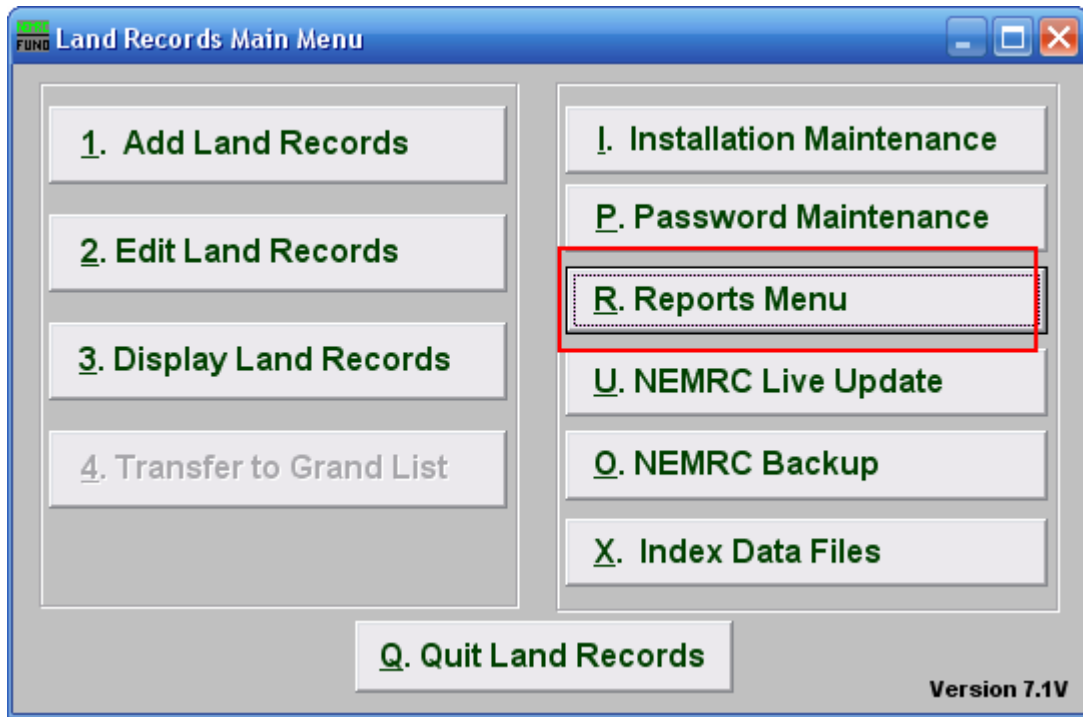


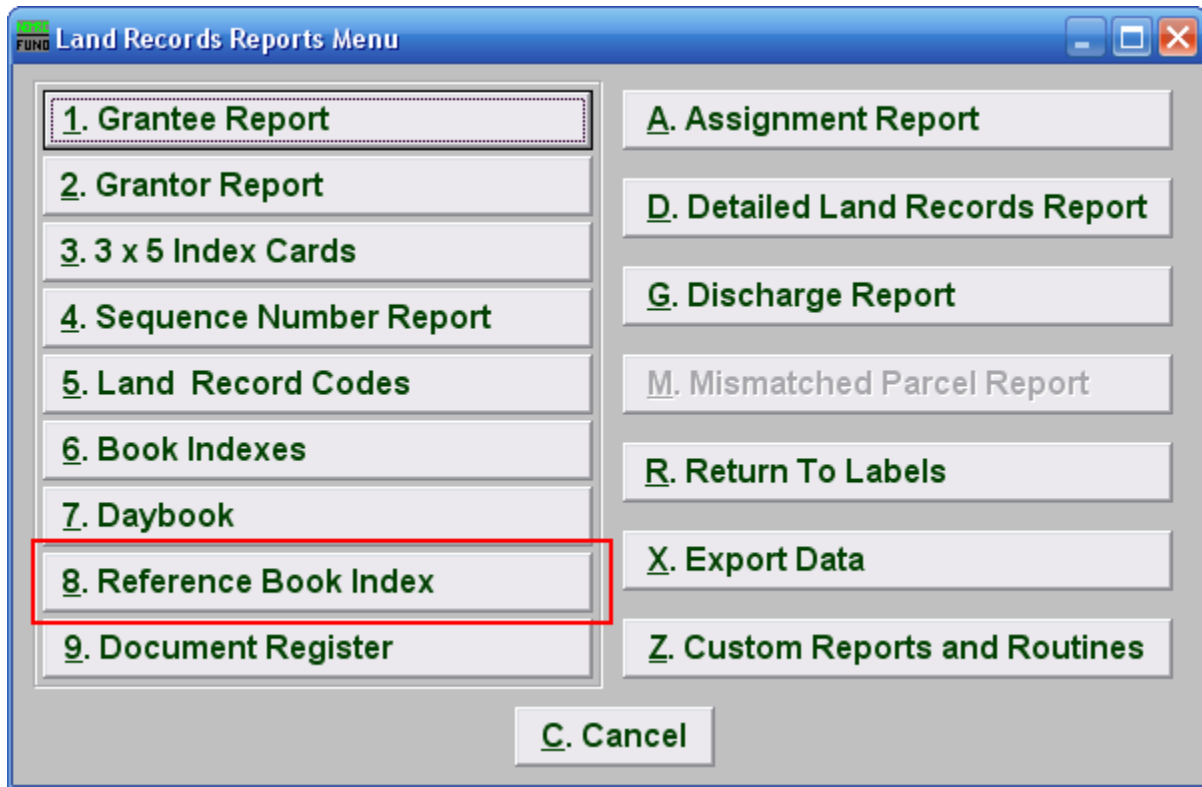
Land Records

R. Reports Menu: 8. Reference Book Index



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

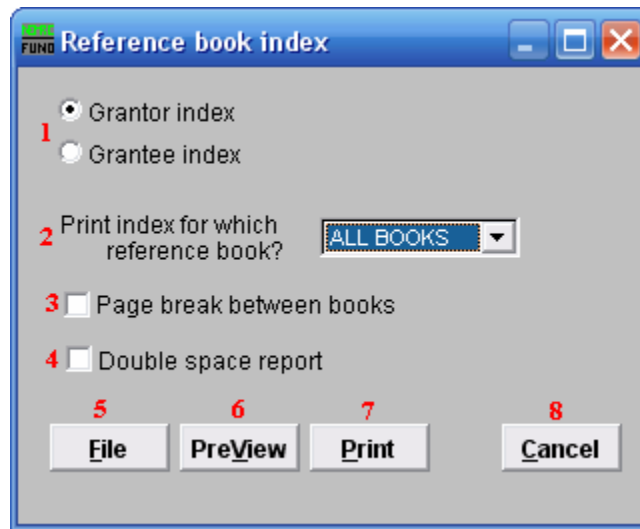
Land Records



Click on “8. Reference Book Index” from the Reports Menu and the following window will appear:

Land Records

Reference Book Index



- 1. Grantor index OR Grantee index:** Select which index listing you are printing.
- 2. Print index for which reference book?:** Select the option from the drop down menu for which you are creating the index report.
- 3. Page break between books:** Check this box to have the system start each book on a new page when reporting.
- 4. Double space report:** Click this box to have this report be double-spaced instead of single-spaced. This is for marking up or visual appearance.
- 5. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 6. PreView:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 7. Cancel:** Click “Cancel” to cancel and return to the previous screen.