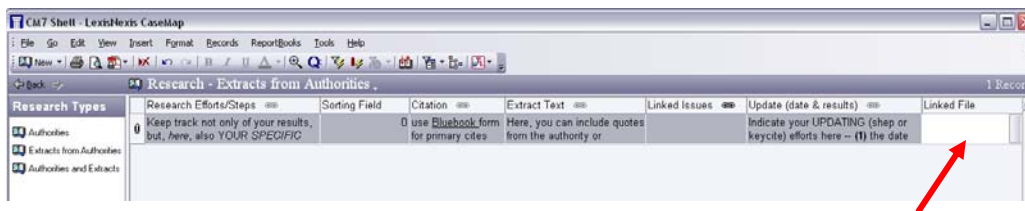


# Linking Files

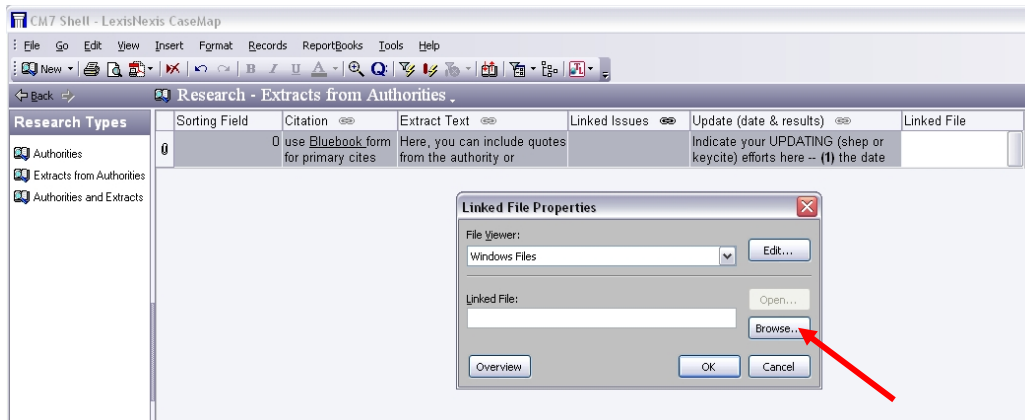
The Linked Files option is available on your Extracts from Authorities screen. It allows you to link an electronic copy of a document right into CaseMap. This saves you the trouble of remembering where you stored the document and allows you to use CaseMap as a 'window' into all of your research.

To link a file you must first have an electronic document you would like to link. Often these will be obtained from LexisNexis or Westlaw, other websites, or other sources.

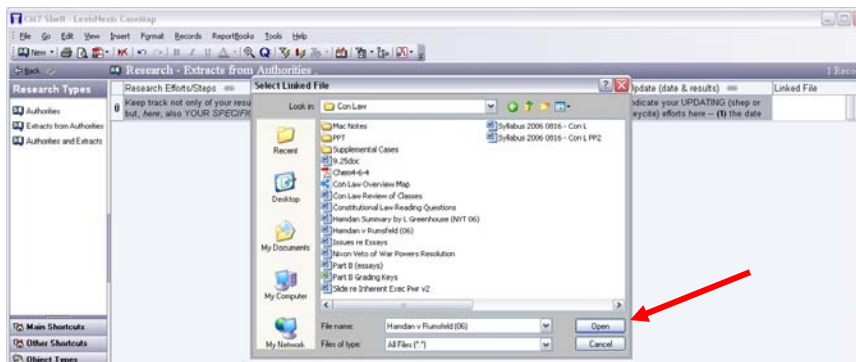
Once you have obtained an electronic copy of your document, open CaseMap and select the Extracts from Authorities screen. The default position of the Linked File column is furthest right. You may need to scroll to the right to see it.



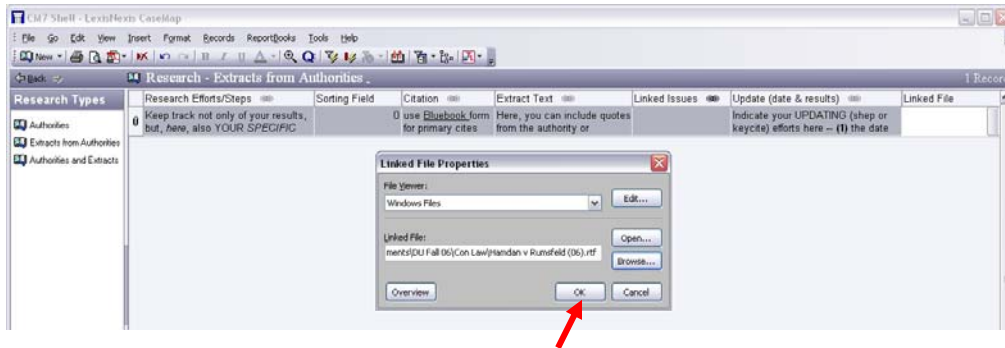
Clicking on the gray box in a Linked File cell will allow you to link a file. Click on the "Browse" button and locate the file you would like to link.



Click on the "Open" button.



Click the “OK” button.



There will now be an address in your Linked Files cell indicating the location of the file you just selected.

You may also link directly to a website address. The easiest way to do this is to open an internet browser, highlight the address (URL), copy this text, and paste it directly into the Linked Files cell. Do not click on the gray box. Enter the URL directly into the cell.

Once you have linked a file to CaseMap you can quickly open the file from within CaseMap. Click on the gray box to the right of the file you would like to access. In the popup window select Open... and the file should open in its native format (Word, acrobat, the internet, etc).

