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4 CaseMap

About CaseMap



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VI. Click C? to close the



Right-click and then click Move Up in List or Move Down in List.

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Related Topics

About the Getting Started tips About the Quick Start tutorial ٠

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output to paper, PDFs, or Microsoft® Word. Your case analysis reports will become the raw materials that make it far easier to generate documents required by the court. For example, your Fact Chronology will make it easy to create Motions for Summary Judgment and to produce

Opening cases

Case files are natabases createn to store all the nata relaten the case. Some cases are

Changing passwords

Local case passwords can be set for additional security and are distinct to each case.

When you first open a local case assigned to you, your password automatically defaults to blank (no characters). Passwords can be left as blank or be up to 10 characters long.

We recommend that you and all users set passwords and change them on a regular basis to

Checklist: Creating Cases	
	Task
	security applied to this folder and reserved to only case users?
•	Do you have SQL cases created and registered in the CaseMap Admin Console for cases that are available on the WAN? Did you assign the case to users in the CaseMap Admin Console?
	* This only applies to organizations who have CaseMap Server installed.
	Have you identified the primary time zone where case events occur?
	Do you have multiple time zones for case events?

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information.

Related Topics


b. Under



- 9. In the **7UgY**: **J**Y box, type in the name for the case : **J**Y **b7UY** field.
- 10. Click **6** to navig4(d)-43.6ate to the directory location where you want to store the r case, then click **C?**.
- 11. Click **BYI** to continue.
- 12. In the **7C :]b]gÑ**

to crete the new case.

1. In the **7UgY C C?**. 2. Click 7ca di H/f

Related Topics



Changing spreadsheet elements

6. Click **7`cgY** to save the new view.

The new view automatically displays in the sp67()18.667(a)-65.667(u)-33.667(t)-22.667(



3. In
two case elements (58 facts linken to Wrongful Termination issue). A filterm # field c24(o)-59.6unts only those links that meet cerain crtera. Forexample, the # Unnisput67(m) field c24(o)-59.6unts the number of unnisput67(m)56.33n facts linken to each issue on the sprmnsheet (23 unnisput67(m)56.33n facts linken to the Wrongful Termination issue).

<u>□_7`]\V</u> hc gYY U``]ghX]U`c[Vcl

D24(o)-59.6uble-click in a # field cell orclick the Ellipsis button to nisplay a list nialog box de all rm24(o)-59.6rs rmrm67(m)56.33nten in the field c24(o)-59.6unt. You can also prnt, prnt data in the list nialog box if needed. Felds nisplayen in a list nialog box can be customiz67(m)56.33n by clicking on a field header



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Related Topics

About fields

Inserting/hiding fields

When you insert hidden fields into a spreadsheet, they display to the left of the selected field. Inserted fields display for your personal view only. You can insert multiple fields at a time. Fields will insert to the left of the selected field.

- 1. On the **J]Yk** ribbon, in the **7UgY G\cfW/hg** group, click on the spreadsheet (icon) you want to use.
- 2. In the **7i ffYbh'M : J]Y**271 -14 Td [(w=bg)% Efbi: the bl click g

J h: J fightine, singlet the check box for the field (s) you want to spreadsheet and click C .

ields display to the left of the selected field.



<u>Hc Udd`mZ]Y`X gYVI/f]hm</u>

- 1. Click on the field header for the field you want to apply security to and click :]Y`X DfcdYfh]Yg.
- 2. In the : **]Y`X`DfcdYfh]Yg** box, click on the

Changing field values

Deleting fields

If you need to remove a field that is no longer relevant, you can permanently delete it from a case. You can delete any fields you create for a case. You cannot .667(n)-33.667()75(l)24(e)-70.667(t)-22.66 Excel file and save it for reference. Once a field is .667(n)-33.667()67(l)24(e)-70.667(t)-22.667(e)-70.667(d)-



- Image: Imag
 - 1. On the :]'Y menu, click DfcdYfh]Yg.

