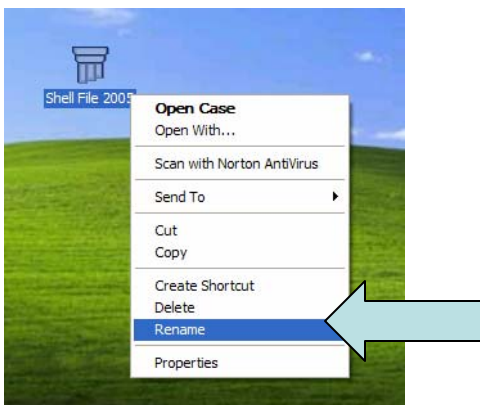


Renaming a CaseMap File and Downloading a New Shell File

CaseMap 5 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 client’s fact pattern.

- The first step is to close out of CaseMap. Next, go to your Start Menu, and choose My Computer.
- This will open a window on your desktop. From this window, you will have to navigate to wherever you saved your Shell File. It is probably in the Lawyering Process folder on your desktop, or somewhere in your My Documents folder.
- Once you have located the Shell File, right-click on it. This will bring up a small box with the option to “Rename.” Select “Rename” and then type the new name you would like to give your file. When you have finished, left-click somewhere other than on the file’s name or icon.



- You have now successfully renamed your file. The next step is to download another copy of the Shell File so that you have an empty file in which to put the data about your new client.
- To do this, open the LP CD again, and choose LP Software. Scroll down that page until you see CaseMap Shell File. Click once on the CaseMap Shell File link, and choose “Save” when prompted.
- For more help with this process, please consult the help-sheet on Getting Started.