iPad for Attorneys and Judges

This document is intended to jump start your use of an iPad for performing court-related work, and discusses:

- External controls; internal settings;
- Connecting to the internet;
- Bookmarking websites;
- Connecting remotely to chambers;
- Downloading documents to your iPad by email;
- Annotating documents on your iPad with PDF Expert; and
- Transferring documents to your chambers computer from your iPad

iPad external controls

The Settings Button

The iPad Settings icon opens what is, essentially, a control panel for your iPad. From the settings screen, you can control a variety of functions available from your iPad, including if and how you are accessing the internet, your email access, location services, notification sounds, security options such as "**Find My iPad**," ect.

The Settings Screen

Turn **On** to avoid the iPad's constant search for Wi-Fi and cell tower access while in flight. (drains the battery). Note: Airplane mode also turns off any bluetooth iPad accessories (e.g. keyboard).

Allows wireless connection of iPad accessories such as a keyboard, remote speakers, stereo headphones, and speakers.

Once configured by your IT department, you can login in with your username and password to gain access to the court's secure VPN.

Allows you to monitor the available storage on your iPad, enable iTunes syning, enable and set timing for auto locking and password locking, set date/time preferences, personalize keyboard auto-corrects and shortcuts, view installed profiles, etc.

Choose the level of brightness and background of your iPad screen.

Allows for backup and cloud storage of information on your iPad with the purchase of a storage plan, and includes **Find My iPad** which, if enabled, allows you to locate a lost or stolen Ipad on a map and remotely lock or erase it.

Settings

- Airplane Mode — OFF
- Wi-Fi — Tigger
- Bluetooth — On
- Cellular Data
- VPN — Not Connected
- Do Not Disturb — OFF
- Notifications
- General
- Sounds
- Brightness & Wallpaper
- Picture Frame
- Privacy
- iCloud
- Mail, Contacts, Calendars

Allows access to secured WiFi (e.g., DCN-gateway or home Wi-Fi, etc.) or unsecured Wi-Fi (e.g., Panera Bread, Starbucks, motel, etc.).

Available and a visible option only if you have a data plan (e.g., a cellular plan through ATT) for use on your iPad--allows access to the internet without logging onto a network.

Along with **Do Not Disturb**, allows you to configure whether and how you will receive audio and/or visual notice of, e.g., incoming email, calendar entries, FaceTime contacts, etc.

Choose the type and volume of sounds associated with sending and receiving information or contacts.

Includes settings for using your iPad as an animated picture frame.

Includes **Location Services**, which enables GPS, Wi-Fi hotspot and cell tower locations to determine the location of the iPad. Useful for using iPad maps; necessary for using **Find my iPad.**

Add new mail accounts;configure whether email should be pushed to your iPad and how often it is fetched.

Moving App Icons

To move or rearrange icons the on your screen:
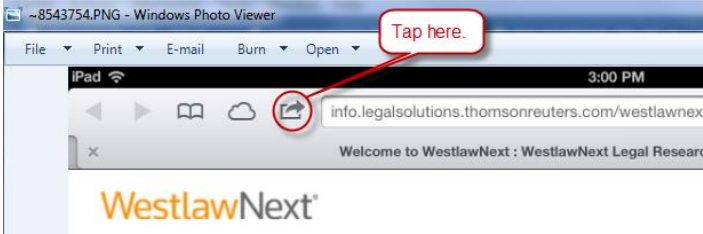
Tap and hold on an App icon until **x** appears in the App icon corners and the icons are "wiggling." Tap and hold the icon to be moved and slide it to the new location. If placing it in a folder, slide it over the top of the folder and release. Press the iPad home button when you are finished rearranging the icons**.**	

Creating App Folders

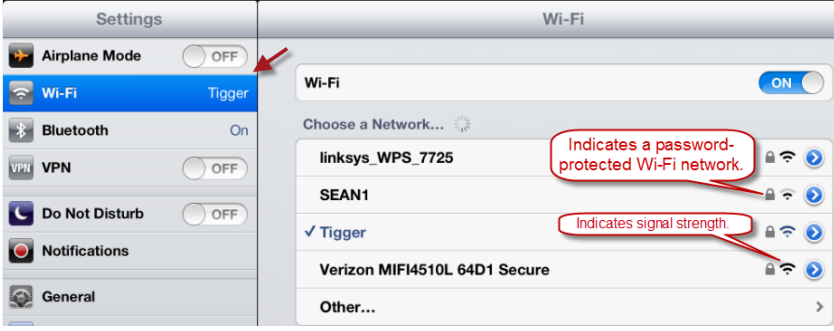| Step	Screen
Tap and hold on an App icon until **x** appears in the App icon corners and the icons are "wiggling." Using two icons that you want in the same folder, slide one icon over the top of the other.	
A box will appear. Type the name for the folder in the box.	
A folder is created. Slide any other related icons into the folder. Press the iPad home button when you are finished. **Note:** To remove an icon from a folder, • tap on the folder to open it; • tap and hold on the icon you want to remove from the folder; • slide the icon out of the folder; and • press the iPad home button**.**	

Adding Browser Bookmarks

To add a bookmark to a website location:

Step	Screen
Tap on your browser icon (e.g., Safari), and navigate to the website you want to bookmark.	
When the website opens, tap on the ⬆ icon.	
A menu of options will open. Tap on the **Bookmark** icon and name the bookmark. Tap **Save**. **Note:** To easily locate a specific online document, article, or website page, tap the **Add to Reading List** icon. Name the document and tap **Save**.	

