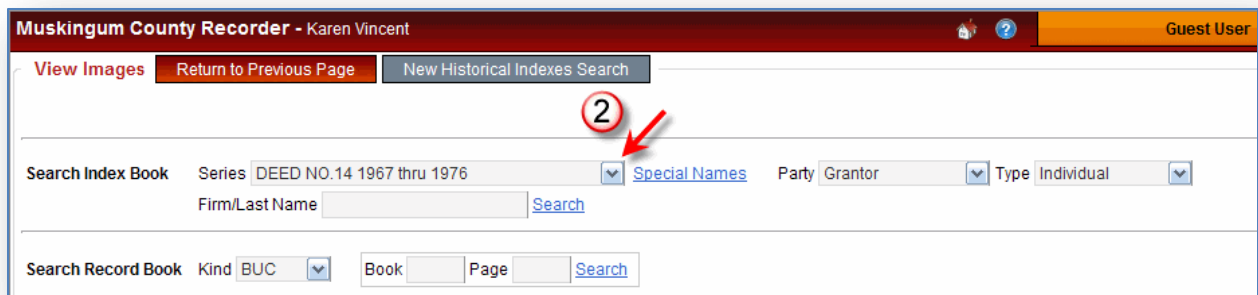
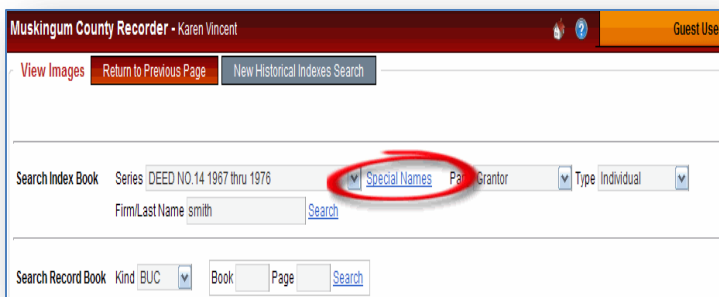


ONLINE INDEX BOOKS

1. Click the **Historical Indexes** tab.
2. In the **Search Index Book** field, select the index series you wish to search.

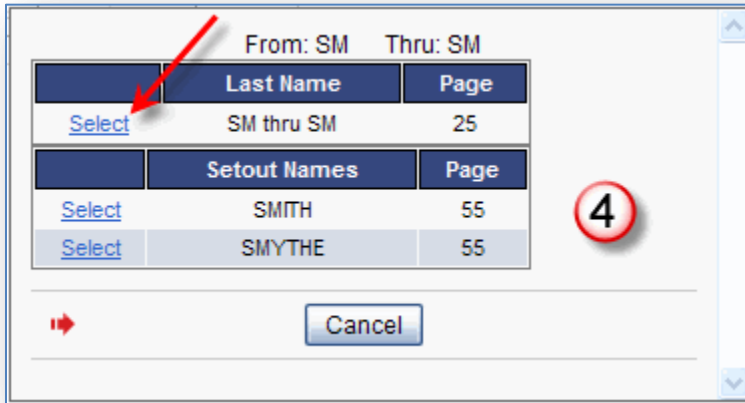


3. Next, enter all or part of the last name. If desired, you can also select the party and type when available. When you are finished entering criteria, click the **Search** link (on the top row) to begin the process.



