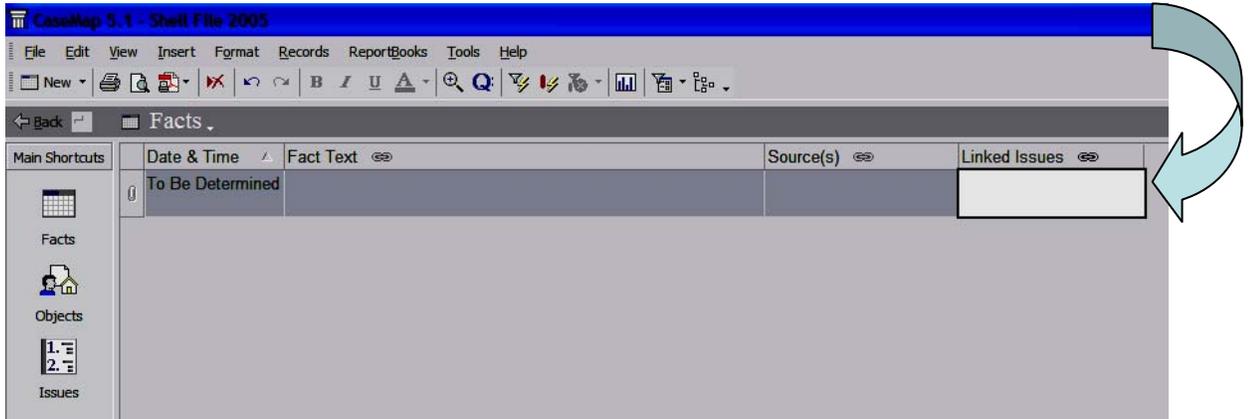# Linking Issues

You should have a "Linked Issues" column on both your Extracts from Authorities screen and your Facts screen. 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, so that when you are preparing your legal document, you know where you might need more research.


1) Your first step should be entering issues on your Issues screen. Once you have your legal issues outlined, it is much easier to take advantage of the Linked Issues feature.

2) There are several ways to use this column. One way 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 column of their respective rows. Once you have typed the first few letters of the short name, the full text of the short name will appear beneath your cursor. You may either continue typing the name, or you may press the enter key on your keyboard to have CaseMap enter the rest of the name for you.

3) You will know that you are successful in linking your issue because once typed it should be underlined with a squiggly line.

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

5) There are two other ways to easily enter data in the Linked Issues columns. The first is Link Assistant, and the second is the Issue Linker.

6) To access Link Assistant, right-click in the box where you wish to enter text. You will see a drop-down menu like the one below. From it, select Link Assistant. You will now have a gray box below your cursor that lists the short names of all your legal issues, allowing you to select them more easily.
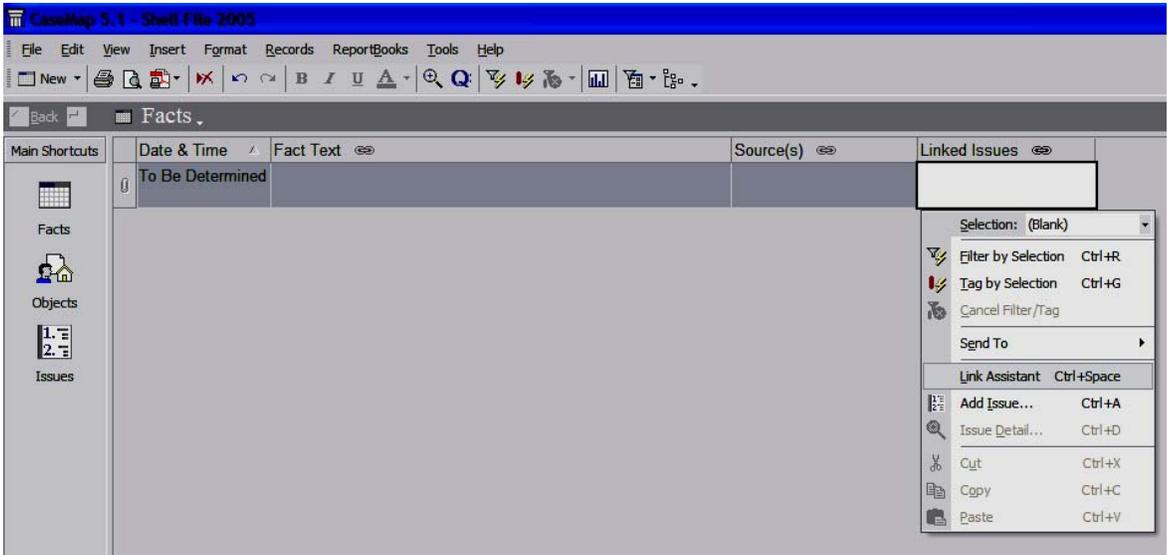
7) The Issue Linker is accessible by selecting the icon furthest to the right from your toolbar. Using it will bring up a miniature version of your outline to the right of your screen, providing an easy visual of all your legal issues. Left-click on one of the issues in the miniature outline to add it to the list of Linked Issues for a particular object or research item
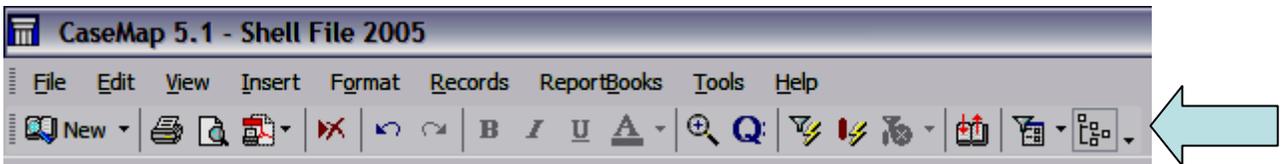
8) Linking issues is also useful when you set out to write your legal document, because it allows you to sort and filter your research items and facts by the legal issues. This way, when you set out to write the portion of your legal document dealing with one issue, you can view only those facts and research items that relate to that issue. For more information on filtering, please see the Sorting and Filtering cheatsheet.