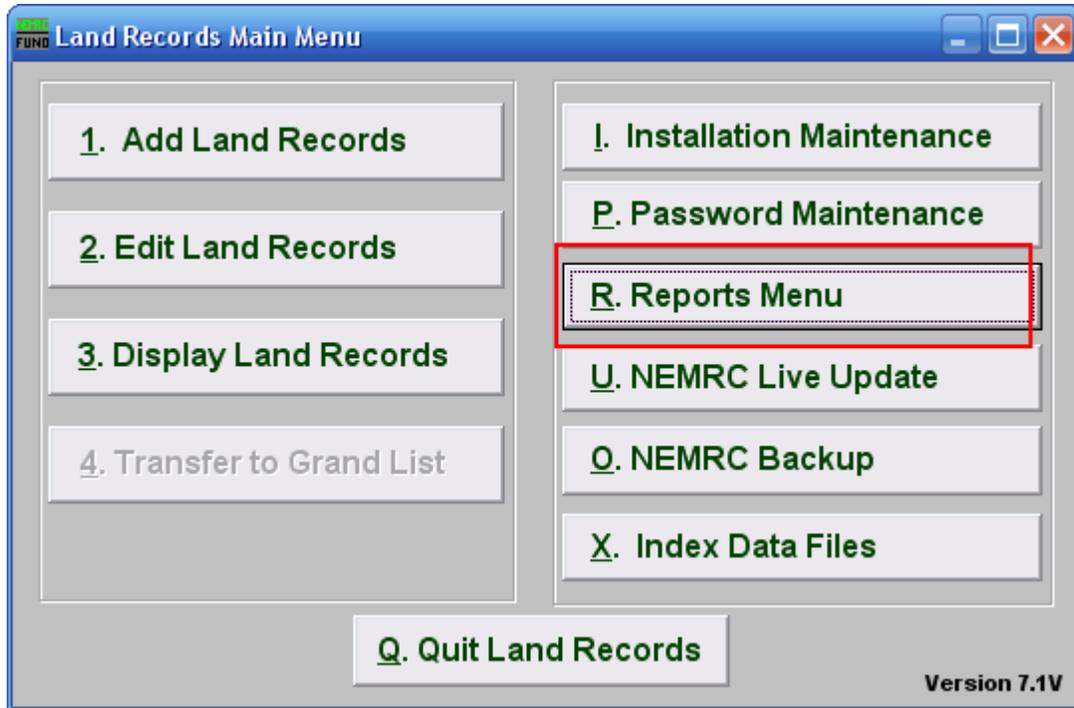


Land Records

R. Reports Menu: 3. 3 x 5 Index Cards

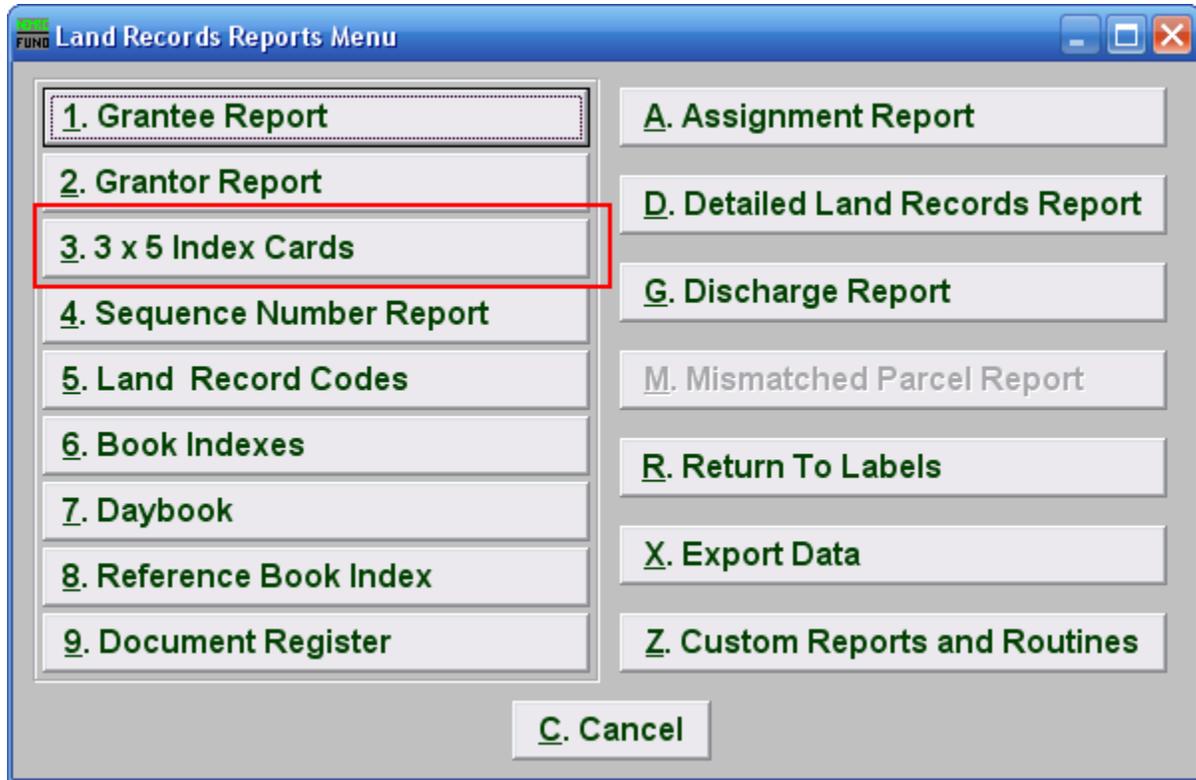
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Land Records



Click on “3. 3 x 5 Index Cards” from the Reports Menu and the following window will appear:

Land Records

3 x 5 Index Cards

All Unprinted

1 Report order: Sequence number Grantor/Grantee Book and page

Select by:

2 All unprinted
3 Book and page
4 Date range

5 All codes **Code range:** to
 Range of codes (blanks for all)

7 Sequence number on card **8** Reference information on card
9 All bold typeface **10** Allow two location lines on card

11 Card printing positioning Use default Up one line Down one line

12 Card feed (laser only) Standard sheets Single cards
Single card printing only supports laser printers with center feed

13 Card style Standard grantor/grantee cards Location cards

14 **15**

- 1. Report order:** Select the order to print the cards in: Sequence Number is an assigned entry number order by the system, Grantor/Grantee is based upon the name as entered on those lines, Book and page use the references made on the record.
- 2. All unprinted:** Select this option to print cards for all records that have not been previously marked as printed by the system.
- 3. Book and page:** Select this option to produce cards for a specific book and page range. See information below to continue.
- 4. Date range:** Select this option to produce cards for a specific date range of recordings. See information below to continue.
- 5. All codes OR Range of codes:** Select the choice of reporting on all codes or a specific range of codes.

Land Records

- 6. Code range:** Enter a specific range of codes to report or leave these fields empty to report on all codes. You may pick your start and ending ranges from a list by using the find button.
- 7. Sequence number on card:** Check this box to print the system assigned sequence number on the card.
- 8. Reference information on card:** Check this box to print the reference information on the card. This would be information from another source recording.
- 9. All bold typeface:** Click this box to have the cards print all data in **bold**.
- 10. Allow two location lines on card:** Click this box to have the cards print out both location fields if you use them.
- 11. Card printing positioning:** Select the option that best lines up the cards on your printer. Each printer has a slight difference in how the page is drawn in and placement of the print.
- 12. Card feed (laser only):** Select the card stock you are printing on for a laser. Standard is a 8 ½ “ by 11” page with three cards on it. A single card can be used only if you have a center feed on the laser like what is used for envelopes.
- 13. Card style:** Select the layout style for the cards. The Standard card is used by all clients except Barre City who uses the Location card style.
- 14. Print:** Click this button to print the cards. Refer to GENERAL PRINTING for more information.
- 15. Cancel:** Click “Cancel” to cancel and return to the previous screen.

