STATE BAR OF WISCONSIN
PINNACLE
Your Practice. Our Purpose.

WSSFC 2023

Technology Track – Session 4

IOS Tools for Trial Preparation and Presentation

Presented By:

Brett Burney, Burney Consultants, Cleveland, OH

About the Presenter...

Brett Burney helps law firms and corporate legal departments navigate their e-discovery challenges as the VP of eDiscovery Consulting at Nextpoint Law Group and the eLaw Evangelist at Nextpoint software. Brett's passion lies in educating lawyers and legal professionals on the duties and responsibilities around collecting, reviewing, and producing electronically stored information. Brett served as the Chair of the 2015 ABA TECHSHOW Planning Board and regularly speaks around the country to lawyers and legal groups on a wide variety of technology-related topics. You may contact him at bburney@nextpointlawgroup.com.

iOS Tools for Trial Preparation and Presentation

State Bar of Wisconsin
Friday, October 20, 2023

Brett Burney
Nextpoint Law Group
bburney@nextpointlawgroup.com

Presenting on the iPad - Hardware

There's no doubt that the iPad is a functional device, but perhaps one area where it truly shines is using it to give a presentation and prepare for trial. While the first generation iPad did not have many capabilities for sending out a video signal, the iPad 2 (along with an updated iOS) was able to fully mirror the iPad's screen on to a TV or a projector.

Today, the iPad can be used to give a presentation directly from its own screen, or it can be "mirrored" out to a TV or projector.

The first thing you need to consider when giving a presentation from the iPad is the environment in which you'll be presenting. Will you presenting on a widescreen TV? Will you be hooked up to a projector and screen? Will you need to present to multiple monitors? Is there a podium for you to set your iPad on? Will you need to output the iPad's audio as well as video? The answer to these questions will help determine what hardware you need to make your presentation an iSuccess.

The "Wired" Setup

The easiest way to connect an iPad to a TV or projector is through a VGA cable. This is the standard analog video cable that is used to connect a monitor to a computer, or a laptop computer to a projector.

Apple sells a "30-pin to VGA Adapter" for the iPad ($29.00) which plugs into the bottom of the iPad, and then into the end of a VGA cable that's connected to a projector. This is by far the most common type of connection that you'll make with the iPad, so it's worth having this adapter in your tool belt.

If you have a 4th generation iPad or iPad mini, or later model (any iPad Apple released after October 2012), you'll need the "Lightning to VGA Adapter" which is $49.00.

While there are other options for purchasing adapters to connect your iPad to a VGA or HDMI cable (discussed below), it is my **strong** recommendation that you stay with the Apple adapters. I've used other brands, and I've seen other people use other brands, and it is never as smooth and guaranteed as what you're going to get with an official Apple adapter (I get no kick-backs from Apple!).
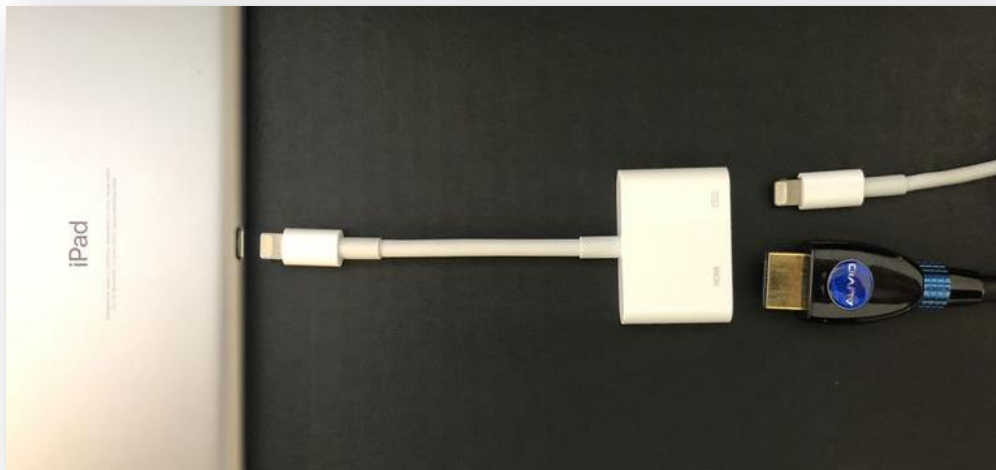
In some cases, the projector that you're using may offer an HDMI connection. HDMI stands for "High-Definition Multimedia Interface" and is a digital technology that can carry both audio and video on a single cable. This is the standard cable that is used today for most modern widescreen, HD-quality TVs.

