HOW ‘BOUT THEM APPLES?

TECH Workshop

TUESDAY
FEB 7 • 12:30 • L315

Register online: guides.law.fsu.edu/TechTuesdays
How ‘Bout Them Apples

MAC PRODUCTIVITY SOFTWARE
An Apple a Day.....
Useful Mac Apps
Hazel

- [https://www.noodlesoft.com/](https://www.noodlesoft.com/)
- Organizes folders according to rules you set
Hazel

- Organizes files for you by rules you create
  - By date
  - File type
  - Name
  - Sorts
Hazel

- Rename files by subfolder
- Pattern matching

$32
Alfred

- Alfred 3
  - https://www.alfredapp.com/
  - Hotkeys
  - Keywords
  - Text Expansion
  - Files, Contacts, even music
    - Use iPhone or iPad as command center

About
$25
Alfred 3

- Improve Workflow
  - Color coordinating
  - Notes
  - Filtering
  - Replacing text
  - Enhanced clipboard
Note: Alfred works most efficiently if you only have 'Essential' items ticked and use the 'open' keyword to find files. You can also press [spacebar] immediately after activating Alfred to quickly enter the file search mode.

**Unintelligent:**

- Search all file types

**Search Scope:**

- /Applications
- /Applications/Xcode.app/Contents/Applications
- /Developer/Applications
- /Library/PreferencePanes
- /opt/homebrew-cask/Caskroom
- /System/Library/CoreServices/Applications
- /System/Library/PreferencePanes
- /usr/local/Cellar
- ~/Library/Caches/Metadata
- ~/Library/Mobile Documents
- ~/Library/PreferencePanes

These folders define where Alfred looks for files, applications and metadata. Fewer paths give more accurate results. Drop folders above from Finder or Alfred.

**Fallbacks:**

- Setup fallback results

Define what you see when Alfred is unable to find any results. By default, Alfred shows Google, Amazon and Wikipedia.
Smile TextExpander

- TextExpander
  - [https://smilesoftware.com/textexpander/](https://smilesoftware.com/textexpander/)
  - Email addresses
  - Brand messages
  - Directions
  - Boilerplate

Monthly - $3.33
MS Office Clipboard

http://guides.law.fsu.edu/Office/Word

https://www.youtube.com/watch?v=sj0s9brfdRc
The Office products on the Mac do not provide a "clipboard" feature as there is on a PC version of the product. In the previous Office for the Mac 2011 version there was a "Scrapbook" feature and it could be used to store previous clippings and it would store them permanently... so it functioned a bit differently than the Office clipboard feature on a PC.

If you would like to provide feedback to Microsoft about the missing Clipboard feature in Office for the Mac 2016, please use the Smiley face control and indicate what could be better with the product.

Hope this helps.
Houdahspot

- Houdahspot 4
- Powerful File Search for Mac
LastPass

- LastPass for Mac
1Password

- 1Password
  - [Link to 1Password on iTunes](https://itunes.apple.com/us/app/1password-password-manager/id443987910?mt=12)
Webinar: You Can Practice Law on a Mac - Here’s How!

Posted on July 26, 2016  •  by Ben Stevens  •  Posted in Mac vs. PC, Online Resources, Switching to Macs, Technology
• Leave a comment

On July 27, 2016, 1-2:30 PM ET, Tom Lambotte, CEO of GlobalMac IT (our firm’s I.T. company) is participating along with Mark Metzger in the American Bar Association webinar, “The Mac Lawyer: You Can Practice Law on a Mac – Here’s How!” The session qualifies for 1.50 General CLE Credit Hours*, so I thought this would be of interest to my readers.
Lawyers may use cloud computing if they take reasonable precautions to ensure that confidentiality of client information is maintained, that the service provider maintains adequate security, and that the lawyer has adequate access to the information stored remotely. The lawyer should research the service provider to be used. Note: This opinion was affirmed by the Board of Governors with slight modification on July 26, 2013.
Cloud Computing

K564.C6535 2013
Word processing

- iWork
- LibreOffice
- OpenOffice
- Google Apps
Word Processing - MS Word

- Microsoft Word (Office)
- MS Office for Mac 365
  - Access files anywhere
  - Compatibility between Mac, PC and iOS
  - Share and edit documents simultaneously
Office 365 ProPlus

- **Microsoft Office 365 ProPlus**
- Get free downloads of Office 365 ProPlus—including Word, Excel, PowerPoint and more—on up to fifteen personally-owned devices: five computers, five tablets and five phones. Enjoy your free subscription as long as you’re a current employee or active student enrolled in classes.

