Adding Evidence to a Case

After acquiring an evidence file and copying it to a folder, add it to the case. Additional evidence files may be added to a case at any time.

1. Select **File→New Case**, or open a previously saved case

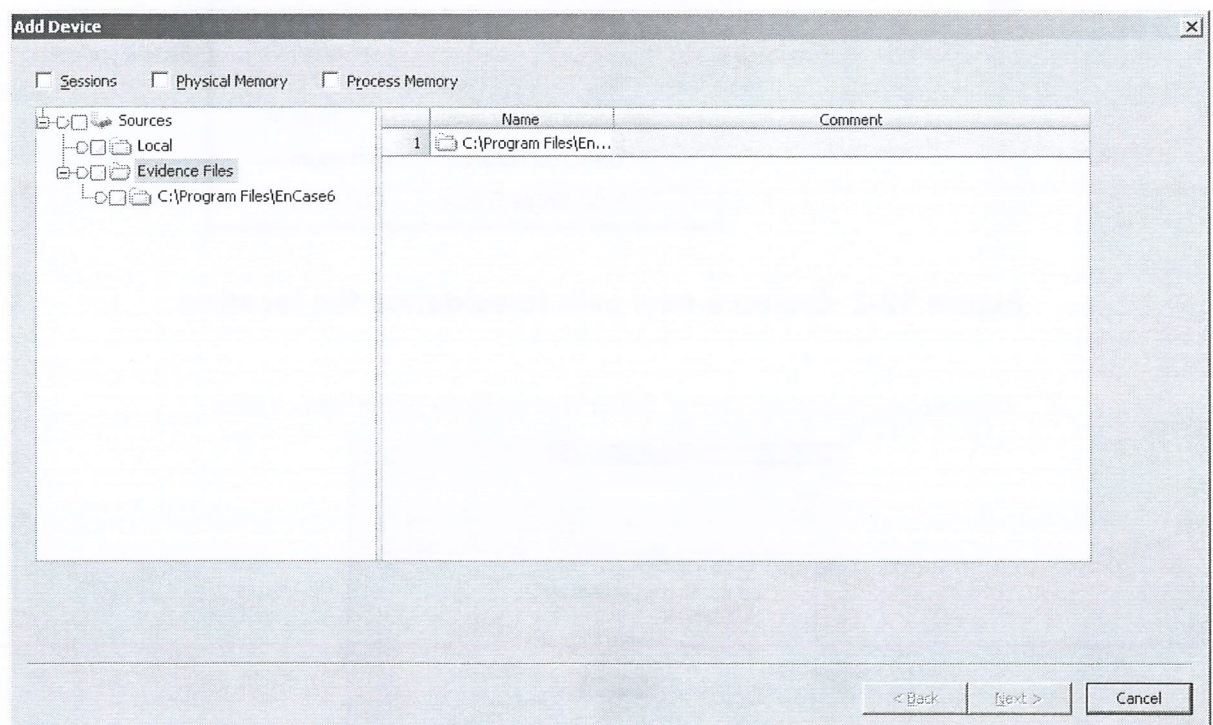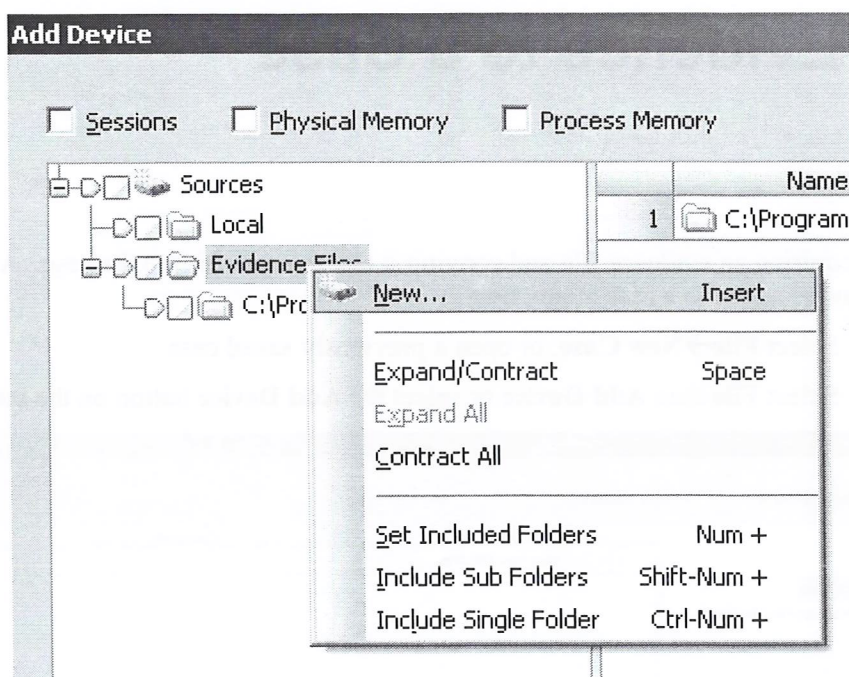2. Select **File** then **Add Device** or select the **Add Device** button on the button bar

Figure 12-1 Add Device dialog box

3. Select the **Evidence Files** folder, right-click and select **New...** to create a path to the location where the evidence files are contained

