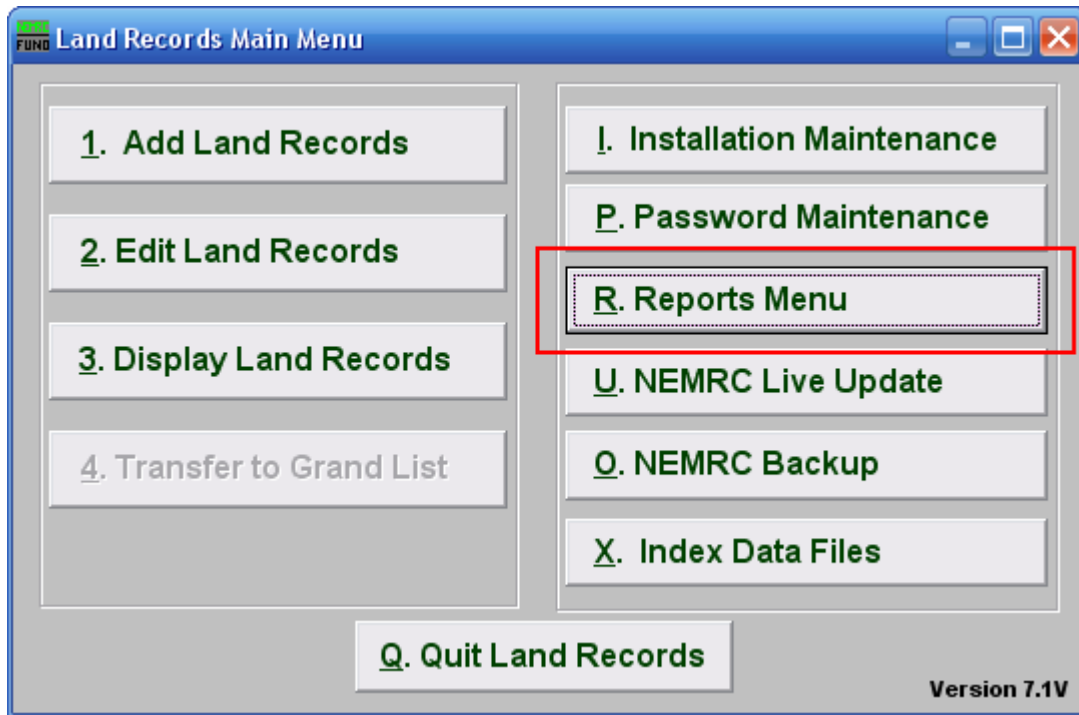


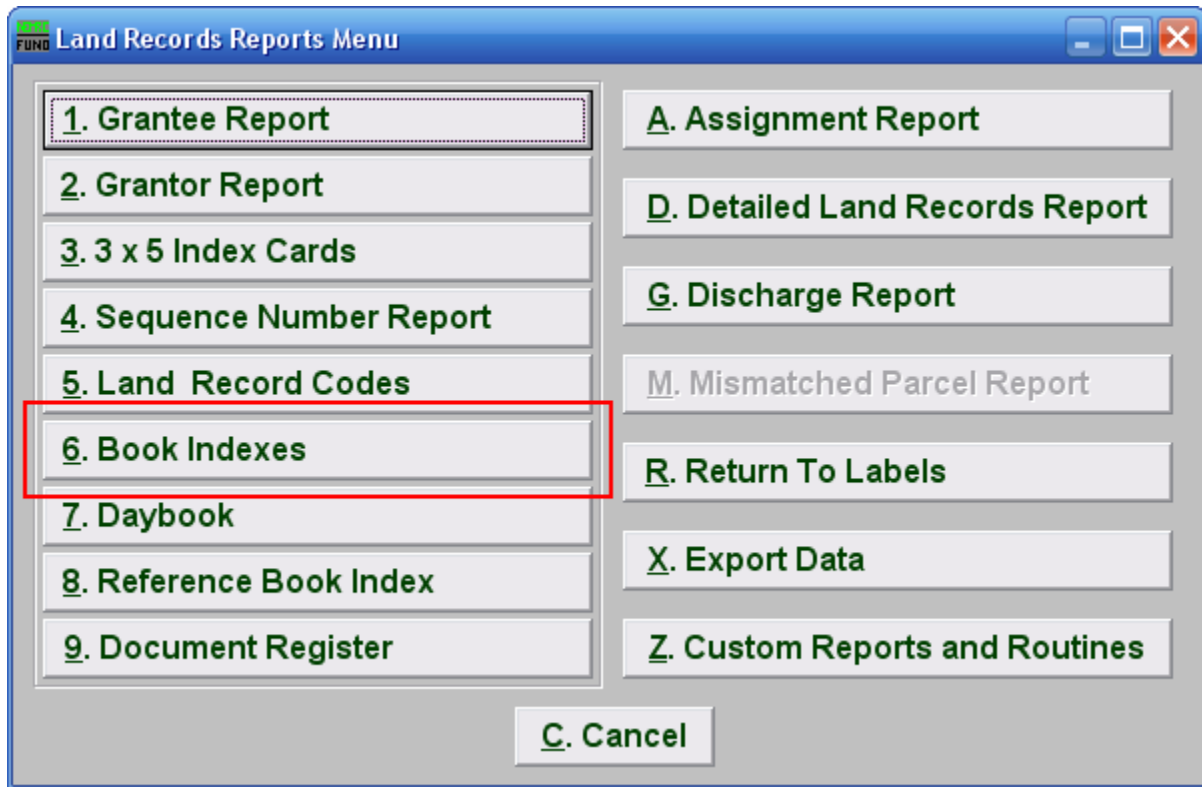
## Land Records

### R. Reports Menu: 6. Book Indexes



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

## Land Records



Click on “6. Book Indexes” from the Reports Menu and the following window will appear:

# Land Records

## Book Indexes

- 1. Print index for which book?:** Select from the drop down your choice of book(s) to report on.
- 2. Page break between books:** Check this box if you want each book to begin on a new page.
- 3. All grantors/grantees:** Click to choose to have this report be for all grantors or grantees. To have this report be for grantees instead of grantors, you must first choose “Grantee” in the “Report order” (number 7 below).
- 4. Range of grantors/grantees:** Click to choose to have this report be for only a range of grantors or grantees. To have this report be for grantees instead of grantors, you must first choose “Grantee” in the “Report order” (number 7 below).
- 5. Range of grantors/grantees (Blank for All):** Choose the grantor or grantee that you wish to have this report start with and end with. To have this report be for grantees instead of grantors, you must first choose “Grantee” in the “Report order” (number 7 below).
- 6. Combined Index:** A combined index will report all data from all books into one reference.
- 7. Report order: Grantor OR Grantee:** The index can only be produced by Grantor or Grantee during printing.

## Land Records

- 8. Paper size: Letter OR Legal OR Landscaped:** Check the way you want this report to print on the paper. After clicking “Print” you will need to choose a printer and then the same Paper/Quality/Layout choice under printer setup properties before continuing. The default is Letter. The other options vary in set up dependant on the printer drivers installed.
- 9. Double space report:** Check this box if you want to have this report to be double-spaced. This may be used for mark-ups or for visual preferences.
- 10. 1” left hand margin:** Check this box if you want to have a 1 inch margin on the left side of the paper. This is helpful if binding in a land records book.
- 11. Alpha separators between letters:** This is helpful when large volumes of information are output for quicker reference. Each first position letter will have a space beginning indicator.
- 12. Page break between letters:** This is helpful when large volumes of information are output for quicker reference. Each first position letter will begin on a new page.
- 13. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 14. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 15. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 16. Cancel:** Click “OK” to save changes and return to the previous screen.