

Instructions for Davie Imaged Index (Scanned Land Record Index Books) Indexing Data from 1837 through December 31, 1992

The Register of Deeds has completed the digital conversion of four sets of land record index books, with filing dates ranging from 1837 – December 31, 1992. This portion of the site allows the user to search these scanned land record index books. The index books were scanned to replicate the actual index books in the office. These books are not in alphabetical order, but rather in alphabetic sub letter sections (such as Aa-Ac) with “set outs” of more common names (such as “Smith”). Specific instructions are listed below in detail.

Images Available Deed Books 1-212 have been Digitized and Deed of Trust Books 71-304 have been Digitized

When reviewing the imaged index books, there is a column of instrument types that indicates which book the instrument can be found in. For the vast majority of the instruments, that is either the Deed or the Deed of Trust book. All of the Deed books have been digitized (books 1-212) and are available from the imaging portion of the imaged index program. Deed of Trust books were digitized back to book 71. Therefore, you may request to see the image for Deed of Trust books 71 and higher. In addition, there are examples of miscellaneous instrument types that are not Deeds or Deeds of Trust. As a general rule, all of these documents can be found with a search of the Deed book. If the requested image is not found by searching the Deed book, then the miscellaneous book referenced was likely not digitized.

Special Note Regarding Beginning Numbers in the Corporate Name

In the 1968-1992 index, there is a separate section (corporate) for “numerics.” A numeric is a corporate name that begins with a number or a symbol instead of a letter. The other three sections do not have a separate section for numbers. In these sections, you find the number in the place where it would fall alphabetically. For example, if you searched for “1st National Bank,” you would find it under “First National Bank.” Even in the 1968-1992 section, it is possible that the name is in the alpha section and/or the numeric section. We recommend that you search both places for these types of names.

Instructions for Index Books from 1837-1992

When searching:

- Choose **Type** (Land; you will have no other option)
- Choose **Subtype** (1-Grantor or 2-Grantee)
- Choose **Year Range** (there are four ranges available)
- Choose **Human** (person) or **Corporation** (all business entities)

- Input either the last name (person) or the beginning of the corporate name (business)
 - The system displays the first page of the alphabetic sub-break where the name appears (such as Aa-Ac). In addition, all “set outs” (common names) are displayed on the left hand side of the screen (such as “Smith”). If there are no set outs, none will be displayed.
 - To access a set out name, double click on the name and the system will display the first page of the set out.
- When you have accessed the correct page, you may use the tools on the left side of the display to advance the page forward and backward, print the viewed page, perform additional searches, or link to the image(s) referenced in the index (see below).
- To **access the image of the document**, choose the **book type** from the drop down menu and **type** in the **book and page** at the top right of the screen and **click** on “view page.” If the image has been digitized, the image will be displayed in a new window.

Additional Features

- You may use the mouse tools and the tool bars to the right of the image to move the image up and down to look at entries at the top/bottom of the page.
- The size of the displayed image can be modified by changing the “zoom” setting on the left hand side of the screen (above the name matches). This setting is set by default at 15 the first time you access the scanned index books. If you change the setting, the system will retain that setting as long as you are using the site. If you close your browser, the zoom will revert to the default setting the next time you access the scanned index books.
- To advance from one index page to the next, use the orange arrows on the left side of the display. The forward and back arrows will move the system one page at a time. The drop down menu in between the arrows will allow the user to move to another page in the original book by selecting that page.
- The index page may be printed by clicking the print page button on the left side of the display.
- Mouse tools are used as follows:
 - If “Tool Zoom” is selected, left clicking the mouse while the cursor is on the image will increase its size. Right clicking will reduce the size of the image.
 - If “Tool Zoom Rect” is selected, the user can create a box by left clicking and “drawing” the box around a portion of the image. The display will then put this box in the screen, maintaining the proportionality of the image.
 - If “Tool Hand” is chosen, the user may move the page on the screen by left clicking and holding down the cursor while the cursor is over the image. The left click acts as a hand “grabbing” the image. The page may

not move until you have released that page by releasing the left click on the mouse.

- If “Tool Mag” is chosen, left clicking with the mouse while the cursor is over the image will create a magnifying glass. This magnifying glass will move as you hold the left click down and move the mouse in any direction. This tool is especially helpful if the image is somewhat difficult to read because the original image was darker from use.
- If “Tool None” is chosen, no tools will be active.