



## **Tablets and Tablets**

Herrick K. Lidstone, Jr.  
Burns, Figa & Will, P.C.

Arapahoe County Bar Association  
May 13, 2011

- A tablet is not a desktop or notebook computer. It has limitations!
- The value of a tablet is based on its functionality. Functionality is directly attributable to:
  - The applications installed, and
  - The ease of use.
- I have worked with both the Archos tablet, with the Android operating system, and the iPad with the Apple operating system.
- Each has advantages and disadvantages – even with the same applications installed.
- My decision is that, notwithstanding the disadvantages, I prefer the iPad because of ease of use and consistency with the iPhone which I also use.
- Disadvantages of the iPad which are available in the Archos:
  - Neither word processing programs (QuickOffice in both Archos and iPad), shows redlines in MS Word documents.
  - The Android program opens up password-protected documents through OfficeConnect; the iPad through QuickOffice does not.
  - The Android program provides a “search” function within a document; the iPad does not.
  - The Android device has a USB port to transfer documents directly to the tablet; the iPad does not.
- Advantages of the iPad primarily focus around ease of use. I found that the Android system for one who already uses Windows on his laptop and Apple iOS on his cell phone

is somewhat antiquated – it reminded me of the early days of DOS. (Not wholly fair, but my point of view.)

- There are more than 134,000 applications for the iPad, the existing applications are being improved and more are being developed. There are about 30,000 for the Android operating system. Not all of these relate to business; in fact, very few relate to business applications common to lawyers.
- The productivity programs we have reviewed for the iPad and the Archos are:
  - QuickOffice, which works better than OfficeConnect. For the iPad, DocumentsToGo seems to be better than all.
  - Cloud storage programs (DropBox, Googledocs). But read the license and consider confidentiality issues.
- iPad only:
  - Noterize and NoteTaker 4D, a note-taking program
  - Exhibit A, a presentation program
  - PrintCentral, a print program to print off of wireless printers
  - DropBox
  - QuickOffice and DocumentsToGo can create and display Excel and PowerPoint presentations
- Transfer of documents to tablet
  - Archos can transfer documents from and to the tablet by
    - Email
    - SD card
    - USB port/flash drive
    - WiFi (Officeconnect)
    - Cloud (DropBox, Googledocs, etc)

- iPad can transfer documents from and to the tablet by
  - Email
  - WiFi (QuickOffice, DocumentsToGo and OfficeConnect)
  - Cloud (Dropbox, Google docs, etc)
  - iTunes
- Email
  - When using email through a tablet device or a smart phone, you need to be aware whether the email is going through the firm metadata scrubber or not. If not, consider the issues around CBA Formal Opinion 119.
  - When using email through a tablet device or a smart phone, there is no reason not to have your regular signature with the appropriate confidentiality and (if applicable) Circular 230 warnings.
  - When using a tablet device or smartphone that contains client confidential information, the device needs to be password protected.
- Firm tablet policy

#### LAW FIRM TABLET DEVICE POLICY

Law Firm's policies are to consider technology improvements that make the practice of law more efficient. We have upgraded computers and software as needed, and have provided smart phones to all attorneys. We support attorneys' home computer systems used for work matters.

In our effort to be in the technology wave, we have investigated tablet devices. There are a number of models of tablet devices manufactured by HP, Microsoft, Apple, Archos, Samsung, and others. These use the three basic operating systems – Windows, Android, and Apple.

In no case should a tablet device be confused with a computer. It is not. A tablet device does not have the power or functionality of a computer with MS Office and the other programs that we regularly use.

A tablet device is not a cell phone. It can have voice capabilities through things like Skype and Facetime, but it is not a cell phone, even if included with a 3G wireless application.

A tablet device has certain features that exceed the capabilities of a cell phone. The most notable is that the 10 inch screen of the tablet is much easier to use for reading documents than is the 3 inch screen of the iPhone or Blackberry. The Archos provides for direct access to and export of documents through a USB port that is capable of handling a flash drive, whereas the iPad does not.

