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
The materials contained herein represent the opinions of the authors and editors and should not be construed to be the action of the American Bar Association Law Practice Division, Division for Public Services, Young Lawyers Division or Center for Professional Development unless adopted pursuant to the bylaws of the Association.

Nothing contained in this book is to be considered as the rendering of legal advice for specific cases, and readers are responsible for obtaining such advice from their own legal counsel. This book and any forms and agreements herein are intended for educational and informational purposes only.

© 2016 American Bar Association. All rights reserved.

This publication accompanies the audio program entitled “The Mac Lawyer: You Can Practice Law on a Mac – Here’s How!” broadcast on July 27, 2016 (event code: CE1607LPI).
The Mac Lawyer: You Can Practice Law on a Mac – Here’s How!

Wednesday, July 27, 2016 | 1:00 PM Eastern
Sponsored by the ABA Law Practice Division, Division for Public Services, Young Lawyers Division and the ABA Center for Professional Development

Faculty

• Tom Lambotte, CEO, GlobalMac IT, tom@globalmacit.com. 440-941-1622

• Mark C. Metzger, Attorney-at-Law, mark@markmetzger.net. Naperville, Illinois
Objectives

• You’ll know it’s 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.

Hardware Choices

**iMac**
$1,299 (21”)
Or $1,499 to $1,799 (27”)
All hardware included
Hardware Choices

Macbook Pro
$1,299 to $1,999

Hardware Choices

Macbook Air 13”
$1,100+
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…

Hardware Choices

Mac Pro
$2,999 to $5,999

You’ll need a monitor, keyboard and mouse
Hardware Choices

Macbook
$1,299 or
$1,599

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.
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

Mac Native Solutions
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 timeline 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)

Internet Safety
Internet Safety

Screencast Software

What if the next time you do something at work…
Screencast Software

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

Screencasting Software
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

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
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