Connecting to a Wi-Fi Network

To connect to a Wi-Fi network:

Step	Screen
Tap the Settings icon on your screen.	

Step	Screen
From the settings screen, tap **Wi-Fi**. Tap the name of the network you wish to use. For password-protected networks, a password box will appear.	
Complete the password field and tap [Join] **.**	

Downloading a Document to your iPad

Email provides the easiest method for downloading documents to your iPad.

Note: For security reasons, Dropbox cannot be used by federal court users to download private information to an iPad.

Downloading from email

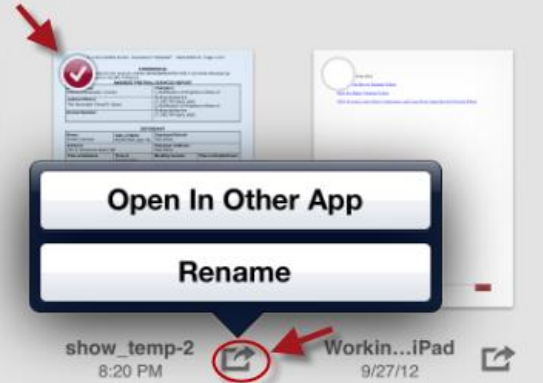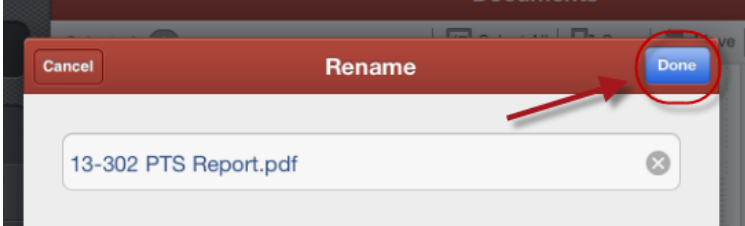|	
Email the document to yourself and open it on your iPad. (The **_easiest_** file transfer method).	Tap on the document attached to your email to open it. Tap the top edge of the opened document. A header will appear. Tap [icon], located in the upper right corner. From the panel of options that appears, tap the icon for the App you are using to open the document. Or Tap and hold on the document attachment **within the email itself** until the app panel opens, and then tap to select your app of choice.
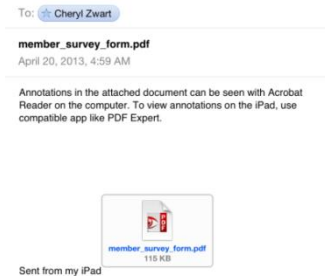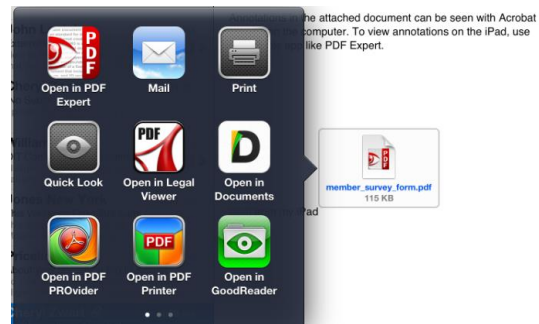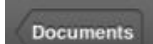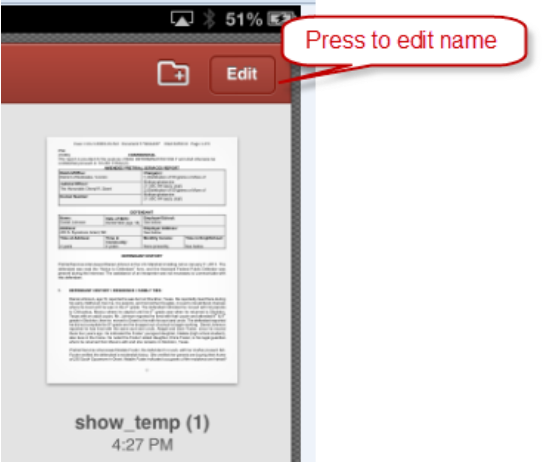
PDF Expert

