

# iPower: Using an iPad Pro to Power Up Your Practice

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The FDCC Evolve Committee submits this paper in conjunction with a presentation set to occur at the Winter 2022 meeting on Monday, March 7, 2022 from 7:00 to 7:55 a.m. The presenters for this program are as follows:

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## **I. Introduction**

Since its introduction in 2010, Apple has continued to innovate and improve the iPad. With the introduction of the iPad Pro in 2015, the iPad Pro should be given consideration by FDCC lawyers as an organizational and productivity tool to be utilized in law practice. This paper will discuss utilizing the iPad Pro in daily law practice and will give specific use cases for annotating and editing documents from the tip of your hands anywhere, at any time, through the iPad Pro. The paper will also discuss the benefits of using the iPad Pro to perform tasks such as editing legal bills, pleadings, and status reports. The paper will also give specific use cases for utilizing the iPad Pro to be more effective in organizing documents for use at a deposition or trial. The goal of the paper is to share with FDCC members the benefits of utilizing the iPad Pro for note taking, annotating documents, marking up PDFs, importing documents, organizing documents for easy access, and sharing documents. Lastly, the paper will discuss projects that are more suited to take advantage of the touch features and large spatial canvas of the iPad Pro in ways that cannot be done on a smart phone or laptop and how these touch features and spatial canvas can be used to promote organization in law practice at the highest levels. The paper will discuss a few apps including but not limited to: 1) Notability by Ginger Labs; 2) Muse by Muse Software, Inc.; 3) PDF Expert by Readdle Technologies Limited; 4) iAnnotate 5) Liquid Text by Liquid Text, Inc.; and 6) Documents by Readdle Technologies Limited.

## **II. Applications**

There are several outstanding note taking applications that can be utilized on the iPad Pro to assist the lawyer in his or her law practice.

### **A. Notability by Ginger Labs**

When discussing note taking applications, Notability by Ginger Labs is at the top of the list. The developers of the application describe it as “powerful, yet wonderfully simple note-taking and PDF annotation” application. The Notability application has many features that are useful to a practicing lawyer, including:

(1) Simple note taking. Notability allows the user to create a blank sheet of paper and take notes in a variety of different colors including blue, black, light blue, dark blue, yellow, green, light green, dark green, purple, red, and brown. The app also allows the user to choose from a variety of different point thickness for the ink. The application also allows the user to highlight notes in a variety of different colors including yellow, orange, red, pink, light green, dark green, light blue, and dark blue. The application also allows in addition to handwritten notes there can also be typewritten notes. Further, the application also allows the user to choose traditional notepad and allows for changing of grid spacing on the lines. Thus, the template for note taking can be traditional notebook and the lines can be adjusted according to the user’s preference.

(2) The application also has a sophisticated feature where the user can also take notes and record the lecture at the same time. The user can then replay the audio recording and tap anywhere on the note to hear what was said at the moment the recording was made.

(3) Importing PDFs. Notability also allows the user to import PDFs, documents, photographs, and PowerPoints. The user can then write on the imported PDF and easily share the annotations made on the PDF or photographs with others.

(4) The application also allows the user to import web pages and make annotations to the imported web page.

Notability has been used by a significant number of persons all around the world. After eleven years of outstanding usage, Notability has now switched to a subscription model beginning November 1, 2021. Those persons who purchased Notability prior to November 1, 2021, will be granted lifetime access to all of the existing features and any content previously purchased in the application. Some of the new features by Notability includes are nested dividers which makes organization inside of Notability a lot easier. Now, users of Notability can create dividers inside dividers and can also create subjects within the same name.

The uses that a lawyer can have with Notability in his or her law practice are endless. This paper will cite a few examples of how Notability can be used to enhance a lawyer's law practice including: (1) meeting with a witness at a scene and taking a snapshot of the scene and then importing the photograph into Notability to allow the witness to mark and document where things were at a scene after a crash. (2) Taking a deposition exhibit or trial exhibit and then having a witness mark on the exhibit in the Notability app to demonstrate various important things about the exhibit that are pertinent to the case. (3) Recording an interview or meeting (with permission) and taking extensive notes and then using the sync audio and sync notetaking features to tie the notes to the audio for easy reference. (4) Importing a PDF legal document into Notability such as a draft of a brief or a legal bill and making changes and indicating changes through highlights or markings and then sharing the changes with members of your team.

Below is an illustration of Notability in use. The illustration below shows the many ways the attorney can make notes on documents using Notability including highlighting, writing, typing etc.

