

iPad for Lawyers

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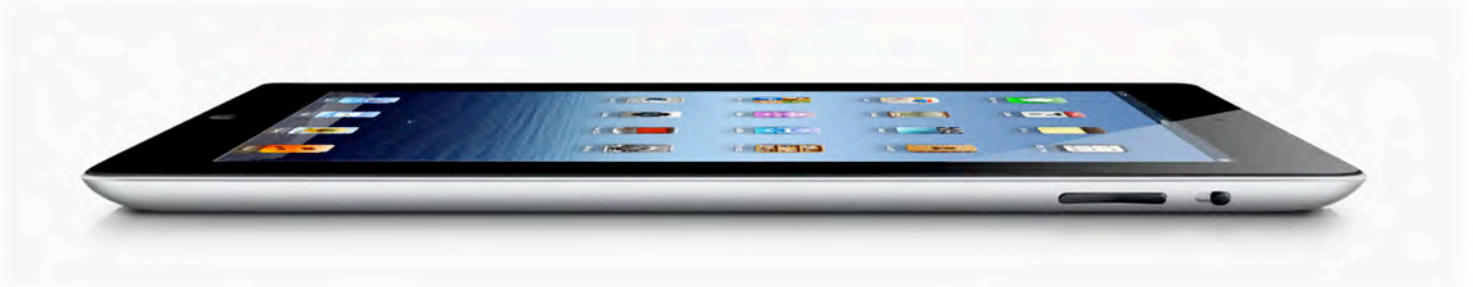
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Introduction

The iPad is becoming a "must-have" for every lawyer. Perhaps not so much for its functionality (yet), but certainly for its gleam and glamour.



The iPad is more than a Smartphone but it's not quite a laptop. Some say it's similar to a "netbook" but without a keyboard attached.

I like to think of the iPad as an "electronic legal pad" because it has more of that feel to it when you hold it in "portrait" mode.

The iPad allows you to view and edit documents, check e-mail, surf the Web, read books, annotate PDFs, take notes, dictate letters, and much, much more.

You can use an iPad regardless of whether you use a Windows or Mac computer. It used to be that you needed iTunes installed on your computer to initially set up the iPad, but with the release of iOS 5, that is no longer the case. It is still helpful, however, to have iTunes available for managing music, videos, etc.



With Pages, Keynote, and Numbers, you have everything you need to create beautiful documents, stellar presentations, and impressive spreadsheets, in ways you've never imagined. All three are designed to work seamlessly with iPad and each one is available at the App Store.

Where Does the iPad Fit into Your Practice?

The iPad has been labeled more of a "consumption" device rather than a "creation" device.

In other words, the iPad is NOT intended to be a complete replacement for your desktop or laptop computer – those products have full keyboards and can run more powerful software. The iPad can certainly be used to create content, but most people use the iPad for viewing media, reading documents and surfing the Web.

That's not to say that the iPad doesn't belong in a professional law practice. In fact, lawyers do a lot of reading every day, which means the "consumption" side of the iPad comes in extremely handy.

In fact, the iPad can replace the stacks of paper that you shuffle every day.

If you regularly carry around a lot of paper in a folder or bankers box, the iPad could become your "virtual" folder that hold hundreds and thousands of documents. Whenever you need a document, just turn on the iPad and bring it up.

For hearing and trials, the iPad can be used to hold all of your exhibits and accompanying material. You may still need a hard copy for the court, but having the documents available on your iPad for quick access and retrieval can save a lot of paper shuffling.



Reading a Document on the iPad

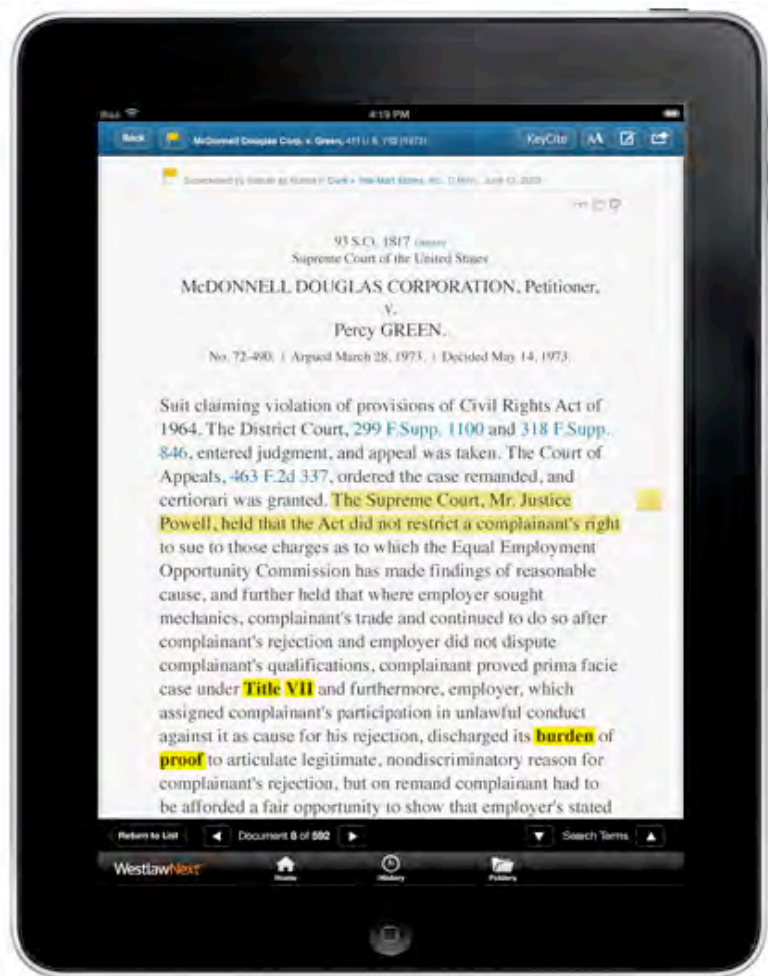
One of the most useful features of an iPad in a legal environment is its ability to display a document.

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 iAnnotate and Goodreader to highlight text, add notes, and apply comments 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 pen and do the same on a piece of paper.



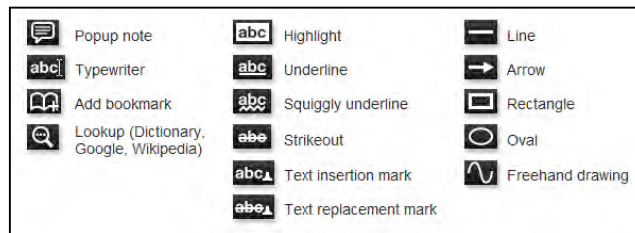
Brett Burney's 10 "Must-Have" iPad Apps for Lawyers

There are many fantastic apps for the iPad that can be used by lawyers and legal professionals. And for most apps listed below, there are usually 2 or more alternatives that different people may prefer. But the list below is a good place to start when you're ready to download apps for your iPad.

1) **GoodReader** (\$4.99) www.goodreader.net

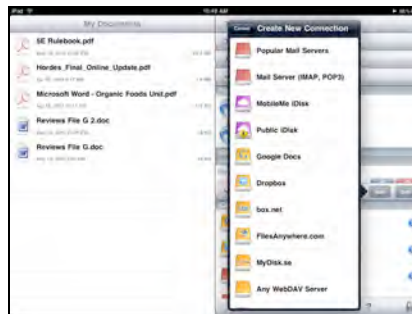


GoodReader is one of the first apps that every lawyer should download (after Angry Birds, of course). Since documents are the lifeblood of our profession, it makes sense that one of the best uses of the iPad in a law practice is to read and annotate documents.



GoodReader is best described as a universal "document viewer" although it arguably works best with the PDF file format. GoodReader provides excellent annotation tools for PDF files, including the ability to highlight text, insert text boxes, post "sticky notes" comments, compose freehand drawings, lines, arrows, rectangles, etc. These tools are extremely useful when you're reading a court opinion or law review article.

GoodReader boasts a robust file manager and has the ability to sync directly with your accounts from Dropbox, Box.net, Google Docs, and many other similar services.