Nevertheless, for the practice of law we have concluded that the tablet device is not a replacement for the smart phone – laptop computer combination that we have provided to each attorney. Thus the Law Firm is not willing at the present time to purchase tablet devices for anyone.

The Law Firm's decision is not because tablet devices are not useful. They potentially are quite useful.

It is all in the applications included in the tablet device. As configured from the factory, the Archos and iPad (and probably the others) are unsuitable for legal work. With the appropriate applications, both can be configured to be useful, open password protected documents, display files on an overhead projector, annotate .PDF documents, and create and review Word, Excel and PowerPoint files. Should anyone purchase a tablet device and plan to use it for work related matters, the Law Firm will:

- Set up the attorney's Law Firm email account, contacts and calendars so that these are accessible on the tablet.
- Reimburse any lawyer for the applications that provide work capabilities. Based on work to date, these are QuickOffice for the Android, QuickOffice, Noterize, and Exhibit A for the iPad. (None cost more than \$20.00. Noterize, a handwriting program with which you can annotate .PDF documents, requires an \$8.99 stylus.)
- Assist the lawyer in understanding and using the applications.

In each case, this offer should be couched by the word "reasonable." Where someone chooses to purchase a tablet as to which we have not had experience, we may leave it to the attorney to go through the learning curve rather than distract staff attention. If you want to consult with the Law Firm's IT staff before purchasing a tablet, they can direct you to the ones with which we can help and provide at least a little bit of support.

Some of the applications (QuickOffice and Exhibit A, for example) allow the transfer of files directly over WiFi (or through iTunes on the iPad) to the tablet device. Other applications (Noterize, for example, although there are others for the iPad) allow for handwriting when taking notes at a meeting or on .PDF documents. (We have not yet found such an application for the

Android system.) On QuickOffice for the Android system, you can view redline/strikeout and search for words and phrases; those features are not available on QuickOffice for the iPad. As noted, the Archos has a USB port to transfer documents; the iPad does not. Both will accept documents by wireless transfer, either by email or direct transfer. Some of the other benefits of a tablet are that they turn on significantly more quickly than the laptop, and the battery life is significantly longer than the laptop.

Applications are continuously being added and updated. Currently there are more than 25,000 Android applications and more than 100,000 applications for the iPad2. Few are useful for work, however. Thus the listing above may change.

Note, as with the smart phone and laptop computer, setting a tablet device to be compatible with work risks the unauthorized disclosure of confidential information. No tablet will be configured for work or supported by the Law Firm unless the owner agrees to maintain password protection on the tablet at all times. Signature blocks for emails should also be appropriately configured with the necessary information and at least the confidentiality warning.

Search

Documents To Go® Premium - Office Suite

documents to go® - offic...



+ INSTALL

Category: Business  
 Updated: Mar 07, 2011  
 Current Version: 4.0.3  
 iOS 4.0 Tested  
 Size: 9.3 MB  
 Languages: English, French, ...  
 Seller: DataViz, Inc  
 © 2010 DataViz, Inc.

Rated 4+

Requirements:  
 Compatible with iPhone, iPod touch, and iPad.  
 Requires iOS 3.2 or later

Developer Web Site

App Support

More by DataViz, Inc.

DataViz, Inc.

## Documents To Go® Premium - Office Suite

### Description

\*AVAILABLE NOW\*

v4.0.3: Thanks to the customers who helped in facilitating this update, DataViz is pleased to release improvements to the software in our latest update to DTG such as

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**What's New in Version 4.0.3** Updated Mar 07, 2011

- \*Improved hardware keyboard support
- \*Fixed the inability to save over another file that already exists in Word To Go
- \*Improved regional support for Mexico in Sheet To Go, specifically currency display
- \*Fixed freeze panes issue during screen orientation change in Sheet To Go
- \*Numerous bug fixes & more!

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\$9.99

## EuroSartz Ltd PrintCentral Pro

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### Description

PrintCentral Pro is the essential printing app for the iPad. With PrintCentral Pro you can print to ALL printers. Print direct to most Wireless printers without additional software. Print to ALL printers and any document type via your Mac/PC. Print remotely over 3G and in corporate or when visiting other offices and Wifi is not available. View, store & print email, documents, files, attachments, photos, contacts and web pages on your iPad.

