Using the Acclaim Web Search Features

This document includes information on how to use the Acclaim Web client to search for and print official records.

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Search Options

There are many different search types you can perform. The search options can be found along the top of the search page as well as the main search page.

Search Types Overview

Each search type has search tips to help you get the results you want.

NOTE: This is just an example of the many search types you can perform on the Web. The search types available to you may not be the ones shown here.

Conc Voiche News P 19 19 4 Records S	and the second second	3	Q 144-1					3
	Mattel Decembra	Anna Anna Anna Anna Anna Anna Anna Anna	Ballings American	Ber Type ABC The Type ABC	Register 4	Lage Departure for	De leget	
	\$.		0		Q		F	
	Consideration Inconsistent into the	Record Date	Single Search Aug for	Paraelophic distribution	Raman Re Provide the Addy for partners a same that Special Raman States Share Raman States	Advance Austin Proving the Ality II party of an Hannes ment on Office Income alignment	Detroment Humber 2 Rector remarks	



Official Records Searches

• **Names** – Search for party name or company.

🐴 Name				_
Show Names	Both Carantor Carantee	Date Range	Specify Date Range	
Name		From Date	1/1/1983	ŦŦ
Name Matching Mode	Starts With	To Date	6/20/2012	11
Doc Type	All	Book Type	All	

Book/Page – Search by Book Type, Book, and Page

🕎 Book / F	'age		
Book		Page	
Book Type	All		

Doc Type – Search by document type(s) or categories

🗹 Document Type						
Doc Type	All	Date Range	Specify Date Range			
From Date	1/1/1983	III To Date	6/20/2012	1111		

• Clerk File # (Instrument #) - Search by a book type and Clerk File (or instrument) number.

📑 Clerk File #			
Clerk File #	 Book Type	All	

• Legal Description - Search by the unparsed legal description.

Ea Legal Description						
Legal Description			Date Range	Specify Date Range	•	
Legal Description Filter	Starts With	-	From Date	1/1/1983	11	
To Date	6/20/2012	111				

• **Doc Legal** - Search by parsed legal fields and book type.

🏠 Doc Legal 👘					
Date Range	Specify Date Range	•	From Date	1/1/1983	111
To Date	6/20/2012	11	Street Number		
Street Name			Property Address		
Property Address (Cont.)			Street Direction		
City			State		
Zip			Subdivision/Notes		
Township			Subdivision/Notes Filter	Starts With	•
Township Filter	Starts With	-	Lat		
Section			Cross References		
Unit			QerQer		
Range			QtrQtr Filter	Starts With	•
Building			Sub Lot		
Govt Lot			Part Lot		
Extended Description			Qtr		
Block			Book Type	Al	

• **Consideration** – Search by a lower range and upper range consideration amount.

Sh Consideratio	n				
Lower Bound			Date Range	Specify Date Range	*
Upper Bound			From Date	1/1/1983	111
To Date	6/20/2012	111			

• **Record Date** – Search a document by the date it was recorded

🚞 Date		
Record Date	6/20/2012	

• **Simple Search** - Search by name and select a question to help guide search.

Simple Search							
Show Names	Both Grantor Grantee		Date Range	Specify Date Range	•		
Name		1	From Date	1/1/1983	111		
Name Matching Mode	Starts With		To Date	6/20/2012	111		
Question	I would like a copy of my Mortgage						

• **PIN #** - Search by parcel number, date, and doc type.

🌈 PIN #						
PIN #			Date Range	Specify Date Range	•	
Parcel ID Matching Mode	Starts With	•	From Date	1/1/1983	111	
Doc Type	All	-	To Date	6/20/2012	itti	

• **Comments** - Search by remarks made on official documents.

🤤 Comment	s			
Comments		 Date Range	Specify Date Range	
Comments Filter	Starts With	From Date	1/1/1983	11
To Date	6/20/2012			

• **Case Number** - Search by the reference or case number.

💼 Case Numb	er				
Reference Number		Dat	e Range	Specify Date Range	•
Case Number Filter	Starts With	From	m Date	1/1/1983	111
Doc Type	All	To D	Date	6/20/2012	111

Marriage Record Searches

• **Marriage by Date** - Search marriage records by date recorded or date of marriage.

Marriage by Da	te	_			
Date Type	Marriage Date	*	Doc Type	All	
Date Range	Specify Date Range		From Date		11
To Date	6/20/2012	211			

• Marriage By Name - Search marriage records by name.

Marriage by Nan	ne				_
Name		r	Date Range	Specify Date Range	-
Name Matching Mode	Starts With	Ľ	From Date		111
Doc Type	Al		To Date	6/20/2012	111
Date Type	Marriage Date	L			

Vitals Searches

• Vitals by Date - Search birth and death records by date recorded.