If your projector or widescreen TV offers the ability to connect via an HDMI cable, you'll need to pick up the "Apple Lightning Digital AV Adapter" from Apple for $49.00.

This adapters plugs into the bottom of the iPad and then accepts BOTH an HDMI cable (connected to a TV or projector) AND a USB power cable to keep the iPad charged.

When you use an HDMI cable with the iPad, it will export both video and audio from the iPad. This works great when you are connected to a widescreen TV, as the video from the iPad will play on the TV screen, and the audio from the iPad will play through the TV's speakers. When you're using an HDMI cable with a projector, you won't hear any audio unless the projector has built-in speakers or has an external speaker set hooked up to it.
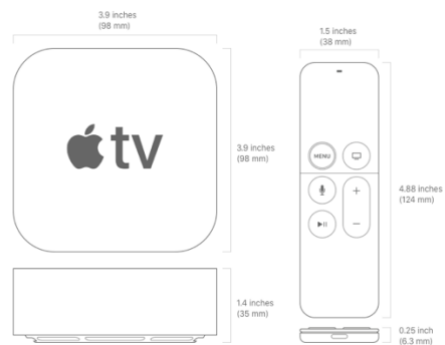
The *advantages* of a wired setup is that the you should see the iPad's screen on the TV or projector almost immediately, and the video stream will be more reliable.

The main *disadvantage* with a wired setup is that you need to keep the iPad stationary such as sitting on a table or podium. The adapters can get pulled out of the bottom of the iPad very easily and so it will not work well to walk around with the iPad while it is plugged in.

The "Wireless" Setup

In 2011, Steve Jobs announced that Apple's AirPlay technology could be used to "mirror" the screen of their iPad to a widescreen TV wirelessly using the $149 Apple TV device. It does NOT come with an HDMI cable, so you'll need to supply one of those yourself.

The **Apple TV** is a small 4" x 4" square device that connects directly to a widescreen TV (or projector) via an HDMI cable. There is no other way to connect the Apple TV to a TV or projector except through an HDMI cable. When connected to a TV, the Apple TV can show movies and videos downloaded through iTunes, as well as connect to Netflix, YouTube, and more.

But once the Apple TV is connected to a TV or projector, it can also show your iPad's screen over **AirPlay**. Both the Apple TV and iPad have to be connected to the same Wi-Fi network before they can "see" each other, although the most recent version of the Apple TV can also create an "ad hoc" wireless connection. You may need to visit the "Settings" menu in both devices to ensure they are connected to the same Wi-Fi network. You'll also need to ensure that AirPlay is turned "On" in the Settings of the Apple TV.
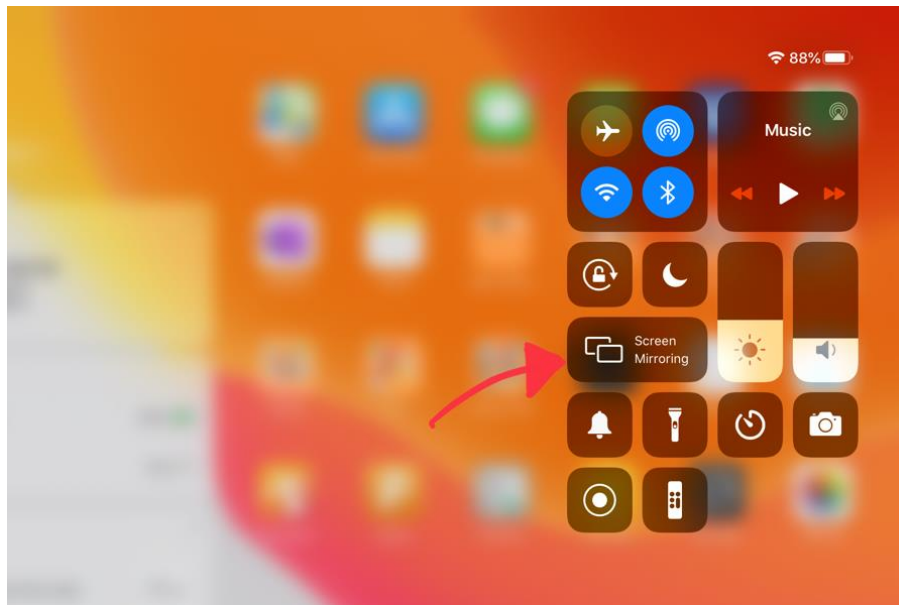
The biggest potential obstacle with the wireless setup is that the projector you're going to use will not support an HDMI cable. Many newer projectors do support HDMI, but many older projectors don't offer the option. If your projector does NOT offer HDMI, but does have VGA port, your only "wireless" option would be to purchase a product such as the **Kanex ATV Pro** ($59.95) that will "downgrade" the video signal coming out of the Apple TV from digital to analog VGA for the projector.
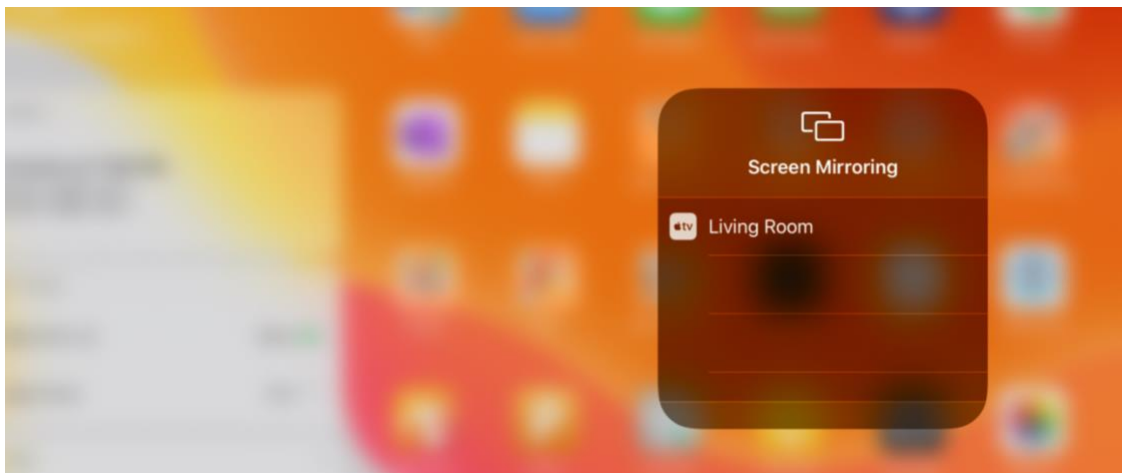
In addition to the VGA out, the Kanex ATV Pro also has a stereo audio-out jack so that audio coming from the Apple TV & iPad can be played over separate speakers connected to the Kanex ATV Pro.