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2  
Nov 15, 2021 at 2:04 PM

The facts as of December 2020

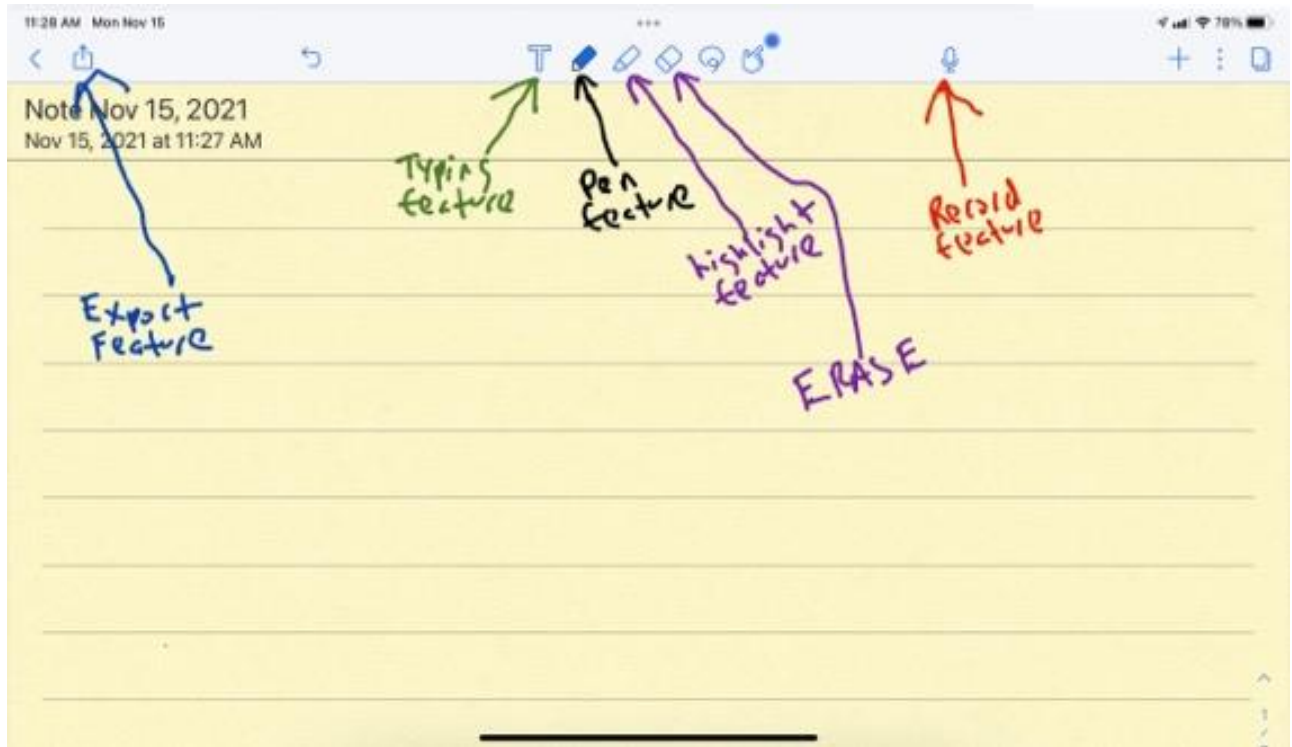
### FACTS

*Critical FACT*  
↓

The Defendant, The Roe Chemical Company, Inc., ~~produces and sells~~ a liquid weed killer called Pre-Merge Dinitro. It is manufactured and sold in five-gallon containers. Its net profits were \$20 million in the most recent fiscal year and 100% of its profits are derived from sales of products manufactured at its facility in Franklin. At the time of the accident, David Wilson was a 49 year-old farmer. He bought the product from defendant's outlet store. While attempting to pour from the container, the plaintiff slipped and the weed killer splashed over his body. He was diagnosed with a progressive nerve and muscle disease. Wilson sued the Defendant under the State of Roosevelt's product liability statute, which allows the fault-based defense of comparative negligence with a finding of 51% negligence on the part of the plaintiff being a bar to recovery. The statute and case law provide for a "risk utility" analysis and defense. The applicable statute of limitations is three years. But see the discovery rule in Mississippi

The Plaintiff bases his claims on Defendant's failure to warn, i.e., the Defendant's warnings on the label attached to the container were inadequate and the container was defectively designed and therefore was unreasonably dangerous for its intended and foreseeable uses. Defendant Roe denies that

The illustration below shows the additional features of Notability including the export, typing, pen, highlight, erase, and record feature.



The illustration below shows the icon to look for when purchasing the Notability app.



Notability can be purchased on a subscription based formula. Your Apple iTunes account will simply be charged for Notability on an annual basis. The developers of the app state that prices may vary based on location. An annual subscription option is available for \$11.99 a year for a limited time only. The makers of Notability indicated that the pricing shift with an annual subscription model allows more frequent updates and features. The makers indicated that the prior one time paid up front model made it most difficult to continue to advance and innovate the application. According to the makers of the app, everyone who purchased Notability prior to the switch to a subscription model on November 1, 2021 would have lifetime access to all existing features and any content previously purchased in the application.

## **B. iAnnotate 4 —PDFs & more**

iAnnotate 4 is an application designed and developed by Branchfire, Inc. The developers of the application state that the app allows the user to read, annotate, and share PDF's, Microsoft Office files, and images which includes allowing users to take notes, sign agreements, highlight documents, and insert stamps. The application is used by over one million users. The application has several unique features including allowing the users to scan documents and take notes, search documents, and has the advanced controls which allows for rotating pages and merging documents. The application also allows the users to share documents including sharing annotation summaries. The application also allows for the users to review and edit documents side by side all on the iPad Pro. The application allows for the user to open a web capture and find the site it wants to mark up and then it will be converted to PDF for annotation. In the app, documents can be arranged by folders and sorted by date added, date last opened, or in alphabetical order. Please see illustrations below demonstrating some features of the app.

< Search



# iAnnotate 4 — PDFs & more

A better way to markup



OPEN

USER RATINGS

4.7  
★★★★★

AGE

4+  
Years Old

CHART

#17  
Productivity

DEVELOPER

Branchfire, Inc.

LANGUAGE

EN  
English

SIZE

79.2  
MB

## What's New

We've improved search functions in a document and in the library as well as fixed a couple bugs. Please visit [www.foia.com](http://www.foia.com) for more. [more](#)

[Version History](#)

