

Are You Mac Curious?



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Have you ever wandered into an Apple store and wondered if iPad, iPhone, and Mac users are really more productive? If you've ever thought about making "the switch" – or are just a bit Mac curious – then you need to attend this introductory session! Our Apple experts walk you through the Mac experience by showing you what to expect and how to get the most from your transition to the wonderful world of Mac.

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Why People Switch to a Mac

There are many reasons why people switch from a computer running Microsoft Windows to one running the Mac operating system.

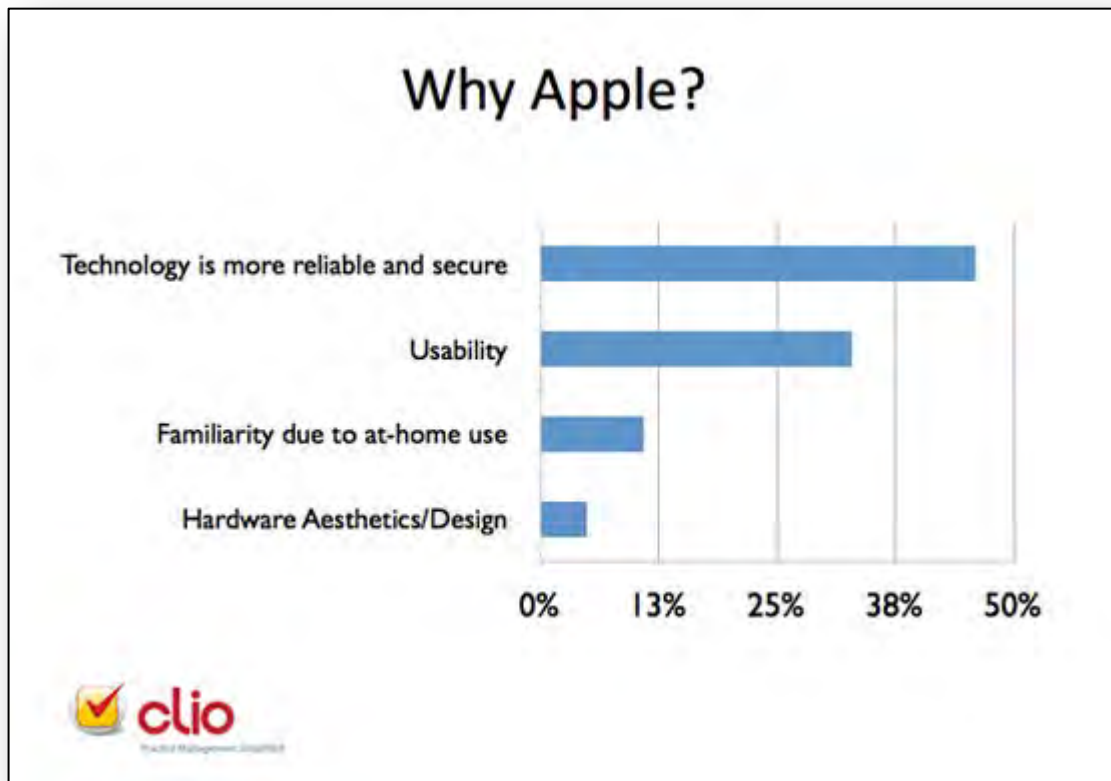
Here are the main reasons I've observed from most Mac-using lawyers:

- Macs are more stable
- Macs are more reliable
- Macs are more secure
- Macs are just beautiful machines



The MacBook Air which tapers to 0.11 inches at the front

The reasons above as to why people switch to a Mac were reflected in the 2010 Clio Apple in Law Firms Survey Results (<http://www.goclio.com/blog/2010/11/2010-apple-in-law-firms-survey-results/>). The survey received a total of 835 responses and gave a useful sampling of responses across law firm of all sizes as well as from law students.