There are several Apps for annotating PDF files on your iPad. Although the discussion below focuses on PDF Expert, Apps such as GoodReader, iAnnotate, Documents, Adobe Reader, and Legal Viewer all perform similar annotation functions.
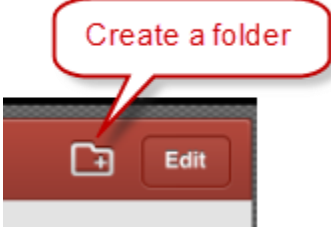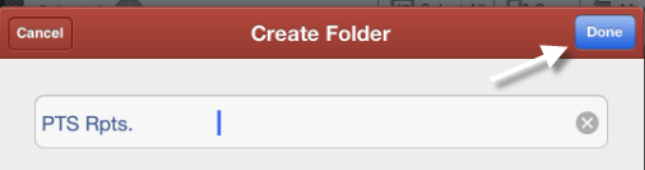
Editing the document name

Particularly if documents are downloaded directly from CM/ECF, you may want to change the name of a document transferred to your iPad so that it can be located later. To change a document name using PDF Expert:
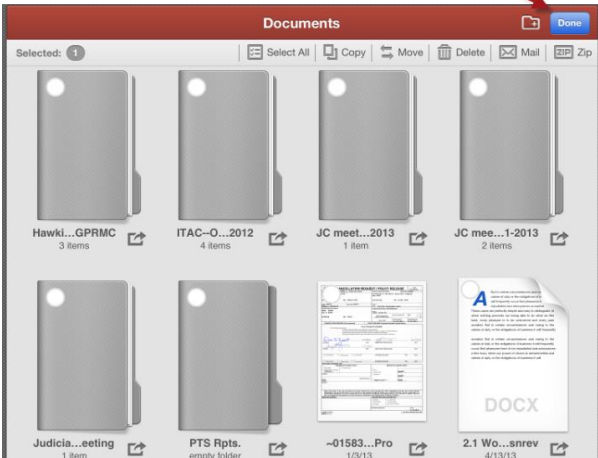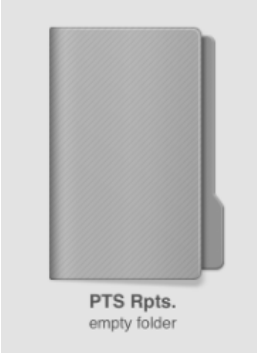
Step	Screen
Tap **Documents** in the upper left corner of the opened document.	
Tap the **Edit** icon in the upper right corner of the screen.	
Tap the corner of the document you want to rename. Tap the icon below the selected document. Tap **Rename**.	

Step	Screen
Type in the name of the document and tap **Done**.	
The document is renamed.
13-302…Johnson
4:27 PM |

Creating a folder
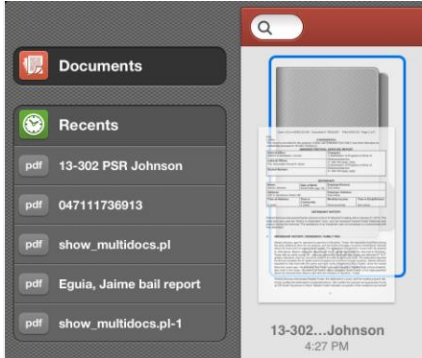
To create a folder:

Step	Screen
Tap the icon in the upper right corner.	Create a folder
Type in the folder name and tap **Done**.
PTS Rpts. |

Step	Screen
On the main screen that opens, tap Done .	
A folder is created.

PTS Rpts.
empty folder |

Moving documents into folders
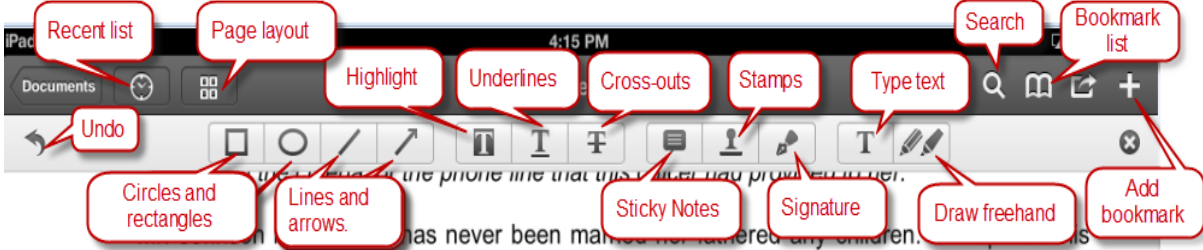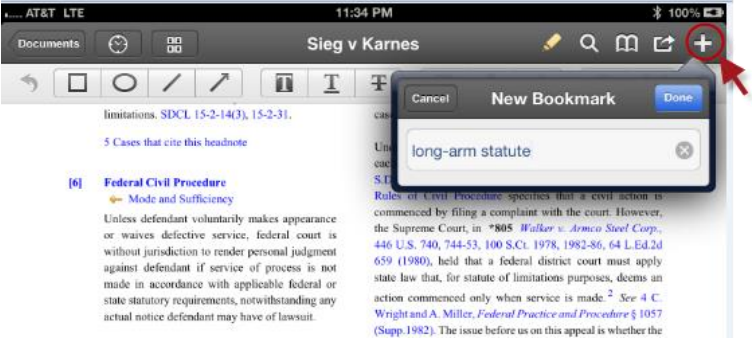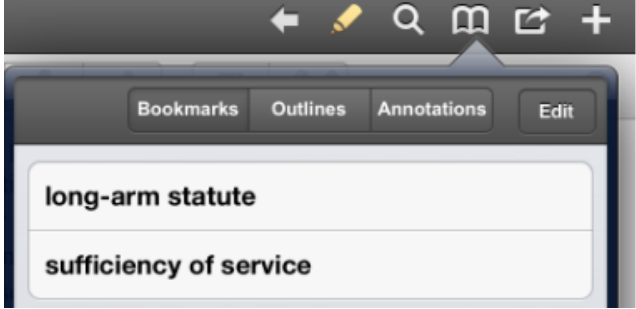
To move documents into folders,

