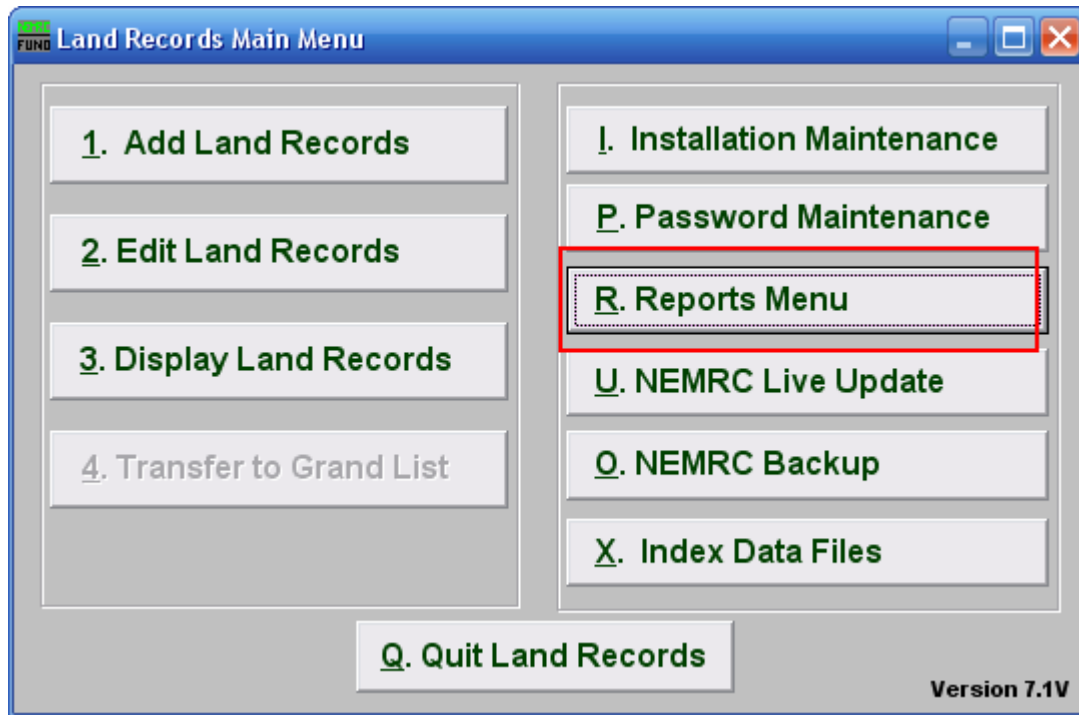


Land Records

R. Reports Menu: 3. 3 x 5 Index Cards

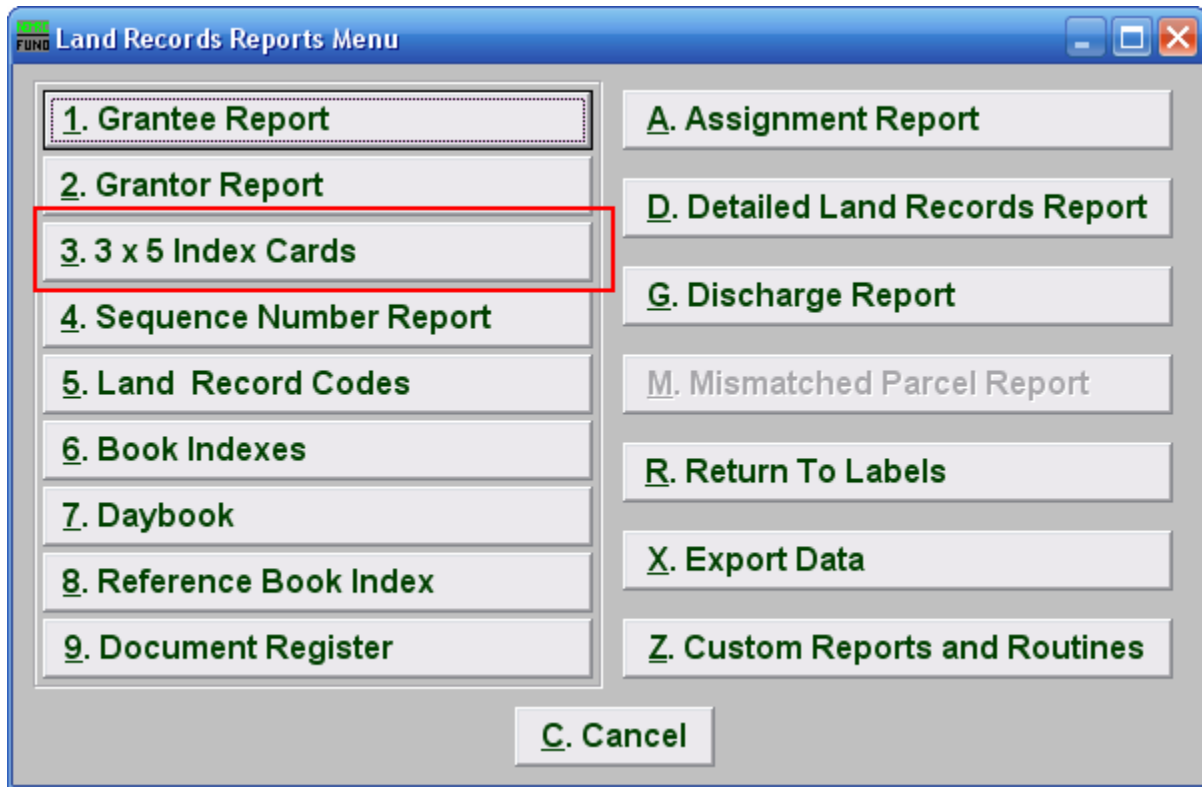
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Land Records



Click on “3. 3 x 5 Index Cards” from the Reports Menu and the following window will appear:

Land Records

3 x 5 Index Cards

All Unprinted

1 Report order: ☒ Sequence number ☐ Grantor/Grantee ☐ Book and page

Select by:

2 ☒ All unprinted
3 ☐ Book and page
4 ☐ Date range

5 ☐ All codes **Code range:** to
☒ Range of codes (blanks for all)

7 ☐ Sequence number on card **8** ☐ Reference information on card
9 ☐ All bold typeface **10** ☐ Allow two location lines on card

11 Card printing positioning ☒ Use default ☐ Up one line ☐ Down one line

12 Card feed (laser only) ☒ Standard sheets ☐ Single cards
Single card printing only supports laser printers with center feed

13 Card style ☒ Standard grantor/grantee cards ☐ Location cards

14 **15**

- 1. Report order:** Select the order to print the cards in: Sequence Number is an assigned entry number order by the system, Grantor/Grantee is based upon the name as entered on those lines, Book and page use the references made on the record.
- 2. All unprinted:** Select this option to print cards for all records that have not been previously marked as printed by the system.
- 3. Book and page:** Select this option to produce cards for a specific book and page range. See information below to continue.
- 4. Date range:** Select this option to produce cards for a specific date range of recordings. See information below to continue.
- 5. All codes OR Range of codes:** Select the choice of reporting on all codes or a specific range of codes.

Land Records

- 6. Code range:** Enter a specific range of codes to report or leave these fields empty to report on all codes. You may pick your start and ending ranges from a list by using the find button.
- 7. Sequence number on card:** Check this box to print the system assigned sequence number on the card.
- 8. Reference information on card:** Check this box to print the reference information on the card. This would be information from another source recording.
- 9. All bold typeface:** Click this box to have the cards print all data in **bold**.
- 10. Allow two location lines on card:** Click this box to have the cards print out both location fields if you use them.
- 11. Card printing positioning:** Select the option that best lines up the cards on your printer. Each printer has a slight difference in how the page is drawn in and placement of the print.
- 12. Card feed (laser only):** Select the card stock you are printing on for a laser. Standard is a 8 ½ “ by 11” page with three cards on it. A single card can be used only if you have a center feed on the laser like what is used for envelopes.
- 13. Card style:** Select the layout style for the cards. The Standard card is used by all clients except Barre City who uses the Location card style.
- 14. Print:** Click this button to print the cards. Refer to GENERAL PRINTING for more information.
- 15. Cancel:** Click “Cancel” to cancel and return to the previous screen.