For some follow-up comments, the authors of the survey (Clio) stated:

"Most people, ourselves included, figure people choose Apple products over Windows-based machines because Macs just look better, or more aesthetically appealing, than Windows-based devices. Prevailing wisdom is also that people choose Macs over PCs because Macs are easier to use right out of the box. The interface is clean and more intuitive than that of Windows. As our survey results demonstrate, however, usability and aesthetics take a back seat to reliability and security."

<http://www.goclio.com/blog/2010/12/digging-into-survey-why-apple/>

The Problems with Switching to a Mac

While many people think their computing life will be easier when they switch to a Mac, there are several issues that Mac-using lawyers must overcome to successfully and smoothly switch to a Mac:

- Understand and realize that there is very little legal-specific software for the Mac.
- You must always be cognizant that you are using a "different" computing platform and take that into consideration when purchasing software, sending files to others, etc.
- You will find it a little more difficult to find technical support and consultants aware of the rigors of a law practice.
- There is a "learning curve" for users switching from Windows to Mac.

The Biggest Hurdle with Lawyers Switching to Mac: The Lack of Legal-Specific Software

The biggest hurdle for lawyers that want to switch to a Mac is that there is barely any legal-specific software for the Mac OS compared to what you will find available for computers running Microsoft Windows.

The main reason for this is that software manufacturers know that the great majority of lawyers (around 95%) are running Microsoft Windows, and so it makes sense that software developers will devote their resources to creating software for Windows.

For example,

- there are no Mac versions of time & billing software such as Tabs3, PCLaw, or Timeslips;
- there are no Mac versions of document management systems like Worldox;
- there are no Mac versions of practice management software like PracticeMaster, TimeMatters, or Amicus Attorney;
- there are no Mac versions of litigation software products such as Summation or Concordance.

That does not mean, however, that there is no software available for Mac-using lawyers; it just means that some concessions will be required to fit some "square" software into the "round" holes of a Mac-using law practice.

For example,

- for time & billing software, many lawyers will use Billings from Marketcircle (www.marketcircle.com) or iBiz from IGG Software (www.iggsoftware.com);
- for document management systems, many lawyers will simply use the Mac OS built-in search capabilities of Spotlight ([http://en.wikipedia.org/wiki/Spotlight_\(software\)](http://en.wikipedia.org/wiki/Spotlight_(software))) or a simplified databases such as DEVONthink (www.devon-technologies.com) or FileMaker (www.filemaker.com);
- for practice management software, many lawyers will use Daylite from Marketcircle (www.marketcircle.com) or a SaaS-based service like Rocket Matter (www.rocketmatter.com) or Clio (www.goclio.com);
- for litigation software, many lawyers will use a database such as FileMaker (www.filemaker.com) or a SaaS-based service like Lexbe (www.lexbe.com) or NextPoint (www.nextpoint.com).

Features of a Mac that you can't get on Windows

- **Mission Control** - takes the best parts of Exposé, Dashboard, and Spaces and creates a new interface for accessing running applications
- **"Print to PDF"** is built into Mac OS



- **Dock** instead of Windows Taskbar



- "Quick Look" for files



- **Mac App Store** – a built-in method for purchasing software for your Mac right on your desktop



- **Multi-Touch Gestures**



What to Buy – Hardware

There are not a lot of options when it comes to buying a Mac. This is due to the fact that Apple produces "closed" systems where Apple is the sole manufacturer. There are no other manufacturers of Mac computers such as there are on the Windows side (e.g. Dell, HP, Toshiba, etc.).

On the other hand, this can be a refreshing change in that you don't have to spend a long time trying to decide what model is best for your needs.

For most lawyers, I recommend:

- **Laptops:** the MacBook Pro 15" with Retina Display - <http://www.apple.com/macbook-pro/>



Close runner-up: MacBook Air 13" – <http://www.apple.com/macbook-air/>



- **Desktops:** the iMac, either 21.5" or 27" - <http://www.apple.com/imac/>



I also recommend purchasing a **Fujitsu ScanSnap iX500** (<http://scansnap.fujitsu.com/>) as an excellent desktop scanner.

