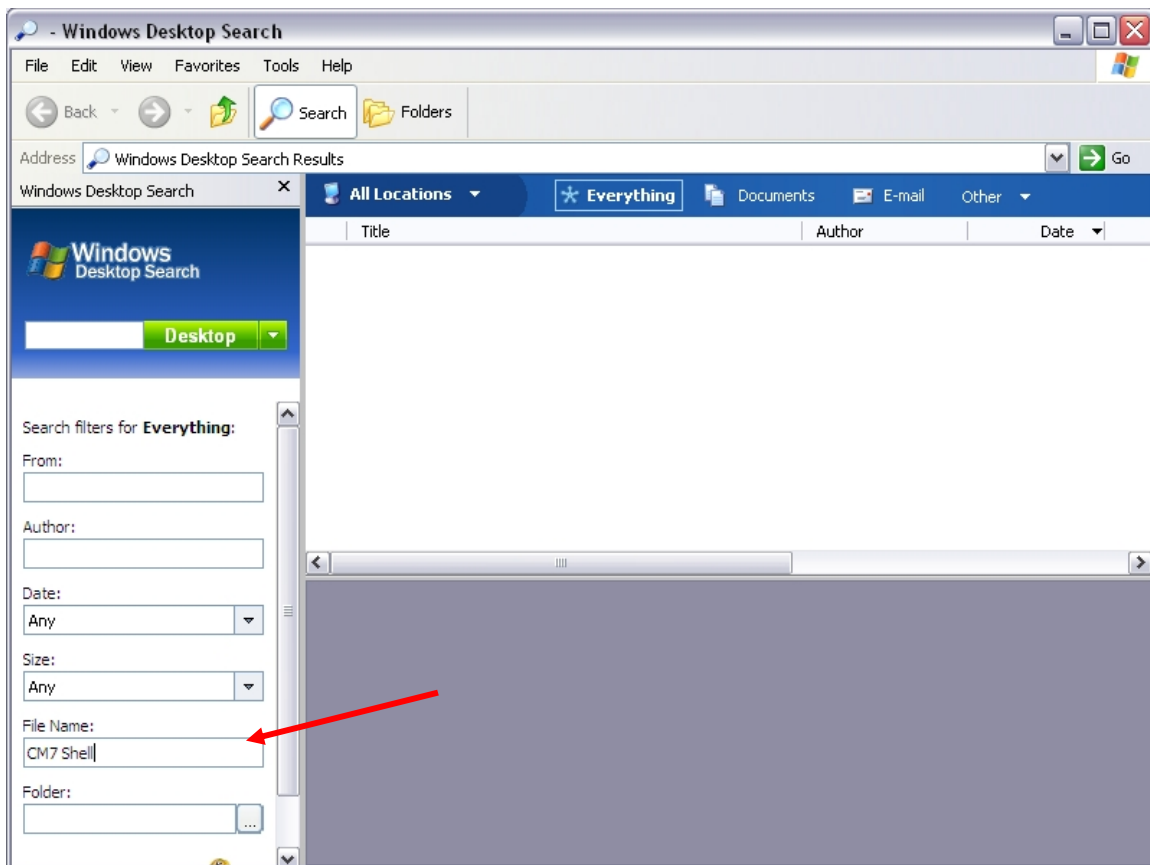


Renaming a CaseMap File and Downloading a New Shell File

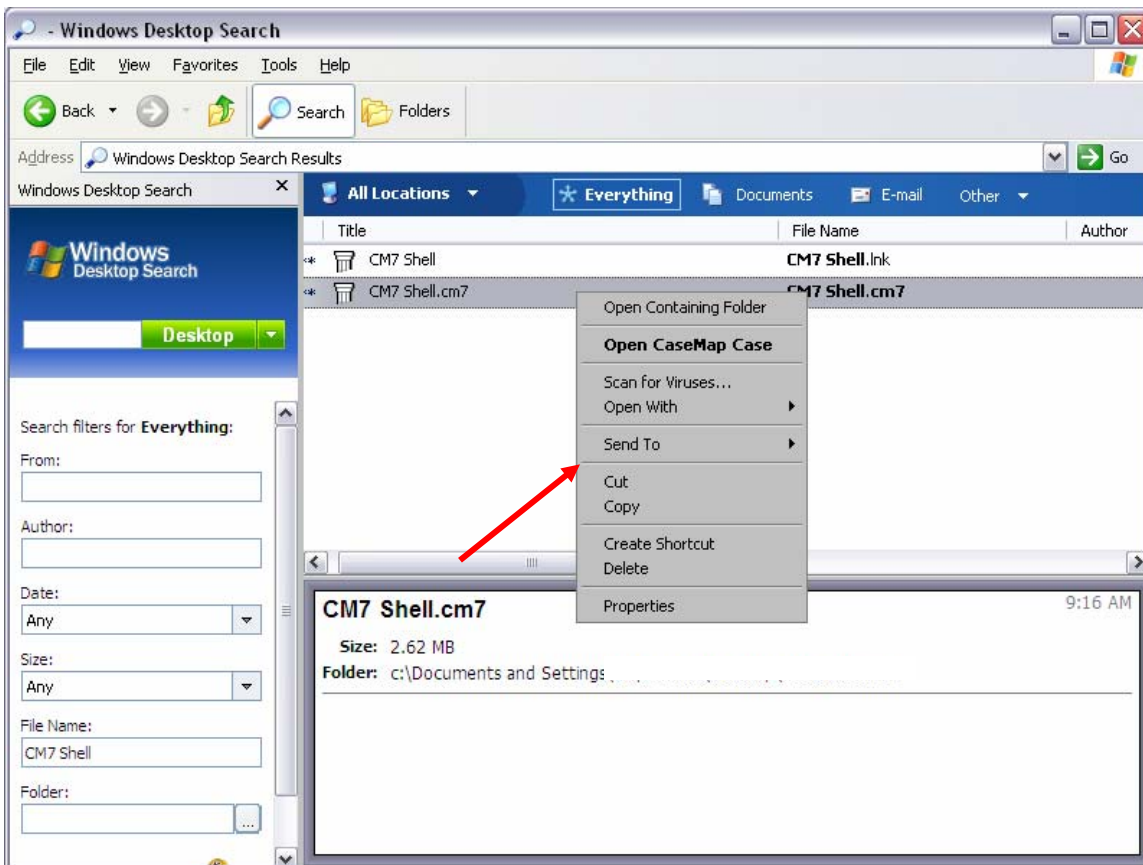
CaseMap does not have a “save as” feature that allows you to change your file’s name from within CaseMap. This help sheet will show you how to change your file’s name and how to download a second blank shell file to start information for a new fact pattern.

First, you need to find the shell file you have been using. If you know the location of the file on your computer, close CaseMap and go there now.

If you don’t recall where the shell file is located you can find the file by searching your computer for it. The default file name is “CM7 Shell”. Click on the Start Menu from your desktop. Choose Search and type “CM7 Shell” in the File Name field, hit Enter and wait until your file is found.

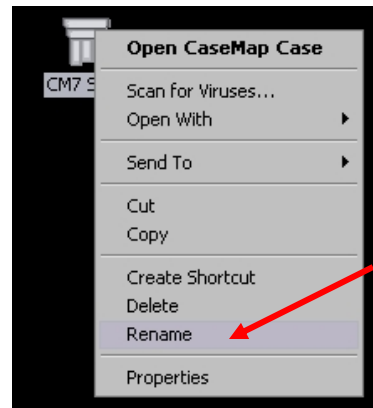


Once your search is complete you may have more than one file found. You will need to determine which one is the correct file. Once you have determined which file you are using and would like to rename, right click on the search result and select “Open Containing Folder.”



Side note: Searching a computer is a basic skill that every law student should master.

Once you have located the file you would like to rename, right click on the file or icon and choose “rename.” The file name will be highlighted allowing you to rename the file.



The next step is to download another copy of the CM7 Shell file. This is on the 1L CD under the 1L Software link. It is also available online at <http://www.law.du.edu/lawproc/technology.htm>

For more help with this process, please consult the help sheet on Getting Started.