

CASEMAP

Producing Charts in CaseMap



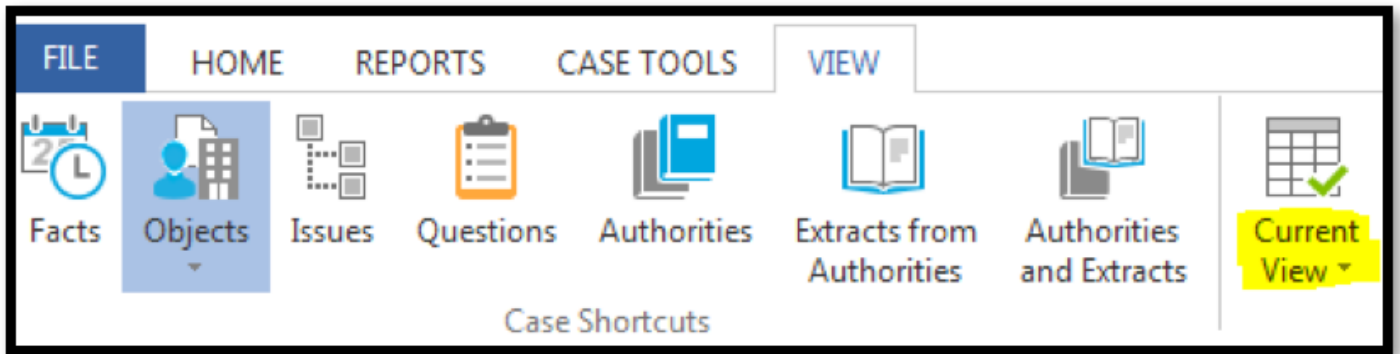
To create an Affidavit of Documents chart in CaseMap, follow these steps:

1. First, select the Documents spreadsheet under All Shortcuts (Objects category).

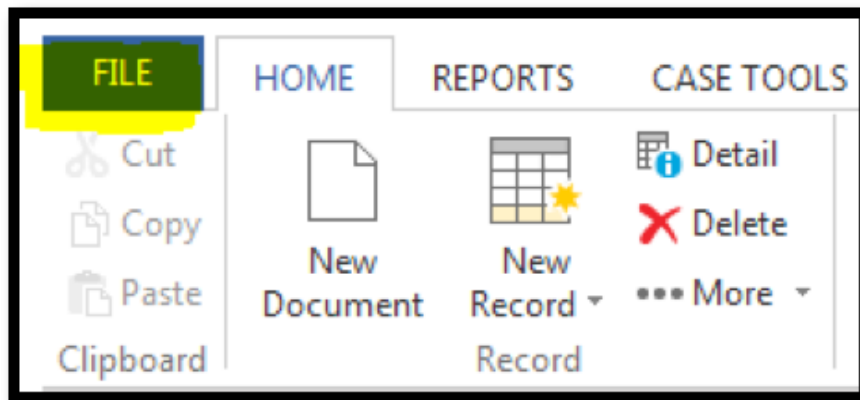
All Shortcuts	
<input type="checkbox"/> All Objects	(70)
<input type="checkbox"/> Persons	(16)
<input type="checkbox"/> Organizations	(4)
<input checked="" type="checkbox"/> Documents	(41)
<input type="checkbox"/> Other Physical Evidence	(0)
<input type="checkbox"/> Events	(0)

2. Then, filter your documents so that only those documents you want included in your index appear onscreen. Sort them and apply numbering as desired.

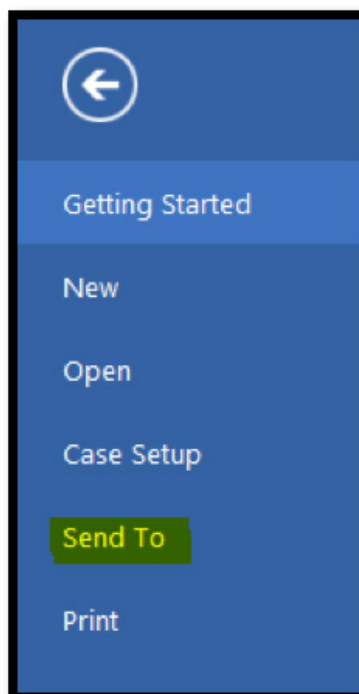
3. Next, go to the View tab and select the Schedule A view from the Current View dropdown menu (note: you will first need to have created the Schedule A view).



4. Then, click on the File menu button from the top left-hand corner of the screen.



5. Click on the Send To button in the panel on the left-hand side of the screen.



6. Choose the options Microsoft Word and Spreadsheet Grid View, as below. The report will automatically be sent to Microsoft Word and can be edited as needed.

The screenshot displays the 'Send To' menu in LexisNexis. On the left is a vertical navigation pane with options: Getting Started, New, Open, Case Setup, Send To (highlighted), Print, Batch Print, Document Production, Import, Export, Synchronize, Close, and Help & Info. The main area is titled 'Send To' and lists several destinations: LexisNexis TimeMap, LexisNexis Sanction, LexisNexis NoteMap, Microsoft Word (highlighted with a blue bar), Corel WordPerfect, Web Browser (HTML), and Microsoft Excel. To the right, the 'Microsoft Word' section is expanded, showing four options: 'Current Record Grid View' (Send the current record to Microsoft Word in grid view.), 'Current Record Record View' (Send the current record to Microsoft Word in record view.), 'Spreadsheet Grid View' (highlighted with a yellow bar, Send the entire spreadsheet to Microsoft Word in grid view.), and 'Spreadsheet Record View' (Send the entire spreadsheet to Microsoft Word in record view.).