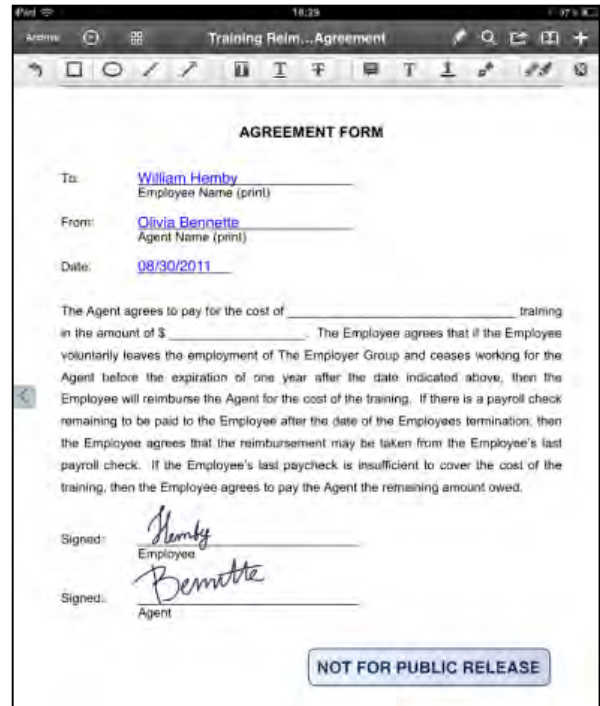
2) PDF Expert (\$9.99) www.readdle.com



Similar to GoodReader, PDF Expert will let you read and annotate PDF files. But PDF Expert offers a few additional features that appeal to legal professionals.

PDF Expert supports PDF forms and allows you to fill-in PDF forms containing text fields, check boxes, radio buttons and other form elements. You can create a PDF form on your computer and transfer it over to your iPad when you need to complete the form away from the office.

PDF Expert is also an excellent app for obtaining a graphical signature on a document. For example, you could have a standard client agreement as a PDF file on your iPad and if you're away from the office, you can have the client sign the PDF agreement with their finger or a stylus.



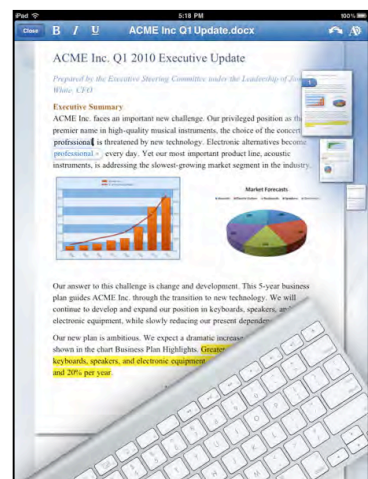
3) Quickoffice Pro HD (\$19.99) www.quickoffice.com



Unfortunately, Microsoft does not yet offer Microsoft Word for the iPad but there are a handful of "office suites" for the iPad that basically take the place of Microsoft Office on your computer. One of the top choices for legal professionals is Quickoffice Pro HD which allows you to edit Microsoft Word, Excel, and PowerPoint files.

None of the iPad "office suites" are going to have the same number of features that you'll find in the desktop version of Microsoft Office. But Quickoffice Pro HD does provide a substantial number of features that allow lawyers to do basic edits to a Word document when they're not in front of their regular computer.

Quickoffice Pro HD includes support for files created by

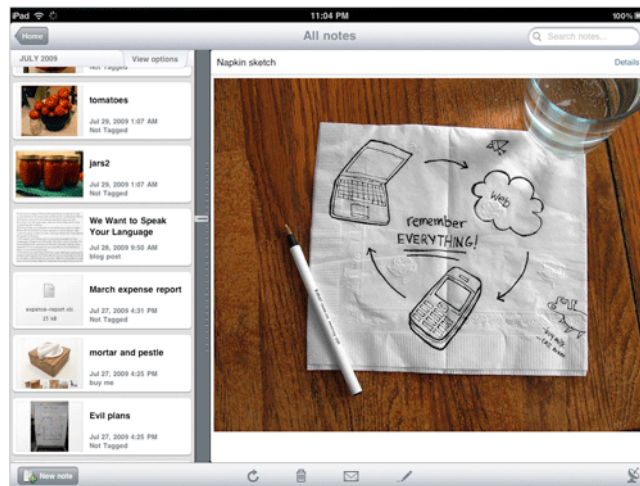


Office 2007 and 2010. Another app called Documents To Go will sometimes do a better job at rendering Word documents, but Quickoffice Pro HD is just an all-around better app to use and also offers additional features such as Track Changes.

4) **Evernote (FREE!!)** www.evernote.com



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.



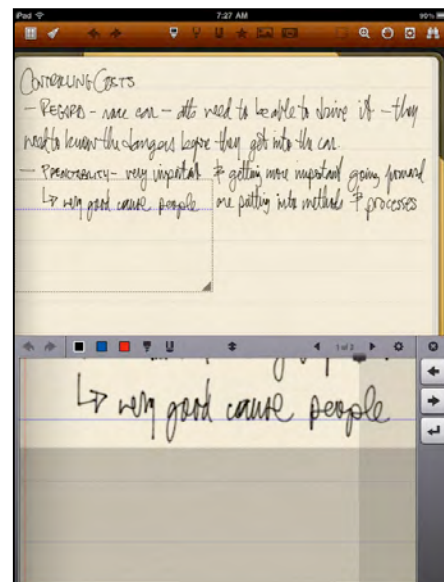
5) **Noteshelf (\$5.99)** www.fluidtouch.biz



Noteshelf allows you to write notes on the iPad similar to the way you would write notes on a yellow legal pad.

I've found that Noteshelf comes closest to providing the similar experience of handwriting notes on a piece of paper. There are other apps such as Notes Plus (\$7.99) and Notability (\$1.99), but I continue to find that Noteshelf offers the smoothest handwriting experience.

You can use your finger to write notes on the iPad, but I would highly recommend that you invest in a



stylus (such as the Wacom Bamboo Stylus described below) so that the writing experience is as similar as possible to writing with pen on paper.

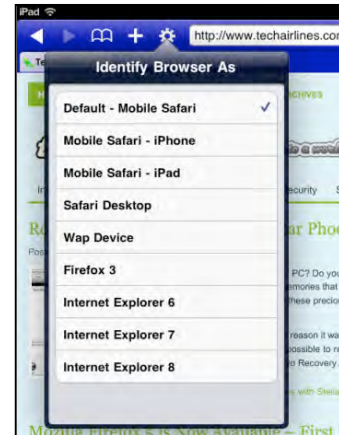
6) **Atomic Web Browser** (99¢) www.atomicwebbrowser.com



The Mobile Safari web browser on the iPad is useful & functional but there are times when you may need to use another web browser.

For example, some websites require you to use the Internet Explorer (IE) web browser. That's obviously not a problem when you're using a Windows computer but there is no IE for the iPad.

The Atomic Web Browser boasts a variety of features including the ability to "identify browser as..." other web browsers such as Internet Explorer or Firefox. It's a good idea to have Atomic Web Browser installed on your iPad for those times that you need IE or Firefox.



For more information, you may want to visit my blog post "Make Your iPhone & iPad Surf the Web Like It's Internet Explorer or Firefox" at <http://www.macsinlaw.com/make-your-iphone-ipad-surf-like-internet-explorer-or-firefox/>

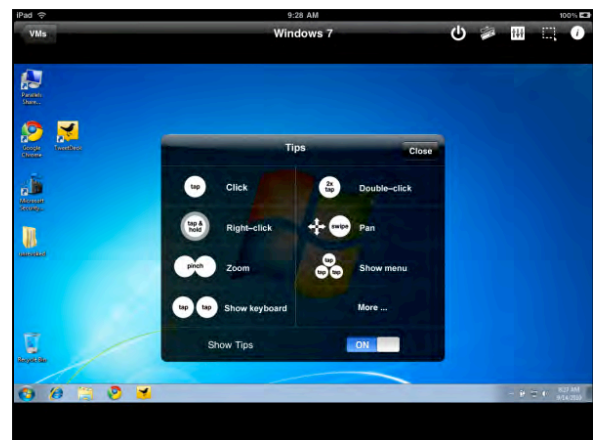
7) **LogMeIn** (FREE!) www.logmein.com



As much as the iPad can do, there will inevitably be a time when you need to work on your office computer, or you need to access a file that is only located on your home computer. Fortunately, there are several apps in the App Store that allow you to remotely control a computer via the iPad. One of the best is LogMeIn.

To access a computer from your iPad, you'll need to install the LogMeIn software client on the computer you want to access, and that computer will need to be left running. When you need to access the computer from the iPad, you'll simply launch the LogMeIn app and put in your credentials.

Controlling and manipulating your computer from the iPad can be a little tricky due the size of the iPad's screen. But when you need



access to your office computer from the road, LogMeIn can be a lifesaver.

8) **LawStack (FREE!)** www.lawstack.com



It's great to have access to legal research services such as Lexis and Westlaw on the iPad, but those services require an Internet connection to use them.

LawStack provides a legal library right on your iPad that gives you immediate (no-Internet required) access to rules and regulations. LawStack is free and comes with a few (FREE!) pre-loaded rules such as the Federal Rules of Civil Procedure, Federal Rules of Evidence, Federal Rules of Bankruptcy and several more.

When you need more, such as the U.S. Code or some state codes, you can purchase them inside the app and add them to your "stack."

LawStack offers an excellent full-text search function, a way to create bookmarks for specific sections, and the ability to easily e-mail sections and highlighted text.