Vital by Date					
Date Type	Birth	•	Date Range	Specify Date Range	•
From Date		111	To Date	6/20/2012	111
Doc Type	Al				

TIP: In Johnston County, the earliest date should be entered as 1/1/1966.

• Vitals By Name - Search birth and death records by name.

Vital by Name				
Name		Date Range	Specify Date Range	•
Name Matching Mode	Starts With	From Date		Ħ
Doc Type	All	To Date	6/20/2012	Ħ
Date Type	Birth 👻			

Filing Searches

• **Filing** - Search records by filing name information and doc type.

Filing				
Name		Date Range	Specify Date Range	
Name Matching Mode	Starts With	From Date		111
Doc Type	All	To Date	6/20/2012	III

Non-Indexed (Alpha Index) Searches

• Non-indexed - Search through legacy indexes (PDFs) by alphabetical names, book/page, or by instrument ID.

NOTE: This is a meta search. Once the information is found in the legacy index, another search on the information needs to be performed to actually view the Document Details.

Non-indexed	search		
Index		Book Page	
AZ Book Name	Land 1-Granter 1-Jan 1, 1980-Dec 31, 1988	*Search by Clerk File #	ORBook
Name	Search	Clerk File #	· · · · · · · · · · · · · · · · · · ·
		Book	
Groups		Page	
		reye	
		Book Type	FILING +

Performing Searches

Use the following steps to perform a search for a document on the Web.

1. Select the search type from the main page or the navigation pane.

		*	2		E	
Material December		Book/Page Institute real	Box Type 48C Two Type Inde tool	Reception #	Legel Disparaat Legel Disarignan insis tee	Oct Lagel The segar large two
\$		0		Ð		
Consideration Consideration	Record Date	Trapo Saards Vilgen Saards Aug taat	Persetting	Ramation Provide the address address a superiority Transmission of the op-	Education Function Provide the delay to particular classification control and the based interactions	Debanet Husber 2 Reden recent

- 2. Read and accept the disclaimer terms.
- 3. Enter the required search criteria, indicated by the dark gray fields and red asterisks \star .

Name Matching Mode Starts With Doc Type All	To Date	1/1/1983 6/19/2012 All	
-			
All All	Book Type	All	
			(m)
- 1			Reset Sea
Ple	ease start your searc	h now	
earch Tips			
1. Enter the name, Last name, First name like	"Sparks, Sheldon".		
2. Name must be atleast 3 characters long.			
3. Select / Enter a beginning date.			

FIGURE 4-3: NAME SEARCH, REQUIRED FIELD

- 4. Click the **Search** button.
- 5. The search results are displayed.
 - 1. If you perform a name search, a subset of the names appear in the **Select Names** window.

Select Names: X
SMITH JOHN (111)
SMITH JOHN C (7)
SMITH JOHN C JR (5)
SMITH JOHN E (1)
SMITH JOHN EVERETT (1)
SMITH JOHN F (1)
SMITH JOHN FELTON (6)
SMITH JOHN LEE (4)
SMITH JOHN LEE JR (1)
SMITH JOHN T (7)
SMITH JOHN WILLIAM (1)
SMITH JOHNETTA L (10)
SMITH JOHNETTA L. (2)
SMITH JOHNNY F (1)
SMITH JOHNNY F. (1)
SMITH JOHNSON (1)
SMITH, JOHN LEE JR (1)
All / None Done

FIGURE 4-4: SELECT NAMES WINDOW

- 2. Select the names you want, and click **Done**.
- 6. The search results are displayed in the window.

