Instructions for Chatham Imaged Index (Scanned Land Record Index Books)
Indexing Data from January 17, 1771 through December 31, 1986

The Register of Deeds has completed the digital conversion of four sets of land record index books, ranging from January 17, 1771 (the inception of the County) through December 31, 1986. In addition, a plat index has also been scanned that dates to the inception of the County. This portion of the site allows the user to search these scanned land record index books. These indices 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.

When searching:

- Choose **Type** (Land or Plat)
- Choose **Subtype** (1-Grantor or 2-Grantee)
- Choose **Year Range** (1-January 1, 1984 – December 31, 1986)
- 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:

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.