



This icon allows for magnification of a specific area of the document.

- Click on the icon with the mouse.
- This will give you a plus sign when you move the mouse onto the document
- Form a box over section to be magnified (left click and continue to hold while moving the mouse to the right or left to form a yellow box over an area.
- Release the left mouse button
- To disable this feature re-click the icon



These icons allow for the adjustment of the page size.

- To increase the size of the image, click the magnifying glass with the plus sign.
- To decrease the size of the image, click the magnifying glass with the negative sign.



This icon can be used as a magnifying glass.

- Click the icon with the mouse.
- Once clicked, a magnifying glass will appear.
- To increase the range of the magnifying glass click on the magnifying glass with the + sign on the tool bar.
- To decrease the range of the magnifying glass click on the magnifying glass with the – sign on the tool bar.
- Move the mouse over the area to be magnified.
- To disable this feature, re-click on the icon.



These icons allow for adjustments to the image size.

- To use just click on any of these icons.



These icons allow for the rotation of images.

- The first icon rotates clockwise.
- The second icon rotates counterclockwise.
- The third icon rotates the document 180 degrees.



These icons allow for different adjustments to the image.

- The first icon shows a mirror image.
- The second icon flips the image.
- The third icon inverts the image (makes the background black and the print white or vice versa).



This icon when clicked will take you back to the indexed entries screen.

Prev Document

This icon will take you to the previous page in the book.

- If you are viewing a mortgage and click the Prev Document button it will take you to the previous mortgage in the mortgage book.

Next Document

This icon will take you to the next page in the book.

- If you are viewing a mortgage and click the Next Document button it will take you to the next mortgage in the mortgage book.



This icon will adjust the brightness or the darkness of the print on the image. When clicked the following will appear:



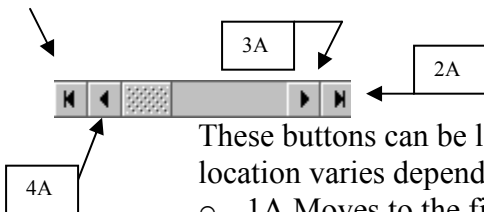
- To make the print darker, left click the arrow while moving the mouse to the right.
- To make the print lighter, left click the arrow while moving the mouse to the left.



These buttons adjust viewing thumbnails and image pages.

- The first icon views a single page at a time
- The second views small thumbnail size icons
- The third views two image pages side by side
- The fourth views a single page with thumbnails on the left
- The fifth views a single page with thumbnails on bottom
- The sixth views a single page with thumbnails on the right
- The seventh views a single page with thumbnails on top

1A



These buttons can be located around the outside of the image you are viewing. There location varies depending on how you choose to view the document.

- 1A Moves to the first page of the document
- 2A Moves to the last page of the document
- 3A Moves to the next page in the document to the right
- 4A Moves to the previous page in the document to the left