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**What's New in Version 1.8.4** Updated Apr 13, 2011

Additional help options, including printing the help file

Category: Business  
Updated: Apr 13, 2011  
Current Version: 1.8.4  
iOS 4.0 Tested  
Size: 6.4 MB  
Languages: English, Chinese, ...  
Seller: EuroSartz Ltd  
© 2008-2011, EuroSartz Ltd

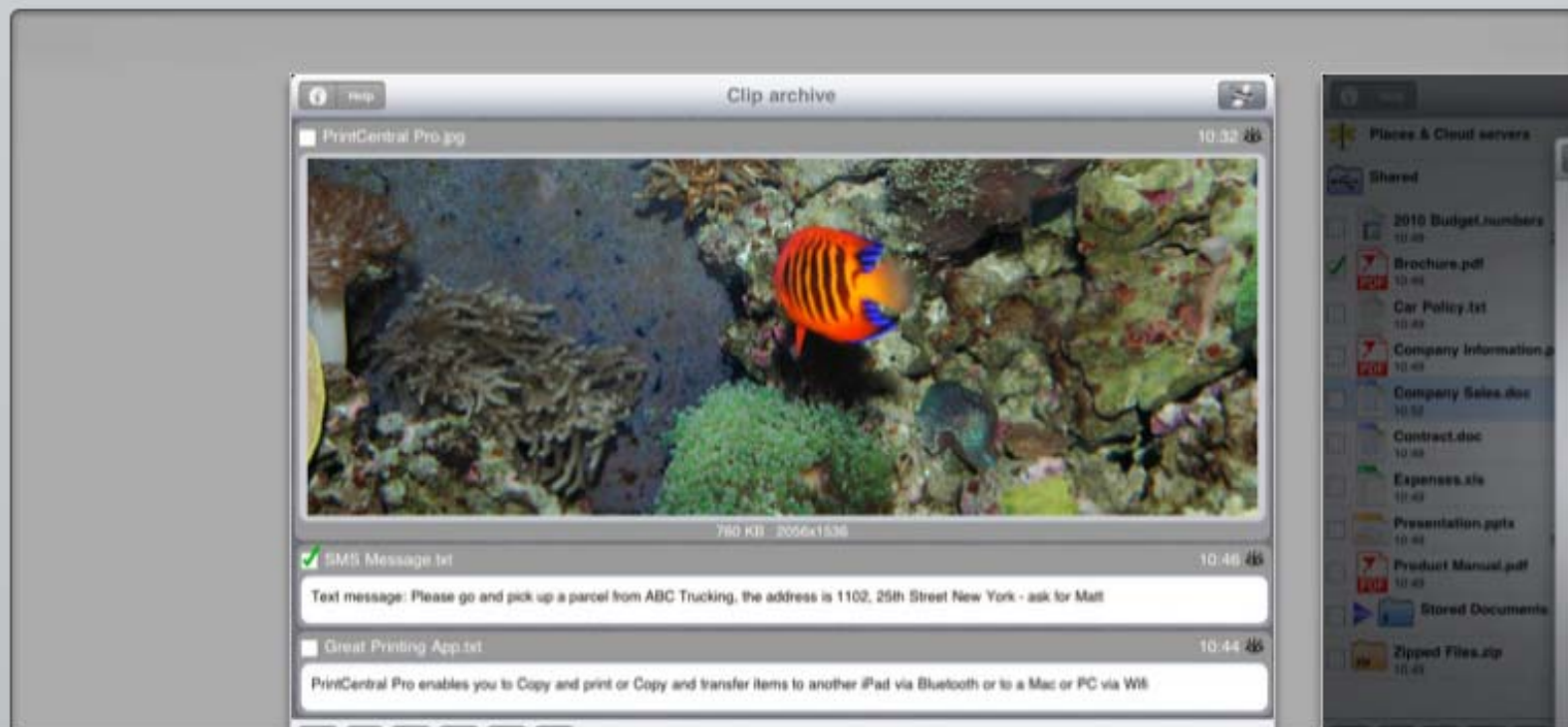
Rated 4+

Requirements:  
Compatible with iPad.  
Requires iOS 3.2 or later

[Developer Web Site](#)

[App Support](#)

More iPad Apps by  
EuroSartz Ltd



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## Quickoffice Connect Mobile Suite for iPad

quickoffice connect mobi...



