Logging in to eSearch

⇒ If this is your first time accessing the search, you may login in as a guest user with potentially limited access or, if the site allows, you can create a user account.

⇒ If you already have an account, enter your User ID and Password and click the Sign In button.

⇒ If you do not have an account you can click the Sign in as a Guest button or if the site allows, you may create a user account. Registering for an account may have a subscription fee associated to it and in some cases may be necessary in order to print images or even view images.

⇒ If you are searching on a state portal, you must select the county or town from the list once you have logged in as a named user or guest.

Refer to the next page for help on creating a user account.
Creating a User Account

1. On the login screen, click the Create an Account link.

2. Click the check box I agree to the terms outlined above and click the I Accept button.

3. Provide the information in each required field (appearing red).

4. A banner message will display confirming the successful create of the user account.

5. Depending upon the site, one of the following will occur.

   ⇒ If the site requires the purchase of a subscription, click the Select link for the appropriate subscription. If a cost is associated to the subscription, a payment screen will display to process the payment. See Purchasing a Subscription.

   ⇒ If the site requires that the Site Administrator approve your account, you will receive an email indicating the account was approved or denied. When approved, you may login with your User ID and Password.
Purchasing a Subscription

Depending upon the site you are searching, purchasing a subscription when creating a new account may be required or when your current subscription has expired.

1. Click the select link for the subscription you wish to purchase.
2. Select the payment method and enter the payment information on the payment processing screen. Depending upon the site you may be permitted to use credit cards and/or apply funds to a prepaid account. In the latter, money is deposited to a prepaid account and any charges can be deducted from the account.

3. When the payment information is entered, click the Process button (#3 in the example above). This button reflects the payment type selected. You will automatically be logged off and back on as the new user without interruption.
Create a Prepaid Account

1. This can be accessed in one of two ways.
   - Log in with your User ID and Password then click the My Account link at the top of the page and then click the Manage Prepaid Accounts link.
   - Log in with your User ID and Password and then click the Prepaid Accounts link at the top of the page.

2. Click the Create New Account button.
3. Type an account name and then click the **Save New Account** button.

4. A yellow banner will display a message indicating that it was successfully added.

5. You are now ready to add funds to the account.

6. Click the **Add Funds** link.
7. Type the dollar amount you wish to deposit to the account in the **Recharge Amount** box and then click the **Add to Shopping Cart** button. Note that this may be limited by a maximum dollar amount.

8. A yellow banner will confirm the amount was added to the prepaid account.

9. Process the payment by clicking the **Shopping Cart** link at the top of the screen and then supplying the payment information.
Searching

Tabs at the top of the screen depict the various types of searches you may perform. To do a basic name search, click the Name tab or the Quick Name tab depending upon which is available to you.

You may click the Enable AutoComplete check box if you would like to take advantage of selecting the name from a drop down list. A drop down list of names will be available after typing the first three or more characters of a name.

Enter at least the first few characters of the last or firm name. If you wish to define the search even further, you may enter and select any other criteria on the screen.

Tip:
To add an additional filter to your search, you can select one of the following.

- Begins With (Finds only names that begin with the letters in the criteria)
- Contains (Finds any names that contain letters in the criteria)
- Exactly (Finds only names that match the criteria exactly)
- Sounds Like (Finds names that sound like the criteria. For example, when searching ‘Smith’ names like Smythe and Smith will both be retrieved.)
Note: Because the screens vary based upon whether you are using the Quick Name search or the Name search, both scenarios will be provided.

⇒ When you are finished entering your criteria, click one of the following.

► **Name Search** — Click the **Search — Show Final results** button to view all names matching your criteria, or click **Search — Show Names List** for a listing of unique names.

► **Quick Name** — Click the **Search (All Matches)** button to view all names matching your criteria or click the **Search (Directory)** to first display a directory listing of unique names.
If you chose to view a Directory of Names (Search – Show Names List or the Search (Directory)) you will be required to select the names you wish to view and click then click the Return Selected Names button or the Get Documents button depending on your version. From these screens you may also navigate to additional pages of results by clicking the page link (example 1) or clicking the page arrows (example 2).

Tips:
To print results, click the Print Current Page link (example1) or click the Printer icon (example 2). In example 2 you also have the ability to print your search criteria with the number of results found.

In the second example, you can also do the following:

- Determine the number of names you wish to show on each screen by clicking in the per page box.
- Click the Search Criteria tab to return to the search screen and view number of results and date/time.
- Click the Tips and Tricks tab to access searching assistance.

Once you have selected your names from the Name Directory screen or if you chose to view your matching results immediately, the following screen will display.

