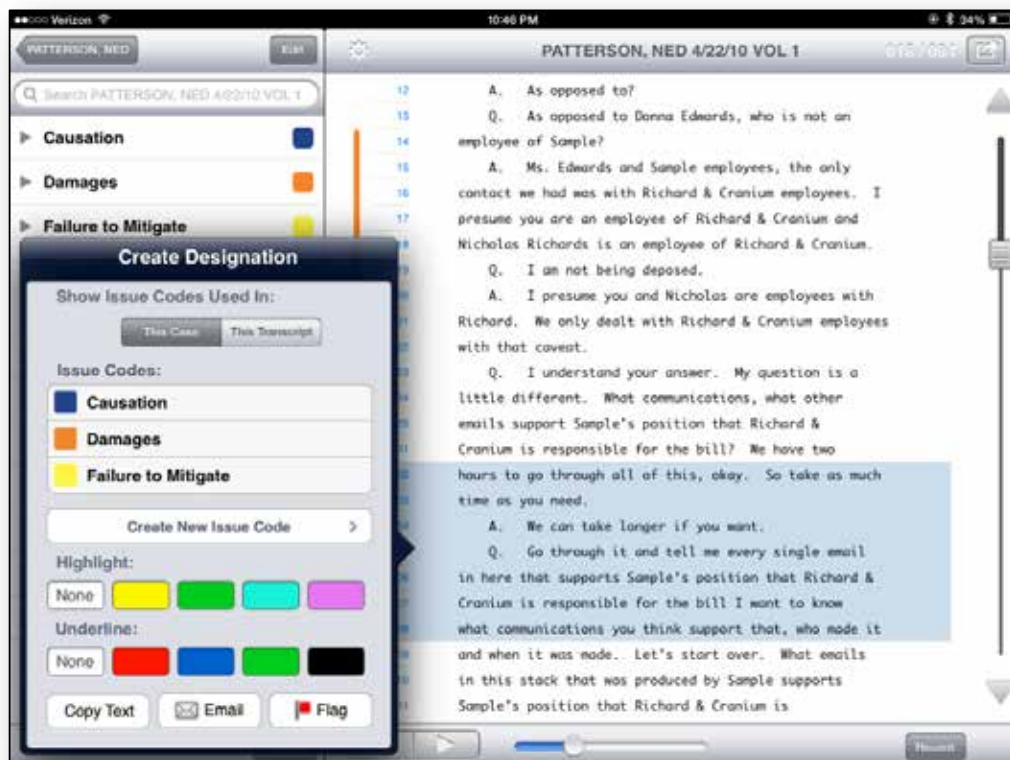
All three apps allow you to pinch-zoom a document in typical iPad style. All three apps also allow you to create "callouts" from documents and highlight critical text, but TrialPad and ExhibitView do a much better job than Exhibit A. You can also save "snapshots" of documents once they've been annotated.

Other Litigation-Related Apps & Tools

TRANSCRIPT MANAGEMENT: TranscriptPad (\$89.99)