Tap and hold on a document on the main page and slide it into the selected folder.	

Annotating Documents

To add annotations:

Step	Screen

Step	Screen
Tap 🖊 located in the upper right corner of the document menu bar.	An annotation panel opens. ▢ ○ ／ ↗ ⏲ I ⌶ ▐ ⬆ ✏ T ✏✏

From the annotation panel, you can perform a variety of annotation functions.

To add Bookmarks,

Tap in the document at the location to be bookmarked.

Tap the ➕ in the upper right corner.

Type in the bookmark name.

Tap Done .

Tap 📖 to open the bookmark list.

|	
To add, e.g., **highlights, underlines** and **circles,** Tap the icon for the type of annotation you are adding and, using your finger or a stylus, select the text to be annotated.	
To add Sticky notes. Tap the sticky note icon. Tap in the document where the note should be added. Type your text in the note. Tap the Screen outside the note. Tap and hold the sticky note icon to move it to the correct location.	
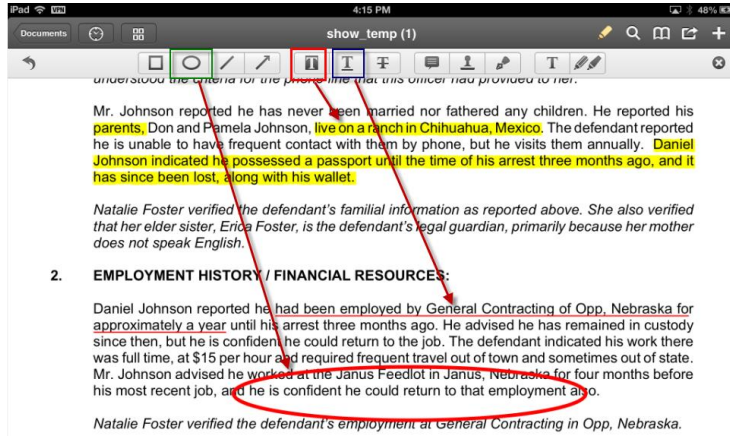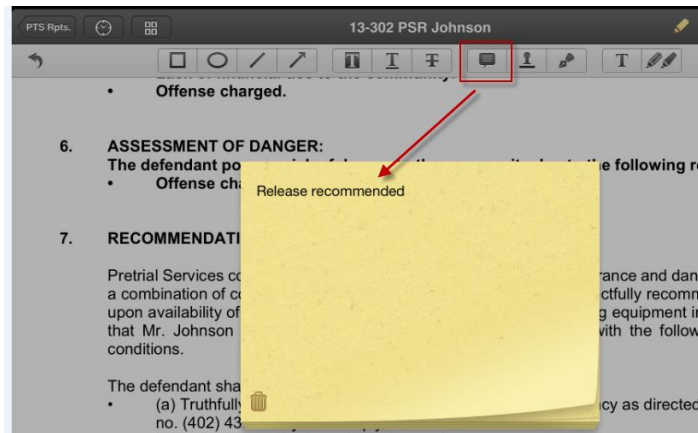
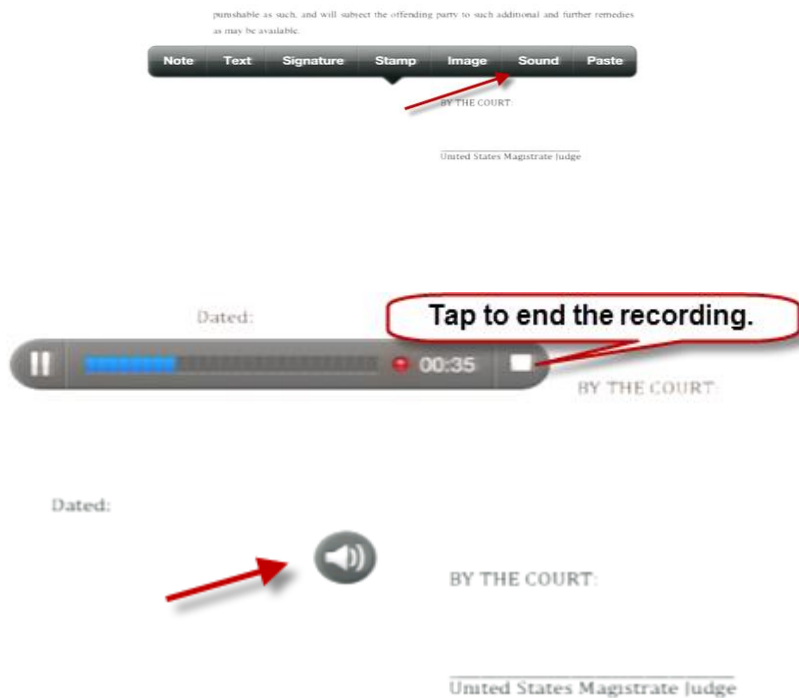|	
To add Text. Tap the Text icon. Tap at the document location where text will be added. Type the text.	5:14 PM **Proposed Order** □ ○ / ╱ 𝕀 𝕋 ꓕ 💬 ⚓ ✏ **T** Dated: ← Helvetica A 13 A ■ Dated: April 24,2013