3w ago  
Version 4.7.9

## Preview



Today

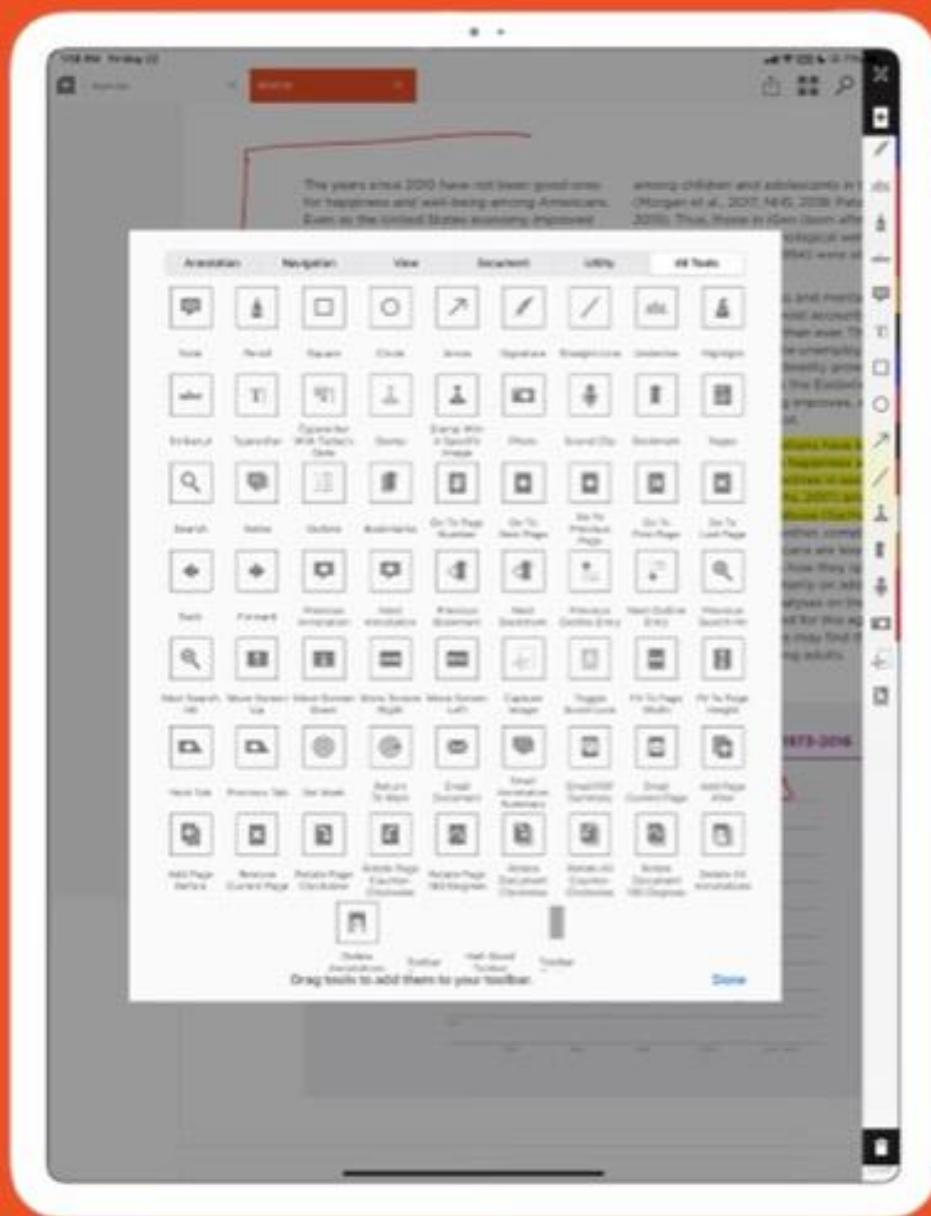
Games

Apps

Arcade

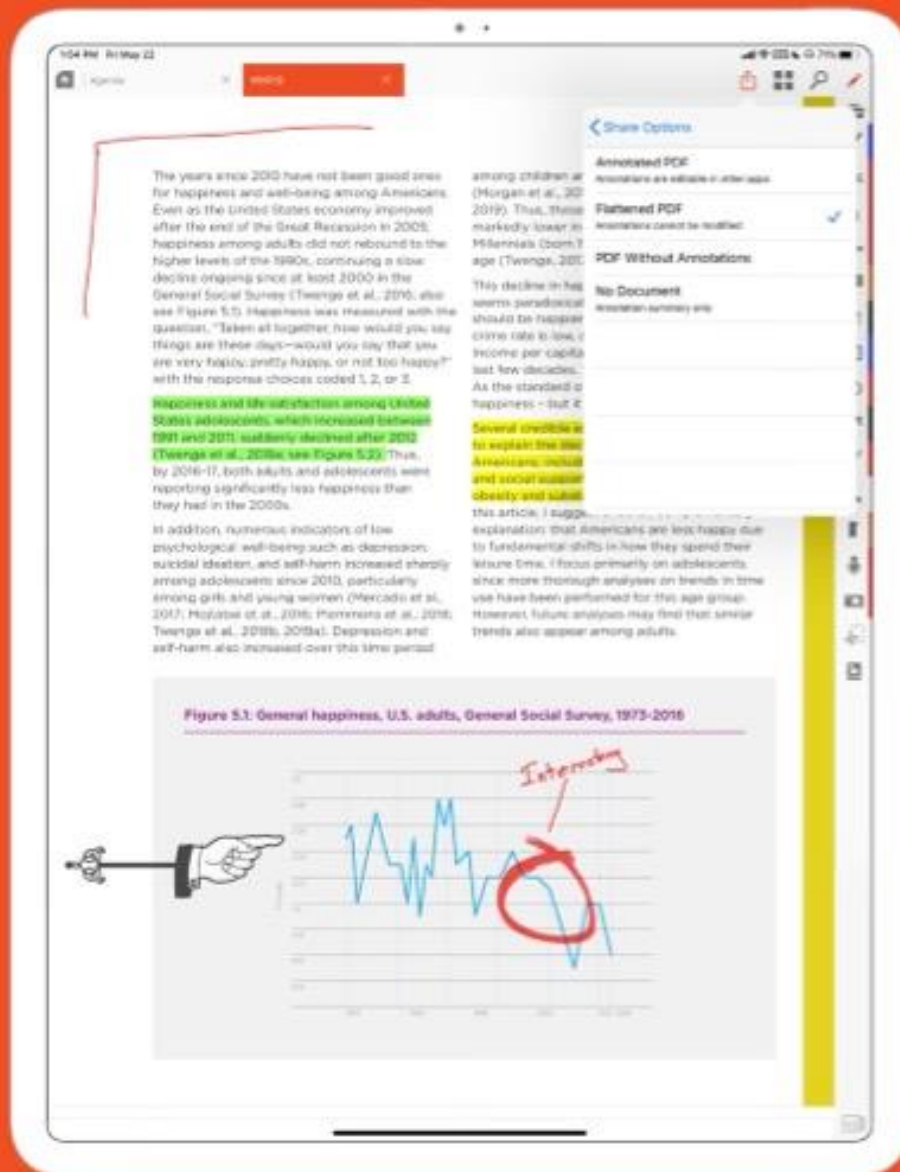
Search





Over 20 Powerful  
Annotation Tools





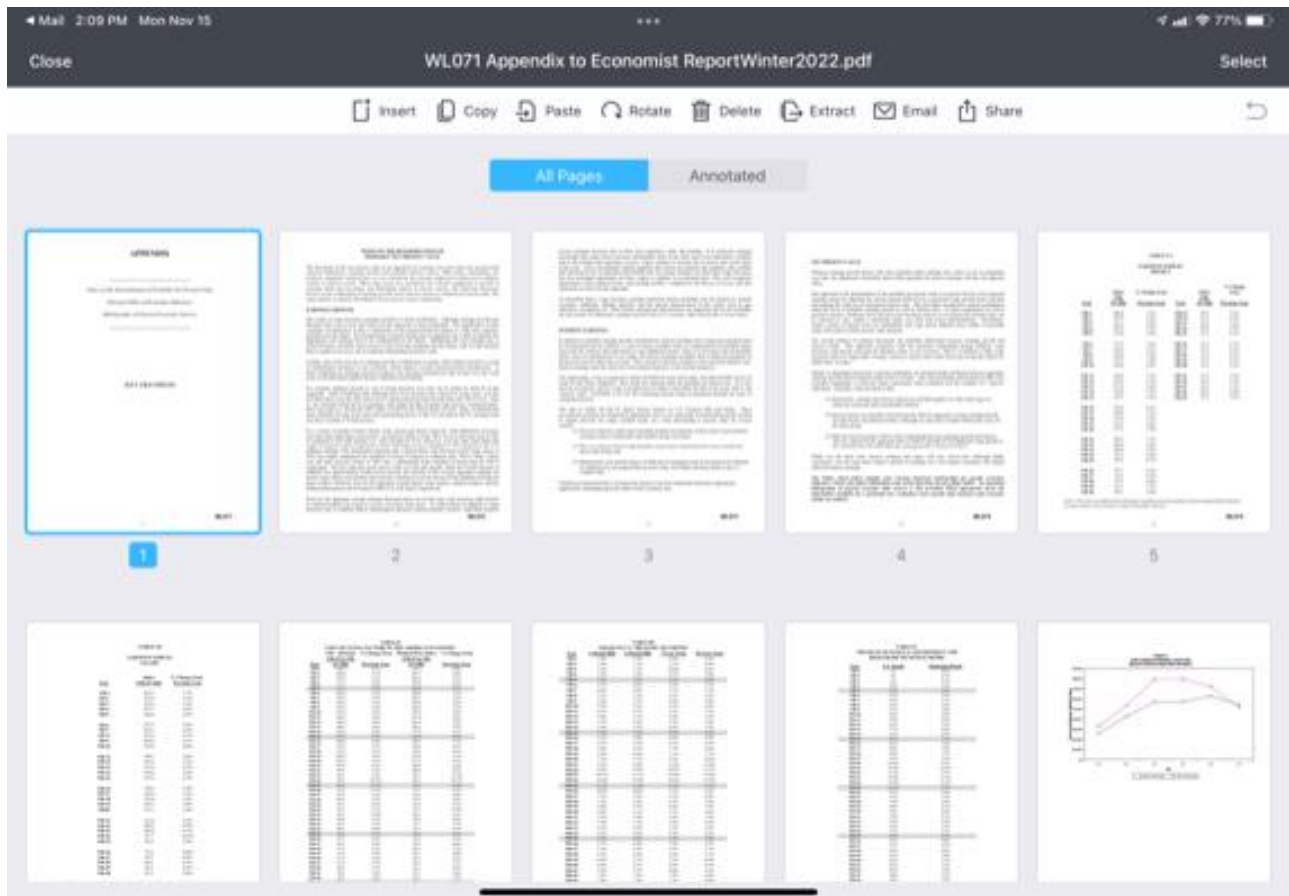
## Share with Precision

Flatten Documents, Send Annotation Summaries, and More!

### C. PDF Expert










PDF Expert is another excellent app that can benefit the lawyer in his or her law practice. The developers of the app are Readdle Technologies. The developers of the app state “PDF Expert is the ultimate PDF app you are looking for. It’s fast, intuitive and powerful to let you effortlessly complete literally any PDF task.” To the extent that any lawyer works with PDFs, the app is truly outstanding. The application allows for excellent reading and annotation of PDF files. The app allows for the text of PDFs to be edited. The app allows the lawyer to quickly open any PDF document from an email and immediately begin to work with the PDF. The app also allows and can enable full text searching, scrolling, and zooming in and out of PDF. The app also has a feature where the lawyer can use the text to speech feature to hear the selected text read out loud. The app also allows for filling in forms and does this with remarkable accuracy. The app allows for the insertion of voice memos right inside of a pdf document. The app also allows the lawyer to restrict access to the PDF file and allows the adding of encryption and passwords to PDFs.

The illustration below shows what can be done with PDFs in the app which includes, inserting pages, copying pages, rotating pages, deleting pages, extracting select pages, emailing all or select pages, and sharing all or select pages with other apps.



The illustration below shows additional features of PDF Expert including being able to copy, move, compress, merge, rename, and duplicate PDFs within the app. The illustration below also shows additional features of PDF Expert including the ability to create new folders, mark documents with color tag, and upload PDFs.