1		Annual Scoop S			ani ini menerani na	110				
Taxin Share		Ψ.	A spat A	194.0	Name and				_	Car See
· E : : • : • : : : : : : : : : : : : : :	Fape 1 of 21 + H								De	phying items 1
U Distitute	Individ Name	Receit Only	Disk Type	Box Type	Intellige	Receptor #	Disc Lagel	Ramana I	Rent	Consider
ACME INC.	REST NUCEDIAL BANK	15/28/2012	All	OR.	117/90	A2012002508		COMMENTS.	129456	\$0:00
ACME INC.	RET HETCHIL BANK	05/08/3013	444	OA.	1113/90	42812882809		COMMENTS	125456	\$0.00
ACME INC.	RRST NWISONAL BANK	45/28/2012	All	OR.	2127/40	A2812902500		COMMPTS.	129456	\$0.00
SDAGOE RESORT DEV CORP.	DRUTWOOD BOACH QUIE ASSN INC	(5/2h/2h)2	All	08	117741	A2812900511		COMMENT	129456	\$2400
INVESTIGATION COMP	DRIFTWOOD BLACK CLUB MAN INC.	01/20/2012	400	08	1111/82	ACRE2002112		COMMENT	120806	\$0.00
SDAGOE RESORT DEV CORP.	DRUTWOOD BOACH QUIE ASSN INC	(5-2h/2012	All	08	117748	A2812906513		COMMENT	129456	\$200
INVERTIGATION CORP.	ORPTWODE BLACK CLUB AND INC.	01/01/2013	44	08.	110/M	42012002104		COMMENT	121676	\$0.00
AUSTWIE INSUBANCE COMPANY	ALISTATE INSURANCE COMPANY	45-28-2012	All	04	117545	A2812900515		TOOL BAR TEST	22	\$200
AUSTICE INSURANCE COMPANY	AMERICAN CENENAL PRIAMCE OF AMERIC	45/36/3013	AP	08	1117/47	42812902516		100, 148 157	85	\$30,000.8
ALSTWIC INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERIL	05/08/2013	A81	OR.	111/149	A2012002117		TOOL THE TEST	25	15,000.00
VAN DER KANDEN	ACM (INC	45/36/3013	489	OA.	1111/58	42812902519		COMMENT	125456	\$0.00
AMERICAN GENERAL PRIANCE OF RIVEL	ALCOM N DOUBANCE COMPANY	05/05/2012	A8	OR.	111/01	A2012002104		TOOL THE TEST	21.	\$5,000.00
AMERICAN GENERAL FINANCE OF ADUE.	ALLSTATE INSURANCE COMPANY	45/21/3012	AP	-OA	1117/68	42812902525		TEST 148	21.1	\$30,000.0
AMERICAN DEVERAL PRIAME OF AME.	ALUTATE INSURANCE COMPANY	05(01)/3013	40	05.	1117/82	12012002888		TOOL BAR TELT	12	\$1,000.00
AUSTWIE INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERIL	45/25/2612	AB	OR .	1177/99	A2012002544		T00, T48 1037	44	\$5,000.00
AMERICAN DEVERAL PRANCE OF MHE.	JARREAN HITECHIA BANK	08/03/3013	40	05.	1117/127	12012002017		25	211	\$1,000.00
AMERICAN GENERAL FINANCE OF HIME.	AMERICAN NATIONAL BANK	45/03/9912	All	OR .	117/129	A2012002558		25	211	\$1,000.00
AMERICAN DEVERAL PRANCE OF AME.	JARREAN NETEONAL BANK	08/03/3013	444	08	111/111	12012002100		25	211	\$1,000.00
AMERICAN DEVERAL PRIAMCE OF IDIAL.	ALLEN TE DELINANCE COMPANY	05/02/2013	40	08	111/111	82812802960		AUPHO TELENO	-0	\$1,000.00
AMERICAN GENERAL FINANCE OF AME.	ALISTATE INSURANCE COMPANY	15/23/3112	All	OA.	HIVEN	A281,2902561		AUPHA TESTING	45	\$5,000.00
AUSTINE INSURANCE COMPANY	AMERICAN FURTIONAL BANK	05/00/3013	40	08	111/117	A2812002M2		TOOL BAR TEL.	41	\$1,000.00
AUSTWIE INSUBANCE COMPANY	AMERICAN CENDIAL PRAMEE OF AMERIC	15/23/31/2	All	OA.	110/147	A281,2902566		1121	11.	\$5,000.00
ALSTYTE INSURANCE COMPANY	AMERICAN CENTRAL PRIMACE OF AMERIC	05/00/3013	40	08	1117/149	A2012002167		10.25	12.	\$1,000.00
HOLINVOOD SANDS (70	DREFTWOOD BEACH CLUB ASSN INC	05/03/2012	Alli	OR .	1183/111	A2012002568		COMMENT	129455	\$0.00
HOL/MODE SANDS (TD	ORPTWODD BLACK CLUB ASSA INC.	45/02/3013	40	08	1117/188	42012002560		COMMENT	125456	\$0.00

FIGURE 4-5: SEARCH RESULTS

7. To view additional index information about a document (or view the images if you have a subscription account), click anywhere in the record's row. The **Document Details** window opens.