Figure 12-2 Create a new path to evidence file location
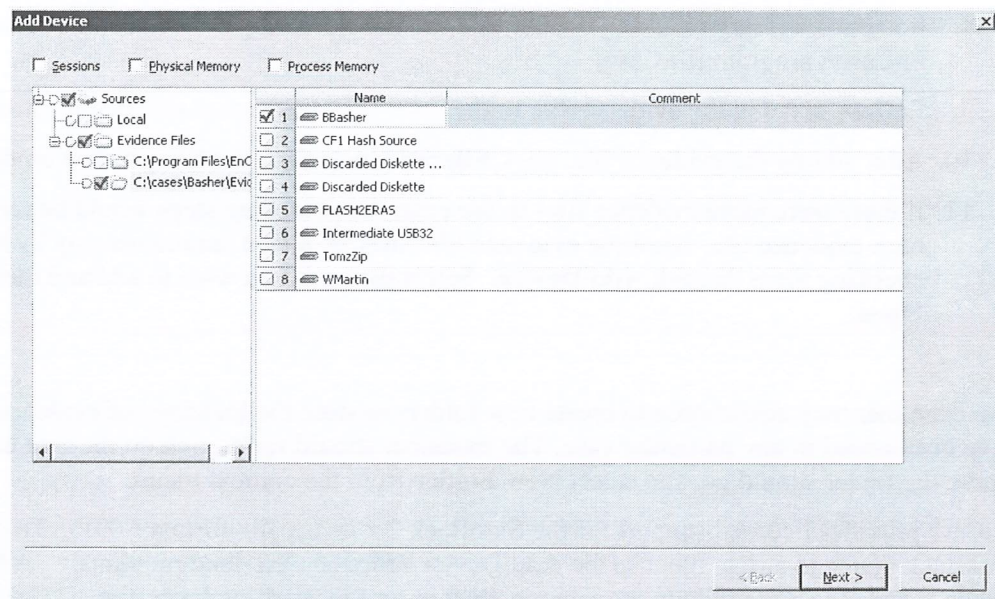
4. Browse and locate the proper folder that contains the evidence files
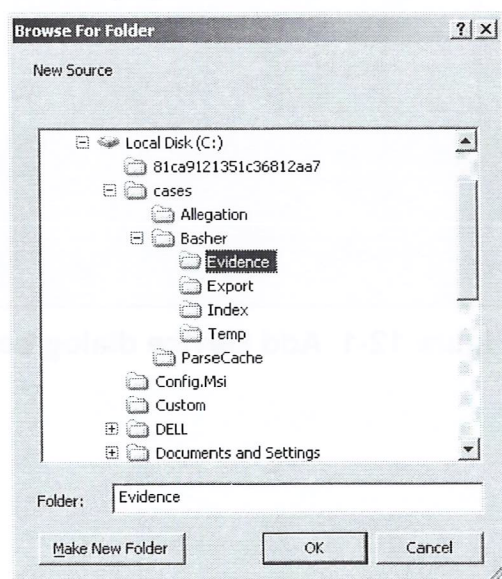
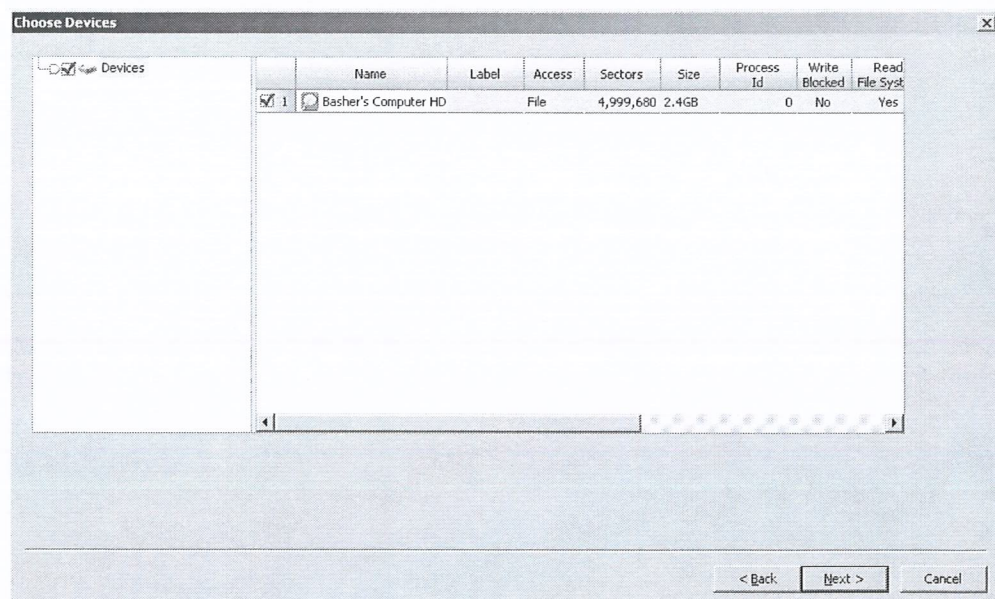**Figure 12-3 Select folder containing evidence files**

5. Locate and blue-check the evidence file(s) desired and click **Next>**

Figure 12-4 Selecting the evidence file in the left side of the dialog box

6. Confirm that the proper evidence file was selected and click **Next>**

Figure 12-5 Confirm proper evidence file was selected

7. Click **Finish** on the subsequent screen, and the evidence file will be added to the case

8. It is not necessary to add files E02, E03, E04, etc., as they are added automatically by the EnCase® program (EnCase)

9. EnCase will add the evidence file to the case; file verification will begin automatically

10. After adding the evidence file, click **File→Save** or click the **Save** button on the toolbar

11. If there were more evidence files in the case, the preceding steps would be repeated for each evidence file. Multiple evidence files may be added simultaneously by blue-checking them through **Add Device**. Select the ones you wish to add and then click **Open**.

The examiner may also choose to create new folders to store the locations of evidence files that have been added in any particular case. The examiner should right-click on the area of the tree where the folder should go, and select **New Folder** from the context menu.

EnCase provides licensed support for the SafeBack 2.x image file format (.001). To add a SafeBack image to a case file, use the Add Device function described previously. A SafeBack image is added to a case file in the same manner as an EnCase® evidence file.