van Gelder
& Monk
formerly Austhink Consulting

CASE Word App Manual

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1   ABOUT

The CASE Word App is a tool for creating argument maps within Microsoft Word for Windows versions 2007 and later. The app is based on the CASE (Contention-Argument-Evidence-Source) argument mapping scheme.

The app is intended to be used in conjuction with argument mapping training provided by van Gelder & Monk.

2   LEGAL

The app and manual are copyright van Gelder & Monk (Austhink Consulting Pty Ltd). You may copy and use the app at no cost, but you must agree to take full responsibility for any consequences which arise from such use. Your use of the app implies no agreement with, warranty by, or liability of van Gelder & Monk beyond what is specified here. You may not distribute the app in any commercial manner. You may not remove any van Gelder & Monk branding or IP-related information.

3   SECURITY

Opening a document containing macros creates security concerns. Our recommendations:

1. Always obtain your Word app document directly from the vangeldermonk.com website.
2. Allow your IT people to inspect the macros in the document. They should know how to do this, but they can contact us for further guidance.

4 REQUIREMENTS

To use the app you must have **Word for Windows version 2007 or later**.

To use the document version, you must be able to enable macros in the document.

To use the template version, you must be able to copy a macro-enabled template into your Word Startup folder.

5 INSTALLATION

The CASE Word App can be used in two ways:

1. As a stand-alone Word macro-enabled document
2. As an installed template or "add-in".

Installing as an add-in is slightly more involved, but has the advantage that the CASE App will be a permanent part of your Word environment, available for you to use in any document you are working on.

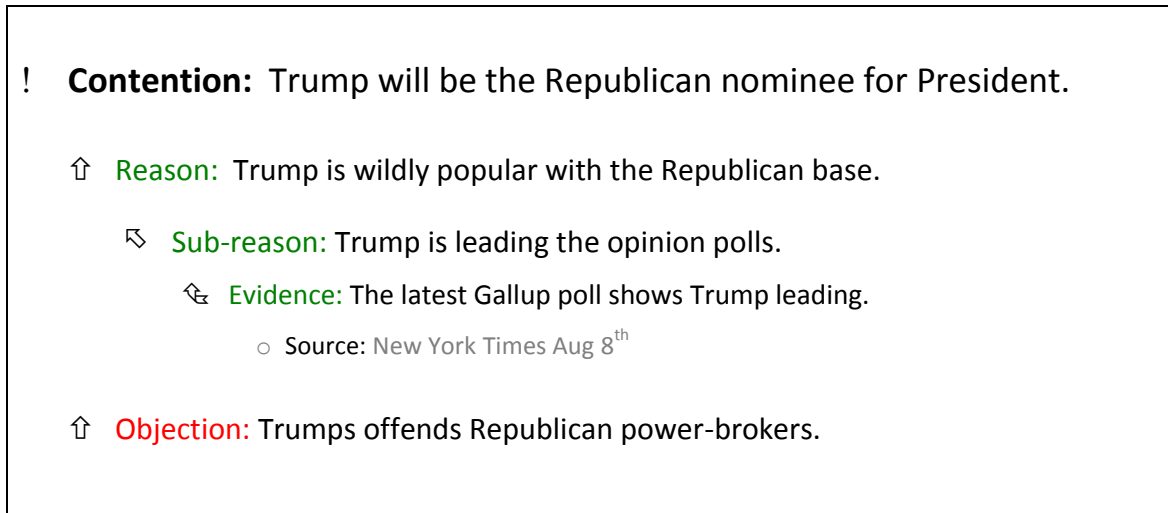## 5.1 OPENING THE WORD APP DOCUMENT

1. Download the CASE App document from www.vangeldermonk.com/case
   Note that the correct file has a ".docm" extension.
2. Open in Word for Windows 2007 or later.
3. Follow the prompts to enable the macros in the document.

5.2 INSTALLING THE WORD APP TEMPLATE (ADD-IN)

1. Download the Word App template from www.vangeldermonk/case
   Note that the correct file has a ".dotm" extension.
2. If necessary, change the name of the file to CASEWordApp.dotm
3. Move the CASEWordApp.dotm file into your Word Startup folder. This folder is usually found at C:\Users\[name]\AppData\Roaming\Microsoft\Word\STARTUP
4. Check that the template has installed correctly by opening Word and looking for the CASE tab on the ribbon.

6 USING THE WORD APP

The CASE Word App supports construction of argument maps of the following kind:

! **Contention:** Trump will be the Republican nominee for President.

⇧ Reason: Trump is wildly popular with the Republican base.

↳ Sub-reason: Trump is leading the opinion polls.

↰ Evidence: The latest Gallup poll shows Trump leading.

○ Source: New York Times Aug 8th

⇧ Objection: Trumps offends Republican power-brokers.