After both the iPad and the Apple TV are connected to the same Wi-Fi network, you can mirror the iPad's screen by accessing the Control Center.

On an iPad with iOS 12 or later: *Swipe down from the upper-right corner of the screen.*

Next, tap the "Screen Mirroring" button and select the appropriate Apple TV listed there:
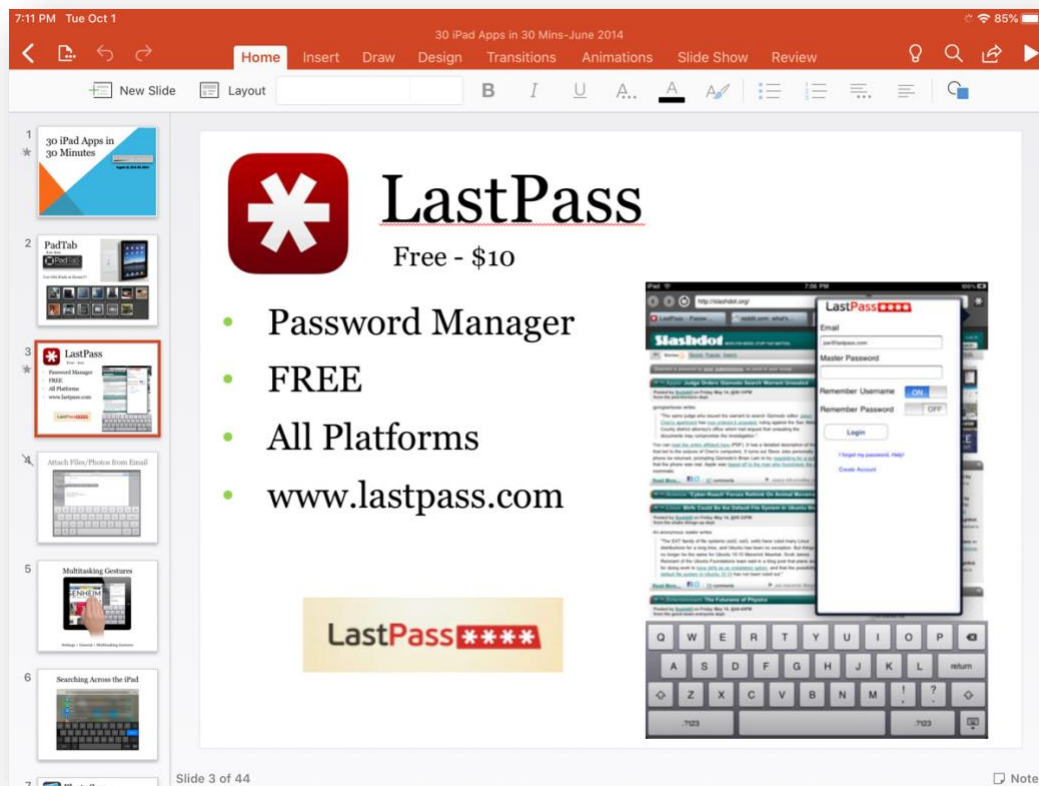