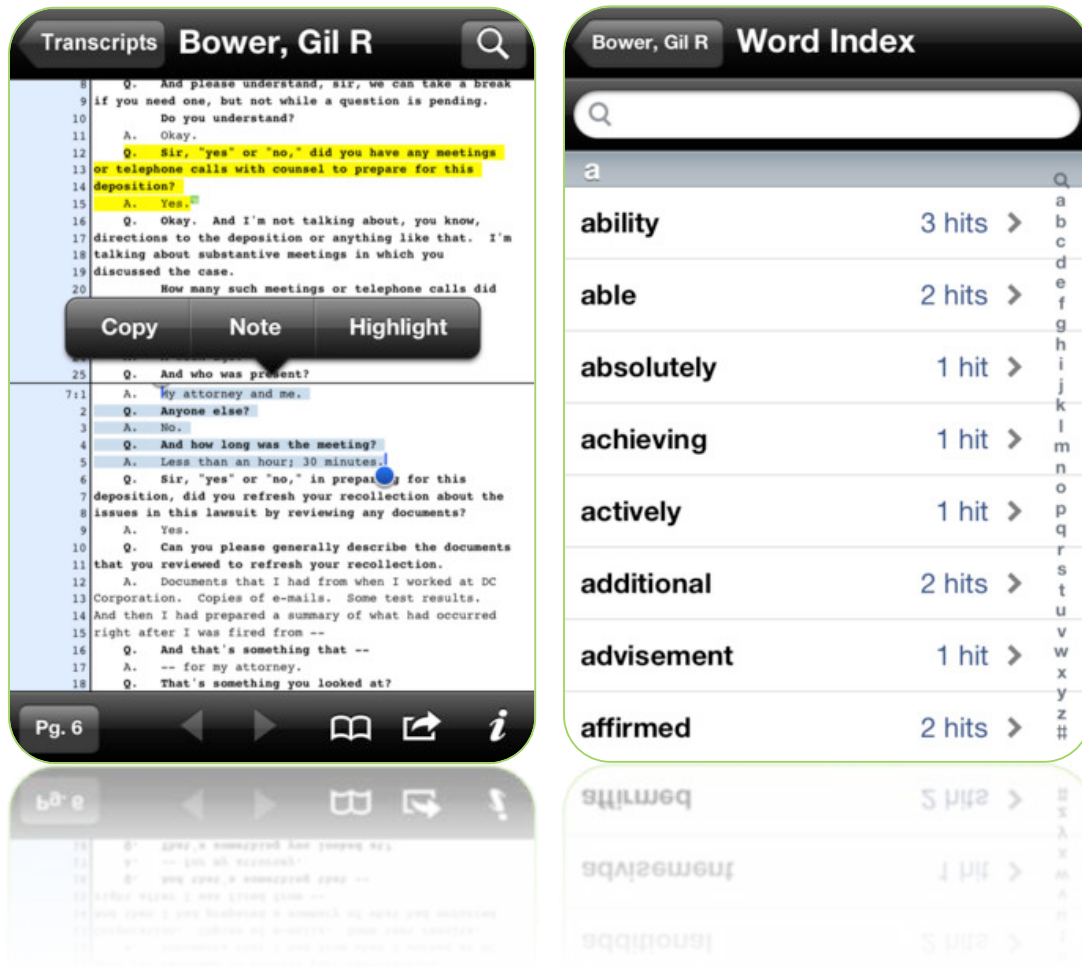
TranscriptPad allows you to load all your transcripts as TXT files, organized by case, and have them available to you on your iPad. TranscriptPad does many things, but here are my four favorites:

- 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



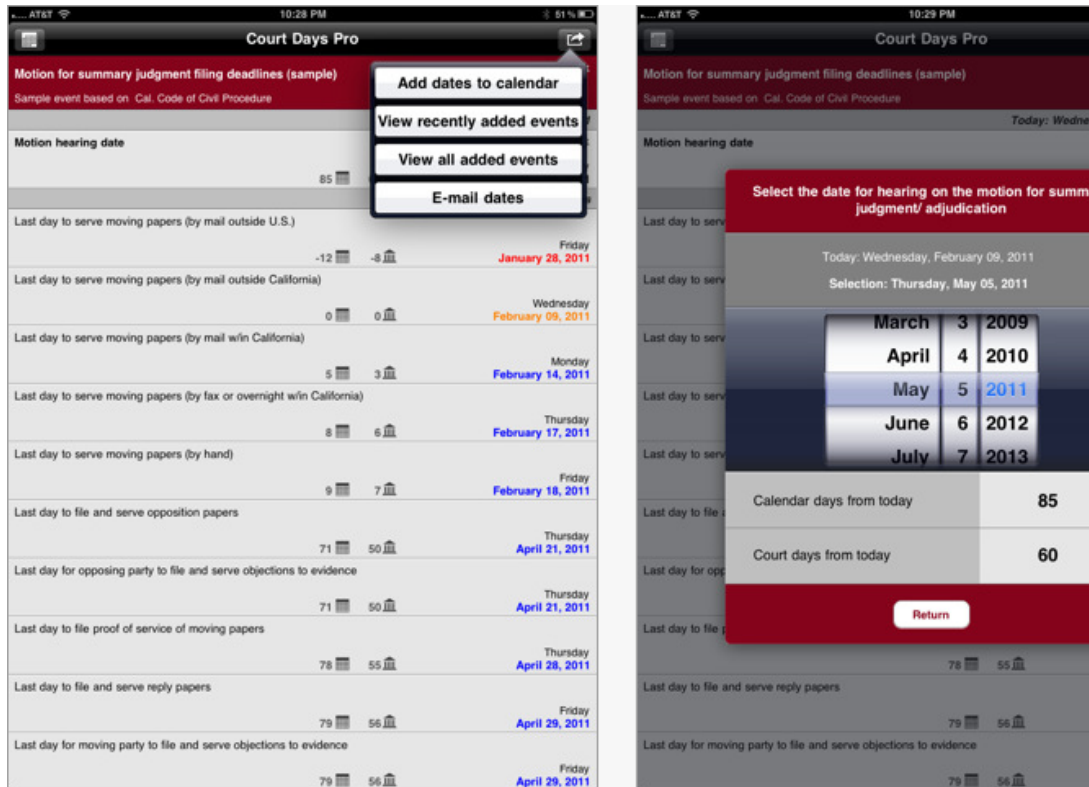
ALTERNATIVE: WESTLAW CASE NOTEBOOK PORTABLE E-TRANSCRIPT (FREE)

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 triggering 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.

