

## HOW TO SEARCH ON THE WEBSITE

### NAME SEARCH

You will be able to do a name search back to the year that we have back indexed to and has been released to the internet.

### FINDING THE TOWNSHIP, RANGE & SECTION INDEX BOOKS ON THE WEBSITE

On the search screen:

- Go to the Book and Page search criteria
- Click the arrow by the Volume, will be a drop down
- Scroll down to TRS-INDX
- Look down below where you would put in search information
- Find the Township name and Section number you are searching
- Put in that Book number of the index book you will need to go to
- Leave the page blank
- Click Search
- Click on the very first line that comes up. Will be Line 1 and have TRS-INDX the Book Number followed by-0000
- That will pull up the page that will then show you what page in the Index book to start searching on.
- Now go back to Book and Page search criteria. Put in the Volume TRS-INDX put in the Book number and Page number.
- Click search
- That will pull up the page in the index that you need to begin searching on.
- To go to the next page, on the left- hand side under Instrument Info, click the "NEXT" button.

### HOW TO FIND SUBDIVISION INDEX ON THE WEBSITE

- Click on Subdivision Index
- Click the drop- down arrow or start typing the name of Subdivision
- Click Search
- This will pull up the Subdivision Index Card
- **Look down at bottom of index card in bold it will show the Book and Page numbers to use for searching on the computer.**
- Go back to Book and Page search criteria
- In Volume, put in TOWNLOT-INDX (using the drop-down arrow)
- Put in the Book and Page numbers
- Click Search
- This will pull up the index to search
- To move to the next page in the index, click the "NEXT" button that is on the left-hand side under Instrument Info.

## **HOW TO FIND A PLAT ON THE WEBSITE**

- Go to Subdivision Index
- Click the drop-down arrow or start typing in the Subdivision name
- Click Search
- On the Subdivision Index card get the Plat Volume Book and Page numbers
- Go back to Book and Page search criteria
- In Volume, put in PLAT
- Then put in the book and page numbers
- Click Search
- This will pull up the Plat to view