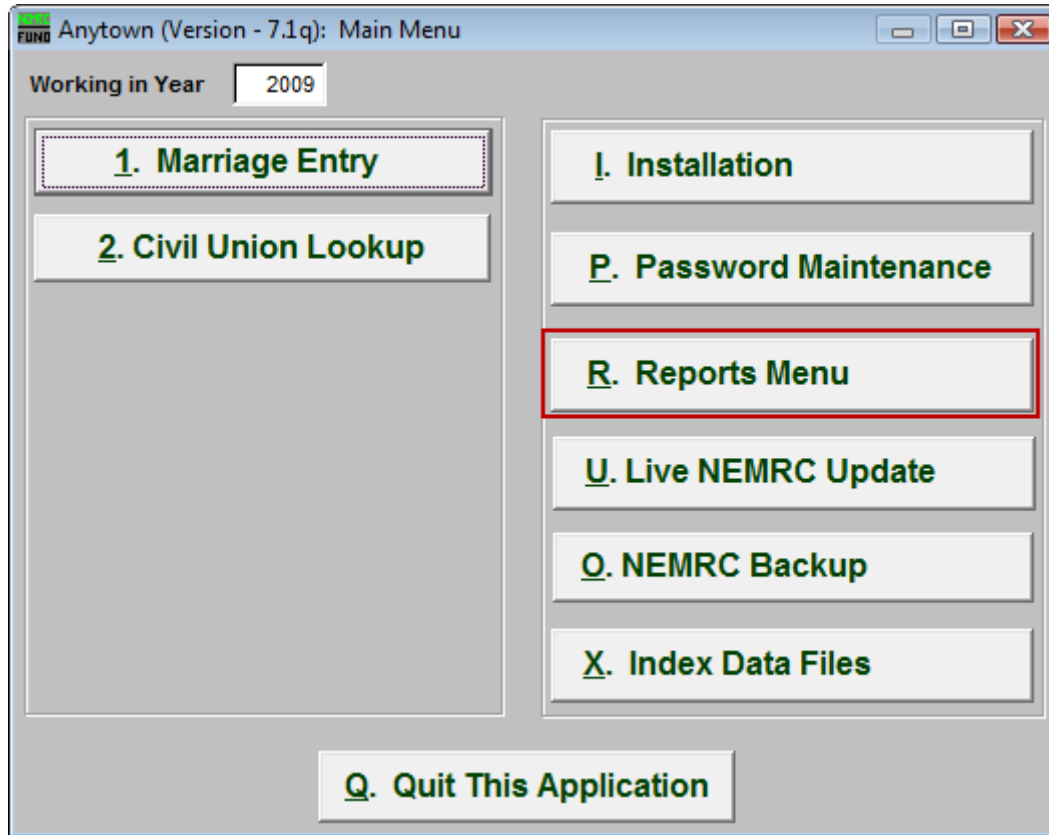


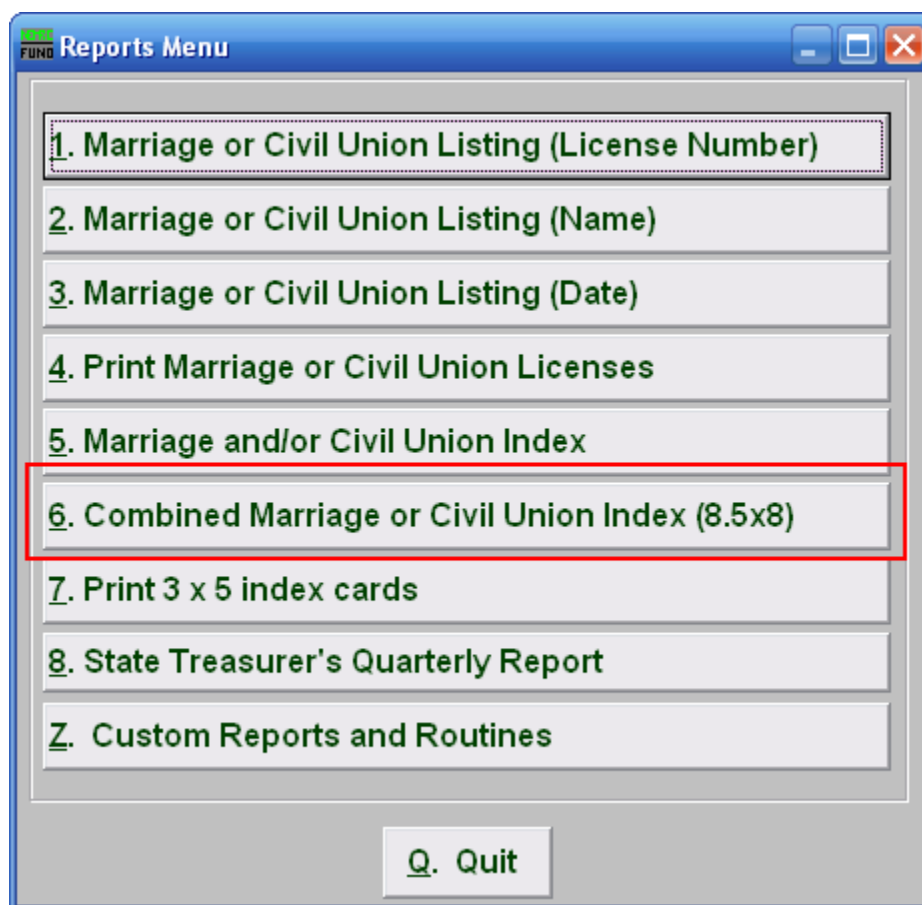
Marriage Administration

R. Reports Menu: 6. Combined Marriage or Civil Union Index (8.5x8)



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

Marriage Administration



Click on “6. Combined Marriage or Civil Union Index (8.5x8)” from the Reports Menu and the following window will appear:

Marriage Administration

Combined Marriage or Civil Union Index (8.5x8)

- 1. Civil Unions OR Marriages:** Click on the circle next to the Type you want the report to be on.
- 2. Order:** Click on the circle next to the order you want the report to print in.
- 3. Date Range (Blank for All):** Enter the date you wish to start with and the date you wish to end with. Leave blank for all.
- 4. Print to:** Click on the circle next to the kind of paper you are printing on.
- 5. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 6. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 7. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 8. Cancel:** Click “Cancel” to cancel and return to the previous screen.