Issues Spreadsheet Field Listing				
Field Name	What it Displays	Using It		
		text. To ensure consistency, use		
Full Name				



Objects spreadsheet field list

Objects Spreadsheet Field Listing — Common				
Field Name	What it Displays			

Objects Spreadsheet Field Listing — Unique					
Field Name	What it Displays	Using It			

dsheet Field Listing — Unique			
rieiu name	jhat it Displays	Using It	
	hearing (e.g., deposition, grand jury hearing, arraignment).	list of options or add a new one.	

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Objects Spreadsheet Field Listing — Unique

Field Name
Questions Spread	Isheet Field Listing	
Field Name	What it Displays	Using It
	Tip: Normally, the Linked File field is used to link a file to a record, especially when using the Send to CaseMap feature. Documents that have been linked into CaseMap can be linked to records in other spreadsheets by using the document short name in any description field that displays the chain-link symbol in the field title.	re-linked if the file8.667(s)-62.333(File8.667(s)-62.333()1linked to this included in search results or reports. Related file8.667(s)-62.333 linked to other spreadsheets.
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Related Topics

<u>About fields</u> <u>Creating custom fields</u> Analyzing and linking questi3667ncus

Authorities Spreadsheet Field Listing

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• If a crucial object has a recognized nickname, use it as the object's short name based on the 80-20 rule that 20 percent of the witnesses, documents, and other objects in a case will generate 80 percent of the facts and questions.

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1. In the

Related Topics

About short names Changing short names

Tips for using object spreadsheets

Spreadsheet

1. On the <ca Y tab, under AcfY, click 5XX°C V/YVM

A blank object recontract utomatically displays for you to start entering data.

:UVWg`GdfYUXg\YYh`CjYfj]Yk
Related Topics

About facts Entering facts Analyzing and linking facts

Entering Issues

About issues

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For more information, see <u>Creating outlines</u>.

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Case content may also be linked directly to issues when it is imported from another application (such as Acrobat PDF files) using the Send To CaseMap utility.



■_7fYUhY Ub]b]h]U`]ggi Yg ci h]bY

1. <u>Open/create</u> the new case.

2. On the <ca Y ribbon, click the BYk FYW#fX button, and then click =ggi Y.

A blank issues record automatically displays in the spreadsheet for you to start entering data.

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- 3. In the : i "BUa Y cell, type in the full name of the first issue.
- 4. Press HUV to navigate to the next cell.

Notice how the Short Name cell automatically fills in for you.

5. Optional: Click the **BYk** 'FYVtfX button and click **=ggi Y**.

Yell can a7(i)24(l)24(l)20 press the Insert key to add a667(h)-33.667(e)-70.667()18.w re-

6. Continue entering all primary level issues in this man.667(e)-70.667()18.r.

3. Click on the arrow point until the issue moves to the location you want it in the spreadsheet.

<u> Hc`XY`YhY`]ggiYg</u>

- 1. In the **-ggi Yg** spreadsheet, click to select the issue record you want to delete.
- 2. Click the 8Y`YHY'FYWtfX button on the GHJbXUfX toolbar.

The issue record is now permanently deleted from the case.



Entering questions Analyzing and linking questions

Entering questions

6. In the **5bgk Yf GHJh g** cell, leave the status as



The Email dialog box displays.

- 3. **6Ug]WCdhisbg** ab afterdconfirding the docuents to be sent.
- 4. K \UhYMderdthe c bhh a U]]



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8. In the **7\ccgY`XUhY`Zcfa Uh'UbX`gHJfh`]a dcfh**box, click the date format you want to use or keep the default date format of **a #X#mm**in the


6UhYg'GhUa d]b['Cj Yfj]Yk

• The Bates Stamps PDFs utility recognizes Acrobat Bates stamps but cannot remove or replace them. If you choose to stamp PDFs containing Acrobat Bates stamps, the original stamps will remain, resulting in multiple Bates stamps on the PDFs.

If a value is changed in either the Bates - End or Pages fields in the Documents spreadsheet, the other field is then synchronized and adjusts its values accordingly.

□_@YUfb`\ck hc`6UhYg`ghUa d`D8: g`UZhYf`h\YmUfY``]b_YX`]bhc`7UgYAUd

Bates stamping in CaseMap and DocPreviewer are slightly different processes although they are part of the same add-in tool.

D`YUgYfYj]Yk h\YZc``ck]b[VYZcfY 6UhYg ghUa d]b[D8: g.