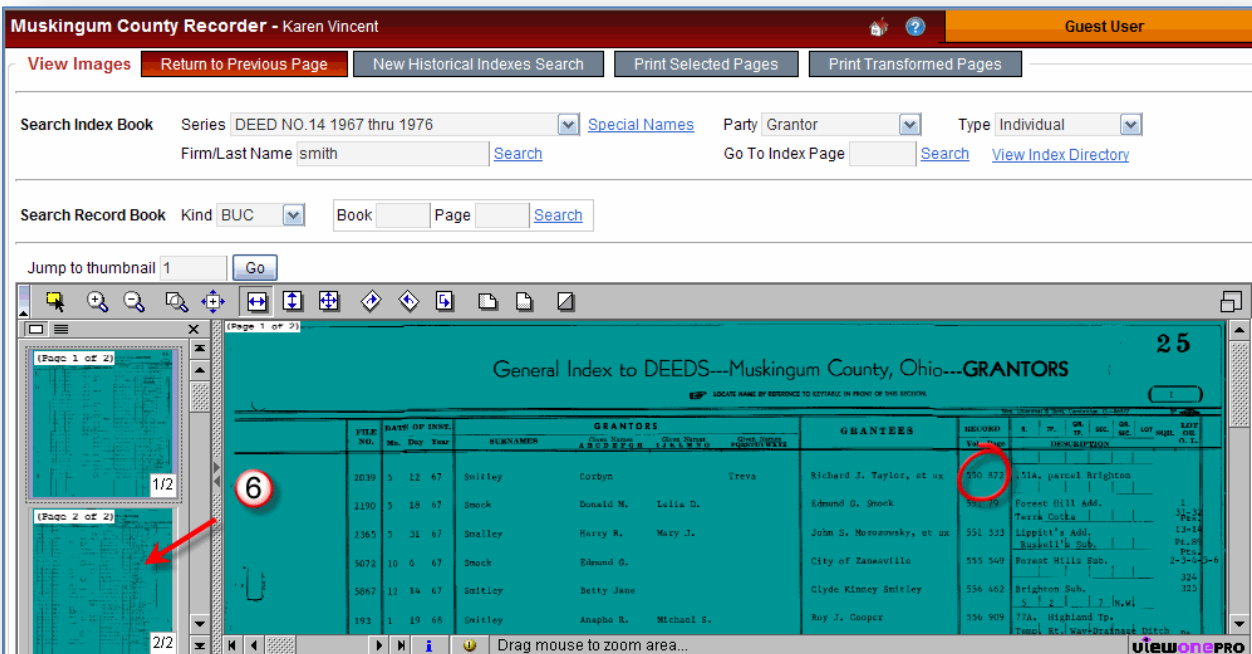
You can also click the **Special Names** link to view a listing of entries that have been grouped together by criteria other than the spelling of the names. For example, parties acting as executors are grouped together regardless of their last names. Special Names will be different for each series and may be different within the series by party. Some series will not make use of the special names feature.

- Click the [Select](#) link beside the name range or setout name you wish to view.

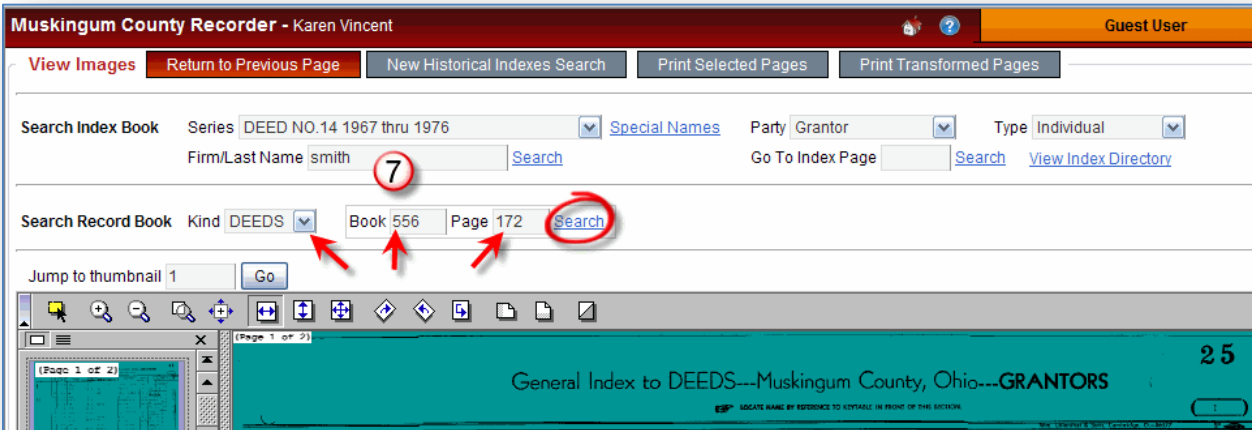


Setout names are commonly occurring last names or firm names that have been grouped together by spelling. Setout names will be different for each index series and may be different within the series by party. Some series will not make use of this feature.

