Using the Acclaim Web Search Features

This document includes information on how to use the Acclaim Web client to search for and print official records.

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Search Options
There are many different search types you can perform. The search options can be found along the top of the search page as well as the main search page.

Search Types Overview
Each search type has search tips to help you get the results you want.

NOTE: This is just an example of the many search types you can perform on the Web. The search types available to you may not be the ones shown here.

Official Records Searches
- **Names** – Search for party name or company.

- **Book/Page** – Search by Book Type, Book, and Page
- **Doc Type** – Search by document type(s) or categories

- **Clerk File # (Instrument #)** - Search by a book type and Clerk File (or instrument) number.

- **Legal Description** - Search by the unparsed legal description.

- **Doc Legal** - Search by parsed legal fields and book type.

- **Consideration** – Search by a lower range and upper range consideration amount.

- **Record Date** – Search a document by the date it was recorded

- **Simple Search** - Search by name and select a question to help guide search.
- **PIN #** - Search by parcel number, date, and doc type.

![PIN #](image)

- **Comments** - Search by remarks made on official documents.

![Comments](image)

- **Case Number** - Search by the reference or case number.

![Case Number](image)

**Marriage Record Searches**

- **Marriage by Date** - Search marriage records by date recorded or date of marriage.

![Marriage by Date](image)

- **Marriage By Name** - Search marriage records by name.

![Marriage by Name](image)
Vitals Searches

- **Vitals by Date** - Search birth and death records by date recorded.

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**TIP:** In Johnston County, the earliest date should be entered as 1/1/1966.

- **Vitals By Name** - Search birth and death records by name.

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Filing Searches

- **Filing** - Search records by filing name information and doc type.

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Non-Indexed (Alpha Index) Searches

- **Non-indexed** - Search through legacy indexes (PDFs) by alphabetical names, book/page, or by instrument ID.

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**NOTE:** This is a meta search. Once the information is found in the legacy index, another search on the information needs to be performed to actually view the Document Details.
Performing Searches

Use the following steps to perform a search for a document on the Web.

1. Select the search type from the main page or the navigation pane.

2. Read and accept the disclaimer terms.

3. Enter the required search criteria, indicated by the dark gray fields and red asterisks *.

4. Click the **Search** button.

5. The search results are displayed.
   
   1. If you perform a name search, a subset of the names appear in the **Select Names** window.
2. Select the names you want, and click **Done**.

6. The search results are displayed in the window.
7. To view additional index information about a document (or view the images if you have a subscription account), click anywhere in the record’s row. The **Document Details** window opens.

![Image Not Available](image)

**Figure 4-6: Document Details Window**
Working with Search Results

Once you complete a search, the results matching the criteria you selected appear in a table. To make finding or printing results easier, you can manipulate them in a number of ways.

- **Search Criteria**: Mouse over the Search Criteria button in the upper-left corner to show the search criteria the results are based on.

![Search Criteria Showing](image)

**NOTE**: If you do not see the Release Through information, it may be due to a browser compatibility issue.

- **Clear**: Use the Clear button in the upper-right corner to clear the search results and re-open the search entry fields.

- **Word Wrap**: Use the Word Wrap button in the upper-right corner to wrap the text in the columns, making it easier to resize the columns without hiding information.

- **Refresh**: Use this button to refresh the results with the latest indexed documents. The Released Through information at the top of the results shows you when these results were last received.

![Release Through Information](image)

**NOTE**: If you do not see the Release Through information, it may be due to a browser compatibility issue.

- **Search Form Toggle**: Use the Search Form Toggle arrow to hide or reveal the search form once the results have been displayed. This allows you to change the search criteria or create an entirely new search should you need to.

![Search Form Toggled](image)
Filtering Search Results

Filtering results allows you to narrow down the search and view only results that are most relevant. Use the following steps to filter the search results.

1. Click the first down-arrow, and choose the column by which you'd like to filter.

   ![Filtering Search Results](image)

2. Click the second down-arrow, and choose the matching type.

   ![Filtering Search Results](image)

3. In the blank field, enter all or part of the criteria by which you'd like to filter, and then click the Filter Grid button. The results are filtered.

**NOTE:** Click the Reset Grid button to return to the full search results.
Printing Search Report Results

You may find it useful to print the results of a search as list with column headers. There are two ways to do this; using the Print button on the screen or exporting to a .CSV file and then printing from there.

Using the Search Results Print Button

Using the Print button in the search results is the fastest method, but generally does not provide desirable results. The reason for this is that it relies on the browser to distinguish what should be printed.

**CAUTION:** Often, the browser simply chooses what is viewable to you on the screen. It will not pick up areas to which you must scroll or navigate. This results in very small images, columns being truncated, or results being left off.

1. Perform a search for the results you'd like.

![Figure 4-10: Search Results](image)

2. Click the **Print** button in the upper-right corner.

![Figure 4-11: Search Results Print Button](image)
The **Print** dialog box opens.

![Print dialog box](image)

**Figure 4-12: Print Dialog Box**

3. Choose the printer, and then select any **Preferences** you'd like. Although not all of these options are available in every browser or printer, you may want to adjust:

   - **Page Orientation**: Change to Landscape
   - **Scaling**: Change to reduce the size of the printed material
   - **Margins**: Reduce to increase printable area

4. Print the document, check to ensure all information is included, and repeat steps with different print settings if necessary.

