

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 full names. You can sort using any field that does not have a little chain next to its name.



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

- The most important application of this feature for LP is the Sorting Field found on the Extracts from Authorities screen. Not all professors require that you use this field; if you are unsure, please contact your LP professor.
- To use the field, first go to the Extracts from Authorities screen. The Sorting Field is the third column from the left. The field 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 screen, type the number 1 in the Sorting Field. 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 Sorting Field. Select "Sort Ascending." Now, every statute will be at the top of the list, followed by cases, then law review articles.

