



LAREDO SEARCH TIPS

(Note: Multiple criteria can be combined in one search)

QUICK START GUIDE

BASIC PARTY & DATE SEARCH

- Enter the last name (ex: Smith) in the “Party Name” field.
- You can also enter the last name followed by a space then any part of the first name (ex. Smith John or Smith J).
- Click on **ADD (CTRL + A)**.
- To search for a business, enter the entire business name or the first portion of the business name.
- **Recording Date:** To narrow your search by a date range, enter the date range in the “Begin Recording Date” and “End Recording Date” Fields.
- After entering the search criteria, click on **FIND** on the left menu (**ALT + F**).

VIEWING SEARCH RESULTS & IMAGES

- To **VIEW ALL DATA** for a particular document, click on a Party Name in the “Party” column. Press the ESC key to close the details window. (Press **CTRL + V** to view the image from this details window.)
- To **VIEW DATA** columns that are out of view to the right in the search results window, use the mouse to move the scroll bar at the bottom of the window to the right.
- To **VIEW IMAGE**, click on the document number in the “Doc Number” column or on the image icon.
- To **VIEW IMAGE** of the Associated Document (related document), click on the document number in the “Assoc Doc” column.
- To close the image, click on the **DONE** button.

PRINTING

- In the image window, click on the **PRINT** button. Select “Current Page”, “All Pages”, “First and Last Pages” or “Select Pages...”
- Click on the **PRINT** button. Images will go to the print queue.
- To print all images in the print queue, click on the **PRINTS** button on upper left side of Laredo then click on **PRINT ALL**.
- Check the “Quick Print” box to print directly to the printer (bypasses the Print Queue).
- Check Fit to Page w/ratio to keep the scanned ratio – Plat prints

ADDITIONAL SEARCH FUNCTIONS & TIPS

PARTY SEARCH OPTIONS

- “Compact Search” trims spaces and punctuation to allow for a search for “Wal Mart” (for example) to find “WalMart”, “Wal-Mart”, etc.
- Enter the ‘%’ symbol as a wild card anywhere in the middle of a name for spellings you are uncertain of (for example, “Fis%her” or “Anders%n”).
- If you are searching a hyphenated name (two last names) Please search multiple ways. Example:
LYNN JOHNSON-BLANCHARD
Search:
JOHNSON-BLANCHARD, LYNN
BLANCHARD-JOHNSON, LYNN
JOHNSON, LYNN
BLANCHARD, LYNN

RECORDING INFORMATION SEARCH

- **Document Number:** Enter a Document Number in the “Beginning Doc Number” field. To search for a range of document numbers, enter a subsequent document number in the “Ending Doc Number” field.
- **Document Type:** Use the “Search Group” field to search by a document type or grouping of document types.

TOWNSHIP SEARCH

- Enter the first few letters of a Township in the Township “Name” field.
- Press the **TAB** key then select the subdivision name from the drop down list.
- Click on **ADD** – Click on **FIND**

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NH LAREDO SEARCH TIPS

ADDITIONAL SEARCH FUNCTIONS & TIPS

BOOK – PAGE SEARCH

Enter “Book” and “Page” values in the appropriate fields. (See the county’s book search guide for details on searching by book & page values.)

- To search for an entire book, enter the Book number in the “Book” field then the ‘%’ symbol in the “Page” field.
- Click on **ADD** - Click on **FIND**

ADDRESS SEARCH

- Enter a minimum of a “Street Name” and a “City”
- You can enter the ‘%’ symbol as a wild card in any portion of the street name and/or the city name.
- There is also an unseen, automatic wild card at the beginning and end in the “Street Name” field so it is recommended that you enter only the main portion of the street name and not a direction or suffix (N., S., Dr., Ave., St., etc.).
- Click on **ADD** - Click on **FIND**

SUBDIVISION SEARCH

- Enter the first few letters of a Subdivision in the Subdivision “Name” field.
- Press the **TAB** key then select the subdivision name from the drop down list.
- The search can be narrowed by entering a “Lot” and/or “Block” number.
- Click on **ADD** – Click on **FIND**
- **CTRL + DEL** Clears Subdivision loop

LOCATION (BOOK – PAGE SEARCH)

(For older documents)

- Enter “Book” and “Page” values in the appropriate fields. (NOTE: You may need to include a prefix (e.g., “DE”, “MG”, etc.) before the Book value; check with the county staff to see if this is required.)
- To search for an entire book, enter the Book number in the “Book” field then the ‘%’ symbol in the “Page” field.
- Click on **ADD** - Click on **FIND**

TRACT (METES & BOUNDS) SEARCH

- Enter “Section”, “Township”, and “Range” values.
- To narrow your search to quarter sections, right click on the appropriate quarter section in the grid.
 - Select up to a quarter-quarter section by right clicking on one quarter section then left clicking on the final section.
- Click on **ADD** – Click on **FIND**

VIEWING SEARCH RESULTS

- To change the **ORDER** that the columns display in the search results, click and drag any column header to the desired position.
- To **SORT** data in any column numerically or alphabetically, click on the desired column header. To sort data in descending order, click again on the same column header.
- To **GROUP** results by any column, click and drag the desired column header to the dark bar above the search results grid. Then click the **+** sign next to any row to view the data.

- If there is more than one legal description, click on "Multiple Legals" in the "Legal Sum" column for a quick view of all legal descriptions (or click on the Party Name in the "Party" column to view all of the Legals). To close the multiple listing window, click in the dark bar above the search results grid.
- If there is more than one associated document, click on "Multi Assoc Docs" to view all associated documents (or click on the Party Name in the "Party" column to view all of the Associated docs).
 - To view the image of any associated document in the list, click on the associated document number.

VIEWING IMAGES

- To **SCROLL** through the pages of an image, press the **Page Up** or **Page Down** keys on the keyboard. You can also click on the **First, Last, Next, Previous** or **GO TO** buttons on the right side of image window to navigate pages.
- To **ZOOM** in on a portion of the image, left click and drag the mouse over the desired area of the image. To **ZOOM OUT**, right click in the image with the mouse.
 - To **PRINT** an enlarged portion of an image, zoom in on the desired portion of the image then click on the **PRINT** button.
- To view the image of the next or previous document in the Search Results without closing the current image, click on the **SRCH DOC** button in the lower right hand side of the image then click on the **NEXT** or **PREVIOUS** buttons.
- To view the image of the document recorded immediately before or after the document you are currently viewing, whether that document is listed in the search results or not, click on the **SEQ DOC** button in the lower right hand side of the image then click on the **NEXT** or **PREVIOUS** buttons.