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Category: Business  
Updated: Mar 17, 2011  
Current Version: 2.1.0  
Size: 22.1 MB  
Languages: English, French, ...  
Seller: Quickoffice, Inc.  
© Quickoffice, Inc.

Rated 4+

Requirements:  
Compatible with iPad.  
Requires iOS 3.2 or later

Developer Web Site

App Support

Quickoffice, Inc.

## Quickoffice Connect Mobile Suite for iPad

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## Description

Create, Edit, Access & Share Microsoft® Office files. Buy Today & SAVE 40% Limited Time Sale!  
Recent Updates: PowerPoint Editor, Create PDFs, Print files, Access Slideshare, Scribd, Docstoc

- \* PowerPoint® 2003 – Create, Edit, View & Save
- \* Extensive text formatting – font type, colors, size, underline/italics, bold ...

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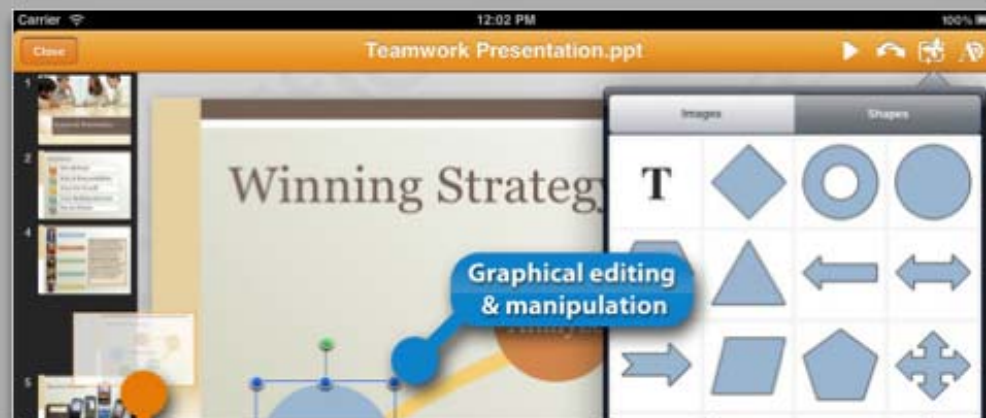
## What's New in Version 2.1.0 Updated Mar 17, 2011

- \* Save files as PDF's, Print files using iOS AirPrint, Share files on Slideshare, Scribd, & Docstoc

We recommend that you reboot (turn off/on) your device after updating to the newest version of Quickoffice.

Prior Release 2.0.0 Updates:...

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Dropbox

dropbox



+ INSTALLED

Category: Productivity  
 Updated: Apr 18, 2011  
 Current Version: 1.4  
 iOS 4.0 Tested  
 Size: 8.6 MB  
 Languages: English, French, ...  
 Seller: Dropbox, Inc.  
 © 2011 Dropbox

Rated 4+

Requirements:  
 Compatible with iPhone, iPod  
 touch, and iPad.  
 Requires iOS 3.1 or later

[Developer Web Site](#)
[App Support](#)