Selected 0

-  Copy
-  Move
-  Compress
-  Convert to PDF
-  Merge
-  Duplicate
-  New Folder with Selection
-  Rename
-  Delete

SHARE

-  Email
-  Upload
-  Share

OTHER

-  Show Info
-  Mark With Color Tag
-  Add to Favorites

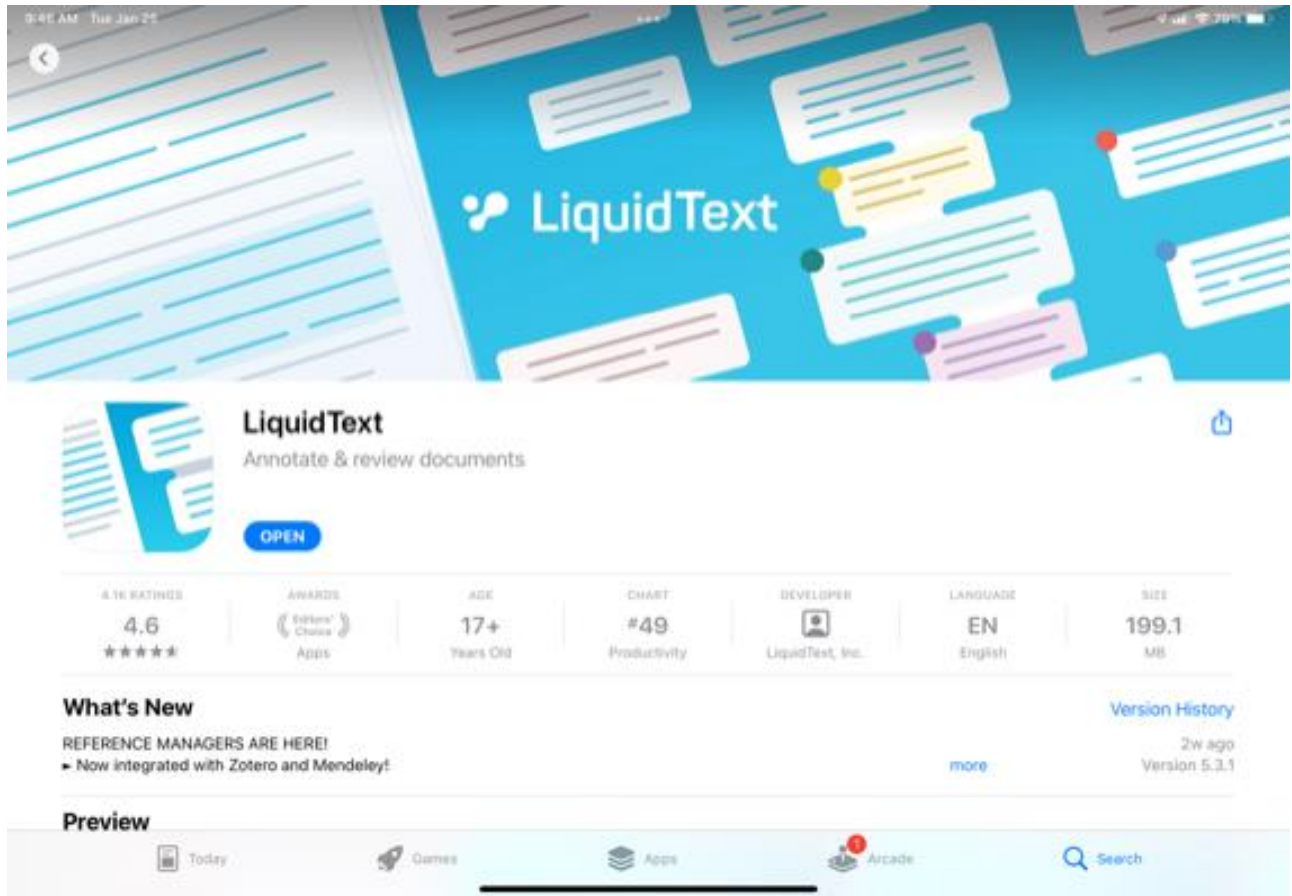
The illustration below merely shows the icon to look for when purchasing the PDF Expert app.



#### D. Liquid Text

LiquidText is an app developed by Liquid Text, Inc. The application allows the attorney to create a workspace and import file documents into one place. The attorney can then pull excerpts from the documents into a project area or workspace. In the workspace, the attorney can then add notes that are either handwritten or typed. The excerpts from the documents can then be emailed or further organized into other applications. The app has proven to be invaluable when a lawyer must work with PDFs that are large and overwhelming in number of pages or when a lawyer has to work with multiple PDF documents. The feature that allows the lawyer to pull excerpts from the documents is absolutely invaluable to the busy lawyer and promotes organization at the highest levels.

Please see some illustrations from the app appearing next.





Gather facts from different sources, connect them with your own ideas, and show how they relate.

