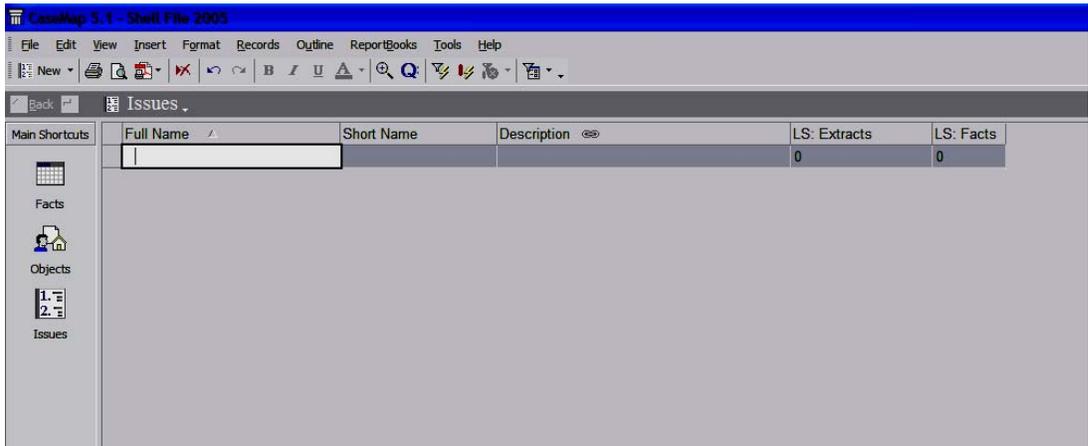


Using the Issues Screen

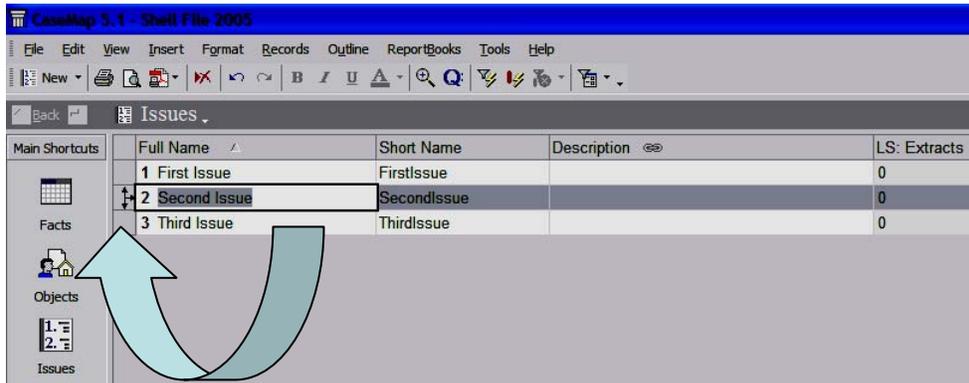
The Issues spreadsheet will allow you to outline your legal document before writing it. It is used to record all the legal issues that are relevant to your document or case, so that you can then organize them in a useful way.

- Your Issues spreadsheet should have five columns: Full Name, Short Name, Description, LS: Extracts, LS: Facts.



- Full Name is where you should create and enter a name for the legal issue you are placing in the outline.
- CaseMap will auto-generate a Short Name for you, but you may change the short name simply by left-clicking over the short name the computer entered and deleting it. Then type whatever short name you feel is appropriate.
- Description allows you to describe the legal issue or to take notes on it. This may be where you start tracking the language courts use to evaluate this issue, any definitions you come across in your research, or anything else that helps you.
- The two LS columns are simply counters. CaseMap tracks the number of times you have linked a particular legal issue to your Facts or Extracts. You will not have to do anything with these columns. They are merely there so that you can see what facts and research items you have that relate to that legal issue.

- 1) Once you have generated a list of legal issues, it is time to start turning your list into an outline. In order to do this, left-click once on the full name of any of your legal issues in the list.
- 2) To the left of the issue, you should now see some tiny arrows. There will be up to a total of four arrows, allowing you to move the issue Up, Down, Demote, or Promote. For purposes of this example, I have created three issues on my screen. Your screen should have issues related to your problem.



- 3) Clicking once on the Up arrow will move your issue up in the list, just as clicking on the Down arrow will move your issue down.
- 4) Clicking on the Right arrow will “demote” your issue, or indent it. CaseMap uses a series of decimals rather than letters and numerals when outlining. If you ever wish to move an issue back out to the left, click the Left arrow to “promote” your issue.
- 5) As a final note, if you decide you want to completely delete one of your issues, you should select Edit from the top of the screen, then Delete Record.

