

iPad for Transactional Lawyers

Wednesday, July 31, 2013 / 9:00 a.m. to 11:00 a.m.

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Program Instructor

Steven O. Weise
Proskauer Rose LLP



"Great practical CLE. I'm always looking for ways to make my life easier with an iPad and this was great."

"Excellent speaker, very organized and knew material extremely well."

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DESCRIPTION

iPads and other light-weight computer devices are being used more and more in today's practice of law. The iPad can increase productivity, save time, money and provide attorneys with a competitive edge at the bargaining table. Taught by an experienced commercial law practitioner (and iPad enthusiast) with over 30 years of transactional experience, this unique program will include iPad apps for:

- Basic Principles for Choosing Apps
- Useful Accessories
- Core iPad Skills
- Finding Apps
- Printing
- Transaction Scenarios
- Document Management
- Using PDFs
- Note-taking
- Improved E-mail Formatting
- Word Processing (including Track Changes)
- Outlining
- To Do's & Task Management
- Meeting Agendas & Notes
- Presentations (including PowerPoint)
- Spreadsheets
- Project Management
- Diagrams
- Scanning & Faxing
- Time Keeping

After a review of the new iOS for the iPad and iPhone, and upgraded must-have apps, a demonstration on how to use these apps together in the course of a deal will be explained.

Who Should Attend? Any attorney that wishes to take advantage of the latest technology and stay up-to-date with the ever-evolving practice of law.

AGENDA

9:00 – 9:50 a.m.	Basic Principles for Choosing Apps; Useful Accessories; Core iPad Skills; Finding Apps; Printing; Transaction Scenarios; Document Management; Using PDFs; Notetaking; Improved E-mail Formatting; Word Processing (including Track Changes)
9:50 – 9:55 a.m.	Break
9:55 – 10:45 a.m.	Outlining; To Do's & Task Management; Meeting Agendas & Notes; Presentations (including PowerPoint); Spreadsheets; Project Management; Diagrams; Scanning & Faxing; Time Keeping
10:45 – 11:00 a.m.	Question/Answer Session

For Sponsorship Opportunities, please contact:
Michelle Schwartz-Clement, Director, City Bar Center for CLE
212-382-6606 | MSchwartz-Clement@nycbar.org

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Live Program (includes materials):

- ☐ \$115 Member
☐ \$215 Nonmember

Walk-in Registration (includes materials):

- ☐ \$140 Member
☐ \$240 Nonmember

Save \$\$ on CDs & DVDs

* CDs (includes materials):

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New York City Bar

42 West 44th Street, New York, NY 10036

Registration: Call 212.382.6663, fax 212.869.4451, mail registration form with payment to the City Bar Center for CLE, 42 West 44th Street, New York, NY 10036, or register online at www.nycbar.org.

Advance registration is advised. An additional fee of \$25 will be charged for "walk-in" registrations—those received later than 3:00 p.m. one business day prior to the program.

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All information is subject to change.

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