App Store  
**Editors' Choice**

Apple  
**Most Innovative iPad App of the Year**

TIME  
**Best Apps for iPad Pro**

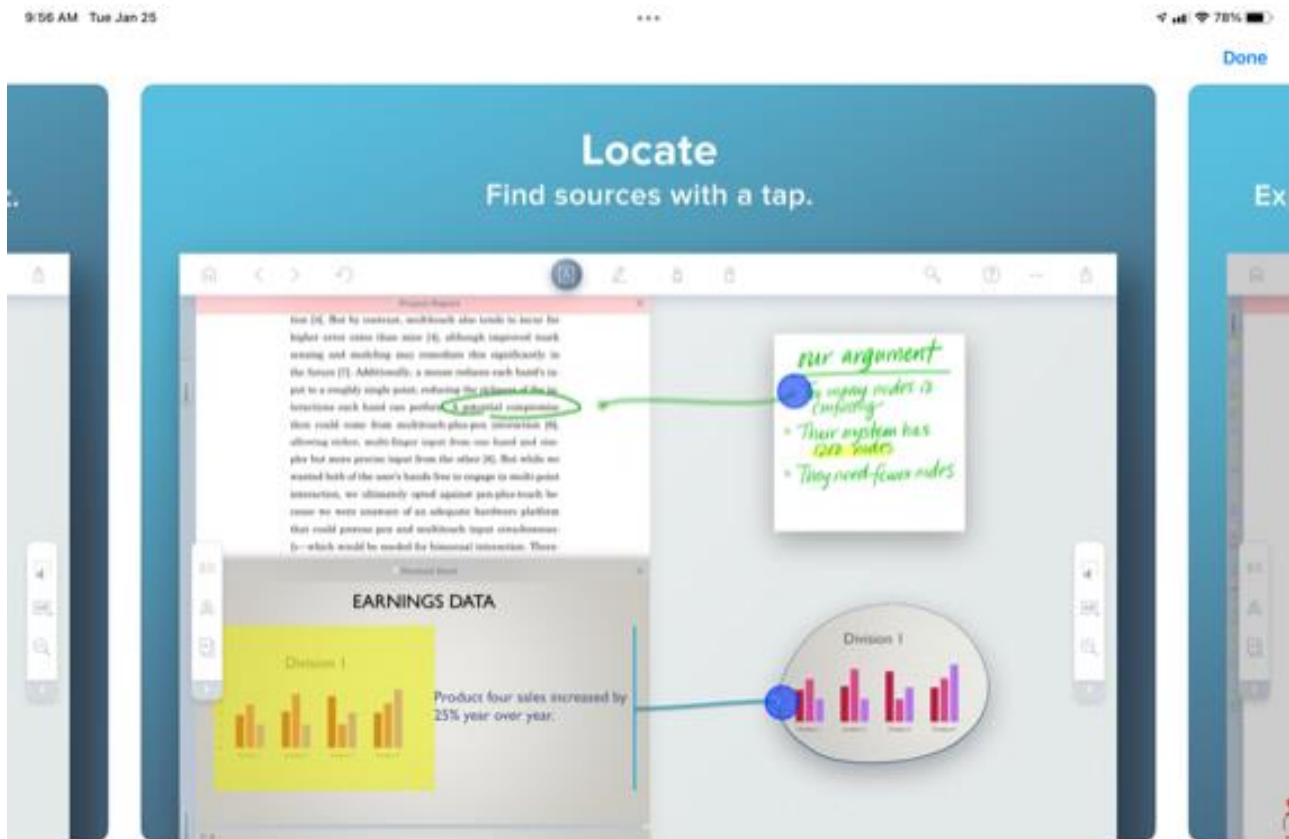
Mashable  
**10 Best iPad Apps**

Apple  
**Amazing Apps for iPad Pro**

The screenshot shows a mobile application interface with several data visualization elements and handwritten annotations:

- Header:** "Market Report" with a search icon and navigation arrows.
- Main Content:**
  - Section 1:** "Sales By Division" featuring a pie chart and a list of data points. A purple arrow points from a handwritten note to a specific data point.
  - Section 2:** "EARNINGS DATA" featuring a bar chart for "Division 1" and a text box stating "Product four sales increased by 15% year-over-year".
- Annotations:**
  - A handwritten note in the top right corner reads: "Conclusion: 2018 quarter results are too high, 2019 quarter results are too low".
  - A handwritten note in the middle right reads: "our segment? a 15% increase in productivity".
  - A handwritten note at the bottom right reads: "Product four sales increased by 15% year-over-year".
- Visuals:** A pie chart, a bar chart, and a list of data points are visible. A purple arrow connects a note to a data point.





**E. MUSE – Tool for Thought**

The next application that can benefit the lawyer in his or her law practice is Muse, which is an application by Muse Software, Inc. The developers describe the application as a “special canvas for your notes.” Muse is an outstanding app as it takes advantage of the features that are unique to the iPad Pro. Muse was specifically designed for the iPad and the Apple pencil. The good feature of the app is that it allows various components related to a case to be placed on an unlimited board with an unlimited spatial canvas. For example, the lawyer would be able to put photographs, maps, PDFs, videos, all related to a case in one spatial canvas. This means that the content will be nested in the application spatially which would allow the lawyer to navigate fluently between the items that are placed on the board. For example, a single Muse board would allow the lawyer to sketch, write, arrange images, work with PDFs, collect links or files, and work with videos all on one board.

Benefits for the lawyer in using Muse are endless but below are a few Muse cases:

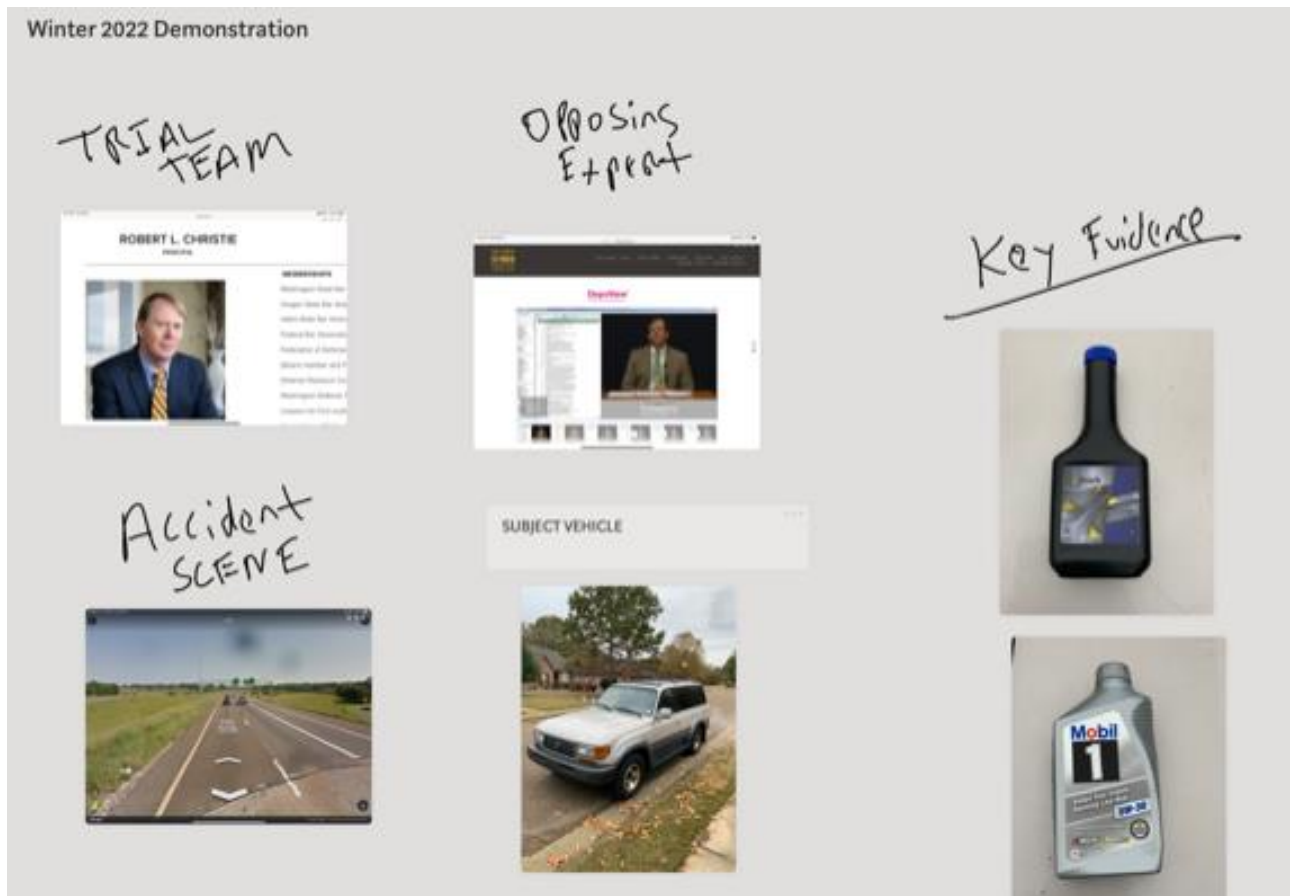
- (1) Using Muse to take a deposition and being able to have the deposition notice, the deposition outline of questions, the highlighted medical records, the photographs of