Depending upon the AirPlay settings on your Apple TV, you may have to enter an AirPlay passcode on your iPad before proceeding.

Presenting on the iPad - Apps

The iPad is an excellent tool for showing and controlling Microsoft PowerPoint presentations.
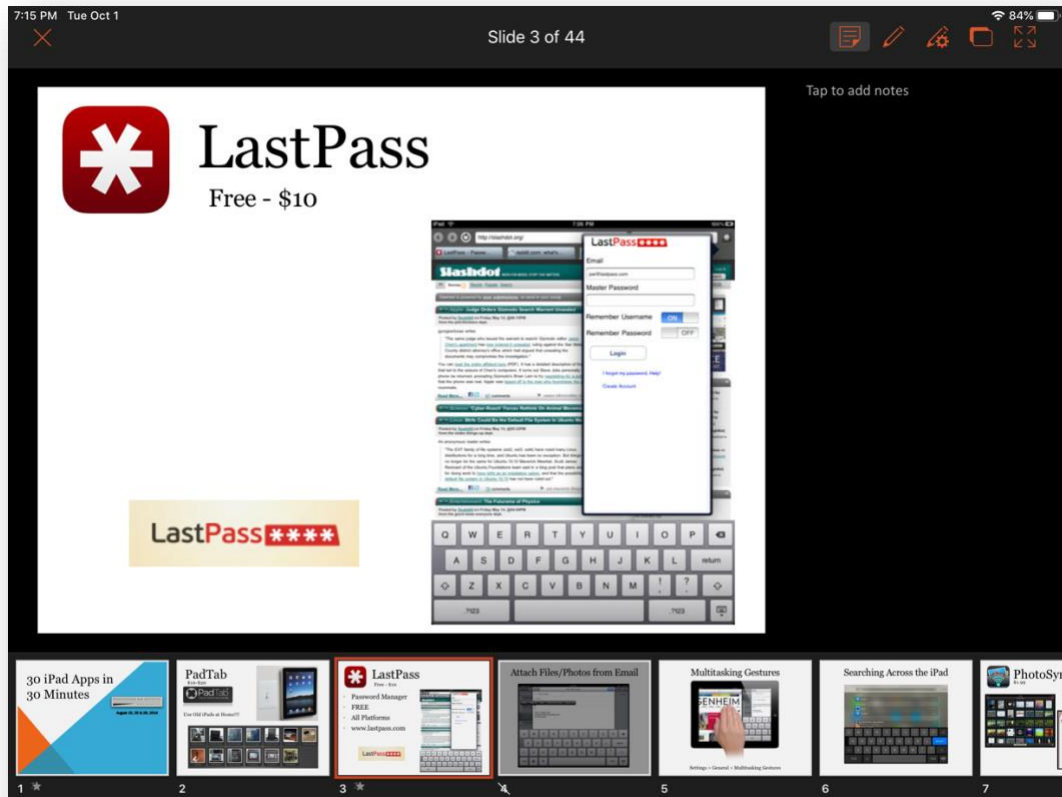
PowerPoint for iPad (from Microsoft)

Microsoft finally released a PowerPoint app for the iPad in March 2014. It is truly the best choice for presenting PowerPoint on the iPad.

