

THE MAC LAWYER: YOU CAN PRACTICE LAW ON A MAC — HERE'S HOW!

Presented by the
American Bar Association
Law Practice Division,
Division for Public Services,
Young Lawyers Division and
Center for Professional Development



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The Mac Lawyer: You Can Practice Law on a Mac – Here's How!

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Objectives

- You'll know its possible to practice law with a Mac
- You'll know which Macs make sense for attorneys
- You'll learn about some Mac-only tools that are incredibly useful in a law office.
- You'll learn the benefits of using a Mac, as opposed to a Windows platform.

Common Misconceptions

- Other people in my office use Windows, so I have to as well
- Switching will be hard
- I exchange documents with others, so I need Windows
- Macs are expensive
- You need special software to use a Mac at work
- IT guy said “no”

Hardware Choices



Mac Mini
\$699 to \$999

You will need a monitor,
keyboard and mouse.

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Hardware Choices



iMac
\$1,299 (21")

Or \$1,499 to
\$1,799 (27")

All hardware included

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Hardware Choices



Macbook Pro
\$1,299 to \$1,999

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Hardware Choices



Macbook Air 13"
\$1,100+

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There are models we've not mentione

- Macbook Air 11"
- The 15" MacBook pros
- The low end configuration at almost every level
- And two other models...

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Hardware Choices



Mac Pro
\$2,999 to
\$5,999

You'll need a monitor,
keyboard and mouse

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Hardware Choices



Macbook
\$1,299 or
\$1,599

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Our recommendations for Hardware

- If you need portability, strongly consider the Macbook Air 13". You can supplement with keyboard, mouse and monitor
- If you don't need portability, choose the iMac.
- If you want the best of all possibilities, get the MacBook and an iMac.

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Myths

- Too Expensive
- IT guy said it won't work
- But I Like to Right-click on things
- I need to exchange files with Windows users
 - And it needs to be easy
- There is no legal industry software for the Mac

The Halo Effect

- Your iPhone and/or iPad integrate automatically
- Your calendar items and contacts, for example, are automatically up to date on all of your devices.

Software Considerations

- Macintosh native software
- SaaS
- Windows required

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Mac Native Solutions



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Mac Native Solutions

- Standalone Microsoft Office:
 - Completely file compatible
 - Share it
 - Track Changes
 - Run many macros
- The current versions (2016) are excellent and also work on the iPad very well.

Mac Native Software

- Timeline 3D – for making interactive, 3D time line movies to present chronological information
- Clarity Legal makes TrialSmart trial presentation software and DocSmart transcript software. Cost is 1/10 that of Sanction or Trial Director for same functionality.
- Full suite of PDF tools from \$50 - \$500 (PDF Pen to Adobe Acrobat)
- Host of others that make handoffs a big benefit.

Software We Think Lawyers Need

- Microsoft Office
- A PDF Tool (PDF Pen and Acrobat DC)
 - Document production and management
 - Bates stamping
 - Correspondence
- TextExpander
- 1Password
- Screencasting Software (Screenflow)

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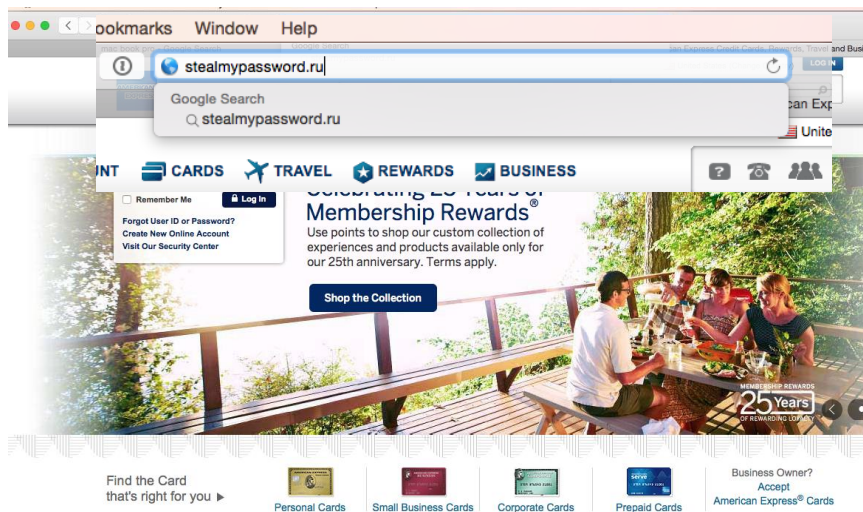
Internet Safety