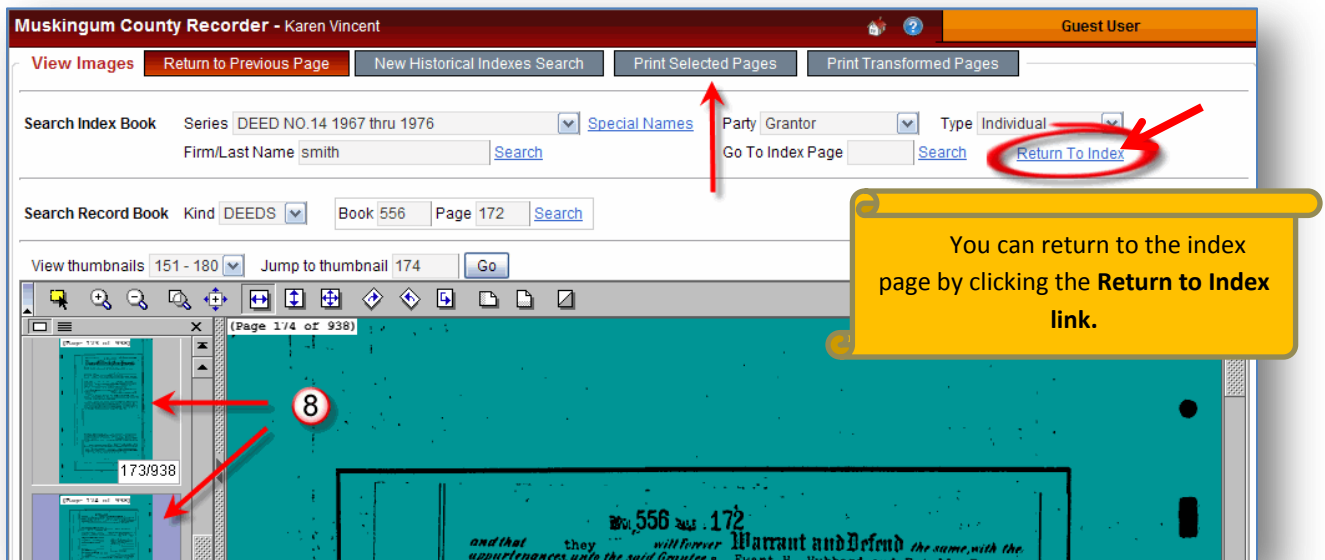
- The first page of the index book that contains your selection will be displayed.
- If you wish to view a different index page, click the corresponding thumbnail image in the left pane. Once you have located your name, make note of the book and page.



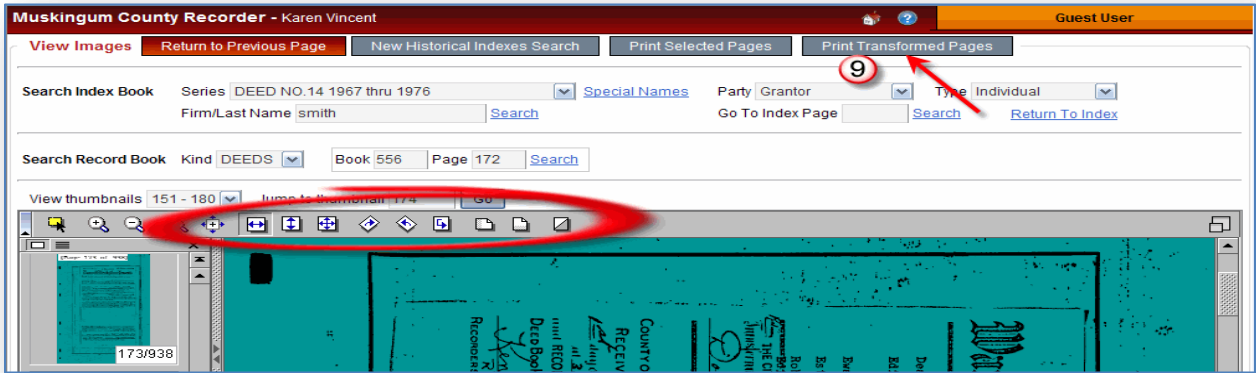
7. Select the kind and then type the book and page into the **Search Record Book** fields. Next, click the [Search](#) link.



