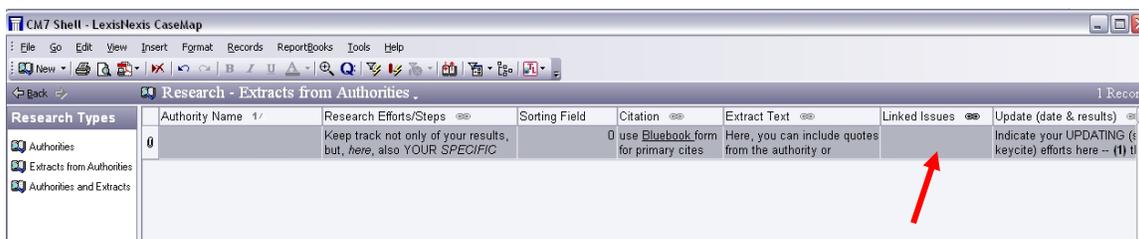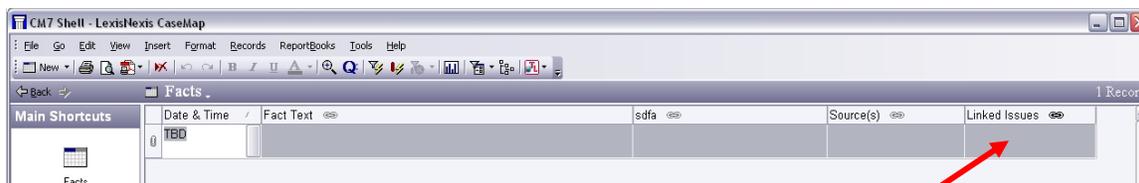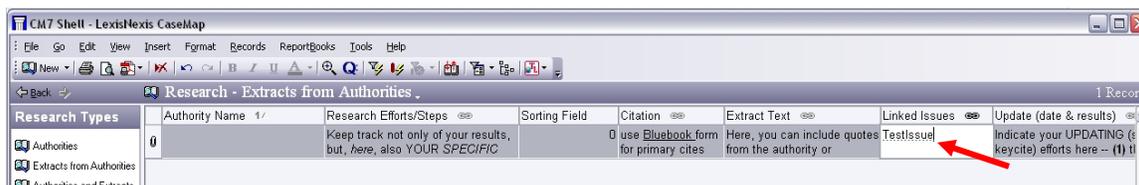# Linking Issues

You should have a "Linked Issues" column in both your Extracts form Authorities and Facts screens. This column will allow you to indicate which of the legal issues on your Issues screen are related to each fact and research item that you enter into CaseMap. Additionally, linking issues allows you to see what facts or research items you have that speak to a particular issue. This may help identify areas that need further research.

The first step is to enter issues on the Issues Screen. This will first require some understanding of the facts and law surrounding your case. Once you have your legal issues outlined you should start to take advantage of the Linked Issue feature. (See the "Issue Screen" help sheet.)

There are several ways to use this column. One is to type the short name of the legal issues you wish to link to a particular fact or research item into the Linked Issues cell. Once you have typed the first few letters of the short name, the full text of the short name will appear beneath your cursor. Either finish typing the name or hit the Enter key and CaseMap will insert the chosen short name.
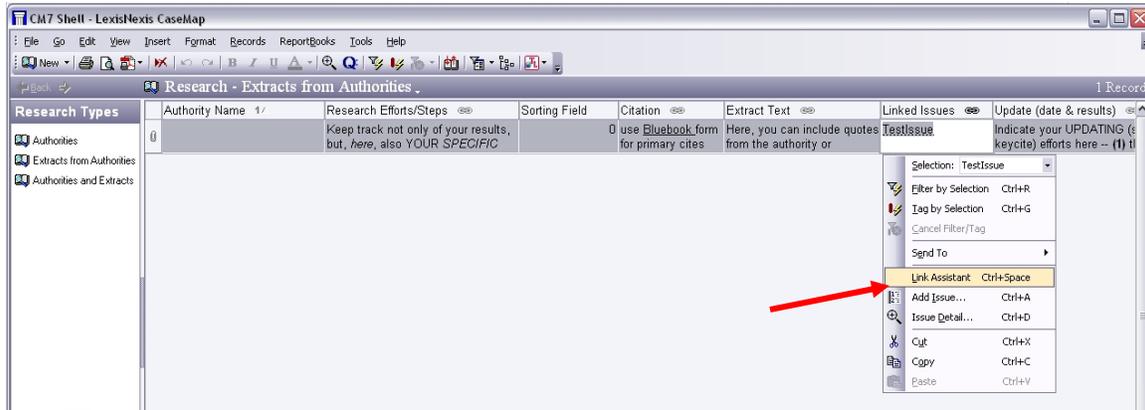
You will know that you are successful in linking your issue if the text is underlined with a dotted line.

Separate multiple issues with a comma or a semi-colon.

There are two additional methods of entering data into the Linked Issues column. The first is Link Assistant and the second if the Issue Linker.

Link Assistant is accessed by right-clicking in a linked issue cell. You will see a drop-down menu like the one below. From it, select Link Assistant. You will now have a list of short names of all your issues to select from.

The Issue Linker is accessed by selecting the ⬚ icon in the toolbar. This will bring up a list of your issues on the right side of the screen. You can now easily select all that should be applied to a Linked Issue cell.

Linking issues is useful when you set out to write your legal document because it allows you to sort and filter your research items and facts by the legal issues. Since legal documents are often written one issue at a time, this allows you to quickly gather all the information on a specific legal issue. For more information on filtering see the Sorting and Filtering help sheet.