the scene, and any videos that may be used at the deposition all in one board. This promotes organization for the deposition at the highest level as everything is all on one board and in one place for easy access by the lawyer.

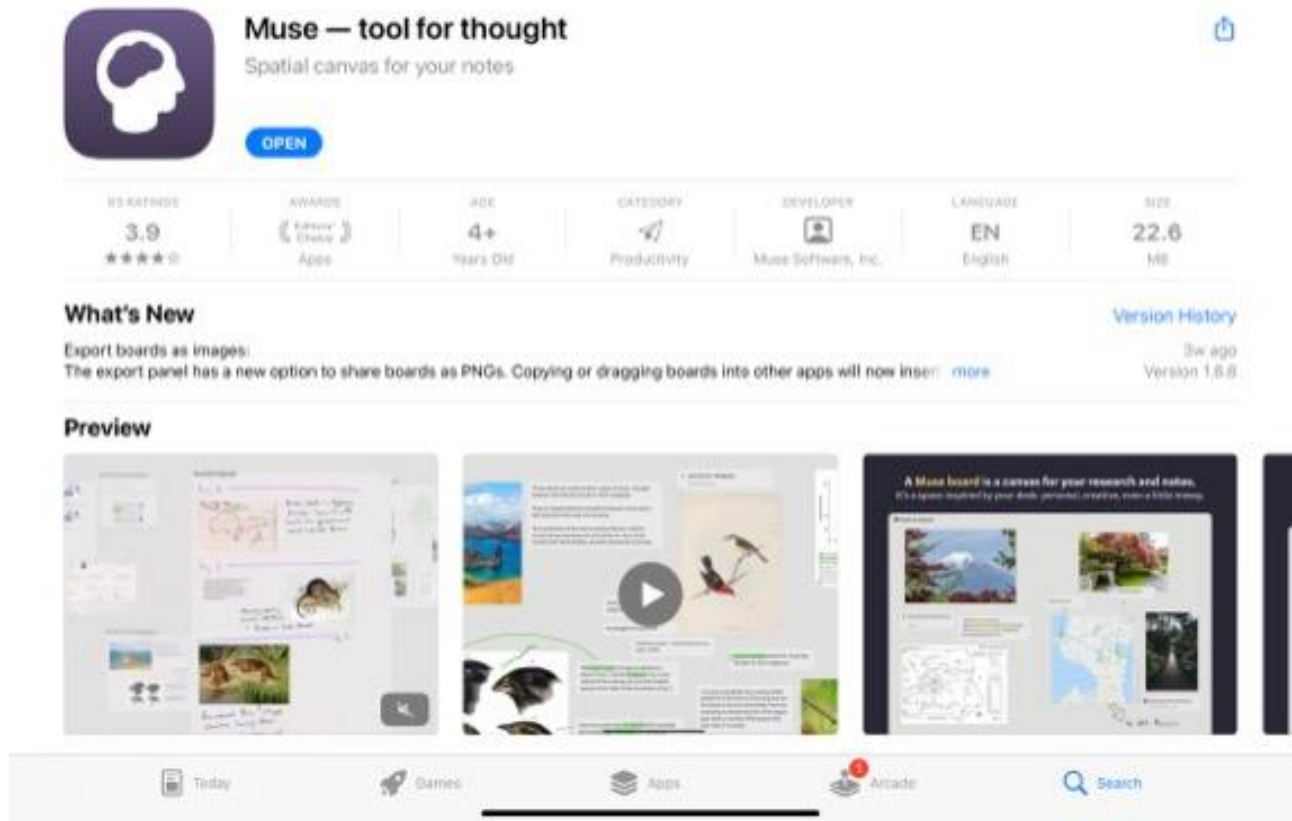
(2) A Muse board can be used during the brief writing process to allow organization for the lawyer. One section of the board may be used to house cases in support of proposition A, another section of the board can be used to house cases in support of proposition B, another set of the board can be used to house pleadings that will be needed for the brief, and yet another section of the board can be used to house exhibits that will be used in support of the motion.

(3) A Muse board can also be used to help the lawyer create a detailed client presentation on a substantial case with many moving parts. For example, a lawyer can place on the board slides related to the crash scene, slides related to damages, slides related to strengths of the case, slides related to weakness of the case, slides related to background information of the judge and jury all in different sections of a Muse board that will allow for easy access and presentation to the client.