9) **Keynote for iOS (\$9.99)** www.apple.com



On the Mac, Keynote is Apple's equivalent to Microsoft PowerPoint. Keynote is an excellent presentation tool, and Apple has successfully ported the software to the iPad.

Keynote for iOS will accept both Keynote presentations (from Macs) as well as PowerPoint presentations (from Windows). There will be a short conversion process for PowerPoint files but it's an excellent way to give your presentation from the iPad.

Keynote is a beautiful app on the iPad, and you can easily manipulate the slides and



images.

10) TrialPad (\$89.99) www.trialpad.com



This could easily be one of the most expensive apps on your iPad, but it might just well be the most functional app you buy as well.

Designed to be a trial presentation platform for the courtroom, TrialPad can be used in a myriad of scenarios when you need to show a document or picture and call attention to a specific sentence or paragraph. Like other trial presentation software on Windows computers, TrialPad allows you to easily "zoom in" or magnify a section of text, and then you can draw a yellow highlight around other text.

TrialPad also allows you to markup the document with different colored pens, and you can redact portions of the document when necessary.

TrialPad allows you to organize your documents, pictures and videos into easy-to-find folders so that you can find the exhibit or file when you need it. You can then present the document on an external display such as projector or widescreen TV.

TrialPad turns your iPad into a fully functional trial presentation tool for your exhibits, documents and media. It is an incredibly valuable app to have on your iPad.



Paul Unger's 10 "Must-Have" iPad Apps for Lawyers

There are many incredible apps for the iPad. In fact, there are so many that you will probably be overwhelmed about which one to select, especially if you are new to the iPad.

I have my top legal picks listed below, and I also have some “honorable mentions”. Some of my honorable mentions ultimately may end up being your top pick. Don’t let this overwhelm you. With so many fantastic apps out there, it is hard to go wrong. In deciding which app is best for you, follow these guiding principles:

- There are probably a dozen apps that accomplish the same thing. Review legal app blogs, consumer reviews and ask trusted people about what they recommend.
- Your workplace may prefer one app over another. Consistency/uniformity at the office typically is a good thing.
- If your co-workers or friends use the app, they can provide you with a “support network” to better learn and use the app.
- If a new app is released from a competing software company, don’t be too quick to switch! Your app will probably “catch up” pretty quickly and may have features the other app doesn’t have yet either. Remember your time invested in the app you already own.
- The apps are so cheap, if you are curious, just buy it. Most apps are less than \$10. The most expensive app cited in these materials is \$99.99.

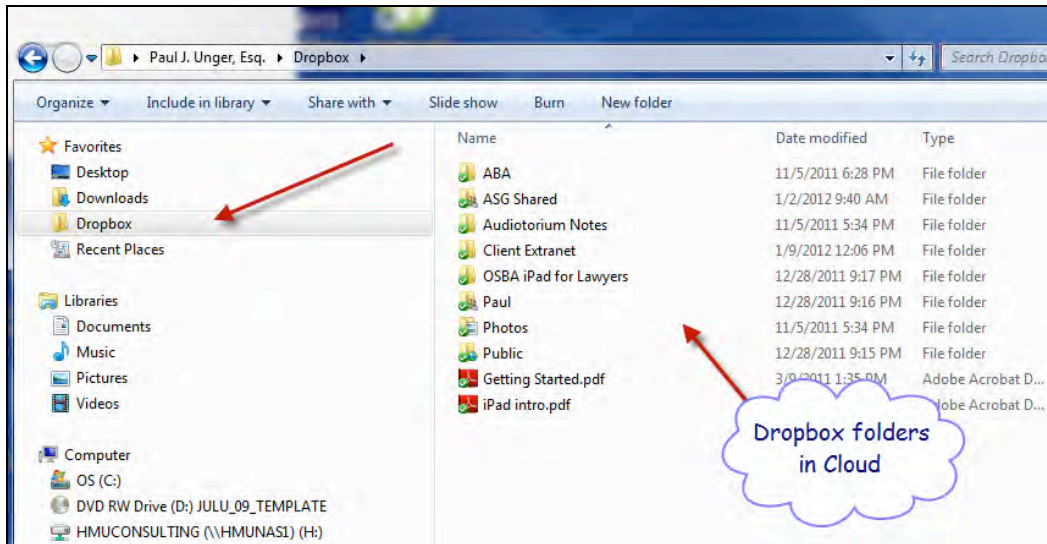
1) **DropBox** (FREE up to 2GB) www.dropbox.com



If you have an iPad, DropBox is almost mandatory. Setting aside debates about security, Dropbox has become the gold standard for storing files and getting them to the iPad. Most software developers are building their apps to integrate with Dropbox because it has become so widely used.

Dropbox sets up a local folder on your computer that allows you to create any subfolder structure. These subfolders synchronize into the cloud and can be shared out to other people (clients, co-counsel, co-workers, etc.), if desired. The iPad can also connect to your Dropbox account so it can see and access everything that you can see on your PC.

If you can create a folder, copy/paste, and drag and drop, you can use DropBox.



2) Dictamus Dictate & Send (\$14.99)



Dictamus is a dictation application for your iPhone, iPod Touch (2nd gen) or iPadRecord. Like a traditional digital recorder, one can rewind, overwrite and insert anywhere. Download recordings, send as e-mails, upload to Dropbox, MobileMe, FTP or WebDAV. Demo video:

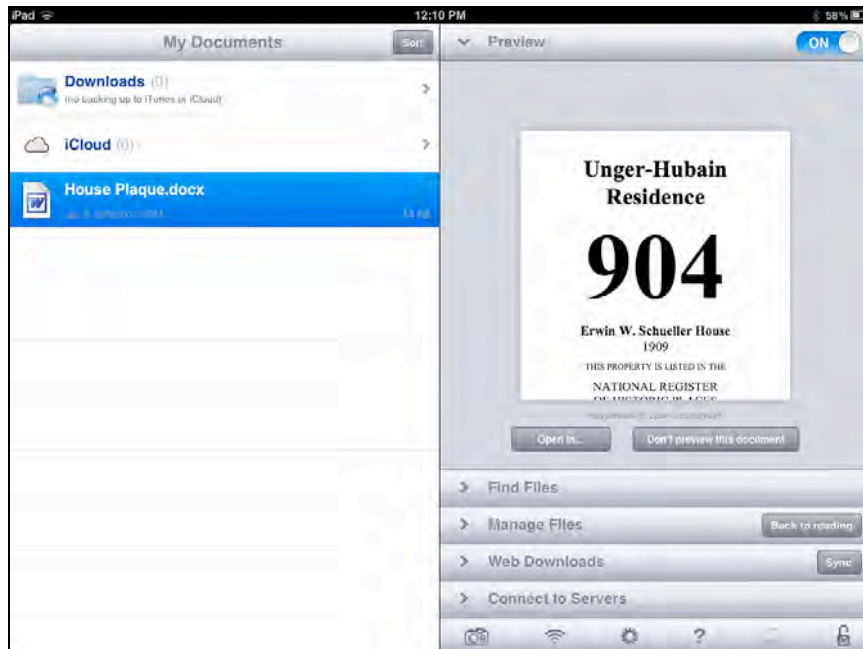
www.jotomi.com/dictamus/demovideo.



3) GoodReader \$4.99 www.goodreader.net



Since documents are the lifeblood of the legal profession, it makes sense that one of the best uses of the iPad in a law practice is to read and annotate documents. GoodReader is best described as a universal “document viewer” although it arguably works best with the PDF file format.



It provides excellent annotation tools for PDF files, including the ability to highlight text, insert text boxes, post “sticky notes” comments, compose freehand drawings, lines,

arrows, rectangles, etc. These tools are extremely useful when you're reading a court opinion or law review article.



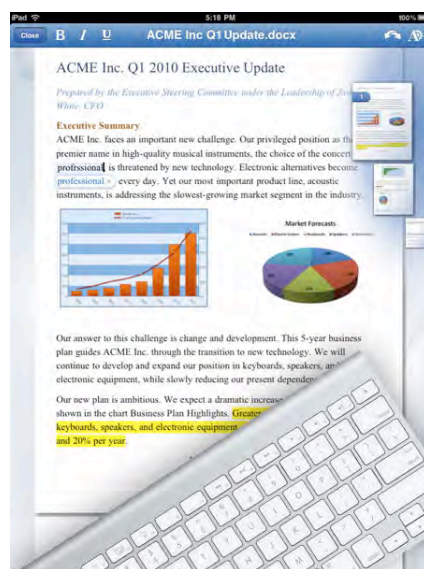
GoodReader also has a robust file manager and has the ability to sync directly with your accounts from Dropbox, Box.net, Google Docs, and many other similar services.