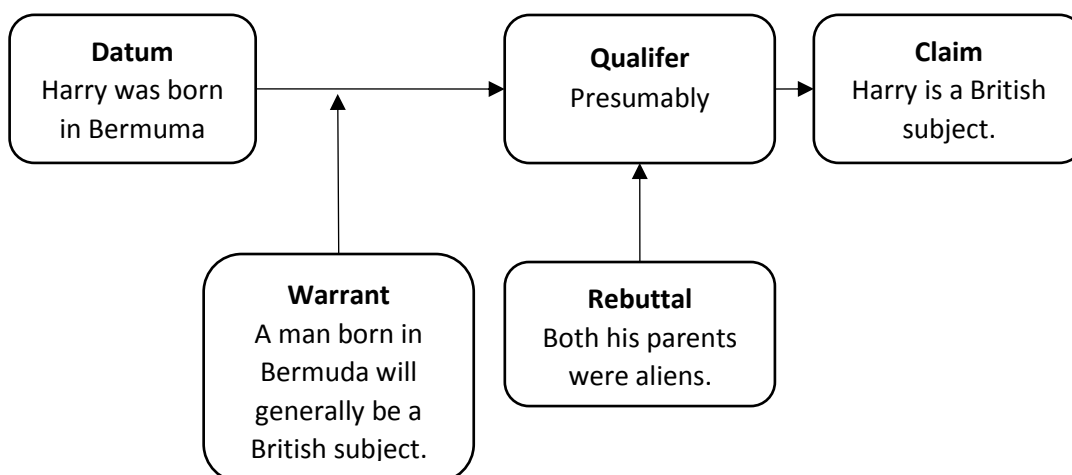Note that this map is based on the CASE (Contention, Argument, Evidence, Source) argument scheme.

Arguments are of two kinds: Reasons, and Objection. The CASE App allows users to create two kinds of second-level arguments: Sub-reasons, and Sub-objections.

Evidence is of two kinds: Evidence, and Counter-evidence.

A Bridge is a co-premise for an Argument or Objection.

6.1 CORRESPONDENCE WITH TOULMIN ARGUMENT SCHEME

The well-known Toulmin argument scheme looks like this:

| **Datum** Harry was born in Bermuma | → | **Qualifer** Presumably | → | **Claim** Harry is a British subject. |

| **Warrant** A man born in Bermuda will generally be a British subject. | **Rebuttal** Both his parents were aliens. |

The standard mapping onto a CASE scheme is as follows:

Toulmin	CASE
Claim or Conclusion	Contention
Datum	Reason
Warrant	Bridge
Qualifier	[no structural counterpart]
Rebuttal	Sub-objection or Counter-evidence to Warrant

Thus Toulmin's example would be CASE-mapped like this:

! **Contention:** Harry is a British subject.

⇧ Reason: Harry was born in Bermuda.

Bridge: A man born in Bermuda will generally be a British subject.

✎ Sub-objection: [Unless] Both his parents were aliens.

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7 MISC. TIPS

The app works best in Word 2013 or later. It is still under development and you might find some unexpected behaviours. Save your work regularly.

Argument mapping with the CASE app is often best done in Word's Web Layout view.

You can change the appearance of CASE map elements (e.g. the Contention) and tweak the layout of CASE maps by changing the relevant Word styles (e.g. the (Contention 1" style).

To create a Sub-reason or Sub-objection, create a child of a Reason or an Objection.

to be continued….

8   KEYBOARD SHORTCUTS

Formatting	
Format an item (or reformat it)	F5
Export	F7 "cleans up" selected text making it ready for pasting into another document
Create a new item	
Create a new Claim, Reason etc.	With cursor at end of paragraph, hit the Enter key. Press F5 to format.
Create a formatted "child"	Ctrl-Enter
Create a new "sibling"	Ctrl-Shift-Enter
Create a CASE scheme	F8
Changing item type	
Change an Reason into an Objection, etc.	Double-click on the word at the start of the (formatted) item, e.g. on the word Reason
Moving up and down	
Move an item up (above the previous one)	Ctrl-UpArrow
Move an item down (below the following)	Ctrl-DownArrow
Section move - move an item and all its children up or down at the item's	Ctrl-Shift-UpArrow Ctrl-Shift-DownArrow
Promote/Demote	
Promote e.g., turn an Evidence item (level 3) into a Reason (level 2)	Ctrl-LeftArrow
Demote e.g., turn a Reason (level 2) into an Evidence item (level 3)	Ctrl-RightArrow
Collapse/Expand	
Collapse a selected item	Ctrl-- (Ctrl-minus)
Expand an item	Ctrl-=
Show children down to level *n*	Ctrl-*n* e.g., Ctrl-2 shows Claims and Reasons/Objections, but hides Evidence and Sources
Delete	
Delete an item (or selected items)	Ctrl-Delete