A plus sign in a field (+) indicates that there are additional names or property associated to the document that are not currently displayed. Click on the symbol to expand the row and display the additional names and/or property. Click the minus sign (-) to collapse and hide the information.
⇒ Numbers appearing in the References column indicate that the document is linked to an original or another document. When viewing the document in detail, the referenced document will display at the bottom of the page.

Tip: To sort results by a data column, click the underlined column heading such as Date or Book/Page.

⇒ To view all the recorded information for a document, click the book/page or file number link. To view multiple documents click the check boxes on the left and then click the View Selected Details link. Depending upon the version in use, you may click the check box beside the book/page or file number and then click the folder icon to view all the documents in the list.
To view the image page(s) associated to the document, click one of the following depending upon what is available on the site.

- **Image page number link**

- **Camera icon**

- **Document Page Icon**

If the Document Page icon was available to you as shown in the last example, you can also select to view all images associated to the documents on the page by clicking the check box beside the document icon rather than clicking the Document Page icon.

**Tip:** In the last example shown here, you can select to view all images associated to the documents on the page by clicking the check box beside the document icon rather than clicking the Document Page icon.
Purchasing Images

When you are viewing the document you can purchase the entire document or just specific pages of the document. For details on each icon and button on the image viewing screen, refer to the last two pages of this document.

- To purchase the entire document, click the Add Document to Cart or the Purchase Document link.

- To purchase selected pages, click the Add Selected Page(s) to Cart or the Purchase Selected Page(s) link.

Processing the payment as a registered user

- If you did not select an Express Checkout option, you will need to click on the shopping cart link at the top of the screen to begin the payment processing.

- Select the payment method, enter the payment information and then click the Process button.

- Click Ok to confirm the purchase.
If you wish to print the receipt, click the **Print Receipt** button.

**Processing the payment as a Guest**

- Type your reference number, and click **Print at Counter**.

- The banner will display a message confirming your purchase and indicate the receipt number or indicate that the printed copy will be available at the counter.

- Click the **Close** button and purchase your request(s) at the front counter.
Printing Images

While viewing images or if required by the site, you have processed the payment for the images, you can print the entire document or just specific pages. For details on each icon and button on the image viewing screen, refer to the last two pages of this document.

- To print the entire document, click the Print button and then click All Pages.

- To print specific pages, click the box below the thumbnails you wish to print. Next, click the Print button and then click Selected Pages.
Saving Images

⇒ If permitted on the site, you may have access to save the image pages after purchasing the document. This can be done from the image viewing screen or from the print dialog screen.

*Image Viewing Window*

- Save Document as Image – Saves the image in a TIF format.
- Save Document as PDF – Saves the image in an Adobe PDF format.

*Print Dialog Window*
View and Reprint Receipts and Image Pages

1. Log in using your User ID and Password. Next, click My Account and then click the Purchase History link.

2. To view all your purchases, click the Search Transactions button. If you wish to be more specific about your search, supply as much information in the fields as you can and then click the Search Transactions button.

3. You can click the receipt number link to print and or view/print the image pages. You can also click the Images link to go directly to the image viewing screen.
⇒ **Receipt Number Link**

When you click the receipt link, a summary displays with the ability to print the receipt.

⇒ **Images Link**

When you click the Images link on the search transaction screen, the image pages will display with the ability to print and/or save.

⇒ When you have finished searching, please verify that you have logged off eSearch by clicking **Sign Out**.
### IMAGE VIEWING ICONS