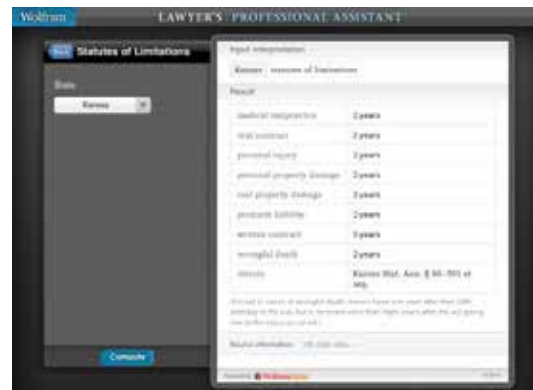
Date results can be added to the device's native calendar app and all results can be emailed straight from the application.

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:

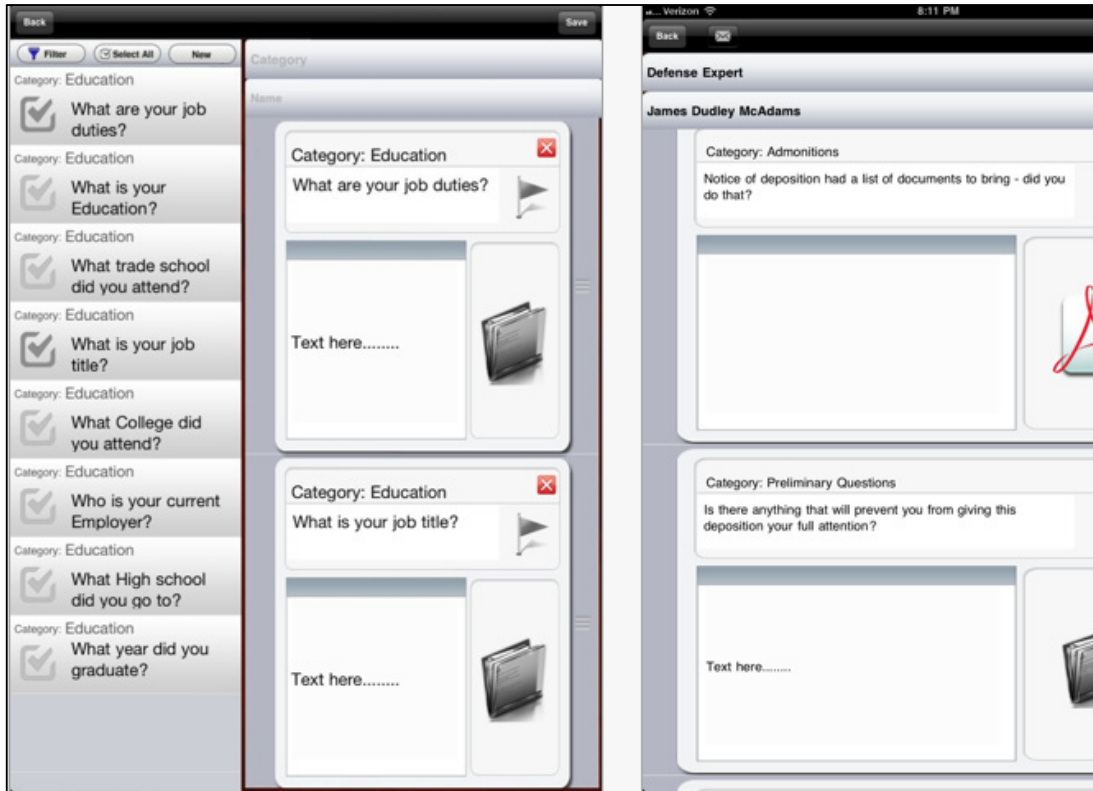
- Calendar computations
- Legal dictionary
- Statutes of limitations for each US state
- Visa types, including basic requirements, common issues, and extensions and limits
- Financial computations, including fees calculator, settlement calculator, current interest rates, historical value of money, and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



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).

