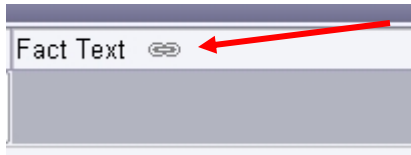


Sorting

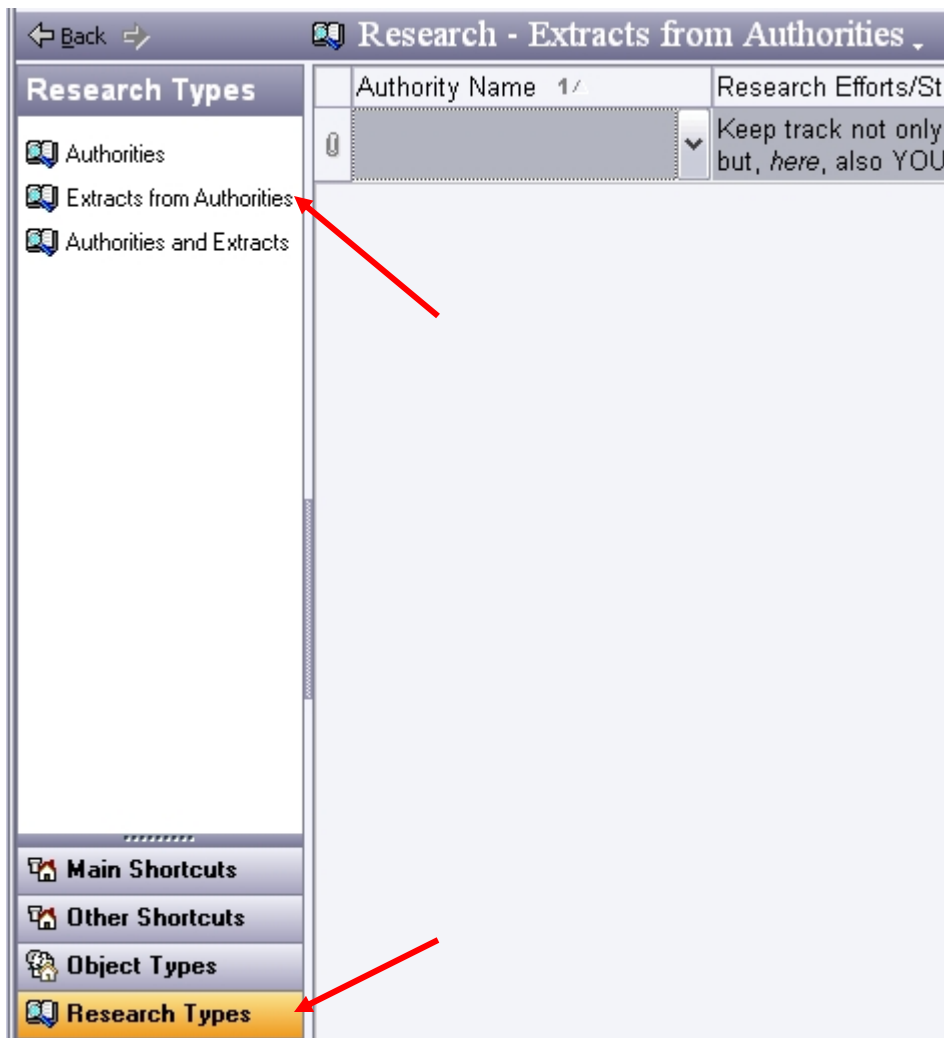
Sorting allows you to rearrange the order of items you have entered into CaseMap. An example would be if you wanted to view your Objects either by the type of object or alphabetically by their names. You can sort using any column that does not have a little chain next to its name.