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hide Index Information</td>
<td>This button hides the index information appearing above the image. This will allow for more viewing area of the image.</td>
</tr>
<tr>
<td>Save Document as Image</td>
<td>Saves the document as a .TIF file. This button is only available on some sites and may require purchase of the image.</td>
</tr>
<tr>
<td>Save Document as PDF</td>
<td>Saves the document as an Adobe PDF file. This button is only available on some sites and may require purchase of the image.</td>
</tr>
<tr>
<td>Next/Prev Book/Page of Next/Prev File Number</td>
<td>Displays the image associated to the next page within the book you are viewing or the next file number. After clicking this link, click the <strong>Prev</strong> or <strong>Next</strong> link.</td>
</tr>
<tr>
<td>Related Records</td>
<td>Displays the images of any documents related to the current image you are viewing.</td>
</tr>
<tr>
<td>Hide Toolbar/Show Toolbar</td>
<td>Hides the icon toolbar. To redisplay the toolbar if hidden, click <strong>Show Toolbar</strong>.</td>
</tr>
<tr>
<td>Jump to Thumbnail/Go Button</td>
<td>To display a specific image page in the active image window, type the thumbnail image page number and click the <strong>Go</strong> button.</td>
</tr>
<tr>
<td>Add Selected Page(s) to Cart</td>
<td>To purchase specific pages, click the box appearing under the thumbnail page(s) you wish to purchase and click <strong>Add Selected Page(s) to Cart</strong>. This button is only accessible with some deployments.</td>
</tr>
<tr>
<td>Add Document to Cart</td>
<td>To purchase the entire document, click the <strong>Add Document to Cart</strong> link. This button is only accessible with some deployments.</td>
</tr>
<tr>
<td>Purchase Selected Page(s)</td>
<td>To purchase specific pages and process the payment immediately, click the box appearing under the thumbnail page(s) you wish to purchase and click <strong>Purchase Selected Page(s)</strong>. This button is only accessible with some deployments.</td>
</tr>
<tr>
<td>Purchase Document</td>
<td>To purchase the entire document and process the payment immediately, click the <strong>Purchase Document</strong> link. This button is only accessible with some deployments.</td>
</tr>
<tr>
<td>Print Button</td>
<td>Selected Pages – Prints only the document pages that have been selected. To select, click the check box under the thumbnail image or click the Select All icon.</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>All Pages – Prints all pages of the document.</td>
</tr>
<tr>
<td></td>
<td>Visible – Prints only the part of the image page that is currently viewable on the monitor.</td>
</tr>
<tr>
<td></td>
<td>Transformed - Prints any manipulations made to the image such as rotation, etc.</td>
</tr>
<tr>
<td></td>
<td>This button may only be available after purchasing the image page(s).</td>
</tr>
<tr>
<td>Select All Icon</td>
<td>Selects all document pages and places a check mark in each of the thumbnail boxes indicating they have been selected.</td>
</tr>
<tr>
<td>Clear All icon</td>
<td>Deselects all document pages.</td>
</tr>
<tr>
<td>Pan Icon</td>
<td>Allows clicking the image in focus to navigate to specific areas on the image page.</td>
</tr>
<tr>
<td>Zoom Icon</td>
<td>Changes the cursor to a cross. Click and drag the mouse around the area you wish to enlarge for viewing.</td>
</tr>
<tr>
<td>Zoom In Icon</td>
<td>Enlarges the image page in view. Continue clicking this icon until the size is as desired.</td>
</tr>
<tr>
<td>Zoom Out Icon</td>
<td>Minimizes the image page in view. Continue clicking this icon until the size is as desired.</td>
</tr>
<tr>
<td>Magnify Icon</td>
<td>Magnifies an area on the image by simply clicking and holding the mouse click while moving the mouse on the image page.</td>
</tr>
<tr>
<td>Actual Size</td>
<td>Displays the image in the actual size it was scanned.</td>
</tr>
<tr>
<td>Fit to Width/Fit to Height</td>
<td>Fits the image page to the width or height of the screen.</td>
</tr>
<tr>
<td>Fit to Screen</td>
<td>Fits the image page to the size of the viewing area.</td>
</tr>
<tr>
<td>Rotate Clockwise/Rotate Counter Clockwise</td>
<td>Rotates the image clockwise and counter clockwise.</td>
</tr>
<tr>
<td>Mirror Icon</td>
<td>Reverses the image as if viewing in a mirror.</td>
</tr>
<tr>
<td>Flip Icon</td>
<td>Flips the image upside down.</td>
</tr>
<tr>
<td>Invert Icon</td>
<td>Changes the image from black on white to white on black. This feature aids in viewing text that may be difficult to read otherwise.</td>
</tr>
</tbody>
</table>
Enhance Icon – Displays a popup screen to allow changing the contrast and brightness lighter or darker.

Settings Icon – Displays a screen where the thumbnail size, horizontal, vertical and degree of rotation can be manipulated.

Help Icon – Displays the help page.

Displays a secondary window that displays just the image in focus with the viewing icons, print button and page navigation.

Displays the first page or the previous page.

Displays the next page or the last page.

This tab appearing between the thumbnail images and the image will hide the thumbnail images appearing in the left pane.

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**PRINT IMAGE SCREEN AND COPY TO CLIPBOARD**

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The print icon is available on the print image window after clicking the print button on the image viewing screen and then clicking the print button on the print dialog window. The following options are available:

- **Pages to Print** - Can select to print all pages, one page or a page range.
- **Page Size Options** - Correct paper size should be selected. If document is non-standard size, user must ensure correct paper size has been selected.

**Copy Image**

To copy an area of the image page, you must have first clicked the Print button on the image viewing screen and then selected the Selected pages or All Pages option. When the print dialog screen displays, click the cancel button. Next, click and hold the mouse click while selecting an area of the image to copy. Next, right click in the shaded (selected) area and click **Copy Image**.