Below is an illustration of a Muse board with various components of a case all placed on one board for easy access by the lawyer.



The next illustration merely shows the icon to look for when purchasing the app.

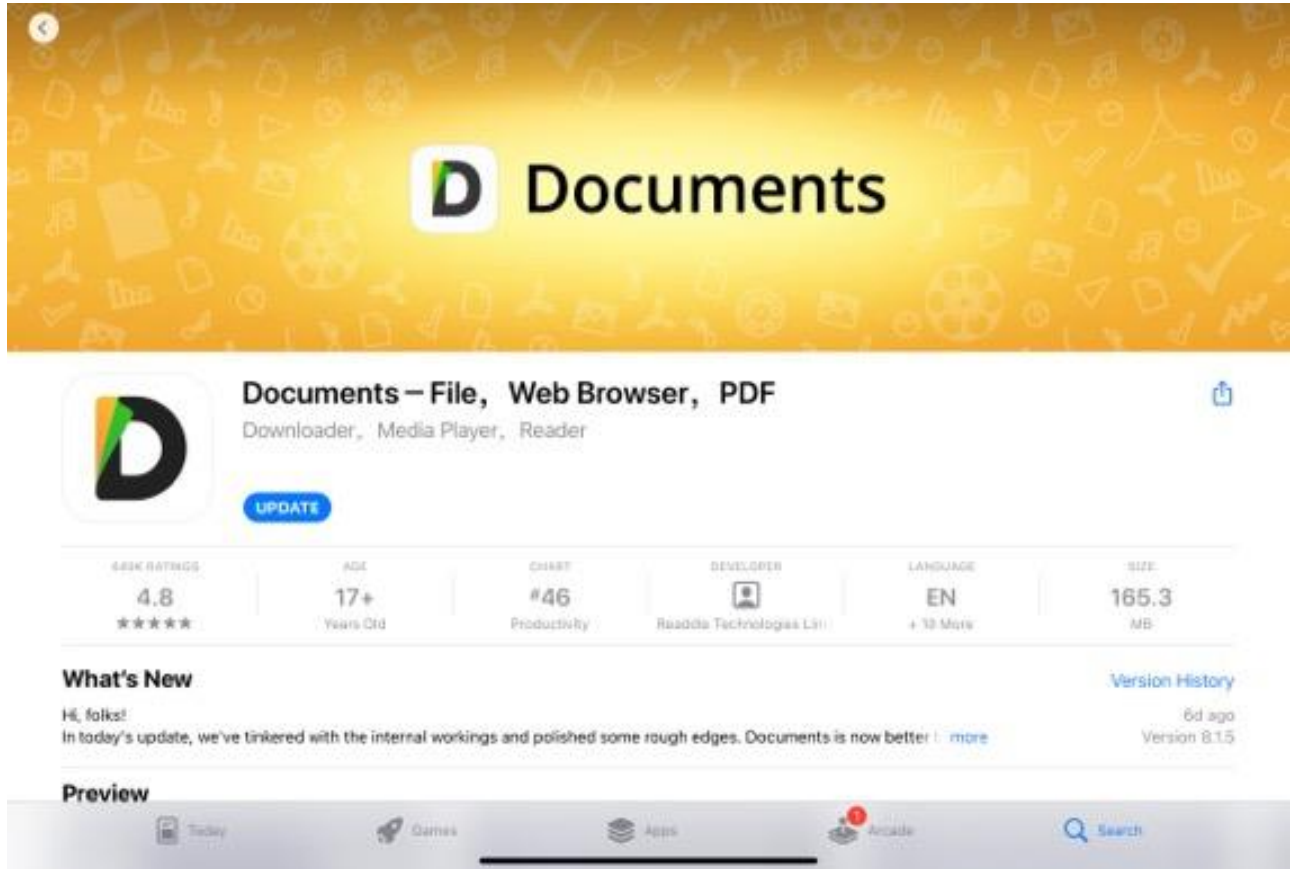


Muse is made by a very small team of five persons. Muse has several different pricing structures including a pro membership at approximately 9.99 a month, a starter membership at 3.99 a month, and a free membership. The pro membership allows for board sizes of 10x10. The starter membership allows for 500 cards on a 6x6 board size and the free membership allows for 100 cards on a 2x2 board size.

## F. Documents – File, Web Browser, PDF

The next application for discussion is Documents, also by Readdle Technologies. This application is an excellent tool for importing and saving files on the iPad Pro. The Documents app allows the user to import files from his or her computer, cloud-based services, or any nearby device. The Documents app also allows for storing email attachments as well as saving web pages to read them later. The Documents app also allows for managing a file and creating folders for the management of files. The Document app can be used to download files in folders from your computer for then usage in every aspect of your practice that utilizes the iPad Pro.

The illustration below merely shows the icon to look for when purchasing the app.



### III. CONCLUSION

The Evolve Committee recommends that members consider purchasing the iPad Pro. As of this writing, the current iPad Pros available are the 1) 2021 iPad Pro 12.9 inch (5th generation) and the 2021 iPad Pro 11 inch (3rd generation). The 2021 iPad Pro comes in a wide range of storage options and prices ranging from 128 GB to 2 TB with options of Wi-Fi only or Wi-Fi + Cellular. The iPad User Guide can be downloaded to the Books app so you can consult it on an as needed basis. As a further resource, it is possible for a person to download the iPad user guide written by Apple. The user guide according to Apple has everything one needs and is a guide to help the user get started with using the iPad with iPad OS version 15.2. The user guide discusses the many features of utilizing the iPad, including using a new multitasking menu, slideover, and split view window when working on multiple applications at one time. The resource also has a good discussion on turning on and setting up the iPad for the first time. The book also has an excellent discussion on useful iPad features such as screenshot, screen recording, marking up files and photos, as well as drawing in apps.

Special thanks to the FDCC Evolve Committee which is comprised of the following persons:

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