4. Click **C?** to continue.

The CaseMap Bates Stamp Utility now launches.

- 5. On the submenu, click 6UhYg'GHJa d'D8: g.
- 6. In the message box, click C?.

Notice that Acrobat automatically launches behind the CaseMap Bates Stamp Utility.

7. In the 7UgYAUd 6UhYg GHJa d I h]`]hm, click BYI

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If you need to delete a file from the list, select it and click the Remove File or Remove All button.

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- 16. In the **7UgY BUa Y** field, type in the name for the Bates numbering format, then click **:]b]g**.
- 17. In the **F Yj]Yk 'WgY'6UHYg'Bi a VYf]b['Zcfa Uh**box, verify the Bates numbering range and prefix, as well as format settings.
- 18. Click the **9X]h**

Importing PDFs

Bulk importing PDF files into CaseMap is a process that automatically attaches multiple PDF files to case records in the Documents spreadsheet. During the import process, CaseMap also brings in record data, including Bates begin/end numbers, the page count of the file, the date, and document name. Body content from PDF files is not imported. Short names are automatically created off the Full Name field entry you choose, whether it is a document file name or Bates number.

With the bulk import areility, you do not have to import or link to individual files because the Send PDFs to CaseMap tool bulk imports a folder of documents and sets the attachment links to object records for you. Once you have run the areility and imported documents from a network folder, you can sreill re-run it on the same folder. The import areility identifies previously imported files within the selected folder and selects only (n)-33.675(l)24(y)f68.667(a)-.667(i)24((n)-33.675(l)24(y)8.67)

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attachment count and the name of attachments.

Once emails are imported into CaseMap, you can begin searching the new data as soon as the indexing process completes. When you click the paperclip icon for the new record, the email displays in CaseMap's DocManager.

If selected email was not previously linked to CaseMap, the Send Email to CaseMap dialog box opens.

- a. Perform the following:
- ✓ In the file name box, confirm the file name.
- Click the Browse button, and in the 'Save Email as' dialog box, locate the folder to save the email, and then click Save.
- In the Folder box, confirm the folder location.
 Emails are saved as .msg files, using the email subject as the file name.

Click a menu item a linead file		_	_	_	_	_
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Optional: Double-click on the paperclip to display the linked file in DocManager.

For more information, see About DocManager

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10. In the
You can also import PDF files using the Import Documents Wizard

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11. Click BYI hto inn 11. Click



8. Select the :]fghFck '7cbHJ]bg':]Y`X'BUa Yg

19. In the message box to confirm the number of records successfully imported, click **C?**. If any errors occurred, review t2.667(h)-33.667(e)-70.667()1error0.667()1log to determine c. Optional: -5 587 -508 re W n q 60 -12 54/TT1 11 Tf231(2)11.33333334E5/TT1 1 54,

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- 1. In Ci hcc_, click the GYbX'9a U]`hc'7UgYAUd button to open the GYbX'9a U]`hc 7UgYAUd dialog box.
- 2. Click the :]Y`X`A Udd]b[g button to display the :]Y`X`A Udd]b[g dialog box.

CaseMap provides a list of existing fields that are already mapped for you in the Existing field mappings box. You can modify the default list by clicking on the Remove button and re-mapping fields.

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Advanced 🗸	1	OK	Cance	

3. In the I ba UddYX'Gci fW'ZJY'Xg box, select the Outlook email field that needs to be mapped to a CaseMap field.

an email to CaseMap, the field mappings are share with other case users.

1. Click the **5Xj UbVVX** button and then click







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3. When the Send to CaseMap utility launches, select **DfcWYX]b[** for the spreadsheet in which you want to import a quote excerpt.



Related Topios


<u>⊟_Hc`W/YUhY`U`bYk`YI hfUVk/Zfca`Ub`UbbcHJh]cb</u>

Send to CaseMap Product Integration	
Send to CaseMap	Bulk Send to CaseMap

native programs for each of these file types on your computer and including these programs

The default file viewer in CaseMap is Microsoft® Word. To find out if you have additional file viewers set up in CaseMap, click on the Tools menu and click Linked Files, and then click Manage File Viewers on the submenu. The File Viewers dialog box displays a listing of all programs that have been added to your licensed copy of CaseMap3.667(.)30.667()1He remove, and edit file viewers, as well as change the defau()3.992(t)-22.667()18.667(v)8.