Office 365: Big-Firm Function, Small-Firm Budget

Volume 40 Number 2

By Catherine Sanders Reach

About the Author

Catherine Sanders Reach is the director of Law Practice Management and Technology for the Chicago Bar Association.

Use this checklist to streamline your matters and get more out of every workday.

Matter management checklist
Office 365: Big-Firm Function, Small-Firm Budget

- Security
- Cost Efficient
- Collaboration
- Mobile
- Hosted Exchange
- Skype
Microsoft Word

By Microsoft Corporation

Open iTunes to buy and download apps.

Description

*** Word is ready for iPad Pro and looks amazing on the 12.9-inch screen. Read Word documents on iPad Pro for free. To create and edit docs, you need a qualifying Office 365 subscription. Try it for free for 30 days. ***

The real Microsoft Word app designed for iPad, iPhone and iPod touch.

Microsoft Corporation Web Site › Microsoft Word Support › Application License Agreement ›

What's New in Version 1.29

• Bug fixes
Word for iPad

This app is designed for both iPhone and iPad

Free
Microsoft Office for Law Students: Word

This guide will cover useful tips on Microsoft Office Products like Word and PowerPoint.

Word Introduction

What's New | Getting Started | Formatting | Authorities | Footnotes

Clipboard | Metadata | Video Help | Apps | Office 365

Short Video Tutorials

- How to Add a Manual Line Break
- How to Copy and Paste More Effectively
- How to Create a Cross Reference
- How to Use Clipboard
- How to Use Paragraph Indent Markers
- Section Breaks and Pagination
- Selecting Text in Microsoft Word

Word for Law Students

- Footnotes and Cross-References
- Word for Lawyers and Law Students

Books

- Formatting Legal Documents with Microsoft Word 2016 by Jan Bernstein
- Microsoft Word 2013 by Ben M. Schwartz

Research for FSU Journals: Making Edits in Word

This LibGuide was developed to assist our journal students in their research and reference location.

Getting Started | Resources | Interlibrary Loan

Making Edits in Word | Squeaky Clean Documents

Consult with a Librarian
An essential resource for law firms

Jan Bernstein, Ph.D.
Microsoft Office 365 Security

- Secure Identity
- Secure infrastructure
- Secure apps and data
Document Management and Law Practice Management

- Matter Center for Office 365

- Partners in the Legal Vertical
Matter Center

- Security
- Version Control
- Matter and Document Searching
- Permission Controls
- Briefcase in a Cloud
- Collaboration
Rocket Matter - Cloud Based Legal Matter Management Software

- Rocket Matter:
  - https://www.rocketmatter.com/
Rocket Matter for iPad

- Introducing the Rocket Matter iPad Edition

- iTunes – Download Rocket Matter for iPad Edition
Clio – Legal Case & Practice Management Software

- Clio
  - [https://www.clio.com/](https://www.clio.com/)
  - iPad app
Clio Academic Access

▶ Apply for Academic Access
  ▶ https://www.clio.com/partnerships/academic-access/sign-up-for-clio-academic-access-program/
    ▶ A risk-free way to try a legal software used by firms both big and small.
Clio Starter

**Starter**
The basics you need.

$39 per user/month
when billed annually or $49 month-to-month USD

**Boutique**
Take your practice to the next level.

$59 per user/month
when billed annually or $69 month-to-month USD

**Elite**
Everything a firm could ask for.

$99 per user/month
when billed annually or $109 month-to-month USD
## Clio Features

### Includes essential features such as:
- Case Management
- Hourly and Flat Fee Billing
- Custom Invoices
- Time Tracking
- Secure Client Portal: Clio Connect
- Task Management
- Mobile Apps for iPhone, iPad, and Android Devices

### Includes all of basic features of Starter, plus this additional functionality:
- Accounting Integrations
- Integrated Credit Card Processor Clio Payments
- Custom Fields
- Advanced Document Automation
- Office 365 Business & Enterprise Integration
- Third Party Integrations
- Trust Requests
- Alternative Fee Billing
- Data Escrow

### Includes all of Starter & Boutique functions, plus these advanced features:
- Court Calendaring Rules
- Matter Budgets
- Campaign Tracker
- Advanced Task Management
- Advanced Reporting
- Priority Support / Onboarding Training
Trial iPad for iPad

- Organize and Present Evidence
  - 129.99
Trial iPad for iPad

Features

- Present Wirelessly with Apple TV
- Add Callouts
- Highlight
- Annotate
- Zoom
- Lock Display
Apple TV & AirPlay

- Connect an Apple TV box(eBay link) to your projector using an HDMI cable.
- Connect the Apple TV and iPad to the same Wi-Fi network.
- From the Home screen on the iPad, swipe upward from the bottom of the screen to bring up the Control Center.
- Select the “AirPlay” icon.
- Select the “Apple TV” device from the list.
- Turn “Mirroring” on if you wish to display everything that is displayed on your iPad.

https://www.technipages.com/connect-ipad-projector
Airsquirrels Reflector

▲ Wireless Mirroring Where You Want It.

