

## Instructions for Lee County Imaged Index (Scanned Index Books)

### Land Indexing Data from February 18, 1908 through December 31, 1984 Plat Indexing Data from June 1, 1908 through December 31, 1994 Corporation Indexing Data from March 19, 1908 through December 31, 1994

The Register of Deeds has completed the digital conversion through scanning of a number of index books. On this site, the Register will make available land, plat, and corporation index books. For the land and plat indices, images are also available. The index books on this site will include all books for:

- Land January 1, 1978 – December 31, 1984
- Land January 1, 1971 – December 31, 1977
- Land January 1, 1953 – December 31, 1970
- Land January 1, 1940 – December 31, 1952
- Land February 18, 1908 – December 31, 1939
- Plats June 1, 1908 – December 31, 1994
- Corporations March 19, 1908 – December 31, 1994

The land record books are in three different formats. Therefore, we have developed software to facilitate the most efficient search for the user. Specific instructions for each year range will be included below.

#### Instructions for Land Index Search – Format 1 Index from 1971-1977 and 1978-1984

During both the 1971-1977 and the 1978-1984 time frames, the index is in alphabetical order. For these two year ranges, the user should search as follows:

- Choose **Type** (1-Land)
- Choose **Subtype** (Grantor or Grantee; The trustee 1953-1970 section should not apply)
- Choose **Year Range** (1971-1977 or 1978-1984)
- Choose **Human** (person) / **Corporation** (all business entities)
  - There is no distinction for this year range because the original index books mixed people and businesses
- **Input** either the **last name** (person) or the **beginning** of the corporate name (business)
  - **Do not input the first name of the person you are searching for.** The index only included the last name for sorting purposes. The system displays the first page where the requested name appears. The user will then be able to use the next and previous page icons (Arrows) to advance to the other pages with this name. In addition, all other names that match the search will be displayed on the left side of the screen, including the page number that the name starts on. This is especially helpful for business names that may have some variation during the time frame. By

typing in the beginning of the business name, all names that match the portion input will be displayed. The user can double click on the additional names to go to those pages. In addition, the user can highlight the name on the left by single clicking and then click on the “show setout” button underneath the names to see that page number. If there are no other names that match the input search, the left side of the screen will not contain any names.

- When you have accessed the correct index 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, type** in the book and page at the top right of the screen and **click** on “view page.” The image will be displayed in a new window. You will have access not only to that document, but all deed books that are in a digital format.
- **Additional Features** of the system are detailed below:

**Instructions for Land Index Search – Format 2**  
**Index from February 8, 1908 – December 31, 1939 and**  
**January 1, 1953 - December 31, 1970**

During both the 1908-1939 and the 1953-1970 time frames, the index is not in alphabetical order. For these two year ranges, each new name that appeared on a document was indexed on a separate page, so that each name is in effect a “set out.” Therefore, the user will search during these time periods as follows:

- Choose **Type** (1-Land)
- Choose **Subtype** (Grantor or Grantee; In addition, there is a separate section for trustees that during the 1953-1970 time frame)
- Choose **Year Range** (1908-1939 or 1953-1970)
- 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 should appear. The user could then tab through all of the pages for names in this sub-break. However, as a short cut, the user can see a list of all names to the left of the display (the set outs). These names will appear in alphabetical order, with the original section number also displayed.
  - Once the name is found, the user can go directly to the section with this name by double clicking on the “set-out” name or by single clicking to highlight and then clicking on the “show setout” button.
- When you have accessed the correct index 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**, **type** in the book and page at the top right of the screen and **click** on “view page.” The image will be displayed in a new window. You will have access not only to that document, but all deed books that are in a digital format.
- **Additional Features** of the system are detailed below:

### **Instructions for Land Index Search – Format 3 Index from 1940-1952**

During the 1940-1952 time period, the index was in the “family style” format. This index is 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”). When searching:

- Choose **Type** (1-Land)
- Choose **Subtype** (Grantor or Grantee; The trustee 1953-1970 section should not apply)
- Choose **Year Range** (1940-1952)
- 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**, **type** in the book and page at the top right of the screen and **click** on “view page.” The image will be displayed in a new window. You will have access not only to that document, but all deed books that are in a digital format.
- **Additional Features** of the system are detailed below:

### **Instructions for Plat and Corporation Index Books Plat Indexing Data from June 1, 1908 through December 31, 1994 Corporation Indexing Data from March 19, 1908 through December 31, 1994**

For both the plat and corporation index books, the index was in the “family style” format. This index is not in alphabetical order, but rather in alphabetic sub letter sections (such as Aa-Ac). Unlike the format 3 version of the land records, there will be no set outs of common names in either of these two indices. When searching plats or corporations:

- Choose **Type** (2-Plats^ or 3-Corporations^)
- Choose **Subtype** (it will automatically be chosen for you; press **next**)
- Choose **Year Range** (it will automatically be chosen for you; press **next**)
- Choose **Human** (person)/**Corporation** (all business entities)
  - There is no distinction between business and person for these records
- **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).
- 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 plat document**, **type** in the book and page at the top right of the screen and **click** on “view page.” The image will be displayed in a new window. You will have access not only to that document, but all deed books that are in a digital format.
- There are currently no images for the corporation books.
- **Additional Features** of the system are detailed below:

### **Additional Features for all Search Types and Formats**

- 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.