А

attachment link to the corresponding source file stored in your case network folders.

hhen you are finished ana67(r)yzing documents and linking to issues and source files, you can sort and search these records to print reports (like the Privilege Log) based on criteria needs.

Df]a UfmZ]Y`Xg'i gYX'hc'hfUW_']bZcfa Uh]cb']bWi XY: Bates - Begin and Bates - End, Date, Type,

ient, Description, A similar field types.

> Df]a UfmZ]Y`Xg`i gYX`hc`UbU`mY#VUhY[cf]nY`]bWuvXYe KoeyDoToype, Linked Issues, S Privilege, Producing Party, # Issues, # Facts, among others.

3. Click on the **9``]dg]g** button in the **@]b_YX':]`Y**

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For more information, see Entering questions.

■_Hc``]b_ 'ei Ygh]cbg'hc']ggi Yg

- 1. In the **E i Yghcbg** spreadsheet, click on the question record you want to link to an issue in the Issues spreadsheet.
- 2. Click on the **=ggi Y'@]b_]b[** button on the **< ca Y**'ribbon to open the ; **a=g**

record.
- LexisNexis Dossier Suite
- LexisNexis Expert Research On-Demand
- Shepard's Citations Service
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Shepardizing[™] is the pract67(i)ce of using the Sherpard's Citat67(i)ons Serv67(i)ce to val7(i)

When you Shepardize[®] a case, LexisNexis prov67(i)des a report show67(i)ng every opin67(i) that case has been referenced, al7(i)l7(i) treatments of the case, and whether the case is "g l7(i)aw". If the case has been overrul7(i)ed, it is cons67(i)dered "bad l7(i)aw" and may no l7(as a l7(i)egal7(i) precedent.

To I7(i)earn more about Shepard's Citat67(i)ons Serv6⁷⁷(i)cel,7(i)setxisnexis.comcontact your LexisNexis Sal7(i)es W4333()18.668 -16 Td [(L)-26.333x0688.667(i)24(s)-625(T)7(x).667(S)1 Related Topios

About linking

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selected CaseWide bar. The graph also recalculates each time the Facts spreadsheet is refreshed so you can always quickly review current data in the timeline.

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The CaseMap timeline is not available for printing at this time.

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Reference the following table for an overview of how to use CaseWide.

7UgYK]XY Cj Yfj]Yk

If you want to create your ywn r bust timeline chr yn yl ygy, you can use CaseMap's compani yn pr yduct, TimeMap®. TimeMap is a timeline graphing to yl that all yws you to impc critical case facts so you can organize and chart them using facts boxes that fl yat above or yn either side of a timeline. You can customize the timeline to best suit your needs.



Use TimeMap timelines during meetings to keep clients and staff up to date yn case ()18.667(t)-22.667(o).67(o).67(o).67(o

6. Click on the H'B '3 button to open/close the graph the date status of

Crpating custom fiplds

Sorting Data

About sorting

Sorting dptprminps thp ordpr casp plpmpnts display in a sprpadshppt vipw, allowing you to rpvipw information in various ways to dptprminp what ibous nppd to bp addrpsspd first or cabouorizpd baspd on bp status of ibps. orting is distinct to pach uspr ID and dops not affpct bp vipw bat othprs spp for bis sprpadshpt.

You can also sort mulbplp fipl4 r8.667(i)24(p)-72pd lowi65.6672667(o)-59.667(n)-33.618.667()34.5(b)-25is

Sorting Fields

__Hc`WUb[Y`h\Y`Z]Y`X`gcfhcfXYf

- 1. Open the spreadsheet you want to sort.
- 2. Right-clk on the f8.333el colmn and selct Gcfh5gWbX]b[or Gcfh8YgWbX]b[.



Sort Ascend8.333ng d8.333splys data from A to Z, last to greatest.

Sort Descend8.333ng d8.333splys data from Z to A, greatest to last.

