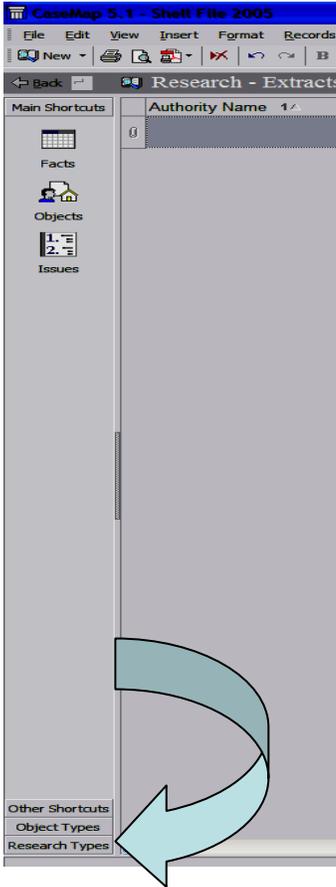# New Research Item

The Extracts from Authorities spreadsheet allows you to create a log of all the research you have done for your problem. It is a way for you and your professor to track what resources you have gathered, and it is where you can identify the useful portions of each research item.


1) CaseMap uses a number of different spreadsheets to track research. The one you should use for class is called Extracts from Authorities. To find this spreadsheet, you will have to look in the bottom left-hand corner of your screen. The last bar you should see is "Research Items." Click once on this car.

2) Now you should have three new icons on the left-hand side that look like the image on the right.Choose the option that says "Extracts from Authorities" by left-clicking it once.

3) Your new screen should look like the image below. Do not worry if you cannot see all the fields across the top. You will be able to scroll over to them.
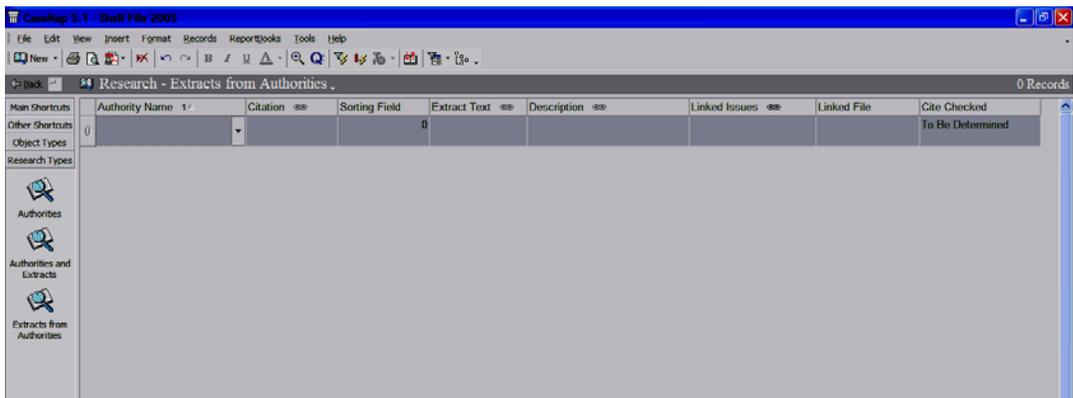
4) There should be a total of eight fields across the top of your screen: Authority Name, Citation, Sorting Field, Extract Text, Description, Linked Issues, Linked File, and Cite Checked.

5) Authority Name is where you enter the name you wish to give your research item. When you left-click in this box you should see a small box appear that says (new authority. . .). Click once on (new authority). Doing this should bring up a box like that in the bottom right image. Enter your authority name in this box; then select "Ok."
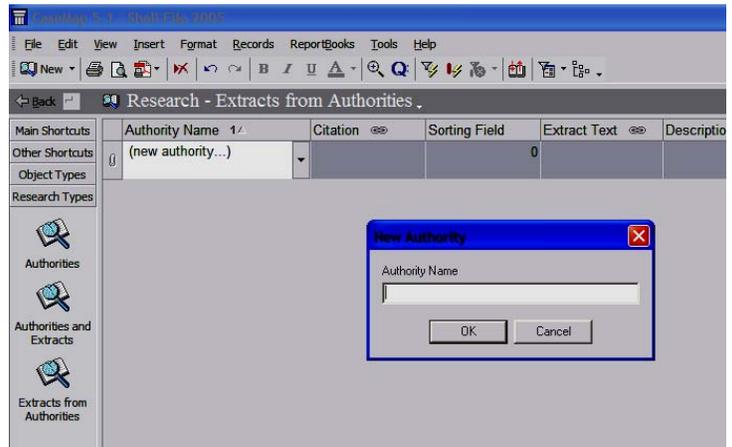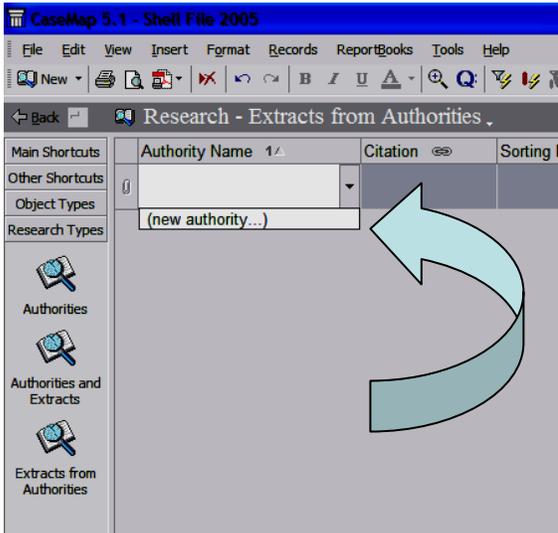
6) Citation is where you should enter the Bluebook version of the citation for this source, or at least enough information that you can find the source later if you need to.

7) Extract Text allows you to copy and paste text from the actual source into your CaseMap file. This should be used for key language found in the source so that you have a record of what about that source is useful or important to you. If a particular research item has more than one useful extract, create a second entry in CaseMap. It is ok to have the same Authority Name entered multiple times, each time with a new extract.

8) Description allows you to add your own comments about the source's relevance, usefulness, or holding.

9) Cite Checked is where you should enter information on the last time you verified that your source is still good law. For information about how to verify this, contact the LexisNexis and Westlaw representatives, your LP SA or your LP Professor.

10) For information on what to enter in Sorting Field, Linked Issues, and Linked File, please consult the help sheets on Sorting Data, Linking Issues, and Linking Files. 2