Auto-Load Images aok/Page: aok/Page: aok/Page: ack/Page: betwee: betwee:<
look/Page: lerk File #: acarch Results: 20/00112 ook/Page: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 ook/Page: Late: 20/0012 Case:
limage Not Available limage No
igers for: Type::::::::::::::::::::::::::::::::::::
IumberNames: 1 Jumber Of 1 Iotices: onsideration: 50.00 rantor: JOHN FRANK (5/23/2012 10:06 A rantor: SMTH JOHN (5/23/2012 10:06 A Iotice Print 3/22/2012 ate: PS 1 T ALTAMONTE SPRINGS
Jumber Of 1 Voltices: 50.00 orantor: 50.01 rantor: JOHN FRANK (5/23/2012 10:06 A iotice Print 3/22/2012 10:06 A iotice Print 3/22/2012 ate: PS 1 T ALTAMONTE SPRINGS®
irantee: JOHIN FRANK (3/23/2812 10.06 A irantee: SMITH JOHN (5/23/2012 10.06 A iotice Print 3/21/2012 late: P5 1 T ALTAMONTE SPRINGS
rantee:: SMETH JOHN (\$/23/2012 10:06 A lotice Print 3/21/2012 late: P5 1 T ALTAMONTE SPRINGS
Iotice Print 3/22/2012 ate: egal P5.1.T.ALTAMONTE SPRINGS
ate: egal PS1TALTAMONTE SPRINGS
tescription:

FIGURE 4-6: DOCUMENT DETAILS WINDOW

Working with Search Results

×.

Once you complete a search, the results matching the criteria you selected appear in a table. To make finding or printing results easier, you can manipulate them in a number of ways.

• Search Criteria - Mouse over the Search Criteria button in the upper-left corner to show the search criteria the results are based on.

Search Citaria	7 8 9 10 10 10 10 10 10 10 10 10	Search Criteri		Fitter Grid Peset Grid Date 6/20/2012 Doc Type: All	
FIGURE 4-7:	Search Criteria showing				
Clear Cle search en	^{ar} : Use the Clear button try fields.	in the upper-right cor	ner to clear the s	earch results and re-op	oen the
columns, Refresh	ap Word Wrap : Use the W making it easier to resize	the columns without efresh the results with	hiding informati	on. ed documents. The Rel	
Through i	nformation at the top of			Ilts were last received.	
📝 Docume	ent Type	10/2012 Released through Clerk File # A2012002953	As of 6/20/2012 12:17:57 PM		
Doc Type	All	Date Range	Last Month	•	
From Date	5/21/2012	To Date	6/20/2012	22	
				Reset Search	
FIGURE 4-8:	Release Through Information	1			
	veu de retiere the Dele	T I I I () (1	_

NOTE: If you do not see the Release Through information, it may be due to a browser compatibility issue.

• Search Form Toggle: Use the Search Form Toggle arrow to hide or reveal the search form once the results have been displayed. This allows you to change the search criteria or create an entirely new search should you need to.

All		Date Range	Last Month
5/21/2012		To Date	6/20/2012
	6		
U 💌 equal		Fiter G	rid Reset Grid
			Brent (Plan Brentin etter)
FIGURE 4-9: SEARCH FORM TOGGLED			

Filtering Search Results

Filtering results allows you to narrow down the search and view only results that are most relevant. Use the following steps to filter the search results.

1. Click the first down-arrow, and choose the column by which you'd like to filter.

U	-	equal 💌	Filter G	irid Reset Grid
Direct Name	e			
F Record Date Doc Type		Doc Type	Book Type	Book/Page
Book Type Book/Page Reception #		AFF	OR	1137/61
0 Remarks Related		AFF	OR	1137/65
Consideratio 05/21/2012	n	AFF	OR	1137/82

2. Click the second down-arrow, and choose the matching type.

U	equal 💌	Filter	Grid Reset Grid
	equal begins with ends with		
Record Date	contains	Book Type	Book/Page

3. In the blank field, enter all or part of the criteria by which you'd like to filter, and then click the **Filter Grid** button. The results are filtered.

NOTE: Click the **Reset Grid** button to return to the full search results.

Printing Search Report Results

You may find it useful to print the results of a search as list with column headers. There are two ways to do this; using the Print button on the screen or exporting to a .CSV file and then printing from there.

Using the Search Results Print Button

Using the Print button in the search results is the fastest method, but generally does not provide desirable results. The reason for this is that it relies on the browser to distinguish what should be printed.

CAUTION: Often, the browser simply chooses what is viewable to you on the screen. It will not pick up areas to which you must scroll or navigate. This results in very small images, columns being truncated, or results being left off.