To add a sound recording. Tap and hold in the document at the location for adding the recording. Select **Sound.** A recorder will begin. State your message. Tap the white box on the recording to end the recording. A recording icon will be added.	punishable as such, and will subject the offending party to such additional and further remedies as may be available. Note Text Signature Stamp Image Sound Paste BY THE COURT: United States Magistrate Judge Dated: Tap to end the recording. ⏸ ▬▬▬▬ ● 00:35 □ BY THE COURT: Dated: 🔊 BY THE COURT: United States Magistrate Judge
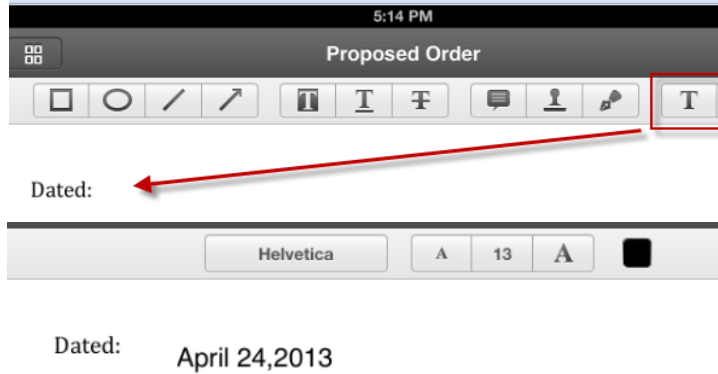
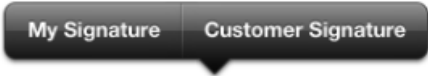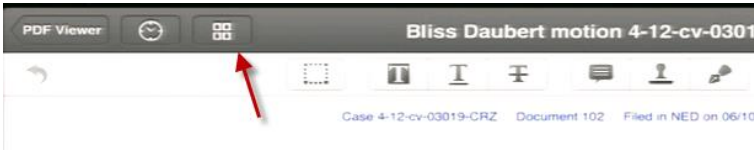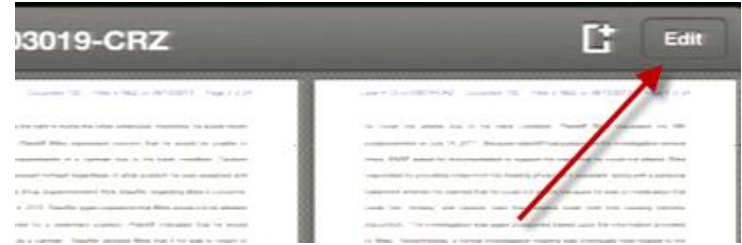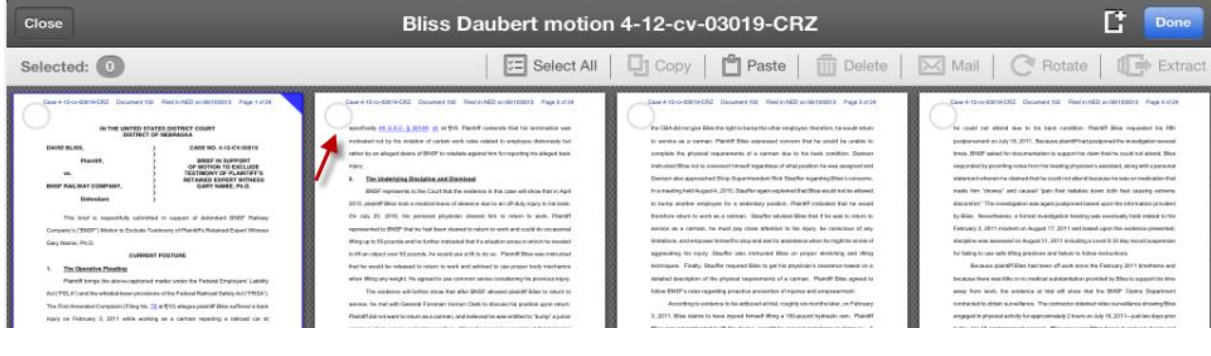|	
To add Stamps.	Tap the **Stamp icon**. and choose the stamp your want to add, tap the screen at the location where the stamp should be placed and, if necessary, tap and hold it to slide the stamp to the correct location, and tap **Done**. OR Tap and hold where the stamp should be added and, from the task bar that appears, select Stamp. Complete the process as described above.