![Printed page with missing column information](image)

**Figure 4-13: Example of Printed Page with Missing Column Information**
Exporting to CSV Before Printing

Although exporting to CSV (a spreadsheet) adds another step layer to the printing process, it provides the most flexibility when printing accurate and complete search records.

CAUTION: This method requires that you have a program that can read CSV files, such as Microsoft Excel.

To export to CSV and then print, follow these steps.

1. Perform a search for the results you’d like.

   ![Figure 4-14: Search Results](image)

2. Click the **Export to CSV** button in the upper-left corner.

   ![Figure 4-15: Search Results Export to CSV button](image)
3. Depending on the Web browser you use, you will need to either select to **Open** the file or **Save** it to your computer.

![Image: Example of Save banner in Internet Explorer](image)

**FIGURE 4-16: EXAMPLE OF SAVE BANNER IN INTERNET EXPLORER**

4. Open the file, and use the program’s advanced print settings to ensure that all columns are printed and readable. You may want to change the following settings:

- **Page Orientation**: Change to Landscape
- **Scaling**: Change to reduce the size of the printed material
- **Margins**: Reduce to increase printable area

![Image: Example of Excel's Print Options](image)

**FIGURE 4-18: EXAMPLE OF EXCEL’S PRINT OPTIONS**
Viewing Document Details

Use the following steps to view the details of a document.
1. Access the document image after performing a search or using a direct link.

![Figure 4-19: Document Details Window](image)

2. To view more of the document, use the Document Tools above the image.

![Figure 4-20: Document Tools](image)

- **Save As** Use this button to open a small drop-down list and choose one of the two formats to save the document, either **TIFF** or **PDF**.

  **NOTE:** Saving a document requires an account that allows this action.

- **Print** Use this button to open a small drop-down list, and choose to either print all pages as PDF, print the current page as a PDF, or print the current viewable area of the page.

  **NOTE:** Printing a document requires an account that allows this action.

- **Toggle Thumbnail View** Use this button to toggle thumbnail images along the left side of the pages in the current document.
• **Previous Page, Next Page:** Use these buttons to move to the next or previous page of the current document. Alternatively, you can type the page number in the center text box to jump to that page.

• **Fit Width or Height:** Use this button to fit the page in the current window, either choosing to maximize its width or height.

• **Zoom +, -:** Use these buttons to zoom in or out on the image.

• **View as PDF:** Use this button to toggle the view in the Document Details window to a PDF. While in PDF view, you can choose to display all pages and then use the side scroll bar to navigate through the pages.

**TIP:** The View as PDF mode will remove the image tools, and you must switch back to the normal view to make them available again. However, while in PDF view, you can mouse over the PDF image and view the available commands your computer’s PDF viewer has available to you.

3. To view other documents from the search results, use the navigation buttons in the left pane.

- **Book/Page** - Use the arrow buttons to move to the previous or next page in the current book, regardless of whether it appeared in the results. Alternatively, you can type a book or a page into the text boxes, and then click the **Go** button to jump to specific record.

- **Clerk File #** - Use the arrow buttons to move to the next or previous instrument number (or system generated number), regardless of whether it appeared in the results.

- **Search Results** - Use the arrow buttons to move to the next or previous document listed in the search results.
When you use the left navigation pane buttons, new documents do not open in the current tab. Instead, they will load in the next tab to the right. You must click the tab to view its contents because Acclaim Web will not switch to it automatically.
Printing Documents

When you find document records in the Web search, you can print them out for later use. Once you find a document you’d like to print, there are three different choices for printing it: print all the pages of the document, print the current page, or print the current view of the current page (to retain a zoom-enhanced view, for example).

Printing All Pages

To print all pages of the document in the Document Details window, follow these steps.

1. Ensure the document you want to print is showing in the Document Details window.

   ![Figure 4-21: Document Details Window](image)

2. Click the Print button on the image toolbar, and then select Print all pages as Pdf option in the drop-down.

   ![Figure 4-22: Print Options, Print All Pages](image)

CAUTION: At this point, if you have pop-up blockers enabled in your Web browser, you may receive a pop-up alert. You will need to allow pop-ups to continue printing the document as a PDF.
3. Depending on the browser you use, a preview of the PDF and the Print dialog box will open.

From here, you can select the printer, page orientation, and other printer-controlled settings.

![Print dialog box example](image)

**Figure 4-23: Example of Print Dialogue Box**

4. Select your preferred settings, and click the Print button.

**Printing the Current Page**

To print all pages of the document in the Document Details window, follow these steps.

1. Ensure the document you want to print is showing in the Document Details window.

![Document Details window](image)

**Figure 4-24: Document Details Window**
2. Click the **Print** button on the image toolbar, and then select **Print Page as Pdf** option in the drop-down.

![Print Options, Print Current Page](image)

**Figure 4-25: Print Options, Print Current Page**

**CAUTION:** At this point, if you have pop-up blockers enabled in your Web browser, you may receive a pop-up alert. You will need to allow pop-ups to continue printing the document as a PDF.

3. Depending on the browser you use, a preview of the PDF and the **Print** dialog box will open.

From here, you can select the printer, page orientation, and other printer-controlled settings.

**NOTE:** Because you chose to only print the current page, you will not see any of the selections for multiple pages in the printing options.

![Print Dialog Box](image)

**Figure 4-26: Example of Print Dialog Box**

4. Select your preferred settings, and click the **Print** button.