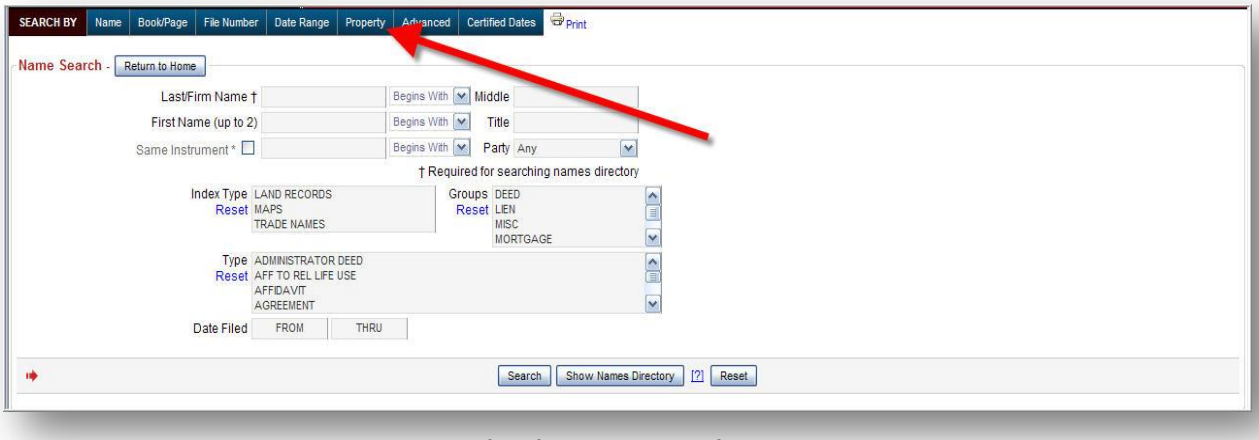
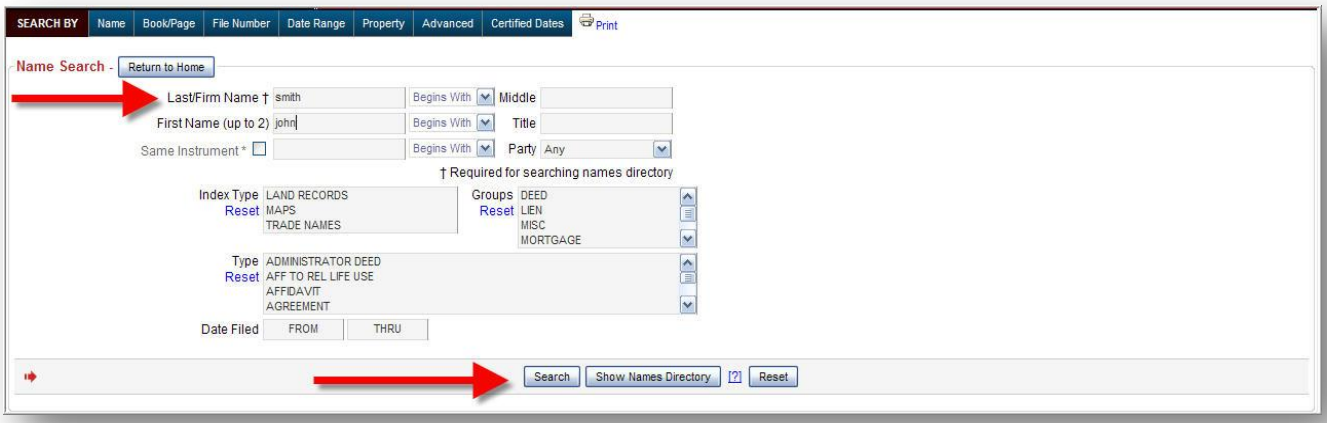
Getting Started with eSearch