1. Perform a search for the results you'd like.

	norde 🕈 🐧 Mariage 🕈 👖 Vial 🕅	*	1	No. BOTTOTIC INC.							<u> </u>
ent fax	Text Course		and the second s	N and N		A New York				_	Car Berlins
				10 mps (11)	1.000						
	1 100 W Page 1 0/1 P H										byingitane 1 - 498 of
_	Beachane	Indirect Name	Receit Own	Box Type		Institute	Respont	Disc Lagel	Ranakt	NAME:	Consideration
÷	ACME INC.	REST INFROMAL BANK	45/28/2012	All	OR	1111/90	A2812902508		COMMENTS.	129455	\$0.00
	ACMEINE	REST HATEOMAL BANK	(5/2h/2h)2	All	04	107/19	A281,2902509		COMMENTS	125455	50-00
	ACMERIC	RET NETCAN BANK	01/08/2013	444	08	1117/80	42812802910		COMMENTS	121676	80.00
	SDASIDE RESORT DEV CORP.	DRIFTWOOD BOACH CLUB ASSN INC	(5/2h/2012	All	08	2137/41	A2912900511		COMMENT	125455	\$2400
	SIMILATE RESORT DAY CORP.	ORPTWOOD BLACK CLUB ASIA INC.	01/08/3013	444	08.	1117/82	42012002012		COMMENT	121676	80.00
	SDAGIOE RESORT DEV CORP	ORETWOOD BOACH CLUB ASSN INC	(5/2h/2012	All	04	213743	A2962902563		COMMENT	123455	\$3400
	SSABDE RESORT DEV CORP.	GRETWOOD BLACH OUR ASSN INC	95/38/3012	A#	-04	1117/64	42912902514		COMMENT	125486	\$0:00
	ALSTWEINSURANCE COMPANY	ALCONTE INSURANCE COMPANY	05/08/2012	AB	OK.	1117/45	A2012002515		TOOL BAR TEST	22	\$0.00
	AUSTATE INSURANCE COMPANY	AMERICAN CENENAL PRIAMCE OF AMERIC	45/38/3012	A#	OA.	1117/47	42952902516		100, 148 157	85	\$30,000.00
	ALSTWEINSURANCE COMPANY	AMERICAN GENERAL FEMALES OF AMERIL.	05/08/2012	AB	OR.	1117/49	A2012002517		TOOL THE TEST	25	\$5,000.00
	VAN DER KANPEN	AGM INC	05/28/2012	A#	OA.	1111/58	42952902529		COMMENT	125486	\$2420
	AMERICAN DEVERAL PRANCE OF AME.	ALUTATE INFURANCE COMPANY	01(01)(3013	444	05.	1117/41	42012002524		TOOL THE TELT	21.	\$1,000.00
	AMERICAN GENERAL FINANCE OF ADDE.	ALISTIKTS INSURANCE COMPANY	15/25/2012	All	OR .	2137465	A2912902525		TEST TAB	211	\$50,006,80
	AMERICAN DEVERAL FRANCE OF MAL.	AUTOR DISAGE COMPANY	05/01/2013	449	05.	1117/82	4201200203		TOOL BAR TELT	12	\$1,000.00
	ALSTWIE INSURANCE COMPANY	AMERICAN GENOLAL FINANCE OF AMERL.	15/25/2612	All	OR .	1177/99	A2912902544		100, Tel: 107	44	\$5,006.00
	AMERICAN DEVERAL PRIMACE OF AME.	JAARRELAN HUTSONIAL BANK	05/02/2013	449	OR.	1117/127	4200.2002007		25	211	\$1,000.00
	AMERICAN DEVENUE PRANCE OF ADML.	AMERICAN FULTIONAL BANK	05/03/0013	444	08.	1187/129	A2012002104		25	21.1	\$1,000.00
	AMERICAN GENERAL FINANCE OF AME	AMERICAN HACTONIAL BANK	15/23/01/2	AN	OA.	HEVEN	A2912900559		23	21.	\$1,006.00
	AMPROVED REPORT FRANCE OF REEL	ALCINE NUMACI COMPANY	05/03/0013	444	08.	111/111	A2012002340		AUTHOR TELETING	-0	\$1,000.00
	AMERICAN GENERAL FINANCE OF AREL.	ALLSTWIN INSURANCE COMPANY	05/03/2012	Alli	OK.	110/10	A2012002561		A PATERNO	-6	15,000.00
	AUSTATE INSURANCE COMPANY	JANNICAN NUTSONAL BANK	05/02/3013	444	04	110/10	42052002962		TOO, BAA THL.	44	\$3,000.00
	ALSTWIE INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERIL.	05/03/2012	Alli	OK.	1125/147	A2012002505		tain.	11.	15,000.00
	AUSTATE INSURANCE COMPANY	JANFREDAN CENTRAL PROJECT OF ANERL.	05/02/3013	444	04	1117/149	42002002967		10.25	11.	\$3,000.00
	HOL/WOOD SANDS (7D	DRETWOOD BLACK OLDEASIN INC	05/03/0012	Alli	OK.	1185/151	A2012002508		COMMENT	129455	\$0.00
	HOU/WOOD SANDS (TD	DRIFTWOOD BOACH OLUBIASSN INC	45/23/01/2	All	08	107/19	A2812902569		COMMENT	129455	\$0.00
	HDU/WOOD MADE (TD	DRPTWODD BLACH CLUB MAN INC	05/03/3013	444	OR.	111/110	A281,2802110		COMMENT.	121676	10:00
1254											



2. Click the **Print** button in the upper-right corner.

	🚽 Login
_	Clear Word Wrap Print
Displ	aying items 1 - 498 of 498
Related	Consideration
123456	\$0.00
123456	\$0.00
123456	\$0.00
123456	\$0.00
123456	\$0.00

FIGURE 4-11: SEARCH RESULTS PRINT BUTTON

The **Print** dialog box opens.

