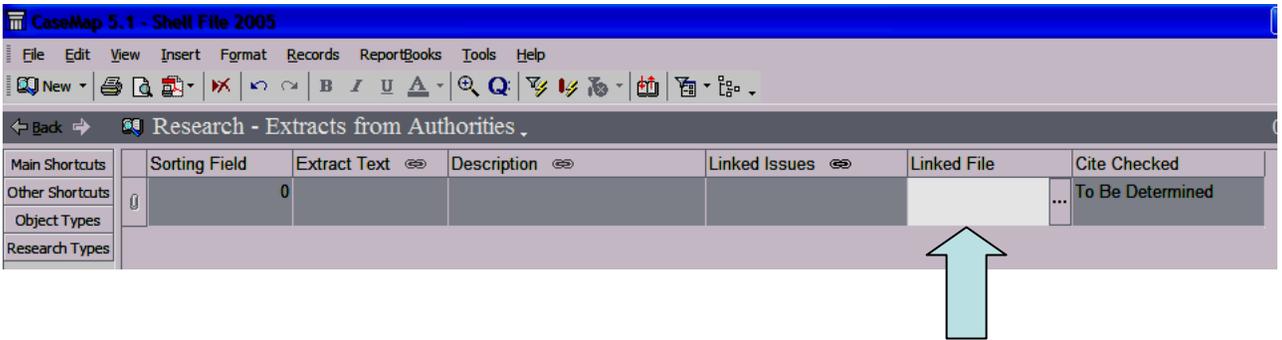


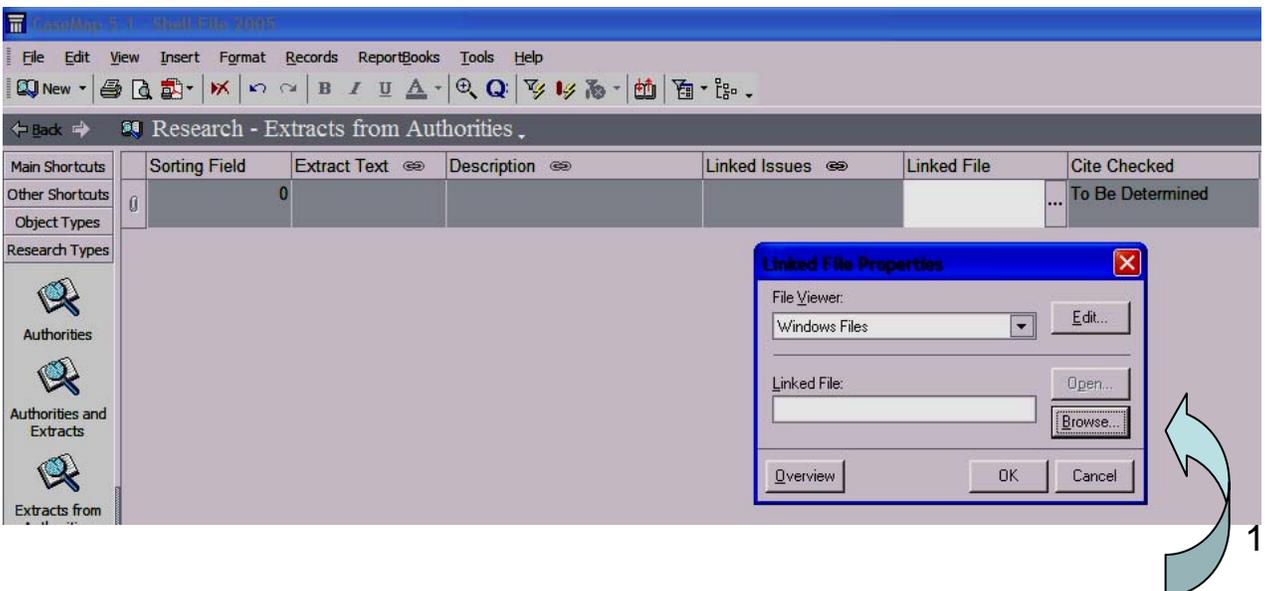
Linking Files

The Linked Files option is available on your Extracts from Authorities screen. It allows you to link an electronic copy of a document right into CaseMap, saving you the trouble of remembering where you stored the document, and allowing you to use CaseMap as a “window” into all of your research.