Adding a signature
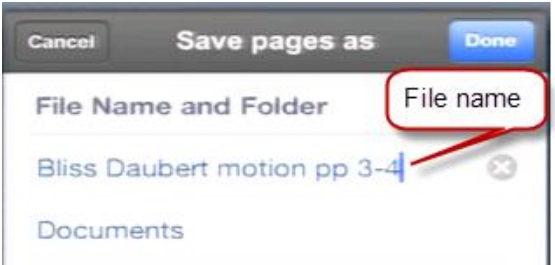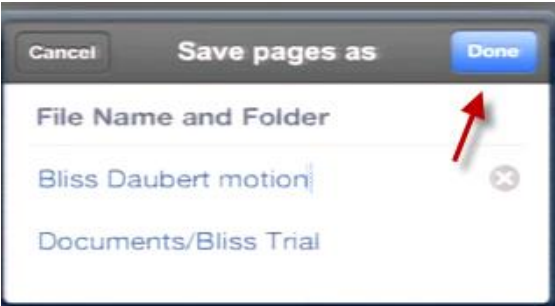
To add a signature:
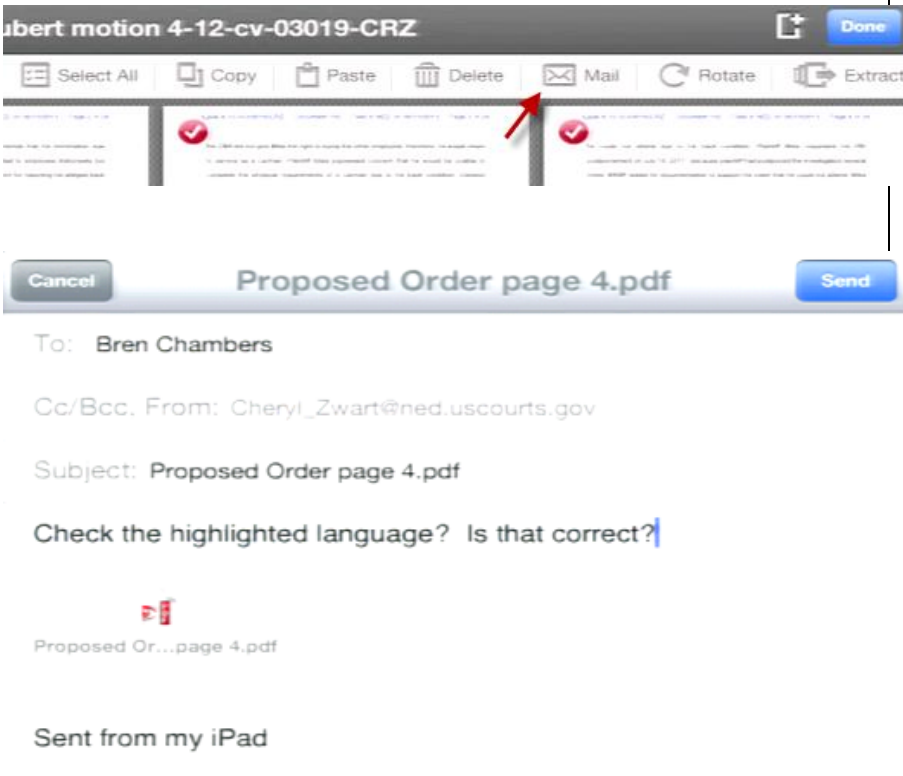
Step	Screen
Either tap the signature icon in the annotation panel; or tap and hold where you want the signature and select **Signature**.	 **OR** BY THE COURT: Note Text Signature Stamp Image Sound United States Magistrate Judge BY THE COURT: My Signature Customer Signature United States Magistrate Judge
Use your finger or a stylus to write your signature. Tap **Done**.	
Tap and slide the signature to the correct location. Tap **Done.**	Cancel Done BY THE United States Magistrate Judge
	Dated: April 24,2013 BY THE COURT: United States Magistrate Judge

Working with pages

With PDF Expert, you can merge documents and add, delete, extract, rotate, copy, or paste pages. To access these options:

Step	Screen
Open a the document in PDF Expert.	
Select the **Pages** icon ▦ from the upper left corner of the document..	
A screen with page thumbnails for the document will open. Select **Edit.**	
Tap on the circle in the upper left corner of the page or pages you wish to remove, copy, extract, rotate or email. 	