## Dropbox

# Dropbox

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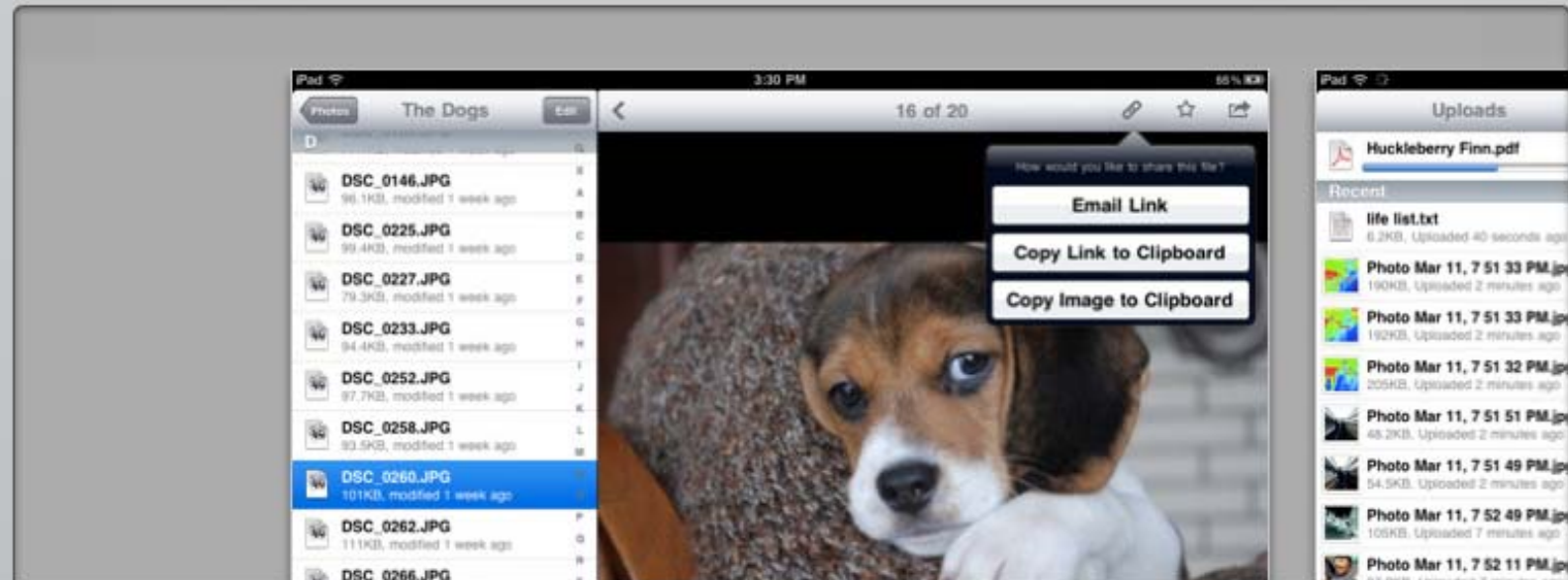
### Description

Dropbox is a free service that lets you bring all your photos, docs, and videos anywhere. After you install Dropbox on your computer, any file you save to your Dropbox will automatically save to all your computers, your iPhone and iPad and even the Dropbox website! With the Dropbox app, you can take everything that matters to you on the go.

Read your docs or flip through your albums when you're out and about. Save photos or videos to your Drop... [More ▼](#)

### What's New in Version 1.4 Updated Apr 18, 2011

- Support for Spanish, French, German, and Japanese
- Return to tab-based interface for simpler app navigation experience
- Improved file uploading experience:
  - New dedicated Uploads tab
  - Bulk upload photos and videos...

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# Noterize

noterize



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## Robert Stretch Noterize

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### Description

\*\*\* Top 10 Best-Selling Productivity App \*\*\*

\*\*\* Featured in Apple's TV commercials and by AppAdvice - <http://appadvice.com/appnn/2010/07/noterize-30-ipad-exclusive-prerelease-review/> \*\*\*

\*\*\* Check out our new video - <http://www.noterize.com/video/> \*\*\*

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**What's New in Version 3.4** Updated Nov 10, 2010

iOS 4.2 Support

Multitasking

Wireless Printing

Support for additional file formats (PPTX, TXT, PNG, TIFF, JPG, GIF)

Faster page turning...

