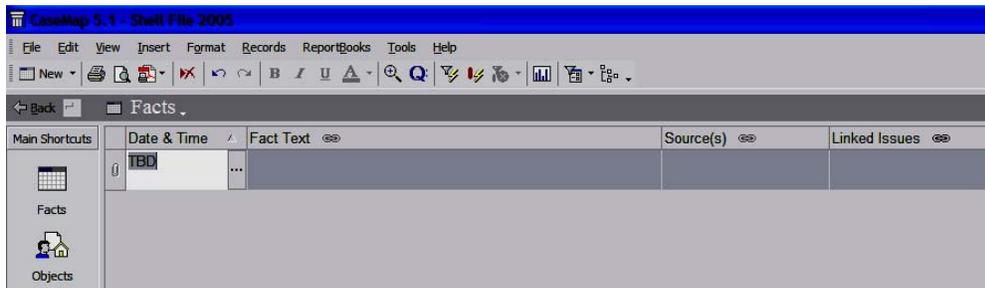


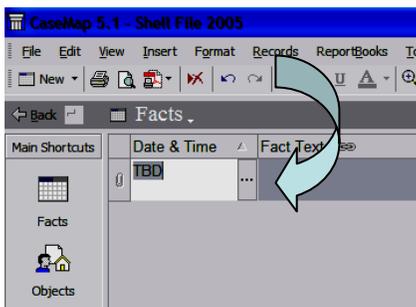
## Entering a New Fact in CaseMap 5

The Fact spreadsheet is where you will record all the facts and events relative to your case. Your professor should provide you with some handouts about your client; this is where you will find the facts you need to fill this spreadsheet.

- The first step is to open CaseMap 5 and select the Facts spreadsheet. To do this, open the file you wish to use, and then look on the left-hand side of the screen. You should see an icon with the word “Facts” underneath it. Click once on Facts, and you will be on the Facts spreadsheet. Your screen should now look like this:



- 2) You will see four columns: Date & Time, Fact Text, Source(s), and Linked Issues. To enter data in any of the boxes, left-click once in the box, and then begin typing.



- 3) Date & Time is where you should record when an event took place. You may enter as much or as little data as you have – just a year, for example, or an exact time on an exact date. Once you click in the Date & Time box, you should see an ellipse (three dots) on the right-hand side of the box. Clicking on these dots will bring up a screen that gives you a number of options regarding dates and times.

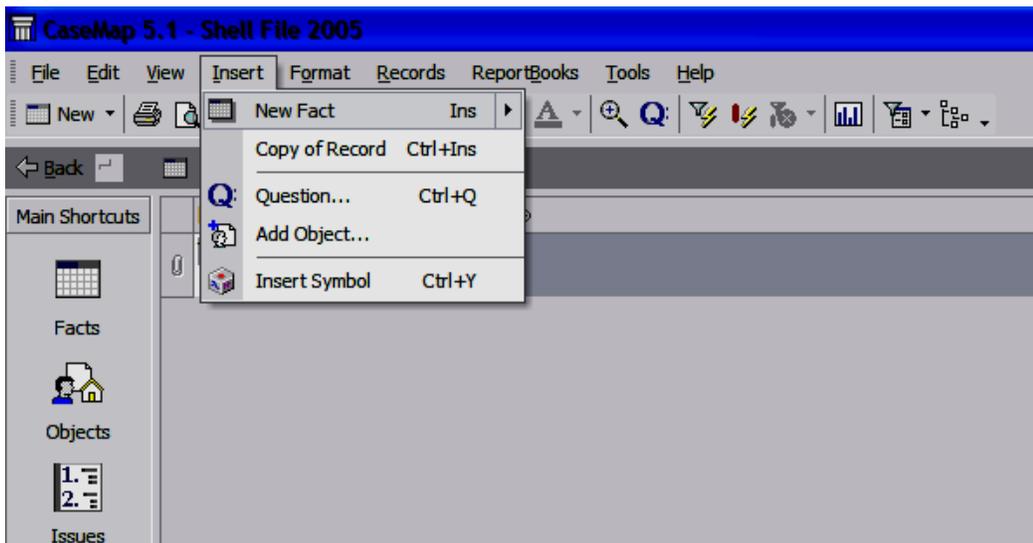
- 4) Fact Text is where you should record the details of the fact in question. You may again put as much or as little information as you would like. The box will expand to hold more text.
- 5) Source(s) is where you should indicate where you learned the information you have just entered in Fact Text. Was it from a client letter, a deposition, or something else. This will make it easier for you to cite to that source later, when you are preparing your legal document. If a certain fact is cited in more than one document, list them all in this box. This should help you to evaluate how reliable a particular fact is.

- 6) Linked Issues allows you to cross-reference any of the issues from your Issues spreadsheet that relate to this fact. For more information on this column, see the “Linking Issues” handout.

- 7) After entering a new fact, you will probably want to add another. There are several ways to do this. One way is to left click once on the word “New” in the upper left hand of your screen.



- 8) Another way is to select the word “Insert” near the top of the screen, then “New Fact” from the drop down menu.



- 9) You may also use either the down arrow key on your keyboard or the Insert key.