To <u>extract</u> and separately save selected pages,	Select **Extract**	
	Enter a **File Name** in the upper line.	
	Tap on the second line,	
	and then select a folder for saving the extracted pages. Click **Done**.	
	The **Save Pages as** box will reappear. Select **Done,** then **Close.**	

To <u>delete</u> the selected pages, Select **Delete**. Select **Done,** then **Close.**	
To <u>rotate</u> selected pages, Select **Rotate**. Select **Done,** then **Close.**	
To <u>email</u> selected pages, with any annotations, Select M**ail**. An email will open with the page attached. Insert the email address, and any comments to the email, and hit **Send**.	

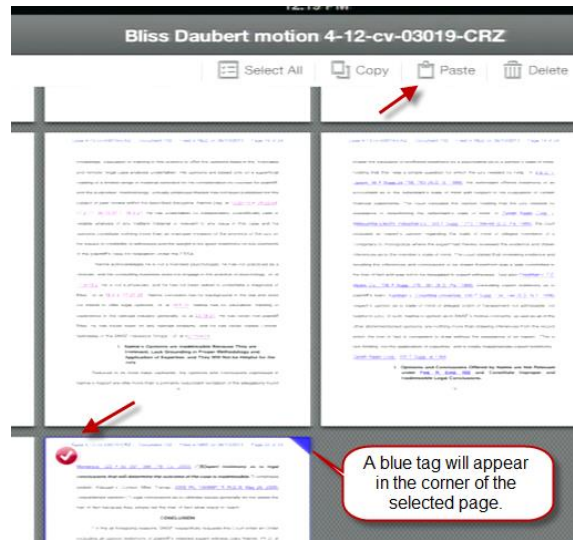|		
To copy pages from one PDF and paste into another, (or combine two PDFs)	Select the pages you want to add to a different PDF. Select **Copy**. Then **Close** the document.	Close **Proposed Order** Selected: 2 — Deselect All — Copy Note: Use **Select All** to combine to entire document with another.
	Open the receiving document, Select ▦, then **Edit.** The to access the receiving document page thumbnails. Select the page immediately before the location for pasting additional pages. Select **Paste**. A new page will appear adjacent to the page you selected.	**Bliss Daubert motion 4-12-cv-03019-CRZ** Select All — Copy — Paste — Delete A blue tag will appear in the corner of the selected page. Tap to paste pages here Drag to move
	Tap the new page, and the copied pages will be added to the receiving document. Select **Done,** then **Close.**	**Bliss Daubert motion 4-12-cv-03019-CRZ** — Done Selected: 0 — Select All — Copy — Paste — Delete New pages.