The screenshot shows a web browser window with the URL `stealmypassword.ru`. The page is the American Express website, featuring a navigation bar with links for MY ACCOUNT, CARDS, TRAVEL, REWARDS, and BUSINESS. A login form is visible on the left with fields for User ID and Password, and a "Log In" button. Below the login form are links for "Forgot User ID or Password?", "Create New Online Account", and "Visit Our Security Center". The main content area features a large banner for "Celebrating 25 Years of Membership Rewards" with a "Shop the Collection" button. At the bottom, there is a section titled "Find the Card that's right for you" with icons for Personal Cards, Small Business Cards, Corporate Cards, Prepaid Cards, and Business Owner? Accept American Express® Cards.

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Internet Safety



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Screencast Software

What if the next
time you do
something at
work...

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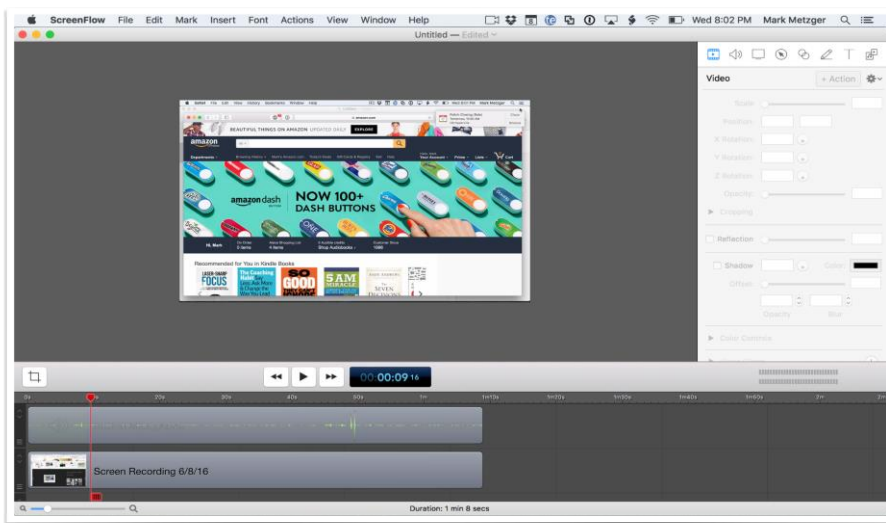
Screencast Software

... is the last
time you
ever have
to complete
that task?

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Screencasting Software



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Screencasting Software Ideas

- EIN for trust
- EIN for LLC
- EIN for corporation
- EIN for estate
- How to file a document with PACER
- How to file a return of service in county court system
- How to put letterhead on a PDF
- How to apply digital signature in Acrobat
- How to intake a new file (one per type)
- How to generate an invoice with case management software
- How to take a credit card payment
- How to format a letter to firm standards for margin and typeface
- How to send an e-fax
- How to open a file in case management
- How to close a file in case management
- How to enter client info from seminar to InfusionSoft
- How to apply digital signature in Acrobat
- How and where to name and save files

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Software as a Service

- Things you use and access via the Internet
 - Adobe Photo services
 - Microsoft Office 365
 - GoogleDrive/Docs/Sheets
 - Dropbox/Box
- RocketMatter
- Clio
- MyCase
- Abacus

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Windows Only: Run Windows in a Window

- VMware Fusion
- Parallels
- Both under \$100 plus cost of Windows

DEMO

Summary of Objectives

- Evaluate your need for portability and choose either an iMac or a MacBook Air
- If you have any need for sharing documents with others, either obtain an Office 365 subscription or license Microsoft Office directly.
- Invest the time to master the tools available before buying dozens of new or additional ones.
- Decide how to spend the time you no longer spend on computer maintenance.

Questions?

All attendees can submit questions via the chat feature on the webinar interface