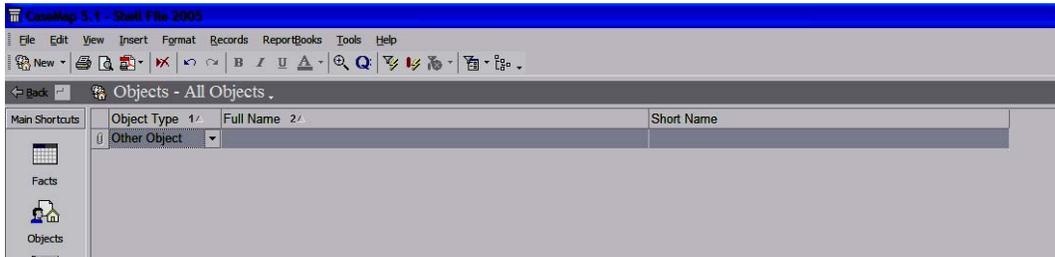


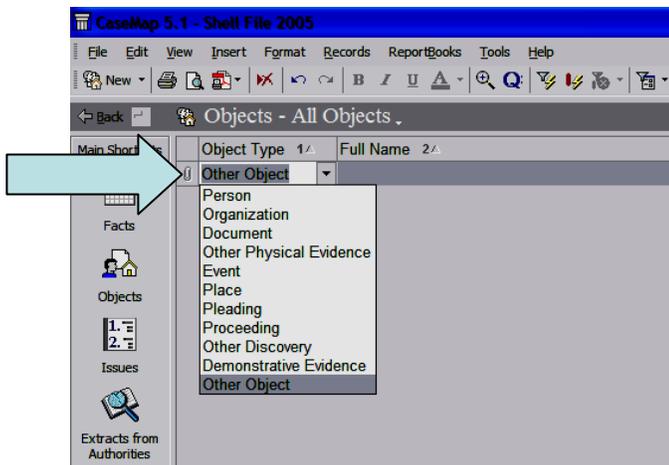
Adding a New Object

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

- 1) The first step is to open CaseMap and select the Facts spreadsheet. To do this, open the file you wish to use, and then look on the left-hand side of the screen. You should see an icon with the word “Facts” underneath it. Click once on Facts, and you will be on the Facts spreadsheet. Your screen should now look like this:



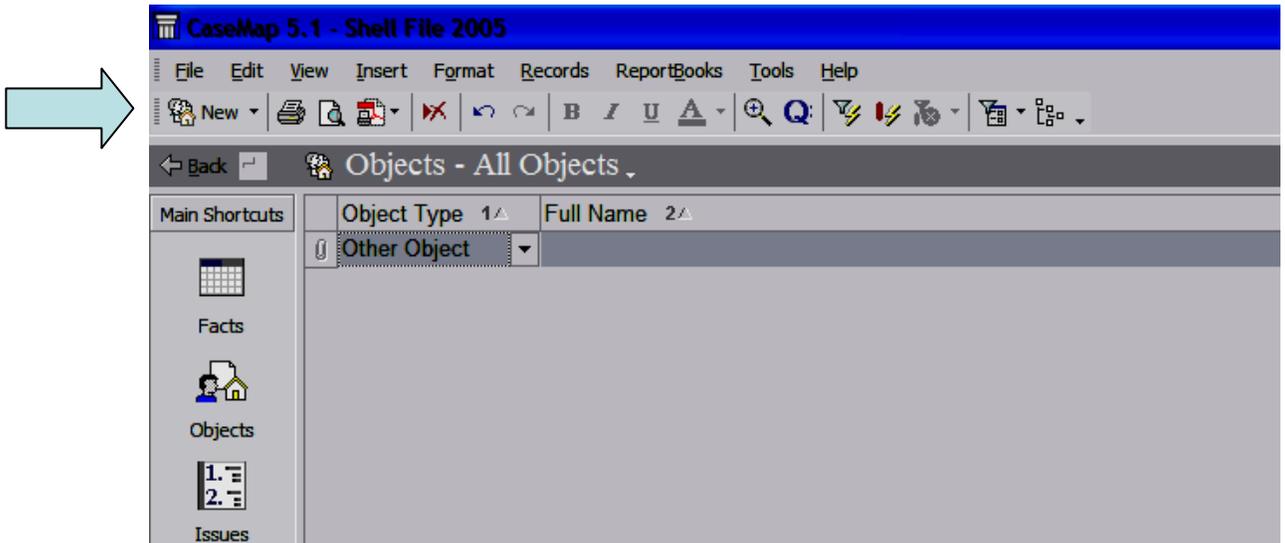
- 2) There are three columns on this spreadsheet: Object Type, Full Name, and Short Name.



3) Object Type is where you should enter what type of object you have. If you click in the box underneath Object Type (by default it should say “Other Object”), you will see a drop-down box with a number of object types. Choose the one that most closely describes your object.

- 4) The next column is “Full Name.” This column allows you to provide a name for your object.
- 5) Short Name is an auto-generated field that shortens the name you entered into Full Name. You are always able to delete the generated Short Name and replace it with one of your choosing. The short name provides an easy reference to your object.

- 6) After entering one object in your list, you will probably want to add another. Just like on the Facts spreadsheet, you can get a new blank row either by left-clicking once on the word “New” in the upper left hand of your screen.



- 7) Another way is to select the word “Insert” near the top of the screen, then “New Object” from the drop down menu. You may also press either the down arrow key or the Insert key on your keyboard.