Seneral	Options	1					
Selec	t Printer						
-	HP Colo	r Laser	Jet 3600 d	on solution	165	Prin	noPDF
1000	Microso	ft XPS	Documer	nt Writer		in Ser	d To OneNote
-	Nitro PC	F Crea	tor 2 (Rea	ider)		👘 Sho	wCase HP Lase
4				m	H.		
Statu	s:	Read	ły			Print to file	Preferences
Local	tion:						
Com	nent:						Find Printer
Page	Range						
a A	i - C				N	umber of copies	s 1 🚔
0.5	election		C Curre	nt Page			- Longit
© P	ages:		1		15	[Colate	62-62
			age numb nple, 5-12	er or a singl	e	1	² ³ 1 ²

FIGURE 4-12: PRINT DIALOG BOX

- 3. Choose the printer, and then select any **Preferences** you'd like. Although not all of these options are available in every browser or printer, you may want to adjust:
 - Page Orientation: Change to Landscape
 - Scaling: Change to reduce the size of the printed material
 - Margins: Reduce to increase printable area
- 4. Print the document, check to ensure all information is included, and repeat steps with different print settings if necessary.

									P	age 1	of 1	Î
		<u></u>	Search Orbana	un 245 105 201	S Ball & Dollar B	No. Tape: Al			4	isplayi	ng items 101 - 1	25 of 516
	Dini Kare	Indone Name	Record Date	On Type	ilouh Igor	Red, Page	Deception #	Des legal	Revards.		Related	6.4
-	COMMITTEEN LANCED AN	CTERN FERMA INVA	0.01003	-	08	124,014	100,00041		EMAN		netated	Con
-	clines.	Clarge Kiden Leibell Inne	001001			100.071	NOLING #1		60x 10			
-	STREET, BOOKS IN	Inter-Particip (April 17)	0.0100	100	-	1008-005	1010.00101		1000			
-	ISSUED COP OF MERCH	INFRANCIAL COLUMN IN STREET	041053	-	08	108.001	ADD. NO. 87		1		21	\$1,000
_	INVESTIGATION AND A COMPANY AN	NUTRI NUMBER COMPANY	0.00001.0	-	108	108/904	NOR THOPS		(Nov 10			
	AMEND REPORTS AND AND A	MERCIN MATCHING MADE	10,000,000.0	-	-	100,004	1010.000.007		107		21	\$1,000
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FIGURE 4-13: EXAMPLE OF PRINTED PAGE WITH MISSING COLUMN INFORMATION

Exporting to CSV Before Printing

Although exporting to CSV (a spreadsheet) adds another step layer to the printing process, it provides the most flexibility when printing accurate and complete search records.

CAUTION: This method requires that you have a program that can read CSV files, such as Microsoft Excel.

To export to CSV and then print, follow these steps.

1. Perform a search for the results you'd like.

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	ACMERC	REAT NOTIONAL BANK	01/20/2012	444	08	2227/100	A201.2002100		COMMENTS.	120406	10.00
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	AND REAL PROPERTY AND A CONTRACT OF LONG.	AUTOR INSPACE COMPANY	05/03/2012	449	05.	1117/82	12012002888		TOOL BAS TELT	12	\$1,000.00
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	AND REAL PROPERTY AND A CONTRACT OF SMALL	JARREAN NUTSTAIL BANK	05/03/3013	449	08.	1117/127	12012002007		25	21.1	\$1,000.00
	AMERICAN DEPEND, PRIANCE OF IDIAL.	AMERICAN NUTSONAL BANK	05/03/2013	100	08	1117/129	A2012002104		2	21.1	\$1,000.00
	AMERICAN GENERAL FINANCE OF AME	AMERICAN HARTONIAL BANK	15/23/012	All	OA.	HEVEN	A281,2902559		21	21.	\$1,000.00
	AMERICAN DEVENUE PRIVACE OF ADVECT	ALC'N'S INCOMES COMPANY	05/03/0013	449	08.	111/111	A281,2802740		APPA TELENO	-0	\$1,000.00
	AMERICAN GENERAL FINANCE OF AREL.	ALCOMENTS INCOMPANY	05/03/2012	A85	OK.	118/18	A2012002561		ALPHA TELEVIS	45	\$5,000.00
	AUSTATE INSURANCE COMPANY	AMPROAS NUTSCHAR BANK	05/02/3013	444	08	110/10	42052002962		TOO, BAR TEL.	44	\$3,000.00
	ALSTWIC INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERIL	05/03/0012	Alli	OK .	110/047	A2012002505		tain.	11.	15,000.00
	AUSTWITE INSURANCE COMPANY	AMERICAN CENENAL PRANKE OF AMERIC	05/02/3013	489	-04	1111/140	42852902967		1025	11.	\$3,000.00
	HOL/WOOD SANDS LTD	DRETWOOD BLACK OLDE ASSN INC	05/03/2012	Alli	OK .	1187411	A2012002508		COMMENT	123456	\$0:00
	HOU/WOOD SANDS (70	DRETWOOD BEACH QUE ASSN INC	45423-0112	AR	08	117/159	A281,2902589		COMMONT.	120455	\$0.00
	HOL/WOOD MADE (TO	ORPTWOOD BLACK OLD MARA INC	01/03/3013	449	OK.	111/10	42812802870		COMMENT.	121676	80.00
1254											