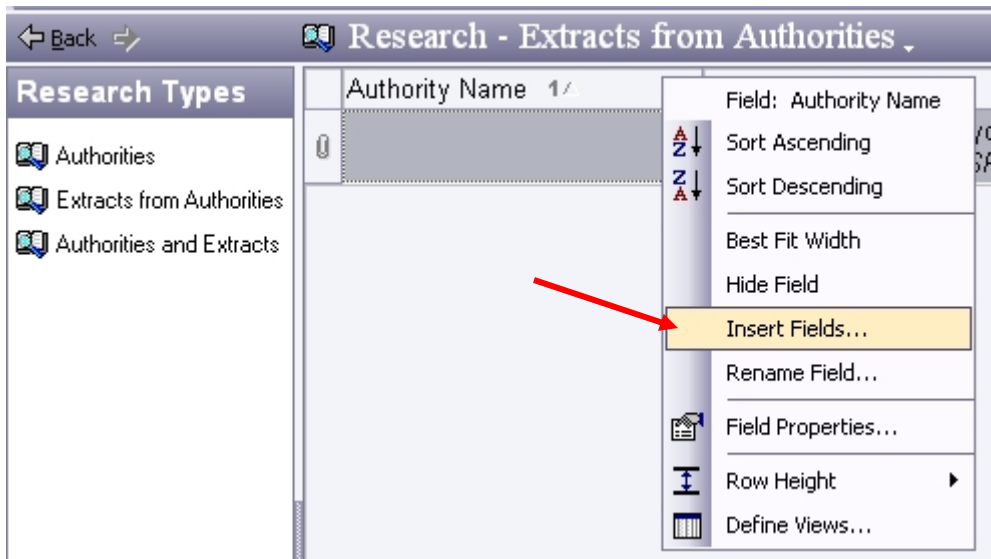
This is the chain. If you see this, you cannot sort by this column.

The most important application of this feature for LP is the Sorting Field column. This column can be added to the Extracts from Authorities spreadsheet. Not all professors require you to use this field; if you are unsure, contact your LP professor.

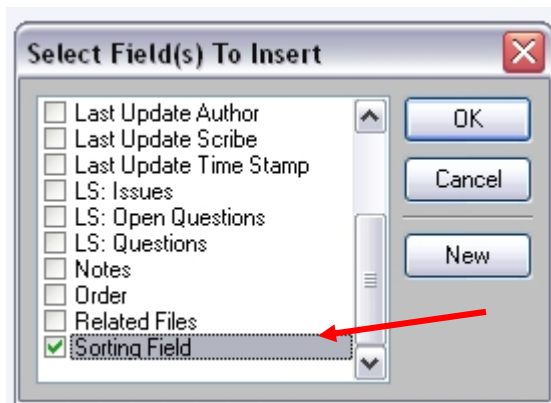
To add the Sorting Field column go to the Extracts from Authorities spreadsheet which is in the Research Types Tab.



Right click anywhere among the column names and select “Insert Fields...” from the dropdown menu.



The following box will popup. Scroll down to the bottom of the list and choose Sorting Field. Click “Ok” and the Sorting Field Column will appear where you right clicked in the column names. You can left click on the column names and move the columns left or right.



The Sorting Field column will only accept numbers. The way we will use it is by assigning numeric values to the research items you place in CaseMap.

For purposes of the hypothetical, pretend that statutes are to come first, then cases, then law review articles. Every time you enter a statute in the Extracts from Authorities spreadsheet, type the number 1 in the Sorting Field cell. Enter the number 2 for cases and 3 for law review articles.

Once you have a list of research items, you are ready to sort. Right click on the heading for the Sorting Field column. Select “Sort Ascending.” Now, every statute will be at the top of the list, followed by cases, then law review articles.

← Back → **Research - Extracts from Authorities**

Research Types

- Authorities
- Extracts from Authorities
- Authorities and Extracts

Authority Name 1/	Sorting Field
0	0

Field: Sorting Field

- Sort Ascending
- Sort Descending
- Best Fit Width
- Hide Field
- Insert Fields...
- Rename Field...
- Field Properties...
- Row Height
- Define Views...