4) **Quickoffice Pro HD** (\$19.99) www.quickoffice.com

There are a handful of “office suites” for the iPad that can perform the core features found in Microsoft Office on your computer. One of the top choices for legal professionals is Quickoffice which allows you to view and edit Microsoft Word (Quickword), Excel (Quicksheet), and PowerPoint files (Quickpoint).

None of the iPad “office suites” are going to have the same number of features that you’ll find in the desktop version of Microsoft Office, but Quickoffice does provide a substantial number of features:

- Create, edit and share Microsoft® Word, Excel and PowerPoint files
- Get continuous and convenient mobile access to remote storage services
- Access and manage email attachments with the most popular file formats
- Get to your files remotely via cloud storage services (MobileMe, Dropbox, Google® Docs, Egnyte, Box.net, Huddle, SugarSync, Evernote, and Catch)
- Share files using Facebook, Twitter, LinkedIn, Yammer, Docstoc, Slideshare, and Scribd
- Transfer files through WiFi or via iTunes® using USB




- Open attachments from your native iPad email client
- Find and replace functionality
- Create, Open & Edit Microsoft Word documents
- Multi-Edit Toolbox for fast and convenient edits
- Edit in Page-layout mode, retaining full format print view
- Scroll bar to preview page thumbnails and jump to any page in any size document
- Extensive text formatting; bold, italics, underline, font sizes/styles
- Edit bulleted & numbered lists
- File support: Edit (97-2008) DOC, DOCX, TXT
- PowerPoint 2003 - create, edit, view, save
- PowerPoint 2007 - view
- View presentations in slide show mode & on external monitor
- Built-in laser pointer for presenting

Honorable Mention

DocumentsToGo

<http://www.dataviz.com/products/documentstogo/index.html>



- ✓ View, Edit & Create Microsoft® Word, Excel® & PowerPoint® files
- ✓ Includes Support for Office 2007, 2008 & 2010
- ✓ View Adobe® PDF, Apple® iWork® & Other Files
- ✓ View, edit & sync files stored in Google® Docs, Box.net, Dropbox, iDisk & SugarSync
- ✓ View and edit Email Attachments
- ✓ True 2-way File Synchronization with Included Desktop Application

Featured on CNN: One of the Best Apps of 2009! [See video](#)


One of Apple's Best Selling Apps of 2009

2009 "Productivity App of the Year" - The iPhone Blog.com, [Read here](#)

2009 "Best App Ever Awards" Finalist - 148Apps.com

Download

Documents To Go Desktop Application



5) Notability (\$.99)

<http://itunes.apple.com/us/app/notability-handwriting-note/id360593530?mt=8>

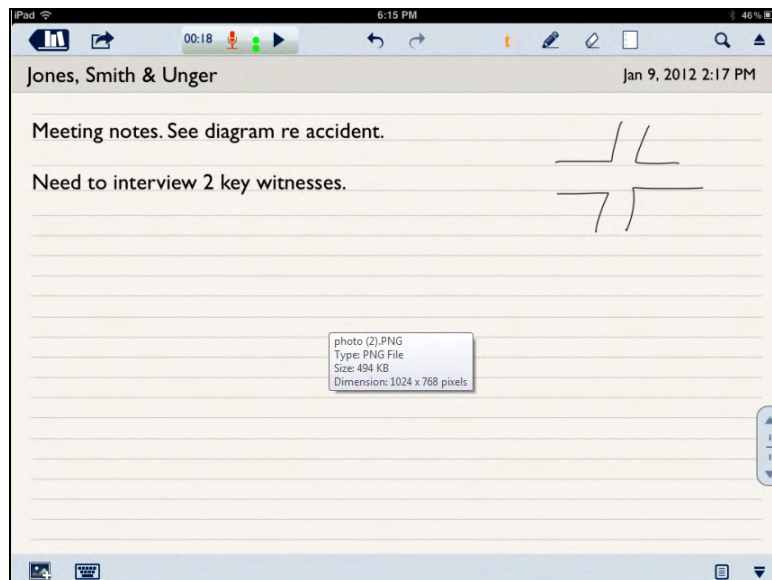


Very few note-taking apps perform all three functions of handwriting, typing and audio.

I have found that Notability provides a great writing experience, with the ability to change the thickness of the point, add lines, width of lines, gridlines ... all important to simulate an experience similar to writing on a piece of paper.

You can use your finger to write notes on the iPad, but I would highly recommend that you invest in a stylus so that the writing experience is as similar as possible to the experience of writing on paper with a pen.

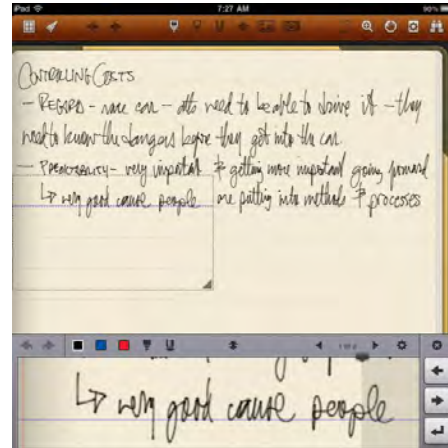
I find the ability to record your meeting, lecture, etc. to be immensely helpful in certain situations. I absolutely love this feature, and quite frankly, I do not want to have a separate notes program to do this (like Auditorium), a separate typing program and a separate audio recorder. I want an all-in-one. Notability provides me with all three functions.



Honorable Mention

Noteshelf (\$4.99) <http://www.fluidtouch.biz>

For pure handwritten note-taking, Noteshelf is probably the highest-ranking and most popular note-taking app. Penultimate is another app that receives pretty high scores. These apps do not allow you to type or record audio.



6) **Keynote for iOS** (\$9.99) www.apple.com/apps/keynote

Keynote for the iPad or Mac is the equivalent of PowerPoint in the PC world. Keynote truly is an excellent presentation tool, and Apple has ported the software to the iPad iOS.

Keynote on the iPad can certainly be used to give presentations on a large screen with a projector. But many lawyers use Keynote as a way to share a set of images and information with a small group, such as at a client meeting. Keynote is a beautiful app on the iPad, and you can easily manipulate the slides and images.



7) **PDF Expert** (\$9.99) <http://www.readdle.com>

Many attorneys use PDF Expert because (1) clients can sign documents and then you can email them back to the office, or (2) form-fillable PDFs can now be “mobile” and filled out on the go.

Similar to GoodReader, PDF Expert will let you read and annotate PDF files. But PDF Expert offers a few additional features that are hard to find in other apps and that appeal to legal professionals.

PDF Expert supports PDF forms and allows you to fill-in PDF forms via text fields, check boxes, radio buttons and other form elements. You can create a PDF form on your computer and transfer it over to your iPad when you need to complete the form away from the office.

Training Reimbursement Agreement

AGREEMENT FORM

To: William Hemby
Employee Name (print)

From: Olivia Bennette
Agent Name (print)

Date: 08/30/2011

The Agent agrees to pay for the cost of _____ training in the amount of \$ _____. The Employee agrees that if the Employee voluntarily leaves the employment of The Employer Group and ceases working for the Agent before the expiration of one year after the date indicated above, then the Employee will reimburse the Agent for the cost of the training. If there is a payroll check remaining to be paid to the Employee after the date of the Employees termination, then the Employee agrees that the reimbursement may be taken from the Employee's last payroll check. If the Employee's last paycheck is insufficient to cover the cost of the training, then the Employee agrees to pay the Agent the remaining amount owed.

Signed: Hemby
Employee

Signed: Bennette
Agent

NOT FOR PUBLIC RELEASE

8) **LogMeIn (FREE) or LogMeIn Ignition** (\$99.99) <http://www.logmein.com>

As much as the iPad can do, there will inevitably be a time when you need to work on your office computer, or you need to access a file that is only located on your home computer.

To access a computer from your iPad, you'll need to install the LogMeIn software client on the computer you want to access, and that computer will need to be left running. When you need to access the computer from the iPad, you'll simply launch the LogMeIn Ignition app and put in your credentials. Controlling and manipulating your computer from the iPad can be a little tricky due the small(er) size of the iPad's screen. But when you need access to your office computer from the road, the LogMeIn Ignition app can be your saving grace.

If you need to advanced features like access to multiple computers, HD Video, file management and cloud storage, you can either pay the one-time \$99.99 or pay \$39,99 per year. If you don't need those features, and just need one computer to one computer access, then you can use the free LogMeIn app.



The advertisement features a blue background. On the left, there is a yellow circular icon with a blue keyhole. Below it, the text reads "LogMeIn Ignition" and "Ignition enables you to access all of your computers over WiFi or 3G from your iPhone." In the center, two iPhones are shown side-by-side. The left iPhone displays the "My Computer" app interface with a search bar and a list of devices: "Home Desktop", "Mail Server", "Work MacBook", "Work PC", and "Home Media Server". The right iPhone displays a remote desktop view of a PC desktop with a cyclist wallpaper and various application windows. To the right of the iPhones, the text says "Directly control your PC or Mac as if you were sitting right in front of it."