FIGURE 4-14: SEARCH RESULTS

2. Click the **Export to CSV** button in the upper-left corner.



FIGURE 4-15: SEARCH RESULTS EXPORT TO CSV BUTTON

3. Depending on the Web browser you use, you will need to either select to **Open** the file or **Save** it to your computer.

Do you want to open or save SearchResu	Its.csv from qa.acclaim.aptitudesolutions.local?	Open S	ave 🔹	Cancel ×
FIGURE 4-16: EXAMPLE OF SA	ve banner in Internet Explorer			
Opening SearchResults	.csv			
You have chosen to	open			
SearchResults	.csv			
which is a: Mi	crosoft Excel Comma Separated Values File	(14.5 KB)		
from: http://q	a.acclaim.aptitudesolutions.local			
What should Firefor	do with this file?		h I	
Open with	Microsoft Excel (default)	-		
Save File				
Do this auto	matically for files like this from now on.			
	ОК	Cancel		

FIGURE 4-17: EXAMPLE OF SAVE DIALOG BOX IN FIREFOX

- 4. Open the file, and use the program's advanced print settings to ensure that all columns are printed and readable. You may want to change the following settings:
 - Page Orientation: Change to Landscape
 - **Scaling**: Change to reduce the size of the printed material
 - Margins: Reduce to increase printable area

Save	Print	
🛃 Save As	Copies 1 ‡	
🚰 Open	Print	
🕍 Close		
Info	Printer	
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🔀 Exit	Landscape Orientation	*
	Letter	
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	Narrow Margins	
	Left 0.25" Right 0.25"	
	No Scaling	-

FIGURE 4-18: EXAMPLE OF EXCEL'S PRINT OPTIONS

Viewing Document Details

Use the following steps to view the details of a document.

1. Access the document image after performing a search or using a direct link.

Auto-Load Images						
Book/Page: Clerk File #: Search Results	 1131 / 461 Ge A2012001027 Ge S 	Instruet Apolicology BK: 1191 PG: 441, 02/05/2012 11:15:01:00 AK, # OF Pugne 1 REDIA HARGEN, CLERK OF COURT ORIGIN COUNTY, FL. BY DEPOTY CLERK: 5 First 5 Lin REDIA Hard Clerk County Clerk County County Clerk Count				
Date: Book Type: Book/Page: Clerk File #: RS Code:	2/9/2012 OR - Official Records 1131/461 A2012001027	Image Not Available				
Number of Pages: Doc Type: NumberName	1 LN - LIEN					
Number Of Notices: Consideration:	1					
Grantor:	JOHN FRANK (5/23/2012 10:06 A					
Grantee:	SMITH JOHN (5/23/2012 10:06 A					
Notice Print Date:	3/21/2012					
Legal Description:	PS 1 T ALTAMONTE SPRINGS					

FIGURE 4-19: DOCUMENT DETAILS WINDOW

2. To view more of the document, use the Document Tools above the image.



FIGURE 4-20: DOCUMENT TOOLS

Save As: Use this button to open a small drop-down list and choose one of the two formats to . save the document, either **TIFF** or **PDF**.

NOTE: Saving a document requires an account that allows this action.

Print: Use this button to open a small drop-down list, and choose to either print all pages as . PDF, print the current page as a PDF, or print the current viewable area of the page.

NOTE: Printing a document requires an account that allows this action.

Toggle Thumbnail View: Use this button to toggle thumbnail images along the left side of . the pages in the current document.



Previous Page, **Next Page**: Use these buttons to move to the next or previous page of the current document. Alternatively, you can type the page number in the center text box to jump to that page.