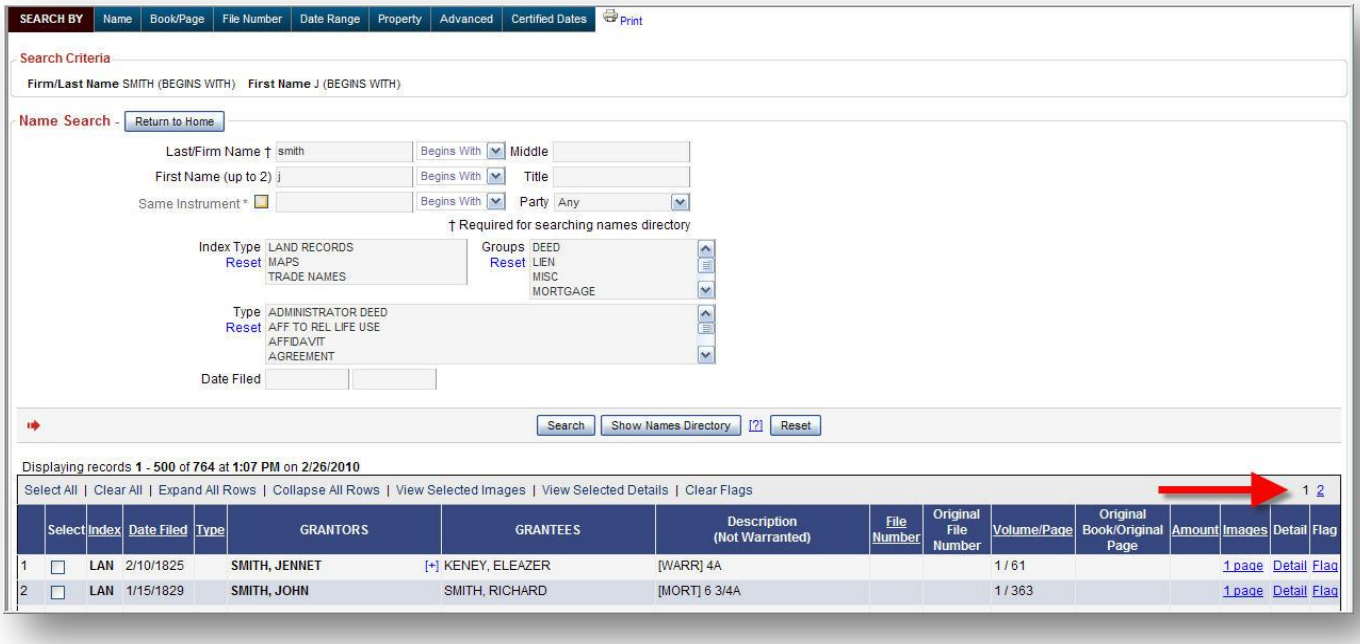
⇒ The first screen you will see is the Name Search. If you prefer to search by a different method, click on the appropriate tab.



⇒ For a **Name Search** you must enter at least the first few characters of the Last or Firm Name. Once you have entered or selected your search criteria click **Search** to view all names matching your criteria, or click **Show Names Directory** for a listing of unique names.



⇒ If your search results in more names than will fit onto one screen, you will be able to view the additional names by clicking on the page number links located at the top and bottom right side of the screen.



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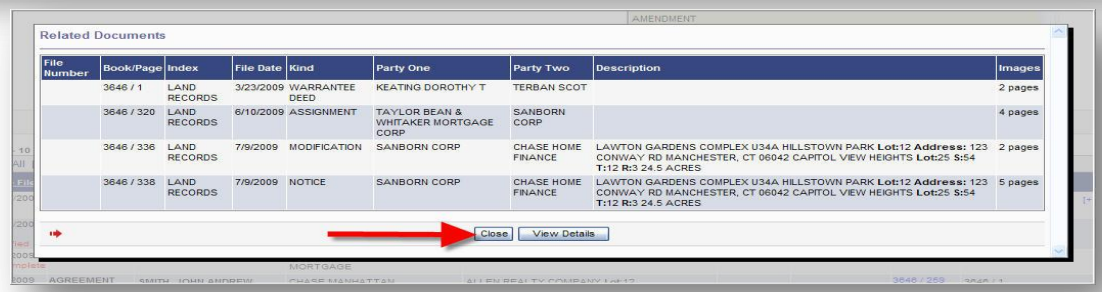
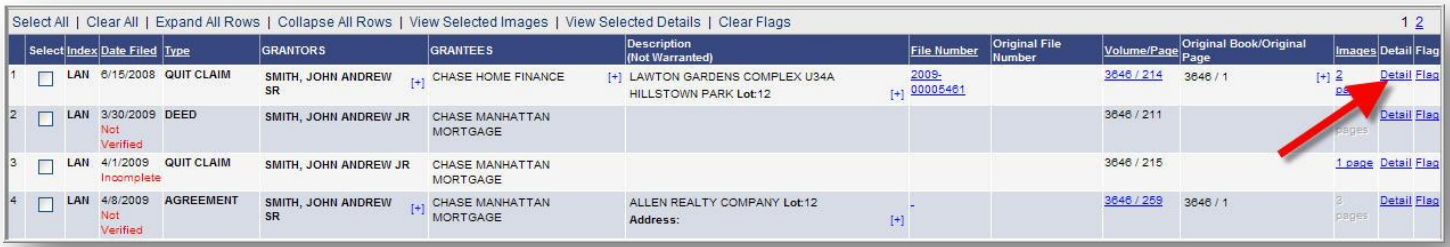
⇒ A field that has a [+] indicates that there are additional names or property within the instrument. Click on the symbol to expand the row, displaying the additional names and/or property. Click the [-] to collapse the row.

⇒ A File Number or Book/Page Number that is underlined indicates that there are related documents. To view the related documents, click either the File Number link or the Book/Page link.

⇒ When you are finished viewing the related information, click **Close**.



⇒ To view the complete indexed instrument, click the **Detail** link for that instrument.



⇒ To return to the previous screen, click the **Return to Previous Page** button.

