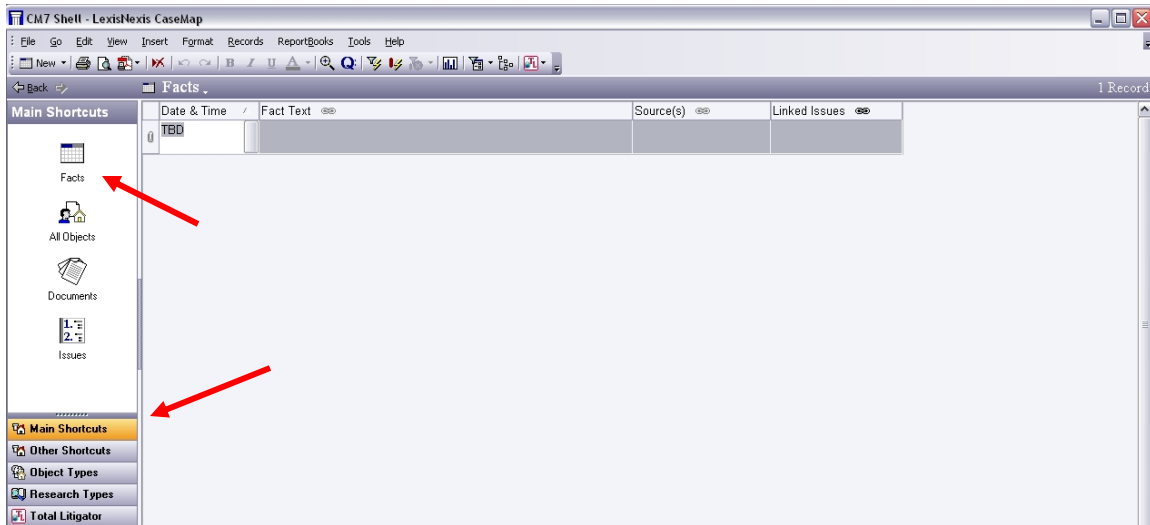


## New Facts

The Fact spreadsheet is where all the facts and events relative to your case are recorded. This information is typically obtained from interviews, depositions, interrogatories and other documents. In LP your professor will provide you with a fact pattern.

Open the CaseMap file you wish to use and select the Facts spreadsheet. Facts is one of the Main Shortcuts.



There are four columns on the Fact spreadsheet. Left click in any of the cells to enter data.

Date & Time is where you should record when an event took place. You may enter as much or as little data as you have – just a year, for example, or an exact time on an exact date. Clicking on the small gray box on the right side of a Date & Time cell will give you a graphical method of entering this information.

Fact Text is where you should record the details of the fact in question. You may put as much or as little information as you like. The cell will expand to hold more text.

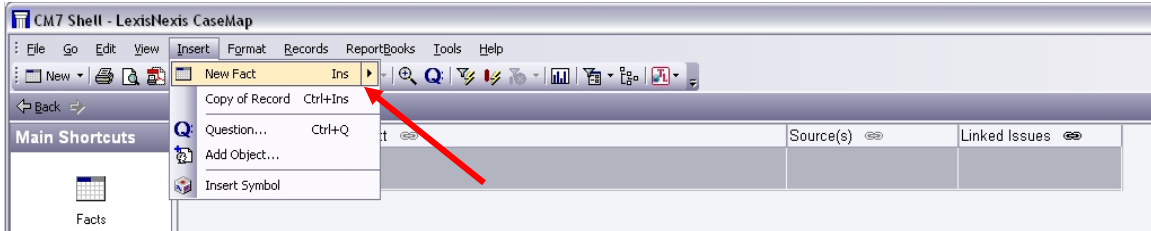
Source(s) is where you should indicate where you learned the information you have just entered in the Fact Text. Was it from a client letter, a deposition, or something else? This information will make it easier for you to cite to that source when you are preparing your legal document. If a certain fact is cited in more than one document, list all the documents in this cell. This may also assist in determining the reliability of a particular fact.

Linked Issues allows you to cross-reference any of the issues from your Issues spreadsheet that relate to a specific fact. For more information on this column see the “Linking Issues” help sheet.

After entering a new fact you will probably want to add another. There are several ways to accomplish this. One way is to left click once on the “New” icon



Another method is to select the Insert menu and scroll to New Fact.



You may also use the down arrow key, the insert key, or tab until you reach the next row.