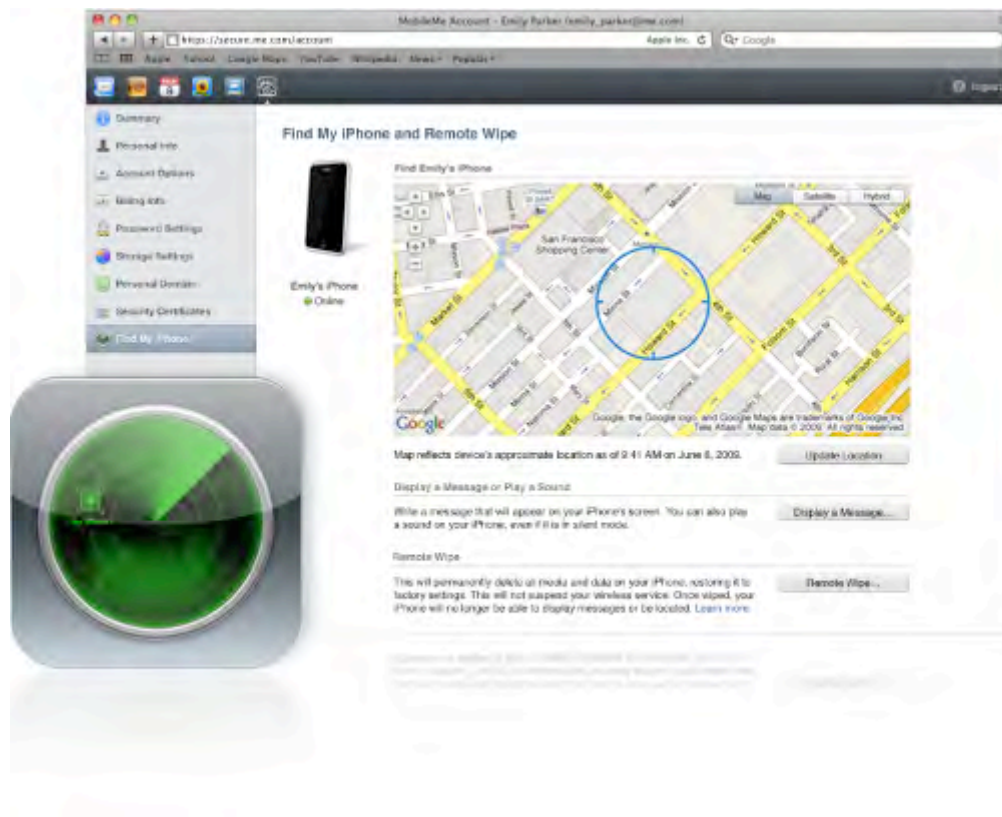
9) Find My iPad/Find My iPhone (FREE)

www.apple.com

When it was first introduced, the “Find My iPhone” service was part of the MobileMe service offering from Apple that cost \$99 per year. Fortunately, Apple recently offered the “Find My iPhone” service for free, which meant that anyone was able to take advantage of this free security option.

Today, the “Find My iPhone / Find My iPad” service is part of iCloud, which is also free. Because there is so much personal information and confidential client information that is stored on our iOS devices today, we urge that every legal professional with an iPad sign up for a free iCloud account and enable the “Find My iPad” service. When you misplace or lose your iPad, you are able to log on to any computer that is connected to the Internet and geographically locate the iPad. It also gives you the capability to remotely erase all the data from your iPad.

Since this service is free, and the risk of losing so much information on an iPad is so high, many leading experts like Brett Burney argue that setting should be mandatory for any legal professional See “Free Security for Your iPhone & iPad That Should Be Mandatory” at <http://www.macsinlaw.com/find-my-iphone-freesecurity>.



10) iTimeKeep www.itimekeep.com

iTimeKeep makes the number 10 pick because lawyers constantly struggle with entering time, and iTimeKeep provides two critical qualities that make it a great tool for lawyers. First, it offers the most comprehensive list of time/billing/accounting and practice management systems with which it integrates. This means when lawyers select the client/matter in the time entry field in iTimeKeep, it provides the client/matter list directly from the firm's practice management or time/billing/accounting system. It will also link to all billing codes and provides spell-checking, which is good for mobile entry because people commit spelling errors easily & more frequently on iPhones. Second, the time entry is easy as pie and extremely convenient. Bellefield (the maker) can quote the monthly or annual fee, and while some may believe that anything more than free is too expensive, the solution closes huge gaps in missing time entries and more than pays for itself in a very short period of time.



The screenshot shows the iTimeKeep mobile application interface. At the top, there is a status bar with "AT&T LTE", "9:46 AM", and "100%". Below the status bar, there is a navigation bar with "My Time" and "Add Time" buttons. The "Add Time" button is highlighted. Below the navigation bar, there is a form with the following fields:

- Date:** Today
- Hours:** 1.20
- Task Code:** 102 >
- Component Code:** PF >

Below the form, there is a text area with the following text:

Conference call with client re: Tom Putz liability concerns

Other Important and "Nice to Have" iPad Apps for Lawyers



PDF PROvider

\$6.99

www.dar-soft.com

Create PDF files directly on the iPad from e-mail attachments, Microsoft Office files, clipboard content, and web pages. Allows you to create a PDF and e-mail it directly from the iPad.



SoundNote

\$4.99

www.soundnote.com

Take notes (drawing or typing) while recording audio. When you play the audio back, you can tap a word to jump to that time in the audio.



Notability

\$1.99

www.gingerlabs.com

Full featured note taking app for the iPad that lets you hand-write or type notes. Audio recording is also linked to the notes.



Office2 HD

\$7.99

www.bytesquared.com

Another office-suite of software designed to open and edit Microsoft Office documents including Word, Excel and PowerPoint files. Office2 also supports "Track Changes" in Microsoft Word documents.



FastCase

FREE!

www.fastcase.com

Legal research app that provides free access to many materials, but provides more access through a subscription. An alternative to Westlaw and Lexis.



WestlawNext

FREE! (but requires subscription)
www.westlawnext.com

An iPad app providing access to your WestlawNext account. Requires a WestlawNext subscription.



Lexis Advance

FREE! (but requires subscription)
www.lexisnexis.com

A new iPhone and iPad app from Lexis providing access to their Lexis Advance service. Requires a Lexis Advance subscription.



Klammer

99¢ (\$1.99 additional in-app purchase to view MSG files)
<http://klammer.kupon-bg.com>

Open EML, MSG and Winmail.dat files on iOS devices.



PST Mail

\$9.99
www.arrowbit.com

Open PST files on your iPad or iPhone.



Air Display

\$9.99
www.avatron.com

Use your iPad or iPhone as a second monitor for your laptop. Requires a free download for your Mac or Windows PC that connects to the iPhone or iPad over a Wi-Fi network.



iAnnotate

\$9.99
www.ajidev.com

Read, annotate and organize PDF files. iAnnotate is one of the most full-featured annotation PDF apps where you can customize the toolbars and tools that are accessible on the main screen.



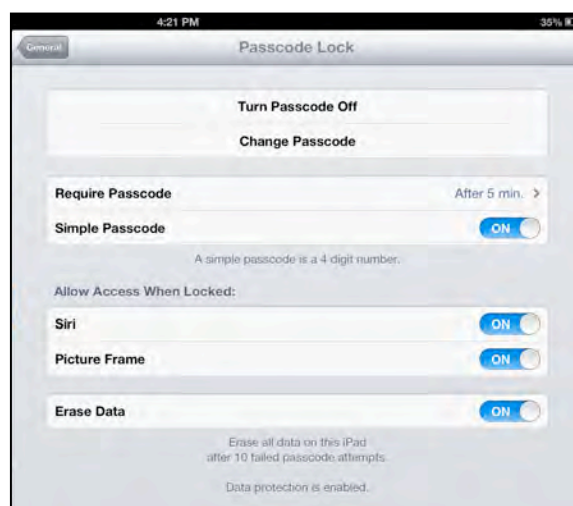
Some Important Settings on the iPad

It is important to become familiar with the Settings of the iPad as there are some very helpful tools and critical security protections inside.

First and foremost, every legal professional using an iPad should assign a **Passcode Lock** to the iPad in conjunction with the **Auto-Lock** setting.

In Settings, under the General tab, you'll find the Passcode Lock option which allows you to turn on the function. You can also choose whether to use a "Simple Passcode" which is a 4 digit number similar to your ATM PIN, or you can require a full alphanumeric password. You should limit the time for the iPad to be idle after which the iPad will then require the Passcode. Lastly, you should also enable the option to "Erase Data" after 10 failed Passcode attempts.