An advertisement for the Fujitsu ScanSnap iX500 scanner. At the top left is the "ScanSnap" logo in a blue rounded rectangle. To its right is the slogan "Your productive, mobile, efficient, paperless life starts here." Below this is a navigation menu with links: HOME, SCANSNAP COMMUNITY, SCANSNAP MARKETPLACE, STAY INFORMED, DEALERS, and BUY NOW. The main image shows the ScanSnap iX500 scanner with a document being scanned. To the right of the scanner, there are icons for Windows, Apple, Android, and iOS. Below these icons is the text "ScanSnap iX500" and a list of features:

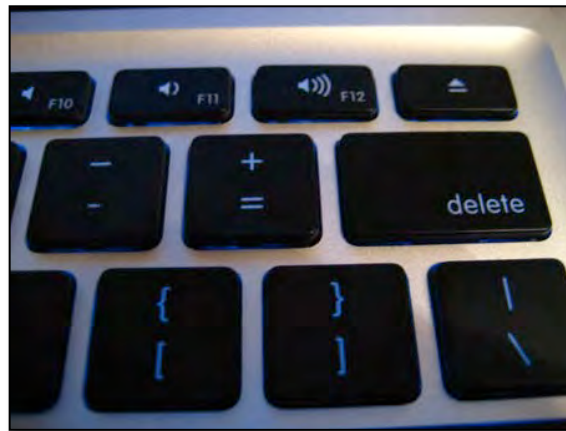
- Simple, fast and powerful!
- Advanced "GI" processor takes document scanning to a whole new level of time-savings and convenience
- Enjoy PC-less scanning – use a Wi-Fi connection to scan directly to iOS or Android devices

At the bottom right, there is a green button that says "Buy now and get a FREE Year of Evernote Premium!" and a dark blue button that says "Buy now".

Tips for Those Switching from Windows to Mac

Here is a non-exhaustive list of tips for folks switching from Windows to Mac:

- **Backspace v. Delete** – there is a "Delete" key on most Mac keyboards in the upper right corner, but it functions like a "Backspace" key on Windows machines. To "delete forward" (similar to a Delete key on Windows) you must hold down the Function (or Control) key on a Mac keyboard and then hit the "Delete".



- **Dock vs. Taskbar** – Mac OS provides the "Dock" which functions as 1) a place to launch applications and 2) a place to access running applications. The Windows taskbar is usually used only for running applications, although Windows 7 changes this slightly.

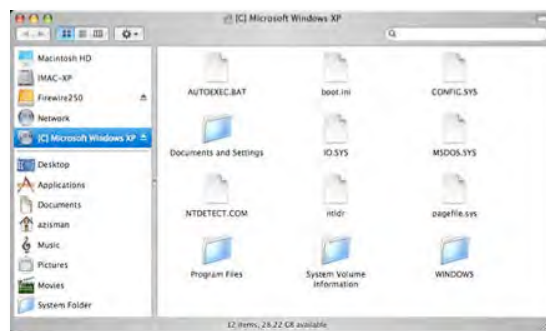
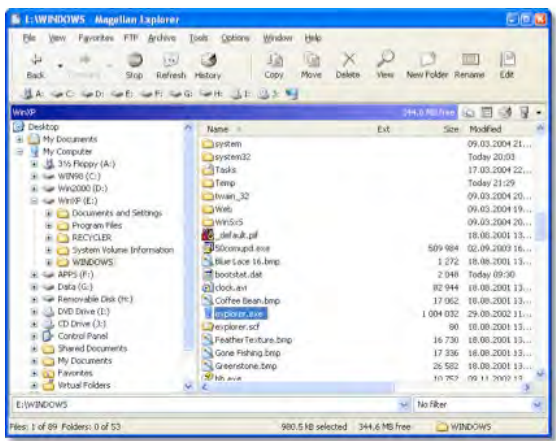


- **Command Key** – this is a special key on Mac keyboards that has no real equivalent on Windows machines (except some would argue that it functions similar to the "Windows key"). The Command Key is used for many shortcuts on the Mac OS.