Land Records

Book and Page

Land record index cards

Report order: ☒ Sequence number ☐ Grantor/Grantee ☐ Book and page

Select by: ☐ All unprinted ☒ Book and page ☐ Date range

Book selection **1**
BOOK 9

Page range: (blanks for all)
2 to 2

Code range: 4 to 4 **4**
Find **Find**

3 ☐ All codes ☒ Range of codes (blanks for all)

5 ☐ Sequence number on card **6** ☐ Reference information on card
7 ☐ All bold typeface **8** ☐ Allow two location lines on card

9 Card printing positioning ☒ Use default ☐ Up one line ☐ Down one line
10 Card feed (laser only) ☒ Standard sheets ☐ Single cards
Single card printing only supports laser printers with center feed
11 Card style ☒ Standard grantor/grantee cards ☐ Location cards

Print **12** **13** **Cancel**

- 1. Book Selection:** Select the book from the drop down list for card printing.
- 2. Page Range:** Enter page number values to select data for or leave blank to print them all.
- 3. All codes OR Range of codes:** Select the choice of reporting on all codes or a specific range of codes.
- 4. Code range:** Enter a specific range of codes to report or leave these fields empty to report on all codes. You may pick your start and ending ranges from a list by using the find button.
- 5. Sequence number on card:** Check this box to print the system assigned sequence number on the card.
- 6. Reference information on card:** Check this box to print the reference information on the card. This would be information from another source recording.
- 7. All bold typeface:** Click this box to have the cards print all data in **bold**.

Land Records

- 8. Allow two location lines on card:** Click this box to have the cards print out both location fields if you use them.
- 9. Card printing positioning:** Select the option that best lines up the cards on your printer. Each printer has a slight difference in how the page is drawn in and placement of the print.
- 10. Card feed (laser only):** Select the card stock you are printing on for a laser. Standard is a 8 ½ “ by 11” page with three cards on it. A single card can be used only if you have a center feed on the laser like what is used for envelopes.
- 11. Card style:** Select the layout style for the cards. The Standard card is used by all clients except Barre City who uses the Location card style.
- 12. Print:** Click this button to print the cards. Refer to GENERAL PRINTING for more information.
- 13. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.

Land Records

Date Range

Land record index cards

Report order: ☒ Sequence number ☐ Grantor/Grantee ☐ Book and page

Select by: ☐ All unprinted ☐ Book and page ☒ Date range

Date range: (blanks for all) to

2 ☒ All codes ☐ Range of codes **Code range:** (blanks for all) to

4 ☐ Sequence number on card **5** ☐ Reference information on card

6 ☐ All bold typeface **7** ☐ Allow two location lines on card

8 Card printing positioning ☒ Use default ☐ Up one line ☐ Down one line

9 Card feed (laser only) ☒ Standard sheets ☐ Single cards
Single card printing only supports laser printers with center feed

10 Card style ☒ Standard grantor/grantee cards ☐ Location cards

11 **12**

- 1. Date range:** Enter a beginning and ending date range of data for card printing.
- 2. All codes OR Range of codes:** Select the choice of reporting on all codes or a specific range of codes.
- 3. Code range:** Enter a specific range of codes to report or leave these fields empty to report on all codes. You may pick your start and ending ranges from a list by using the find button.
- 4. Sequence number on card:** Check this box to print the system assigned sequence number on the card.
- 5. Reference information on card:** Check this box to print the reference information on the card. This would be information from another source recording.
- 6. All bold typeface:** Click this box to have the cards print all data in **bold**.

Land Records

- 7. Allow two location lines on card:** Click this box to have the cards print out both location fields if you use them.
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- 11. Print:** Click this button to print the cards. Refer to GENERAL PRINTING for more information.
- 12. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.