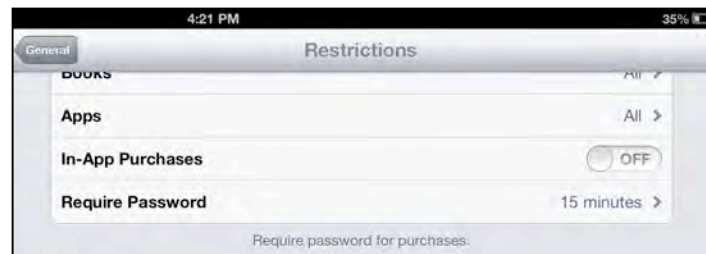
In conjunction with the Passcode Lock, you should also enable the Auto-Lock after either 2 or 5 minutes. The Auto-Lock setting is also found under the General section of Settings.



The Settings section of the iPad also allows you to manually tweak the **Notifications** and **Location Services**. You should spend a few minutes in both of these sections to make sure you have only the services using these options that are necessary.

You may also consider visiting the Restrictions section of the General Settings – this section offers more tweaks on how the iPad works than just "parental controls."

For example, I recommend enabling the **Restrictions** and turning OFF the "**In-App Purchases**" option. This will prohibit rogue apps from making in-app purchases without your knowledge.



Printing From Your iPad

Method #1 - The "Official" Method – AirPrint

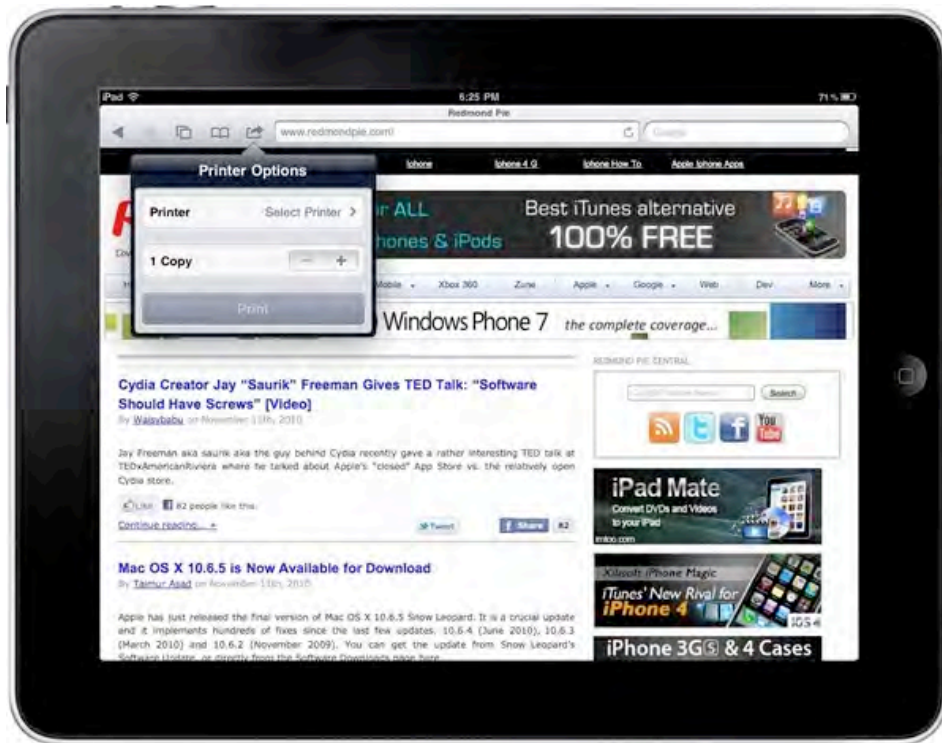
AirPrint is an Apple technology that lets applications create full-quality printed output using Apple's driverless printing architecture. All iOS built-in apps that support printing use AirPrint. Apps on the App Store that use the iOS printing system also use AirPrint.

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)

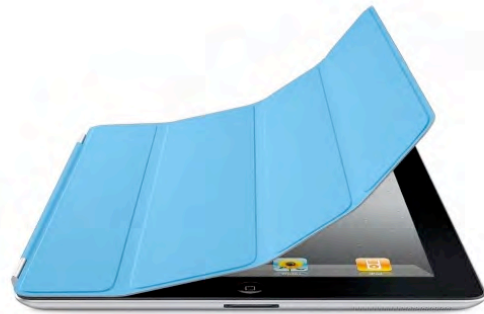
For the Home (or Office!): Lantronix xPrintServer Home Edition (\$99.99)



What Other Hardware Do I Need with my iPad?

I recommend purchasing some kind of case for your iPad to keep it protected. You don't necessarily have to keep the iPad in a case all the time, but it's nice to have one when you need to slip the iPad into a briefcase or folder.

For the iPad 2, iPad 3 and the new iPad (iPad 4), Apple offers the "Smart Cover" that does an excellent job of protecting your iPad's screen. In addition, the Smart Cover also converts into an adequate stand for the iPad and will also turn the iPad screen off when the cover is laid down on top (the option must be enabled in the Settings). Apple also offers a Smart Cover for the iPad mini.



You may also consider a stand for your iPad, especially if you plan to do a lot of typing. A stand places the iPad at a proper angle for typing, and comes in handy for reading for any length of time.

One of the nicest iPad stands on the market comes from a company called Twelve South (www.twelvesouth.com), who offers the Compass iPad stand.



For typing, the on-screen keyboard on the iPad works surprisingly well, especially when the iPad is in landscape mode with the back slightly propped up (such as when you are using the Smart Cover).

But for serious typing, I recommend purchasing a Bluetooth keyboard that can connect to the iPad. Apple's own "Wireless Keyboard" (\$69) is small, lightweight, and a perfect complement to the iPad.

If you decide to purchase the Apple Wireless Keyboard, you might consider an innovative case/stand from Incase called the Origami Workstation (www.goincase.com).

This small, lightweight case only holds the Apple Wireless Keyboard, but it can open and fold around itself to become a stand for the iPad.



Lastly, I highly recommend that every legal professional using an iPad 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.





For example, there are several note-taking apps on the iPad that allow you to write notes just like on a yellow legal pad. And while those apps allow you to write with your finger, the use of a stylus greatly enhances the experience.

This also holds true for highlighting text and annotating documents.

There are several excellent styli for the iPad 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.

I predict that there will be more advances in styli for the iPad in the next few months, as evidenced by the fascinating product from Adonit called Jot (www.adonit.net).

Quick Tip: Showing PowerPoint Presentations on the iPad

(Paul Unger, Esq.)

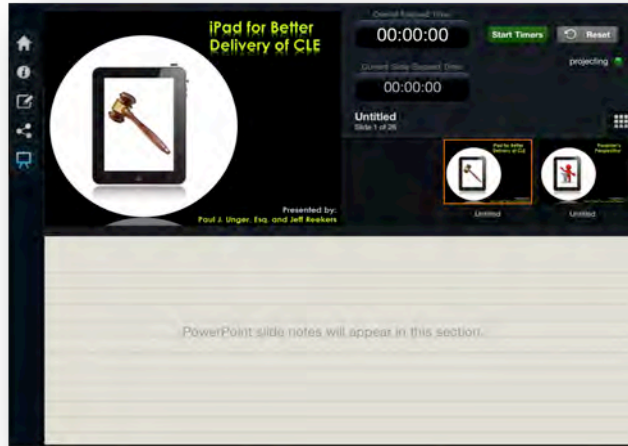
Presenting a PowerPoint from your iPad can also result in a more natural and interactive presentation, allowing you walk around, switch between applications, write notes or do white-boarding, and go back to your core presentation.

Getting your PowerPoint on your iPad

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

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

SlideShark (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 SlidehShark app. It converts the PowerPoint better than any other app I have ever seen, preserving fonts and animations extremely well. I'd give it an A. SlideShark also has a fantastic presenter view that allows you to easily see your notes and upcoming slides very similar to PowerPoint's presenter view.



The downside to SlideShark is that you cannot make edits to the slide show from the iPad. You have to make changes in PowerPoint and then re-convert/upload the PowerPoint. With large presentations and low bandwidth, this can take a few minutes.

Keynote Instructions

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

SlideShark Instructions

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

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

Quick Tip: Showing PowerPoint Presentations on the iPad Using Apple TV (Paul Unger, Esq.)

We are going to address the Apple TV wireless setup. This wireless setup is particularly helpful if you are doing courtroom presentations using PowerPoint, Keynote, or courtroom-specific apps like TrialPad (<http://www.litsoftware.com/products/trialpad/>).