Not8.333ce that when you change a f 's sort order, an arrow d8.333splys 8.333n the coln po8.333nt8.333ng up or down to show 67()18.667(t)-22.667(h)-33.667(e)-70.667() urrer

7. Click C? to sort the E i Ygh]cbg spreadsheet.

91 Ua d`YgʻcZʻZ]`hYfgʻ]bWi XY.

You can use both Boolean and Relational operators to create advanced filters by selecting a filtered Boolean search in the Advanced Filter pane and then further applying relational operators to isolate the results. To do this, open the Advanced Filter pane and select a filter in the Filter: (Active) listing. Next right-click and select the relational operator you want to apply.



Related Topics

Performing basic filters Performing guided filters Performing advanced filters Saving filters

Performing basic filters

CaseMap has two basic filtering types that allow you to quickly locate a key word or phrases in a field or filter records by type in a spreadsheet.
- 1. In the **7UgY'G\cfW/hg** pane, click the icon for the spreadsheet you want to use.
- 2. On the 9X]h]b[menu of the <ca Y tab, click Gcfh':]`hYf, and then click 5Xj UbVVX:]`hYf.

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- 3. In the BYk :]`HYf pane, click K \UHfg BYk in the :]`HYf :]Y`X#5fYU list.
- 4. In the **G]bW** field, type the date.

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This field is the basis for your filter.

- 4. In the **8UHY** section of this pane, click **8UHYX** in the first drop-down listing.
- 5. In the next drop-down listing, click the **1** '**9ei U**' operator.
- 6. In the third field, type the date you want to locate.
- 7. Click the :]`HYf button The Filter

Notice that only records that are equal to the date you entered now display in the Facts spreadsheet.

- 8. To perform a new filter, click the 7UbW:]'HYf button .
- 9. Next search the 8UhY ' 'H]a Y field with a 8UhYX value of O '@Ygg#9ei U' and type in a specific date to filter.

Notice that 67()18.667(t)-22.667(h)-33.667(e)-70.6fact records ar7(h)-33.667(e)-70.6filte to the date you entered.

- 10. To perform a new filter, click the **7UbWY`:]`HYf** button $\overline{\mbox{\sc int}}$.
- 11. Next search the **8UHY** 'H]a Y field for records that still need a date applied to them by selecting Hc '6Y '8YHYfa]bYX in 67()18.667(t)-22.667(h)-33.667(e)-70.6first drop-down lis

the GY`YVMJcb field blank. S °]c » Yb S °

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GUj YX Z]`HYfg`WIb`VY`UWWYggYX Zfca `H\Y`Zc``ck]b[``cWUh]cbg.

- Home ribbon > Editing menu > Sort & Filter > My Saved Filters
- Advanced Filter pane > Saved Filters pane (located at the bottom of the pane)
- We recommend that you print copies or make reports of filter criteria essential for trac infor67(m)56.333(a)-65.6tion regularly. This provides you and other case staff with a filters.

- 1. In the **7UgY G\cfW/bg** pane, click on the icon for the spreadsheet you want to use.
- 2. Filter data in the spreadsheet or using the **5Xj UbWX**':]'h/f pane.
- 3. Click the **GUj Y** button

About searching



Search Operators Table			
Operator	Query	Results	

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Writing full-text searches

You can search for multiple terms (phrases) that occur in a specified sequence by entering the

CaseMap indexes hyphenated words as having spaces. This ensures that you can locate

9IUad`Yg`cZ`WFYX]h`WUfX`biaVYfg`]bWiXY.

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3. Clear the
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n Required | |
| Navigate search hits | Search hits are highlighted for easy
navigation using the Previous Hit
and Next Hit buttons in
DocManager. The current search hit
is highlighted in blue. All other
search hits are highlighted in
yellow. See <u>Navigating documents</u> . | Yes | CaseMap
v10.0+ |

P75 4 0 0.int annotatic



File Formats	File Extension	
General Document and Image Formats		

Changing DocManager options

■_Hc'j]Yk 'U'XcWa Ybhcf']a U[Y'Z]Y



When you click the cogwheel icon

When you click the cogwheel icon





■ If CaseMap DocManager is not activated, you will be prompted activate it at the time you're attempting to view a document, or to obtain a trial copy. See Documenoduction pro



5. Optional: Above the < **JXXYb**': **JY`Xg** area of the **8YZJbY'J JYk g** dialog box, click one of the following icons:

5. When the pointer changes to a ÷, click on drag the pointer to a desired location to increase/decrease the size of the field.