Why is PowerPoint the best choice? Because there are no conversion issues, it has a very large font set, and it now supports video, audio and animations. The app also includes Presenter View, which gives presenters the ability to jump to another slide very easily, and most importantly, the ability to see notes.
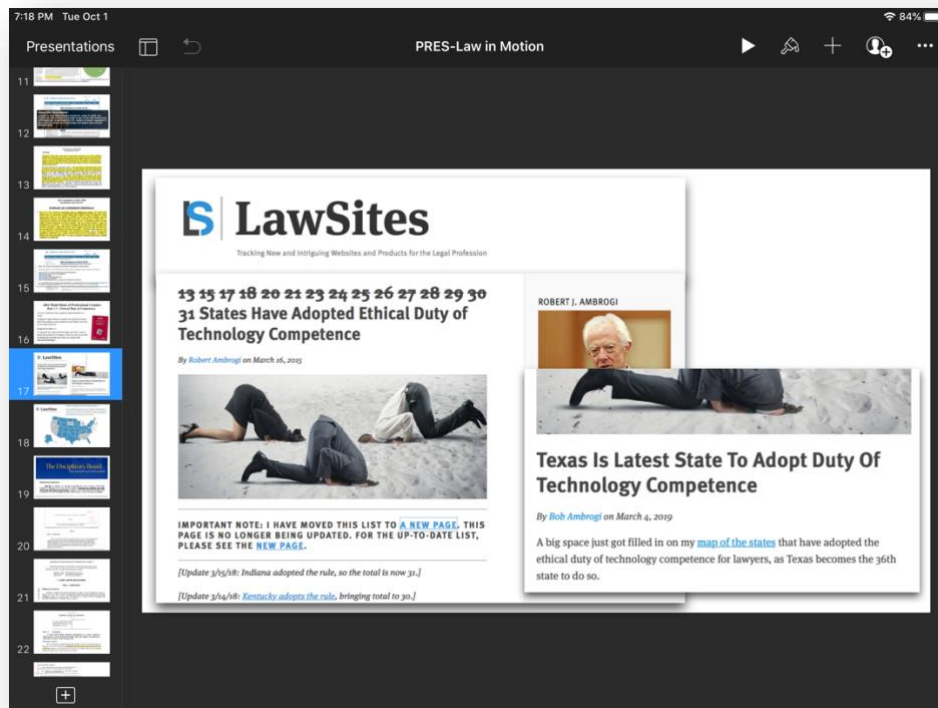
Here is what the Presenter View looks like on the iPad screen, while the current slide is projected on to the TV or projector:

You can download Microsoft PowerPoint for your iPad completely free, which allows you to perform some basic editing functions on text. However, if you need access to more advanced features, you will need to purchase a subscription to Office 365 (www.office365.com). In addition to connecting to Microsoft's OneDrive cloud storage service, PowerPoint for iPad now also connects to Dropbox.

Keynote for iOS (from Apple)

Apple's presentation software is called Keynote and has been available for Mac computers for many years. Naturally, Apple developed **Keynote for iOS** that worked on both the iPhone and iPad. The app is available for $9.99 or it comes free with any new iPad. The Keynote for iOS app also works directly with an iCloud account for storage and accessibility from any computer connected to the Internet.

While Keynote presentations have their own file format, Apple was smart to allow you to pull PowerPoint files into the Keynote app where they are immediately converted. The conversion process is good, but you should always check your presentation to ensure everything converted properly.

As one might expect, Keynote for iOS is a beautiful app on the iPad. You can edit slides, add animations & transitions, and insert pictures, video & audio. When presenting from the iPad, only the current slide shows on the projector, but the Keynote app on the iPad allows you to see the next slide or read through your speaker notes.

Trial Presentation on the iPad

As soon as lawyers got their fingers on the iPad, they've wanted to brandish it in the courtroom with electronic eloquence. The iPad just might be the perfect contraption for annotating exhibits, calling out documents and highlighting impeachable testimony.

Three of the top trial presentation apps available for the iPad today include:

TrialPad from Lit Software LLC
http://www.litsoftware.com

iTrial from ExhibitView Solutions, LLC
http://www.exhibitview.com

All three apps run un-chaperoned on the iPad, meaning they don't require companion software running on a computer, although ExhibitView does sell a desktop application that can "Save to iPad" and TrialDirector is designed to be a "companion app" for the TrialDirector software for Windows PCs.

All three apps handle images (JPG, TIFF, etc.) but the recommended file format for any of the apps is PDF. In fact, it may work best to convert all other files types to PDF whenever possible.

All three apps allow you to "pinch-zoom" a document in typical iPad style. All three apps also allow you to create "callouts" from documents and highlight critical text. You can also save "snapshots" of documents once they've been annotated.

Example Features of TrialPad

Some of the main features of TrialPad include:

- Document/Exhibit Searching
- Admission Tracking
- Adding Exhibit Stickers
- Page Rotation
- Callouts
- Highlighting
- Pen Annotations
- Redaction
- Virtual Laser Pointer
- Side by Side Document Comparison
- Ability to Email, Print, Backup, Import
- Save Annotations made by Witnesses
- Dropbox, Box, Citrix ShareFile Integration