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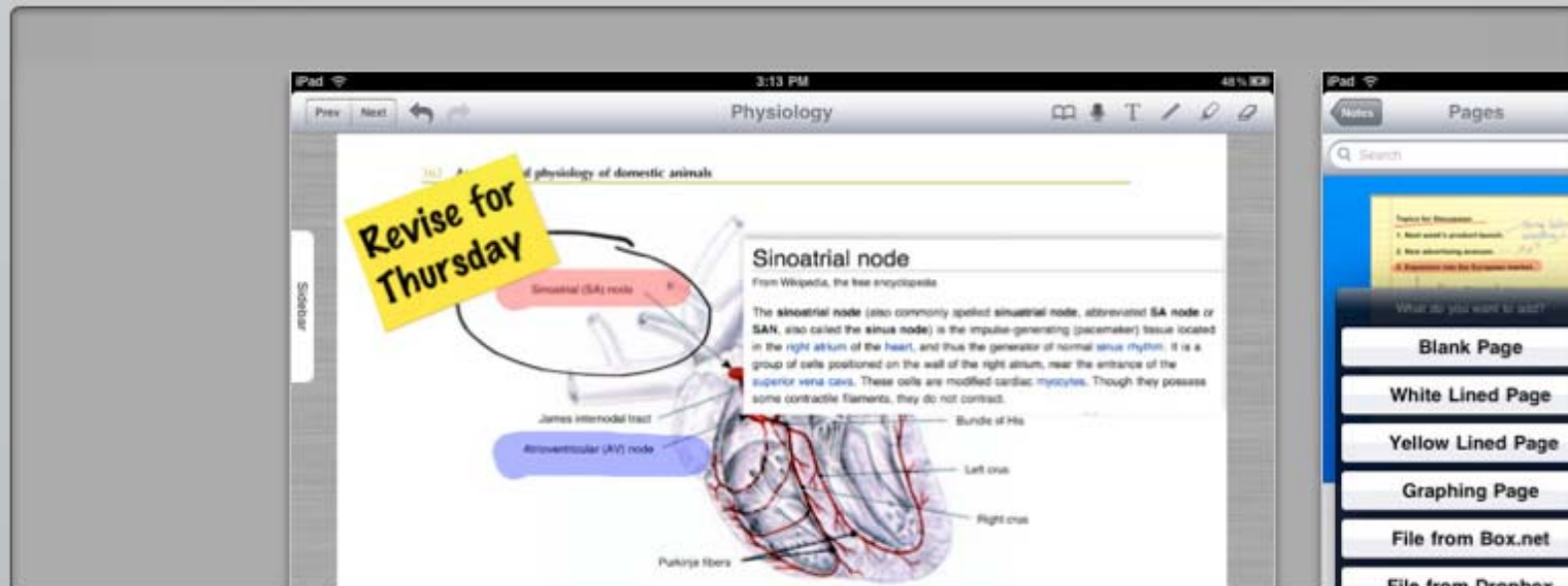
Category: Productivity  
Updated: Nov 10, 2010  
Current Version: 3.4  
iOS 4.0 Tested  
Size: 2.5 MB  
Language: English  
Seller: Robert Stretch  
© 2010 Robert Stretch

Rated 4+

Requirements:  
Compatible with iPad.  
Requires iOS 3.2 or later

Developer Web Site

App Support



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# PDF Reader Pro Edition

pdf reader pro



\$1.99

## ITECH DEVELOPMENT SYSTEMS INC. PDF Reader Pro Edition

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### Description

ON SALE!!! GET THE BEST PDF READER TODAY AND SAVE MONEY!!  
THE NEW VERSION HAS SOME GREAT NEW FEATURES AND AN IMPROVED RENDERING ENGINE. NOW YOU CAN SCAN AND CREATE PDF DOCUMENTS.  
NEW SCAN FEATURES:  
Contrast Adjustment....

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### What's New in Version 2.7 Updated Mar 19, 2010

Bug Fixes.  
Search engine improvement.

REMOVED USB TRANSFER FEATURE (IF YOU WANT TO KEEP THE USB TRANSFER FEATURE PLEASE DO NOT UPDATE)...

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Category: Business  
Updated: Mar 19, 2010  
Current Version: 2.7  
Size: 5.1 MB  
Language: English  
Seller: ITECH DEVELOPMENT...  
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Rated 4+

Requirements:  
Compatible with iPhone, iPod touch, and iPad.  
Requires iOS 3.0 or later

[Developer Web Site](#)

[App Support](#)

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