

## Searching County Records within Ingenuity

1. Click "Look Up Land Records"
2. Sign-in, create a new account, or chose to Pay-Per-Document
3. In "Search Type," select what you will use to search (ie, Name, date range, book and page number, etc)
4. Enter the relevant search term information and set a date range (if applicable)
5. Select whether you wish to search by Grantor, Grantee, Assignee, or all of the above
6. Clicking the "Starts With" checkbox will only return results of words that begin with your given terms. Example: A search term of "Joh A" will return results for "Johns Adam" and "Johann Ansley." However leaving "Starts With" unchecked will return results that *contain* your search terms (Example: "Joh A" would return "Johrdan Murphy Estate")
7. The "Instrument Type" field allows you to choose one or more instrument types to search. (Note: Instrument Type is not the same as Book Type). Hold down the "CTRL" key on the board to select multiple Instrument Types or to deselect as desired.
8. Click the "Search" button when you are ready

### Search Results Page

When combing through the results for your desired record(s), you can:

- A. Filter out records by specific names by clicking "Index Filter":

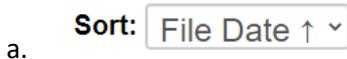


- B. Increase/Decrease the number of records displayed here:

**Results Per Page:**



- C. Control how the records are sorted here:



- D. View the results in a condensed/list view by clicking this button (Clicking this option will open a new tab):



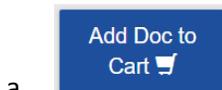
- E. If a single page, this button will allow you to view the document:



- F. If multiple pages, this button will allow you to view and click-to-select specific pages to purchase:



- G. This button will add the entire document to your cart:



- H. If the record has a cross-reference, this will appear. Click to view the details:

a. [View Details To See Cross Referenced Records To This Instrument](#)

### Condensed/RunList View

When combing through the results for your desired record(s) via the Condensed View:

- By default, you will only see the first index for both Grantor and Grantee. This button will display all indexed names on the records:



Show All Index

- Clicking the record's Book/Page number will open the document in a pop-up box for viewing:

**BOOK/PAGE**



1/133

- Clicking "Add to Cart" will add the entire document to you cart
- If you wish, you can hide the cart button by clicking, "Hide Cart Button" for a cleaner display:



Hide Cart Button

- To find a specific term within the page, try hitting "Ctrl + F" on the keyboard to search within the results

### Downloading and Printing Documents

After purchasing your documents and/or selected pages, you will receive a prompt on screen to download your records. A receipt and a document download link will also be sent to your provided email address. If you created a free user account and purchased records while logged into your account, then your files can also be found by clicking the "My Documents" button from the home screen.