- **Menu Bar** – in the Mac OS, there is a constant "menu bar" at the top of the screen that changes according to the software currently in use. In Windows, each software application has its own menu bar (i.e. File, Edit, View, etc.).
- **Close vs. Quit** – in Windows, when you click the "X" in the upper right corner, the software application shuts down. In Mac OS, there is a difference between "closing" an application and "quitting" an application.
- **No Start Menu** – there is no "Start Menu" in Mac OS such as what you find in Windows. Instead, the Dock takes the place of most functionality found in the Start Menu.

- **Finder vs. Explorer** – In Mac OS, the "Finder" replaces much of the functionality found in the "Explorer" in Windows.



Mac Software for a Law Practice

Here is a non-exhaustive list of software that should be considered for every Mac-using lawyer:

- Microsoft Office 2011 for Mac (www.mactopia.com) which includes Word, Excel, and PowerPoint for Mac.
- iWork '09 from Apple (<http://www.apple.com/iwork/>) which includes Pages, Numbers, and Keynote. All of these apps can now be purchased separately in the Mac App Store.
- Adobe Acrobat XI Professional for Mac (<http://www.adobe.com/products/acrobatpro/>)
- Circus Ponies Notebook (www.circusponies.com)
- PDFpen & PDFpenPro (www.smileonmymac.com)
- Evernote (www.evernote.com)
- Default Folder X (www.stclairsoft.com)
- BEEDOCS 3D Timeline (www.beedocs.com)
- TextExpander (www.smileonmymac.com)
- 1Password (www.agileswebolutions.com)

Tips on How to Work with your Windows-Using Brethren

Here are a few tips for working with files that are sent to or received from Windows users:

- **Converting WordPerfect Files** – at one time, there was a version of WordPerfect for Macs, but Corel no longer supports the Mac OS. Many lawyers, however, still work with WordPerfect files and Mac-using lawyers must convert these documents so they can be used on the Mac. AbiWord (www.abisource.com) and NeoOffice (www.neooffice.com) are both free and will easily convert WordPerfect files so they can be used in iWork or Microsoft Office 2008 for Mac.
- **Microsoft Office 2011 for Mac** – while Apple's Pages (iWork) and TextEdit will open Microsoft Word documents just fine, I recommend that Mac-using lawyers obtain a copy of Microsoft Office 2011 for Mac (Home and Business) because Word, Excel, and PowerPoint files will open easier and more efficiently.
- **Sending E-Mail Attachments** – if you use the Mail.app that is built into Mac OS (which most people do), you need to make sure you check "Send Windows Friendly Attachments" so that your Windows-using recipients can receive your attachments.

Running Windows on a Mac

This may sound contradictory, but ever since Apple switched to using Intel processors for their Mac computers, Macs have been able to run the Windows operating system flawlessly. And while the whole point of switching to a Mac is probably to get away from Windows, there are many times when Mac-using lawyers will need to fire up Windows. Fortunately, you can do this all on a Mac.

Apple itself has built in a tool called "Boot Camp" to enable this functionality. Boot Camp allows you to partition part of your hard drive to be devoted to the Windows operating system so that when the computer boots up, you have the option of either booting into Mac or Windows.

Rather than having to re-boot your Mac, you can use VMware Fusion (www.vmware.com) or Parallels (www.parallels.com) to create "virtual" Windows environments running on your Mac. Both of these tools allow you to run a full Windows operating system on your Mac where you can launch and work on Windows-specific software.

To use any of these solutions, you will need to have a fully licensed copy of Windows in your possession. Your copy of Windows can be XP, Vista, or 7.

Resources

Blogs:

- Macs in Law – www.macsinlaw.com
- The Mac Lawyer – www.themaclawyer.com
- MacSparky – www.macsparky.com
- iPhone J.D. – www.iphonejd.com

E-Mail Listservs:

- Macs in Law Offices - <http://groups.google.com/group/milogroup>