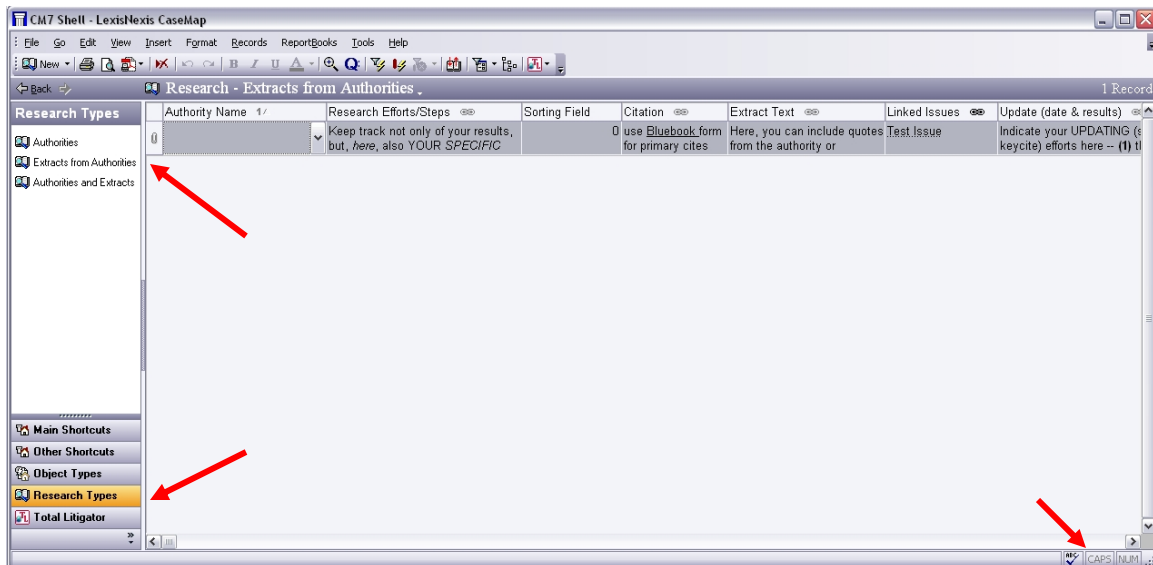


## New Research Items

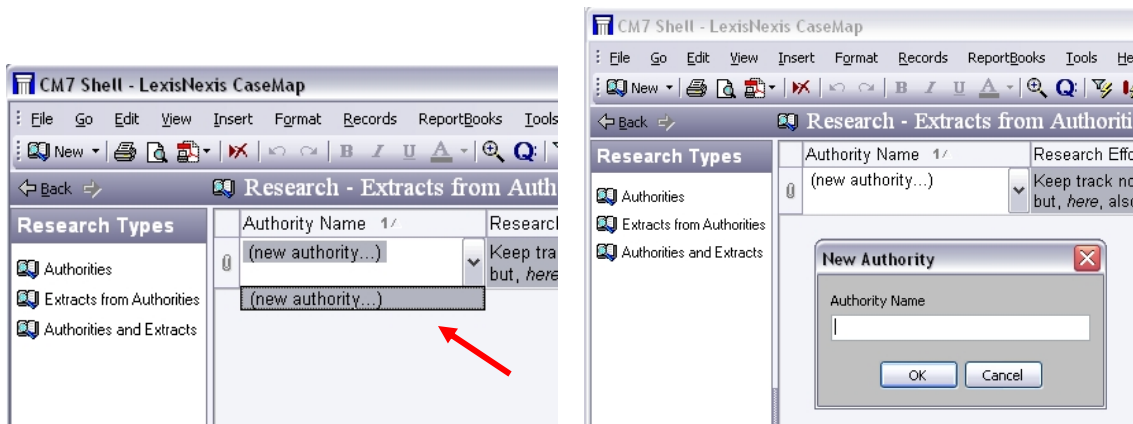
The Extracts from Authorities spreadsheet allows you to create a log of all the research you have done for your case. It is a way for you and your professor to track what resources you have gathered and where you can identify the useful portions of each research item.

CaseMap uses a number of different spreadsheets to track research. The one you will primarily use for Legal Profession is the Extracts from Authorities spreadsheet. This spreadsheet is located in the Research Types Tab on the left side of the CaseMap screen. Note the columns run off the screen to the right. There is a horizontal scroll bar at the bottom to access these columns.



There are a total of eight columns: Authority Name, Research Efforts/Steps, Sorting Field, Citation, Extract Text, Linked Issues, Update (date & results), and Linked File.

Authority Name allows you to name your authority. Clicking the down arrow in the gray box within this cell pops up an Authority Name dropdown. Click in the drop down to get a popup window where you name your authority.



The Research Efforts/Steps column allows you to record the methods used to find this authority. Keeping track of these steps may help you know what to research or not research in the future. This is a free text field.

The Citation column is for the Bluebook version of the citation for this authority. If you are unsure how to correctly Bluebook the cite, make sure you put in enough information for you to find the authority again.

Extract Text is for cutting and pasting the specific information from the actual source. The cell will expand to fit the amount of information entered, however, breaking up the extracted text into specific pieces is usually better. An authority can have multiple entries in this spreadsheet.

Description allows you to add your own comments about the source's relevance, usefulness, or holding.

Update (date & results) is for you to keep track of your information in a changing environment. Have you shepardized your information recently? When was this information last verified? How was it verified? For information about to do this contact the LexisNexis or Westlaw representative, your LP Professor, or your LP TA.

For more information on the Sorting Field, Linked Issues, and Linked File columns consult the help sheets on Sorting Data, Linking Issues, and Linking Files.