Apple TV

The first thing to note is Apple TV is not a television or monitor. It is a device (small box) that plugs into your HD projector or HD large monitor/TV. It receives the wireless video signal from your iPad and delivers images and video to your projector or large monitor. The Apple TV device looks like this:



What You Need

- A high-definition TV (HDTV) or projector that can display 720p or 1080p video
- Apple TV (2nd or 3rd generation) \$99 at any Apple Store
- An HDMI cable \$10-\$30
- 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). I recommend that you do NOT rely on public WiFi in the courtroom or elsewhere. Connectivity is too spotty. I bring my 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)

Setup

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:** Double-click on the iPad Home button so it reveals the multi-tasking dock at the bottom. **Swipe the Dock to the Right.** You will see an additional button/icon for AirPlay. 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, 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 \$15 - \$20 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

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Legal Technology

The Lawyer's iPad: Using Tablets in Your Practice

By Maria Kantzavelos

If you don't have a tablet, you're probably thinking about getting one. But can you really use one to practice more effectively? Tech experts say "yes" and tell you how to use mobile devices to increase productivity and gain an edge in the courtroom.

If you're not using a smartphone in your law practice, you're in the minority. Likewise if you aren't at least thinking about getting a tablet for tackling law-related tasks while you're away from the office. Lawyers, not known as early adopters of other technologies, have enthusiastically embraced mobile.

Smartphone use by lawyers today is nearly universal, according to the American Bar Association's 2012 Legal Technology Survey Report, in which 89 percent of attorneys surveyed reported using a smartphone for talking, emailing and other law-related tasks while away from their primary workplace. And 33 percent of lawyers reported using a tablet computer in 2012 as part of their practice, a jump from the 15 percent in 2011. In addition to Apple's popular iPad, there are Android tablets like Amazon's Kindle Fire, Samsung's Galaxy Tab, and the Nexus 7 by Google, to name a few.

"I think there's a gee-whiz factor, but I'm seeing more and more lawyers having a tablet of some kind," said lawyer Nerino J. Petro, Jr., practice management advisor for the Law Office Management Assistance program of the State Bar of Wisconsin and a member of the ISBA's Standing Committee on Legal Technology. "[Some are] not sure what to do with it. But others are using them in their practices on a daily basis." Aside from the gee-whiz factor, lawyers who don't leave the office without their tablet cite convenience as its main draw.

"Either a smartphone or a tablet helps the lawyer to be mobile, helps lawyers to conduct business while they're out of the office, to be able to serve their clients better, to be able to actually run their law practice when they're out of the office," said Dallas-based lawyer Tom Mighell, author of the ABA books *iPad in One Hour for Lawyers*, *iPad Apps in One Hour for Lawyers*, and *iPad in One Hour for Litigators*.

Mighell, a self-described "technology nut," is a senior consultant with Contoural, where he helps companies deal with records management and electronic discovery. In his blog *iPad4Lawyers*, a companion to his books, Mighell shares some of his latest tips and tricks on using the iPad and reviews apps that lawyers can use to increase productivity at work and elsewhere ([see sidebar](#)).

"A mobile device helps you carry on your practice whether you're on vacation, in court somewhere, or on the road somewhere," Mighell said. "It helps to be your office away from home."

Rockford attorney Aaron W. Brooks agrees that if you find yourself with two hours of downtime while out of the office, turning to a mobile device equipped with the right apps can make for a productive wait.

"That two hours can be productive if you have everything in front of you to bill two hours," said Brooks, a member of the ISBA Standing Committee on Legal Technology. "In the past, I'd have two hours, but all my stuff is in my office. It helps capture a lot of time in your life that would otherwise be unproductive, which leaves a lot of other time to do fun stuff. It's more about working when you want to, where you want. The only way to do that is to make sure all of your information is available where you are."

While laptops can give lawyers a measure of this connectedness, they don't do it as completely and effectively as tablets and smartphones (they don't call them "mobile devices" for nothing). And increasingly, organizations and other entities are acknowledging the burgeoning technology by allowing users to interact with them in a more mobile-friendly fashion. For example, the ISBA recently rolled out a mobile-optimized version of its website ([see the sidebar](#) on page 236 for more about viewing the IBJ on your mobile device).

Don't app for app's sake

So how can lawyers get the most value from these mobile tools that seem to be everywhere? Mighell's answer starts with a question: "As a lawyer, what do you want to be able to do when you're away from the office?"

"The first step is to figure out what is it in your particular practice that you want to be able to do on the road that you're either not getting done now or is not working the way you'd like it to."

The answer to that key question, Mighell said, can then lead lawyer tablet-user wannabes to the right applications to help accomplish those tasks.

That's what Brooks does when he looks for apps for the mobile devices he uses in his own practice at Holmstrom & Kennedy P.C. "I first define the problem I need to solve. I'm not looking for an app just to have an app," he said.

Brooks, who focuses his practice on the law of health care technology, offered this advice on finding apps that are right for you and your practice: "Define the parameters of what you want the app to do to solve that problem. Then go to look for those apps that have the most downloads with the highest ratings. Try three and stick with them for a while."

"A lot of people get addicted to finding that new silver bullet for productivity, so they jump from app to app and never settle into a system and grow it," Brooks said. "Find one that works really well and grow it, expand it. Really dig into it and don't abandon it for the next shiny object that comes along."

And, Brooks said, try to avoid "app overload." "If you have too many apps going at the same time, your information is going to get fragmented and you're going to get lost," Brooks said. "Use as few apps as possible, so that all your information is centralized."

No matter which sort of mobile tech tools you settle on, "To get the most out of your tablet you've got to learn how to use it," said Petro. He recommends New Orleans-based attorney Jeff Richardson's *iPhoneJ.D.* and Oklahoma City attorney Jeffrey Taylor's *The Droid Lawyer* as two of the many blogs on the subject, and he advises lawyers to spend some time on technology informational sites like *MakeUseOf*, which offers free user guides, as well as *How-To Geek*.

Naperville attorney Bryan M. Sims of Sims Law Firm, Ltd., who focuses his practice on commercial litigation and civil appeals, is an avid tablet user.

"I have an iPad and pretty much don't go anywhere where I'm going for work without it," Sims said. "It's got my email, calendar, contacts. I can also access all the documents in all my files from my iPad."

"We all think and work a little bit differently. Find an app that works the way you do, rather than force yourself to work another way," Sims said. "Generally, there's not just one app in any particular category."

For lawyer mobile device users, Sims said, "It's a real benefit if you make sure that your calendar, your email, your contacts are all synchronized with the information you have at the office, the information you have on your smartphone, so that information is the same on every device."

"I run into attorneys where that is not the case," Sims said. "It's a simple thing to achieve and it really pays off. No matter what device you have, you can make a change, put an entry in, and it appears on all of your devices."

It's simple, Sims said, because with just a one-time set-up everything stays synchronized. He does this by using a hosted Exchange server, which is designed exactly for this purpose. "If you are not an Outlook fan, you can use Google Apps for business. It will accomplish the same thing," Sims said, noting that either of these solutions costs about \$5 per email account per month.

Lawyer-worthy apps

Though there's more to smartphones and tablets than apps, apps are a key component of mobile's appeal. "The reality is, I do most of my research on my iPad rather than my computer," Sims said. "[That's] mostly because I find that the apps on my iPad are scaled down so you don't have a lot of clutter on the screen. I prefer that over what I'm seeing on the computer."

So what are some apps lawyers need? TranscriptPad is among Sims' favorites. "It's designed to allow you to read and annotate transcripts from depositions and trials. You read it on your iPad, you can mark it up, and when you're done, you can export it in a variety of different formats."

He uses the app Keynote, Apple's version of PowerPoint, to prepare presentations on his mobile device.

"I spend a lot of time away from my office because of the nature of my work," Sims said. "I'm in court waiting for cases to be called. There's time you could be working that you're otherwise not if you don't have a way of doing the work. I can take my iPad with me and do my work wherever."

He said he uses "a ton" of apps as part of his practice while out of the office, including rulebook, which allows users to download various court rules. With the rulebook app, which is compatible with iPhone, iPod touch and iPad, lawyers can take all the rules they have downloaded anywhere they go and quickly access them without the need for an internet connection.

"I use that for Illinois Supreme Court rules and Illinois rules of ethics, federal rules of evidence, the code of civil procedure," Sims said. "It doesn't matter which court I'm going to....If I need to look up one of those

rules, it's right there without having to remember which book to carry with me, or carrying multiples. And it doesn't weigh any more. It's all in my iPad."

"There are a dozen different pdf apps out there," Sims said. "If I'm reading I'll use a particular app. If I'm annotating a case, marking it up, I'll use a different app."

In March, the Cook County Clerk's Office unveiled a mobile app designed to put court-related information at the user's fingertips. The Court Clerk Mobile Connect app, which is free, can be downloaded for use on an Android or iPhone, iPad I, II and III, and iPod touch. It offers a variety of features, including options to search the court's electronic docket for civil and traffic cases, search the court call roster, get updates on fee schedules, and locate and contact Cook County Court facilities.