- Fit Width or Height: Use this button to fit the page in the current window, either choosing to maximize its width or height.
- Zoom +, -: Use these buttons to zoom in or out on the image.
- View as PDF: Use this button to toggle the view in the Document Details window to a PDF. While in PDF view, you can choose to display all pages and then use the side scroll bar to navigate through the pages.

TIP: The View as PDF mode will remove the image tools, and you must switch back to the normal view to make them available again. However, while in PDF view, you can mouse over the PDF image and view the available commands your computer's PDF viewer has available to you.

3. To view other documents from the search results, use the navigation buttons in the left pane.

Book/Page:	1131 / 461 🙆				
Clerk File #:	A2012001027 Go				
Search Results:					
Date:	2/9/2012				
Book Type:					
Book/Page:					
Clerk File #:	lerk File #: A2012001027				
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Number of Pages:	1				
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Notice Print Date:	3/21/2012				
Legal Description:	PS 1 T ALTAMONTE SPRINGS				

- **Book/Page** Use the arrow buttons to move to the previous or next page in the current book, regardless of whether it appeared in the results. Alternatively, you can type a book or a page into the text boxes, and then click the **Go** button to jump to specific record.
- **Clerk File #** Use the arrow buttons to move to the next or previous instrument number (or system generated number), regardless of whether it appeared in the results.
- Search Results Use the arrow buttons to move to the next or previous document listed in the search results.

When you use the left navigation pane buttons, new documents do not open in the current tab. Instead, they will load in the *next tab to the right*. You must click the tab to view its contents because Acclaim Web will not switch to it automatically.

A2012002516 A2012002517		HELP
🗹 Auto-Load Images		_
Book/Page:	Click the new tab to open the	INST: REGI
Clerk File #: A2012	document	, A
Search Results:	r	ax: \$

Printing Documents

When you find document records in the Web search, you can print them out for later use.

Once you find a document you'd like to print, there are three different choices for printing it: print all the pages of the document, print the current page, or print the current view of the current page (to retain a zoom-enhanced view, for example).

Printing All Pages

To print all pages of the document in the Document Details window, follow these steps.

1. Ensure the document you want to print is showing in the **Document Details** window.

Auto-Load I	nages	
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FIGURE 4-21: DOCUMENT DETAILS WINDOW

2. Click the **Print** button on the image toolbar, and then select **Print all pages as Pdf** option in the drop-down.



FIGURE 4-22: PRINT OPTIONS, PRINT ALL PAGES

CAUTION: At this point, if you have pop-up blockers enabled in your Web browser, you may receive a pop-up alert. You will need to allow pop-ups to continue printing the document as a PDF.

3. Depending on the browser you use, a preview of the PDF and the **Print** dialog box will open.

From here, you can select the printer, page orientation, and other printer-controlled settings.

Print	and R. Total Contract of Contr
Prigter Microsoft XPS Document Writer Properties Advanced	Halp 😡
Copies 1	-
Pages to Print	Comments & Forms
e Bi	Document and Markups *
O Cyrrent page	
⊙ Pages 1-6	
► More Options	85x11 Inches
Page String & Handling	2000/04/94/05/2018/02/02/02/
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e Br	Bullingh
C Actual size	BUSE BELLEVIL
Shink oversized pages	TODy
Choose paper source by PDF page sign	The second
	Bar C Barry services
Orientation: Auto poptrait/landscape	Buen-
Portait	All an and a second sec
© Landscape	
Want to print colors as gray & black?	Deb/0002/Cananiamican
-	
	Page1 of 6
Page Setup-	Print Cancel

FIGURE 4-23: EXAMPLE OF PRINT DIALOG BOX

4. Select your preferred settings, and click the **Print** button.

Printing the Current Page

To print all pages of the document in the Document Details window, follow these steps.

1. Ensure the document you want to print is showing in the **Document Details** window.



FIGURE 4-24: DOCUMENT DETAILS WINDOW

2. Click the **Print** button on the image toolbar, and then select **Print Page as Pdf** option in the dropdown.



FIGURE 4-25: PRINT OPTIONS, PRINT CURRENT PAGE

CAUTION: At this point, if you have pop-up blockers enabled in your Web browser, you may receive a pop-up alert. You will need to allow pop-ups to continue printing the document as a PDF.

3. Depending on the browser you use, a preview of the PDF and the **Print** dialog box will open.

From here, you can select the printer, page orientation, and other printer-controlled settings.

NOTE: Because you chose to only print the current page, you will not see any of the selections for multiple pages in the printing options.



FIGURE 4-26: EXAMPLE OF PRINT DIALOG BOX

4. Select your preferred settings, and click the **Print** button.