▲ Reflector is a wireless mirroring and streaming receiver that works great with Google Cast™, AirPlay™ and AirParrot 2®. Mirror your content to the big screen without wires or complicated setups. Play games, watch movies, demo applications or present from the palm of your hand. Even send your screens directly to YouTube for others to watch live. Everything you do on your device can be wirelessly sent to Reflector!


▲ $14.99
PDF Annotators

- **PDFpen**

- **PDF Expert**

- **iAnnotate**

- **Kindle Reader – Free**
PDF Expert

Indispensable PDF tool
Designed for iPad and iPhone
Features

- Highlight text
- Fill Forms
- Draw with finger
- Sign with finger
- Bookmark
- Share
- Protect
- Edit
Research Guides
This research guide covers iPad productivity apps including: law practice and management, government apps, note taking and PDF annotators, study aids and other productivity apps.

Introduction

iPads are now common with law students and practicing attorneys. iPads are excellent presentation devices. This libguide will cover productivity apps useful to law students. Also it covers legal research, trial presentation, government apps, law practice, note taking and PDF annotators.

New Tech

iPad mini
Mac Productivity Software for Law Students: Introduction

This research guide covers Mac productivity software, including: word processing and note taking software, law practice and management software, mind mapping, PDF creation and other productivity related software.

Introduction

It's common for law students and lawyers to use Mac computers. This research guide will cover productivity software useful to law students. It covers, word processing, PDF readers, law practice and management software and resources for finding even more.

There's a lot of great software for Macs, from Parallels which allows you to run Windows products on a Mac, to Beedocs Timeline 3D which creates stunning 3D timelines, to Dragon Dictate. Inside are some miscellaneous apps you might want to try. Mouseover each product to get more information.
Mobile Apps and Legal Research: Legal Research

This research guide covers legal research apps for both iPhone and Android devices.

Mobile Apps for Legal Research - U.S.

- Bloomberg Law
- Fastcase
- Heinonline
- iSSRN
- Law Dictionary & Guide Pro
- Lexis Advance
- LexisNexis Get Cases & Shepardize
- Tax Codes and Regs - Touch Tax
- Westlaw (Thomson Reuters)

Mobile Apps Intro

This page has links to legal research oriented mobile apps for both Android and iPhone. It's meant to include the most common, useful and higher rated apps for both platforms and is not meant to be exhaustive. For a more extensive list of apps you can see Android Apps for Law Students and iPad Productivity Apps for Law Students.

Mobile Apps for Legal Research - International Law

- Criminal Code of Canada and Related Acts
- EU Charter
- EU Tax Law
- Immigration

Mobile Apps for Legal Research - Florida

- Android Apps
- iPhone Apps
- Florida Statutes by TVN Labs

Mobile Apps for Legal Research Presentation
Law Practice, Management and Technology: Law Practice - Mac and Cloud Based Software and Apps

This research guide identifies both online and print resources focusing on the technologies used by small law firm and solo practice attorneys. It also covers business and marketing practices.

Practice

As the practice of law moves into the cloud many products have emerged that help attorneys especially in small or solo practices to run their offices. The software products below, many cloud based, help with time and billing, case management, document management and much more.

Ebooks - Technology and Lawyering

Rocket Matter has some great eBooks on leveraging new technologies to increase the efficiency of a law office.

The Mac Attorney at Work

- 3 Tips To Manage Macs And PCs In Your Law Firm
- Still Want an All-Mac Law Office? What You Need and How You Can Do It
- Transitioning to Macs in Your Law Office
- Can I Use a Mac at My Law Office?

LoMac

- LoMac

Mac in Law Practice - Current Awareness
Resources for Staying Current

You've received an interview for a clerkship and want to know what the judge's most recent opinions were? You're following a case and want to know if the Supreme Court has granted certiorari? This presentation will identify specialized tools for keeping up with new developments and staying current in one's area of specialization.

**Date:** Wednesday, February 8, 2017  
**Time:** 12:30pm - 1:00pm  
**Location:** L315