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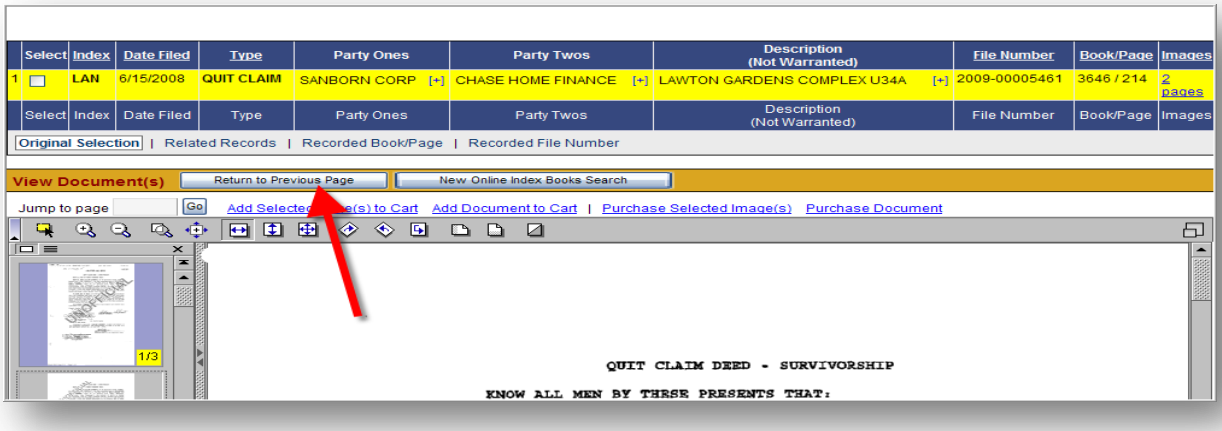
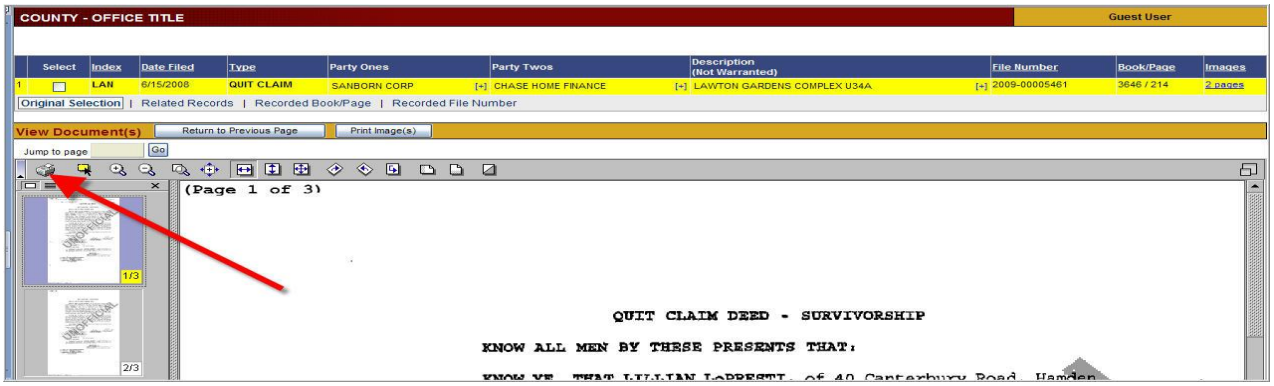
⇒ To view the image(s) associated with the instrument, click the **Page** link.

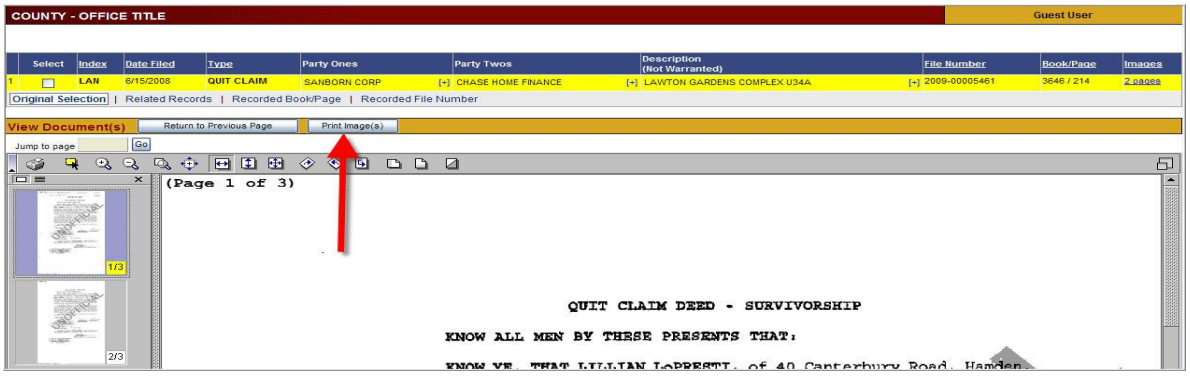
⇒ To return to the previous screen, click the **Return to Previous Page** button.



⇒ To select specific images for purchasing, hold down the **CTRL** key on the keyboard and click on the thumbnails of the images that you want. Then click the printer icon.



⇒ To print and purchase the entire document, click the **Print Images** link.



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