Land Records

Book and Page

Report order: Sequence number Grantor/Grantee Book and page

Select by:
 All unprinted
 Book and page
 Date range

1 Book selection: BOOK 9

Page range: (blanks for all)
2 to 2

3 All codes Range of codes (blanks for all)

Code range: 4 to 4
Find Find

5 Sequence number on card **6** Reference information on card
7 All bold typeface **8** Allow two location lines on card

9 Card printing positioning: Use default Up one line Down one line

10 Card feed (laser only): Standard sheets Single cards
Single card printing only supports laser printers with center feed

11 Card style: Standard grantor/grantee cards Location cards

Print **12** **13** Cancel

- 1. Book Selection:** Select the book from the drop down list for card printing.
- 2. Page Range:** Enter page number values to select data for or leave blank to print them all.
- 3. All codes OR Range of codes:** Select the choice of reporting on all codes or a specific range of codes.
- 4. Code range:** Enter a specific range of codes to report or leave these fields empty to report on all codes. You may pick your start and ending ranges from a list by using the find button.
- 5. Sequence number on card:** Check this box to print the system assigned sequence number on the card.
- 6. Reference information on card:** Check this box to print the reference information on the card. This would be information from another source recording.
- 7. All bold typeface:** Click this box to have the cards print all data in **bold**.

Land Records

- 8. Allow two location lines on card:** Click this box to have the cards print out both location fields if you use them.
- 9. Card printing positioning:** Select the option that best lines up the cards on your printer. Each printer has a slight difference in how the page is drawn in and placement of the print.
- 10. Card feed (laser only):** Select the card stock you are printing on for a laser. Standard is a 8 ½ “ by 11” page with three cards on it. A single card can be used only if you have a center feed on the laser like what is used for envelopes.
- 11. Card style:** Select the layout style for the cards. The Standard card is used by all clients except Barre City who uses the Location card style.
- 12. Print:** Click this button to print the cards. Refer to GENERAL PRINTING for more information.
- 13. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.

Land Records

Date Range

Report order: Sequence number Grantor/Grantee Book and page

Select by:
 All unprinted
 Book and page
 Date range

Date range: to
(blanks for all)

Code range: to
(blanks for all)

All codes Range of codes

Sequence number on card Reference information on card
 All bold typeface Allow two location lines on card

8 Card printing positioning Use default Up one line Down one line

9 Card feed (laser only) Standard sheets Single cards
Single card printing only supports laser printers with center feed

10 Card style Standard grantor/grantee cards Location cards

- 1. Date range:** Enter a beginning and ending date range of data for card printing.
- 2. All codes OR Range of codes:** Select the choice of reporting on all codes or a specific range of codes.
- 3. Code range:** Enter a specific range of codes to report or leave these fields empty to report on all codes. You may pick your start and ending ranges from a list by using the find button.
- 4. Sequence number on card:** Check this box to print the system assigned sequence number on the card.
- 5. Reference information on card:** Check this box to print the reference information on the card. This would be information from another source recording.
- 6. All bold typeface:** Click this box to have the cards print all data in **bold**.

Land Records

- 7. Allow two location lines on card:** Click this box to have the cards print out both location fields if you use them.
- 8. Card printing positioning:** Select the option that best lines up the cards on your printer. Each printer has a slight difference in how the page is drawn in and placement of the print.
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- 10. Card style:** Select the layout style for the cards. The Standard card is used by all clients except Barre City who uses the Location card style.
- 11. Print:** Click this button to print the cards. Refer to GENERAL PRINTING for more information.
- 12. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.