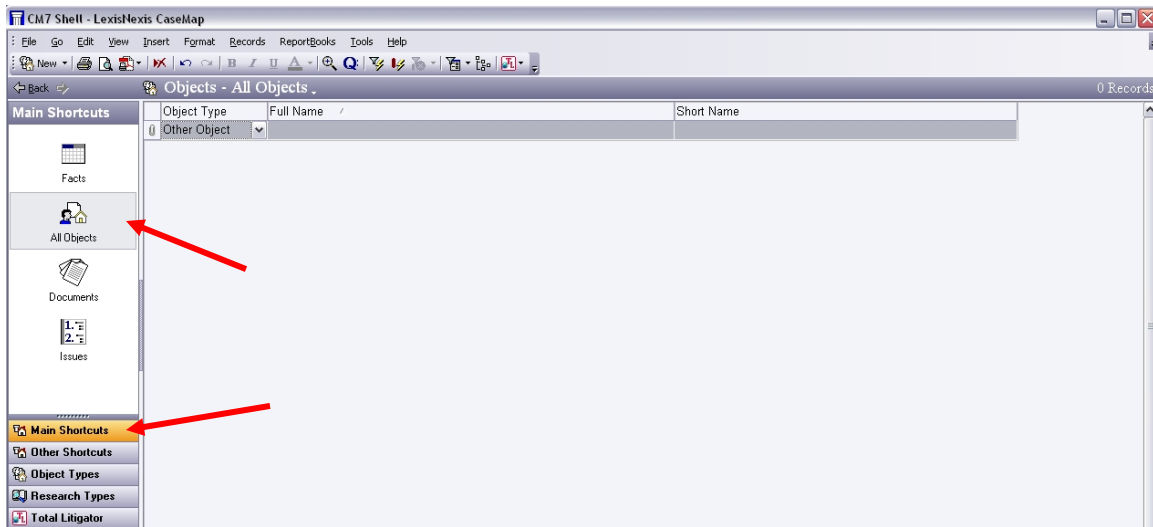


# New Objects

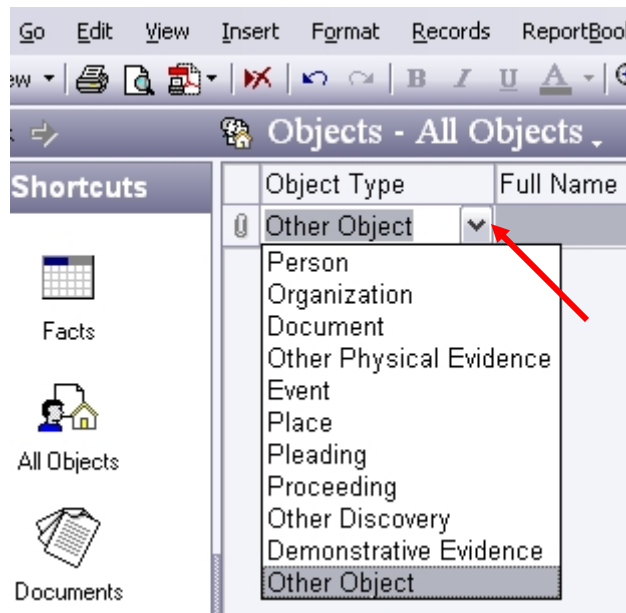
The Objects spreadsheet is used for keeping track of the people, places, organization, important documents, and other 'objects' of a case. It may be helpful to think of it as the 'People, Places, and Things' page.

Open the CaseMap file you wish to use. Select the Main Shortcuts. Click on the "All Objects" icon.



There are three columns on this spreadsheet: Object Type, Full Name, and Short Name.

The Object Type cell allows you to classify each object from a dropdown list. Click on the down arrow box on the right side of the cell to see the dropdown list.



The next column is Full Name. It is prudent to develop an organized and logical naming convention for your objects. If the case is a large accident on a highway with multiple cars, simply listing car1, car2, car3, ... may be confusing at a later

date. You might use the color and type of each car, the license plate, the vin number, or the owner's name.

Short Name is an automatically generated cell that shortens the Full Name. You can always change the automatically generated Short Name to one of your choosing. The Short Name provides an easy reference to your object.

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 Object”.



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