



TYPES OF SEARCHES



- Simple Search** Searches by Name or by Name and date range.
- Advanced Search** Searches by Name with ability to narrow the search by Document Category (Index Type), Document Group and type (Kind Group and /Kind Code), Date Range, Subdivision, Grantor/Grantee (side 1/ side 2) and Description.
- Book and Page** Searches by document category (index type) and book and page number.
- File Number** Searches by document category (index type) and file number.
- Date Range Search** Searches by Document Category (Index Type) within a specific date range. Typically, the maximum date range is seven days.
- Subdivision** Searches by Subdivision name (beginning May 6, 2005).
- Condominium** Searches by condominium name (beginning May 6, 2005).

Please note: To locate entries for the following: Bank, Church, Club, Fraternity, Lodge, Railroad, School, Sorority, Trustee/Trustees, U S of America, United States of America, U S A, USA, United States, you will need to enter in the following manner as these are “set-out” pages from January 1, 1969 through December 31, 1994.

Example: Bank-Wachovia Bank (no space before or after hyphen)

Example: Church-Church of God (no space before or after hyphen)

Example: Church of God

Example: Church Calvary Baptist Church (no hyphen)

Since there were no indexing standards in place during that time period, you will need to check under every possible entry in order to locate the record you need.

When viewing documents be cautious of documents indicating one of the two below messages. The messages will be located in the date filed area of the index.

INCOMPLETE - Indicates that the document(s) have not been input into the system completely.

NOT VERIFIED - Indicates that the document has been input completely, but it has not gone through the verification process. Changes to the recorded information may occur.

- The less information entered or selected in the search criteria, the greater the search results. The more specific the search criteria entered or selected, the more defined the search results.

Wild-Card Searches

- The % sign can be used as a wildcard in description fields, property and name fields.
- Examples:
 - ◆ Searching for First National Bank and unsure whether First has been spelled out or indexed as a number, search by % National Bank.
 - ◆ Searching for McCormick, but unsure of how the name has been indexed, search by Mc%ormick.

- ◆ Searching for a subdivision with green in the name, search by %green%

Printing in Resolution Search

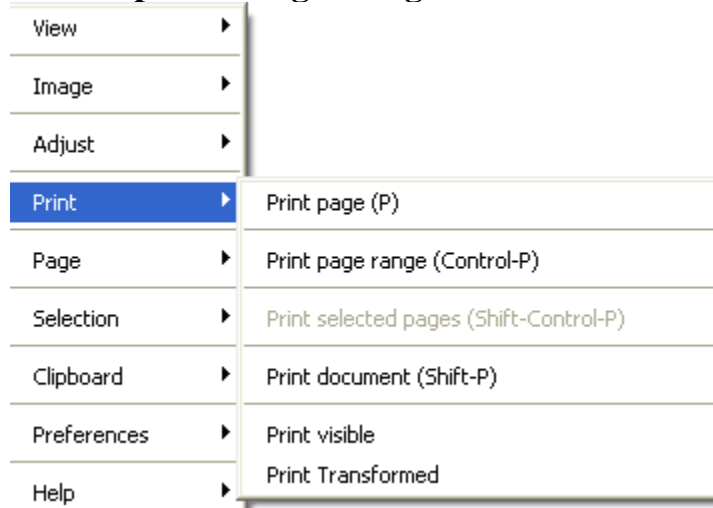
How to print a complete document:

To print a complete document press the printer icon located to the left of the screen. 

How to print a single page and/or page range:

1. Hold the CTRL button down and use the mouse to click on the thumbnail images (located to the left of the screen) of the document that you would like to print.
2. This will highlight the number of the page in YELLOW as selected
3. Then click on the printer icon as indicated above.
4. To deselect a page of a document hold down the CTRL button and click the page using the mouse.
5. This will remove the YELLOW highlight and deselect the page from printing

How to print using the right click feature on the mouse:



How to print a page range using the right click feature:

1. Right click
2. Go to Print
3. Select Print Page Range

How to print the current page being viewed:

1. Right click
2. Select page print
3. This will print the current page

Print Visible:

Allows you to print only the portion of the document you are viewing.