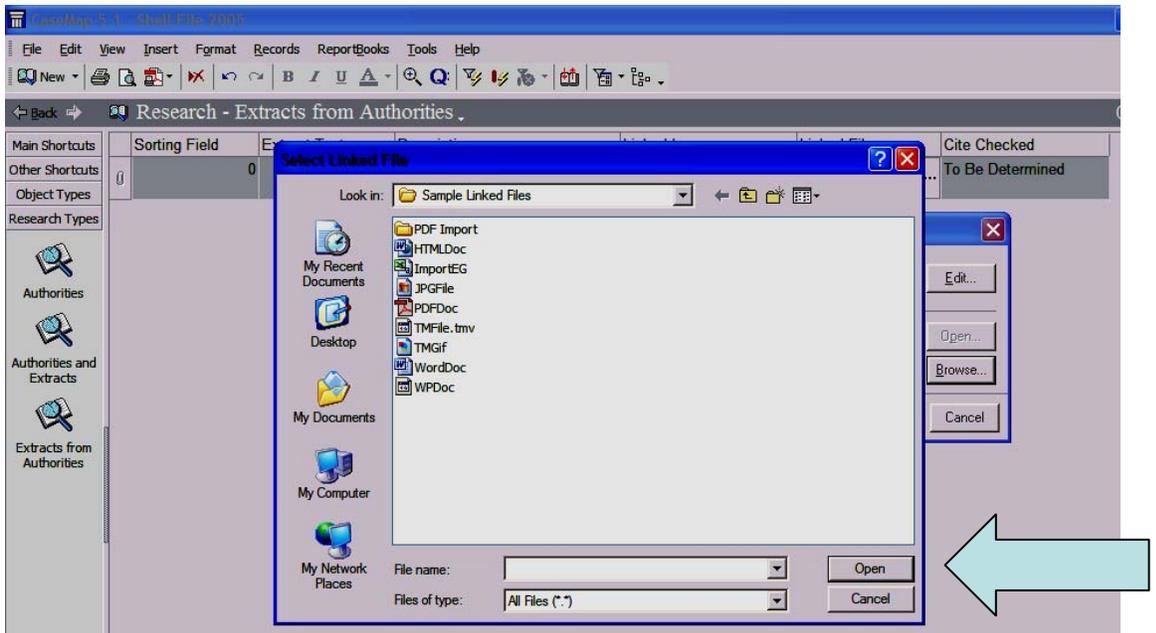
- To use this feature, the first step is to obtain an electronic copy of the file. You may do this using either Westlaw or LexisNexis, and in some cases you may find useful information in the form of websites. For more information on this step, contact the Westlaw and LexisNexis representatives.
- Once you have obtained an electronic copy of your document, the next step is to open your CaseMap file and select the Extracts from Authorities screen.



- Once you left-click in the Linked File box, you should see three little dots on the right-hand side of the box. Left-click once on the dots, and you should see a window with two boxes and several buttons.



- 6) If you click the button that says “Browse” you will open a menu that allows you to search for a file to attach, just like you would when opening a document in most software programs. It will open a second window that looks like this:



- 7) Using the usual Windows file interface (above), navigate to the file you wish to attach. Select the file and choose Open, and there will be text in the Linked File space next to the Browse button. Choose OK from this screen, and you will return to your normal CaseMap view, but there will now also be text in the Linked File box of your Extracts screen that indicates the location of the file you just selected.
- 8) You may also link your document to a website. The easiest way to do this is to pull up the website in an internet browser, then highlight the text in the address bar at the top of the screen. Copy this text. In CaseMap, follow steps 2-5 of this document. Now, instead of choosing Browse, left-click once inside the Linked File box of the first window and paste in the text you copied.
- 9) Once you have successfully linked a file to CaseMap, you can open the file from CaseMap without remembering where you saved it. To do this, return to the Extracts screen. Select the research item with a linked file that you wish to open. Click in the Linked File box for the research item. You will see the same three dots that we used to link to the file. Click on them once. You will see the Browse window again. This time, select Open instead of Browse. This should open your saved file in its appropriate software (such as Word for a document saved in Microsoft Word).