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■_Hc`fcHJhY`U`XcVVa Ybhcf`]a U[Y

document.

• GY YVM A Uf_i dg — allows you to select an annotation for editing.

When multiple annotations are applied to a document, you can navigate from one to the next using the Next Annotation and Previous Annotation buttons in the Edit Annotation dialog box. See <u>Editing annotations</u>.

1. Open a document in **8cWA UbU[Yf** and click **5bbcHJHY HYI h**


8. In the FYXUV/FFYUgcb area of the BYk 'FYXUV/Jcb dialog box, select a reason for the



<u>□_:]bX]b[`kcfXg`cf`d\fUgYg`UbX`fYXUWMdbY[hYI</u>h

1>(dD37h&5770gX6G83&EHA/6bg&(B.5671a)(x)3.86f7(n)RB326676(k)×70x667(K)&0.660Q)129.86746776

As you navigate to the next annotation, your previous edits or note additions are automatically s7(n)-33.667(a)-65.ed.

As you navigate annotations, the current annotation is outlined in a rectangle in the document so you can easily locate it.



If you want to remove a document from batch, select the document in the Documents to print box, then click the Remove button.

- 5. Click **BYI h**to continue.
- 6. In the **8cWa Ybh7cbhYbh7c`cfg** dialog box, select a document content color option:



- 7. Click **BYI h**to continue.
- 8. In the **5bbcHJhjcbg** dialog box, select whether you want to print annotations, and then click **BYI h**to continue.



- 15. Optional: Click the link 7`]W: \YfY'hc'cdYb'h\Y'ci hdi hZc`XYf to review the printed output.
- 16. Click :]b]g\ to close the wizard.

=



- 7. Click **BYI h**to continue.
- 8. In the **5bbcHJhjcbg** dialog box, select whether you want to print annotations, and then click **BYI h**to continue..
b. When the **Cdhjcbg** dialog box opens, click the **GdfYUXg\YYh**

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	OK Cancel		

4. Clear or select the **=bWi XY'UbbcHJhjcbg'k \Yb'df]bhjb[** check box, depending on your preference.

The default setting is to not include annotations when printing (cleared).

5. In the **7c`cf** list, select the color for which you want all annotations to print.

The default print color Td [(T)32.667(h)-33.667(e)k667r2667(o)-59.-70.667()9(a)-65.6c.6c

2. In **Ci hcc_**, locate the emails to be sent to the case and click the 'Send Email toCaseMap'

a. Perform the following:

• Double-click the paperclip to open the file in CaseMap DocManager.

6. Optional: In

Tagging case records



- 4. In the :]bX'K \Uhfield, type in the text you want to locate.
- 5. Click either the :]bX :]fghor

4. Navigate to another cell or record to save your changes.

=

B_____

• 6i `_ `:]Y`X`I dXUhYg

Reporting Options and Considerations



4. Click on the **FYdcfhC dhjcbg** tab to adjust the font type and size for both the report title and body text.

5. In the **A]gW``UbYci g** area, select check boxes to include the following options:


These settings apply to all reports in the case.

12. In the 7cbZjXYbhjU`]hmGG YU`]

- 1. In the **7UgY'G\cfWi/hg** panel, click on the icon for the spreadsheet you want to use.
- 2. Right-click in a record cell to access the filter tools.
- 3. In the **GY**YVMCb field type in the text you want to use or select a field status from the drop-dow
 - **:]`hYf`V** to run the search.

The spreadsheet now displays only those records that meet the selected search criteria.

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- 6. Select or clear check boxes for issues, then click BYI h
- 7. In the **-ggi Y**: **]Y**Xg dialog box, select whether or not you want to include additional fields.

Click the Customize button to add fields to the Visible Field listing, then click OK.



You can now save the report as a Word file or PDF file, and folder where you store reports.

Related Topics

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Printing a Search ReportBook

fields, sort order, filters, group<mark>s</mark>, and print options for the report. Click the Ren button to change the report name within the ReportBook.