Evernote is another one of those "really useful applications" for lawyers, Petro said.

"That's available for all the platforms and the data is shared across all the platforms," Petro said. "It's like an electronic binder. You can easily take notes and get information into it. It synchronizes between all your devices and desktop computer. If you save something from your tablet or phone in an Evernote note, when you get back to your office it's on your desktop as well."

Leveling the field for litigators

Trial lawyers in particular are putting tablets to work. Many had already traded clunky foam-core boards and paper files for laptop-centered presentations. But now lightweight, easy-to-use tablets - and their assorted apps - are leveling the playing field for litigation technology.

Before mobile devices like the iPad came along, Mighell said, a lawyer who wanted to use technology to present evidence in court had to hire a technician or recruit a tech-savvy assistant or paralegal. "It's not very practical for a lawyer to try and run that technology from a laptop and run a case at the same time," Mighell said. Lawyers who were without the resources were "stuck with hauling boxes of paper to the courtroom, and watching as better-equipped lawyers across the aisle presented their cases effectively and efficiently using technology."

With a slim, easy-to-use tablet such as an iPad, Mighell said, "If you're a solo lawyer and want to go to trial and can't afford an assistant, it allows you to do these things by yourself with minimal technological knowledge."

Nowadays, Mighell said, "You can just walk into a courtroom with an iPad and try a case. Many lawyers are doing it very successfully today."

"An iPad is not ideal for every kind of case," Mighell said. "In some cases you've got so many documents that you're probably going to need to hire somebody to help present them. But for other cases, the iPad makes a lot of sense."

And the iPad is the leading tablet for trial practitioners, at least for now. "If you're planning on using a tablet in the courtroom, the iPad still has the most legal-specific apps," Petro said. "If you're going to be in court a lot and you're going to use it for trial, you'd probably want to go with an iPad still." But maybe not for long. "Some of the trial-based apps that are available on the iPad are now available for the new Windows 8 platform," Petro said.

From the very beginning of a case, when the client first walks through the door, Mighell said, "You can do client intake on an iPad and take notes on it when you're meeting, tally deadlines, review documents, review and take depositions, review transcripts, conduct jury selection. You've got a number of trial

presentation apps to help you present evidence in the courtroom. You can have your entire law library on the iPad."

Tablets also offer mobility in the courtroom.

"You're so liberated," Mighell said. "Being able to present wirelessly really makes it easy to get around the courtroom, walk back and forth, and still be able to show things on the screen to the jury.

"You can walk to the podium with all your evidence, you can walk to the judge and show case law," Mighell said. "It just makes it easier to get around in the courtroom and show things that you couldn't do if you were using technology otherwise."

The gadgets can also have some influence on juries.

"Juries have started to have expectations about using technology," Mighell said. "There is a cool factor with the iPad and being able to demonstrate it. Juries have commented on that.

"You want to be most effective in showing them evidence. Showing documents by paper is becoming less and less effective and a less meaningful way of presenting evidence at trial. The iPad really shows that to a jury."

While he acknowledged that the world of apps is ever-changing, Mighell highlighted a few litigation apps for the iPad that he said are worth checking out, including TranscriptPad for reviewing and annotating transcripts, and TrialPad, "the number one evidence presentation app out there" because of its many easy-to-use features.

There's even an app, complete with avatars, that's designed to allow trial lawyers to use their tablets as a tool for jury selection.

"As you go through the voir dire process, you can make notes, create a diagram of the jury box.... You've got the information that's readily accessible on a tablet that you can take with you and study, instead of flipping through [paper] notes. It's an efficiency thing," Petro said.

Change is the constant

All of this is just a snapshot, of course. The world of mobile is constantly changing. Smartphones are available in bigger versions and tablets in smaller models, so that the two seem to be meeting in the middle. Ultraportable laptops are beginning to blend the power of traditional computers (think real keyboards and software like Word and Excel) with the simplicity of apps in a smaller, lighter package. Some content providers are abandoning native apps - the kind you download - in favor of mobile-friendly html that adjusts its display to the kind of device you're using.

But these are refinements of mobile, not replacements for it. The challenge for lawyers - and for courts, whose restrictions on smartphone use frustrate many lawyers - will be to keep up with developments and keep looking for the best ways to use mobile technology to serve their clients and their practices.

Maria Kantzavelos <mkantz@comcast.net> is a Chicago-based freelance writer focusing on legal topics.

Two cheers for tablets

As tablets continue to grow in popularity and erode PC and laptops sales, skeptics point to what they regard as weaknesses for business users. Two stand out for lawyers.

First, tablets use virtual keyboards. "[A]lthough more people are warming to virtual keys, there are still many folks around the globe that like having [the standard physical keyboard found in PCs](#)," writes Don Reisinger in *eWeek*. "And why not? Typing on traditional keyboards with two hands is far more accurate and efficient." You can add physical keyboards to tablets, and many users do, but it costs extra.

Second, despite all the fancy apps available for tablets, in some key areas they don't have the functionality of PC/laptop standbys. "Nowhere is that more apparent than in the comparison of Office [notably Word] on mobile and PCs," Reisinger writes. Don't forget that laptops allow mobility, too, and ever-smaller versions are challenging the tablet on that front.

Reisinger's article, *Tablets Still Cannot Replace Laptop, Desktop PCs: 10 Reasons Why*, is at <http://www.eweek.com/mobile/tablets-still-cannot-replace-laptop-desktop-pcs-10-reasons-why>.

- Mark Mathewson

More top tablet apps for lawyers

In addition to those listed in the main article, our tech experts point to their favorite apps and related tools for the iPad and other tablets.

Must-have iPad apps. In his book *iPad Apps in One Hour for Lawyers*, Tom Mighell said he attempted to take the roughly 200,000 to 300,000 apps made especially for the iPad and distill them into a curated collection of recommended apps for lawyers in different categories - productivity, legal-specific, news and reading, reference and research, travel, and utilities.

In an interview with the IBJ, he shared some of his picks for apps that he calls "must haves."

"The first app anybody should have on a device is Good Reader," Mighell said. "It helps not only to read documents, but also to annotate and review documents. It also helps you manage the documents you have. I know a lot of lawyers who actually do all of their case management through this app."

For taking notes on an iPad, Mighell recommended Noteshelf. "I like it because it's simple to use, it provides you with a great note taking experience, and [lets you] save those notebooks in a pdf format," he said. Another helpful app for taking notes, Mighell said, is Notability, which lets you "record a meeting and take notes at the same time."

For working on documents, Documents To Go is a "solid app," Mighell said. And PDF Expert is his favorite for working in pdf files.

External keyboards. Whether they're using an Apple, Android, or Windows device, lawyers need an app that will not only open files but also allow highlighting and annotation, Nerino Petro said. "The idea behind that app is, wherever you are, you need a way to be able to read [a document] and make notes on it if you want to be able to share that with someone else or capture the information yourself at a later date," Petro said. For an Android, he said, RepliGo Reader or ExpPDF are good options.

Petro said tablet users should also have a document storage app, "ideally one that integrates with the various apps on the iPad, [such as] Dropbox and Box.com. The nice thing about those is they work on your smart devices, your laptops, and they also have an internet component."

And, Petro said, "If you really want to be productive on these [tablets], you're going to need an external keyboard. "If you're really planning to work, having the keyboard is just easier," Petro said. "You're generally going to be faster than typing it on the screen of the device itself."

Apple and Logitech make popular keyboards for the iPad, both priced at or under \$100.

Security. Security is key to a lawyer's use of mobile devices in the practice, experts said.

"You have a lot to consider when talking about security," Mighell said, "[whether] you're a solo lawyer trying to secure the iPad itself or at a firm and making sure you're keeping secure access to the files of the company."

At a minimum, Mighell said, lawyers should review the security settings on their iPad and make sure they set a security code of more than four digits. "Four digits is not a secure number," he said. "These days [you need] 10 to 12. Make sure you set a security code, make sure you set an option to erase all the data on your device if there've been 10 unsuccessful attempts to enter a password."

Petro recommends two-factor authentication apps designed to keep a user's account safe in the event of a compromised password. An example is the Google Authenticator app, which could be set up to work in conjunction with cloud-based document storage tools like Drop Box, he said.

On the subject of security, Aaron Brooks advises lawyers to use complex passwords on their smartphones, virus protection, and a set-up that allows a user to wipe or locate a device remotely. The Find My iPhone app can be installed on another iOS device to help users locate it on a map, play a sound, display a message, remotely lock the device, or erase all the data on it.

"Uploading your entire practice to the cloud is disastrous if you're not doing it in a secure manner," Brooks said.

It's also important to make sure all of your apps are cloud-based, Brooks said, so that "whenever you use it on your phone, it's syncing on all your devices."

- *Maria Kantzavelos*

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