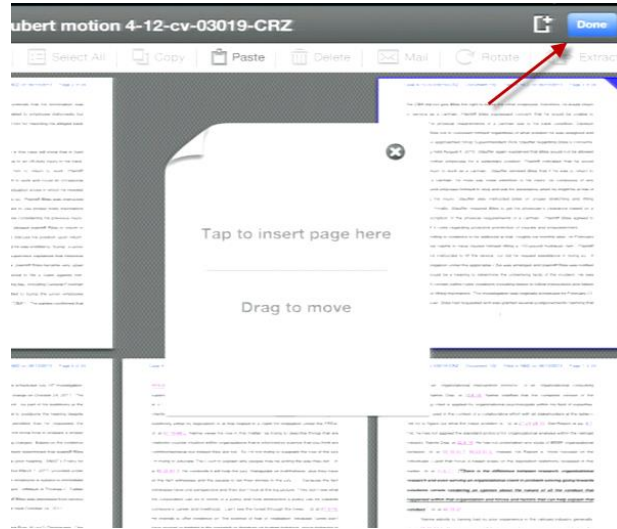|	and then select a folder for saving the extracted	
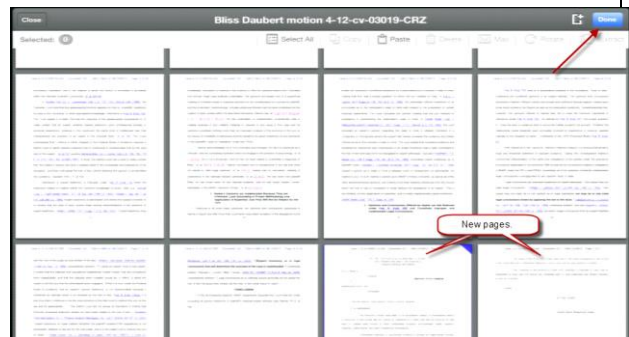
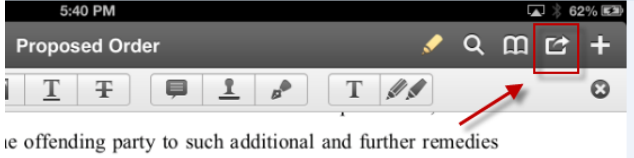|	
To <u>add a blank page</u>, Open the document, Select ⊞, Select ⊡ A new page will appear. Tap and drag to the correct location. Click **Done**, then **Close** annotate on the blank page.	
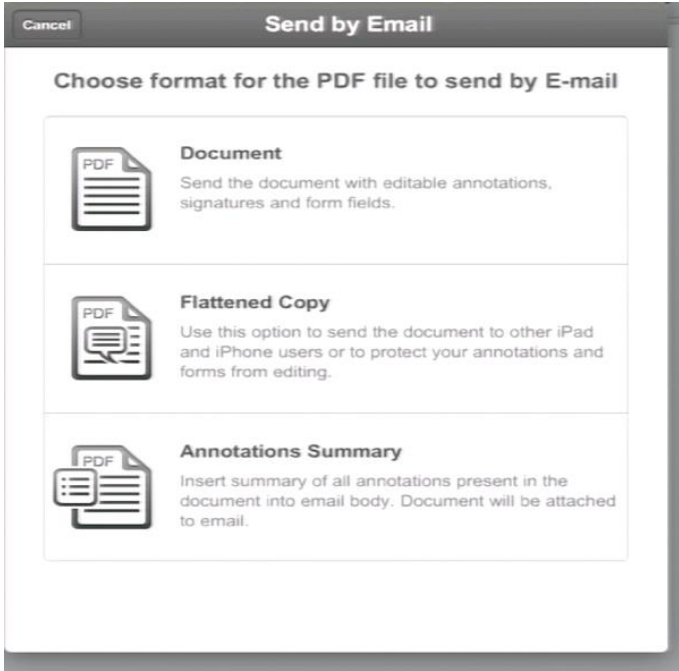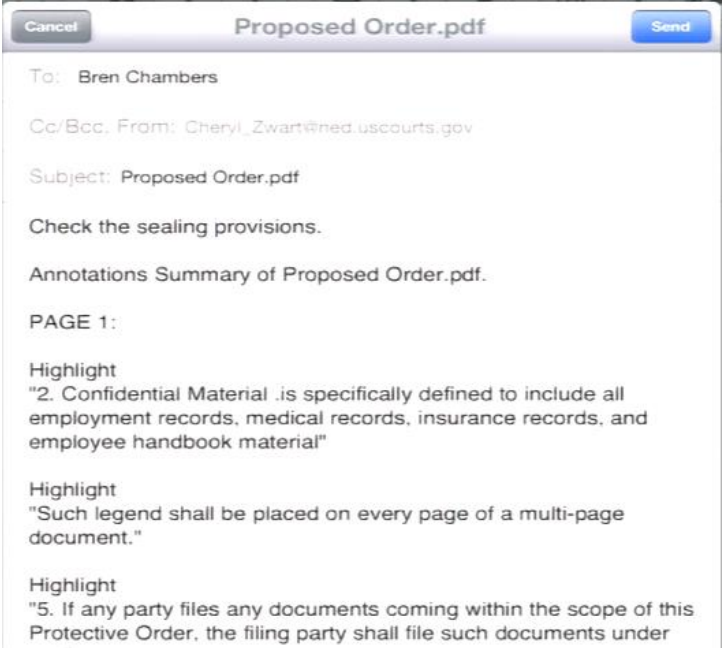
Moving, Deleting, Copying, Mailing and Merging Files

Once a file in on you iPad in PDF Expert, you may want to delete, copy, email or move it, or merge it with another file. To do so:

Step	Screen
From the Documents screen, select **Edit**, located in the upper right corner of the screen.	
Tap the radial button(s) for the document(s) you wish to **move, delete, copy or mail**.	
To **merge** documents, tap the radial buttons for the documents to be merged. Then tap **Merge**	
Type in the name for the merged file. Then tap **Done**	
The merged document, renamed in Documents.	

Emailing an Annotated Document

Step	Screen
Select ![icon] from the upper right corner of the document.	
From the list that appears, select **Send by E-mail**.	
Select the emailing format. Note: **Always** use "Flattened" if a signature was added. **Never** use "Flattened" if you added comments using "sticky notes." The **Annotations Summary** works much like comments summary in Adobe Acrobat, except that the listed comments can be copied directly from the email and pasted into a word processing document. (See example depicted below).	

Step	Screen
Insert the email recipient address, along with any message, and send.	Cancel Proposed Order.pdf Send To: Bren Chambers Cc/Bcc, From: Cheryl_Zwart@ned.uscourts.gov Subject: Proposed Order.pdf Check the sealing provisions. Annotations Summary of Proposed Order.pdf. PAGE 1: Highlight "2. Confidential Material .is specifically defined to include all employment records, medical records, insurance records, and employee handbook material" Highlight "Such legend shall be placed on every page of a multi-page document." Highlight "5. If any party files any documents coming within the scope of this Protective Order, the filing party shall file such documents under

iPad Accessories

- Protective Case

- Optional Stylus
  - Will not work for all apps

- Lint free cloth
- Optional VGA Adapter
  - Used to project iPad image
- Optional Dock and Keyboard
  - Wired and wireless available
  - Some cases have built-in

    keyboards