3. Click C?

<u>■_Hc`df]bhU`@]b_YX`:]`Y`HYI h`<]hg`FYdcfh</u>

The report displays in DocManager with an Attachments pane listing the linked files. For each linked file listed an icon indicates its file type and the number of search hits displays to the right of the file name. Each linked file's folder path displays at the top of each file tab. The search

click Copy.


- 7. Click **BYI h**to continue.
- 8. In the **5bbcHJhjcbg** dialog box, select whether you want to print annotations, and then click **BYI h**to continue.

Hc VUH/V df]bhhc D8:

- 1. On the 'FYdcfhg menu, select 6UhW 'Df]bh and then click Hc 'D8: .
- 2. When the 6UHW Df]bhK]nUfX launches, click BYI h
- 3. In the **FYj]Yk '8cWa Ybbg** dialog box, review the documents you want to print from the current spreadsheet.

15. Optional: Click the link



If you want to remove a document from batch, select the document in the Documents to print box, then click the Remove button.

- 5. Click **BYI h**to continue.
- 6. In the **8cWa Ybh7cbhYbh7c`cfg** dialog box, select a document content color option:

I gY'h Y'cf][]bU`'XcWa YbhWebhYbhWe`cfg

7cbj Yfh'U```cZ'h\Y`XcWa Ybh'WebhYbh'We`cfg'hc`[fUmgWJ`Y

8]gd`UmihYI h`]b`h\Y`XcVi/a Ybh`]b`V`UVV



- 7. Click **BYI h**to continue.
- 8. In the 35 bbc/d/d/ct/gg0/at/cog_b/d/cfr&g3f~P6gL!Cf}C33fsgg\$¥-g3fwS6gS6gu"fu-gf{P&g\$ft6gg\$¥

13. Optional: Click the link

> Batch Print.

	Annotations
	www.www.aliensware.com
	Siddle emeilitere fa

If Yes, click on the color for which you want annotations to print in the Color list, and then click $\textbf{BYI}\ \textbf{h}$ to continue.

g. In the **Ci hdi h'8Ygh]bUh]cb** dialog box, select the printer you want to use in the **Df]bhYf** list.



If you want to remove a document from batch, select the 17.538(7)17.538(5)]TJ ET
batch print operations

• create a PDF copy



3. In the **8cW/a Ybhg'hc'=bWi XY** dialog box, select the documents to be used in the production set using one of the following options:

584 CaseMap

a. In the



a.	In the

The Producing documents dialog box displays.

18. Please wait while the selected documents are processed.

The Completing the Document Production Wizard Completion screen displays. dialog box displays.

19. Perform one of the following:

Optional: In the 7ca d`Yhjb['h\Y'8cWa YbhDfcXi Whjcb'K]nUfX'7ca d`Yhjcb'dialog]bjg%,

-or-

Optional: In t

Related Topics

Batch pr[(d)-nting I[(d)-nked documents



5. In the **9X]hFYdcfh6cc_[·]=bhfcXi VMcb** dialog box, modify additional preferences in 個名(日前春(日外間動)(1)5年後日後日の日代約7月(前)-新551(前)(前))(前)21年6月(日)3537(6))3537(6))86755(6))866556(6))866566(6))



For more information, see Sorting multiple fields.

15. <u>Hc 'UXX 'U'Z]`HYf</u>

In the **9X]hFYdcfh**d67(f)alog box, cl67(f]dh/fhæutton to add/remove a spreadsheet filter, then cl67(**Ç**@k


614 CaseMap

- 1. In the **7i ghca]nY'FYdcfh6cc_** dialog box, click the **7cbZ''GhJhYa Ybh**button.
- 2. In the **9X]hFYdcfh6cc_7cbZ]XYbhJU`]hmGhUhYa Ybh**dialog box, select the **9bUV`YX**

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Exporting Data

About exporting data

CaseMap allows you to extract case data to save in a variety of file f75()18.66rmats, exp75()18.66rt directly an75()18.66ther application like Microsoft® Excel or Ad75()18.66be® Acroat, 75()18.66r into a companion

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8cVi/a Ybhg) to open it.

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Keyboard Shortcuts: Spreadsheet Views	
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