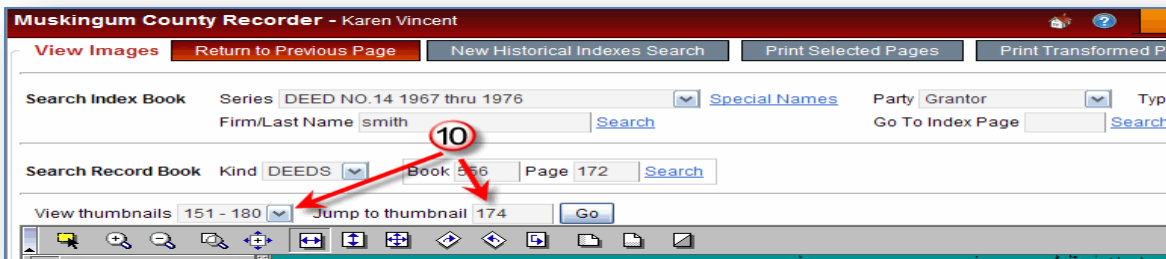
8. The corresponding document images will be displayed. To print specific pages, press and hold down the **CTRL** key on the keyboard while clicking each thumbnail you wish to print. Next, click the **Print Selected Pages** button at the top of the screen.



9. You may also print the images reflecting any manipulations you may have made using the icons such as the rotate, flip, invert, etc. Simply click the **Print Transformed Pages** button.



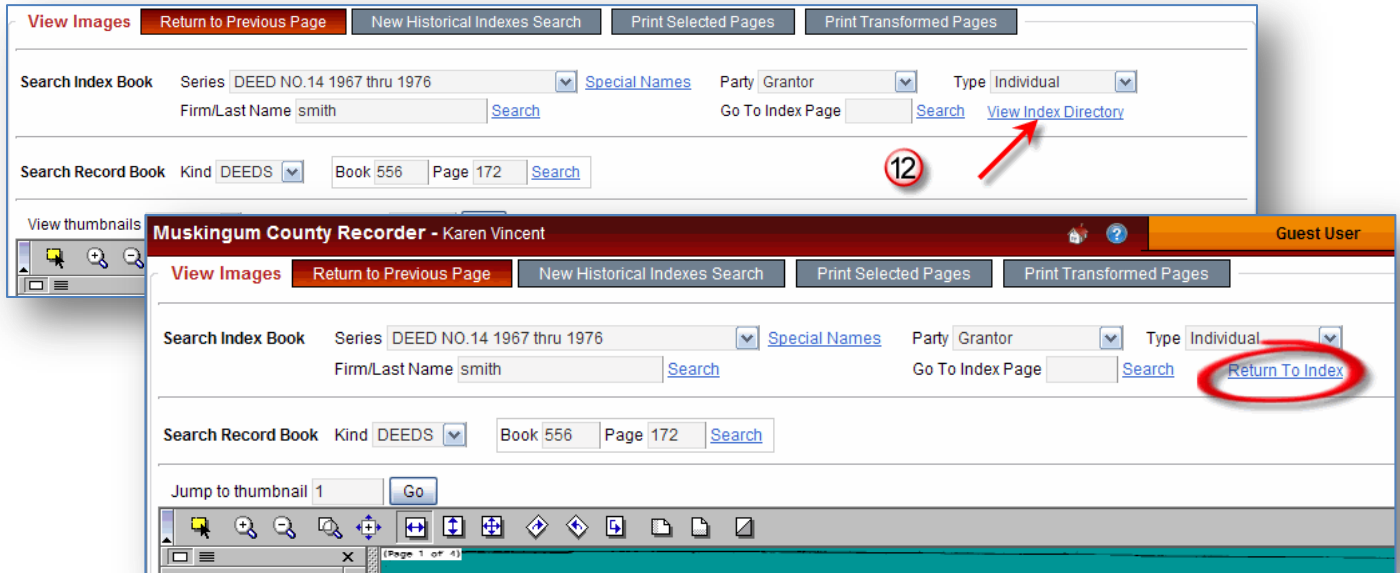
10. To navigate to a specific image page, type the page number in the **Jump to Thumbnail** box and click the **Go** button. Or, to display a specific range of image pages, click the down arrow in the **View thumbnails** box and select the desired range.



11. If the name you are searching has been continued on another index page, you can navigate to that page by typing the page number in the **Go To Index Page** box and clicking the **Search** link.



12. You can also view a directory of names by clicking the **View Index Directory** button. To return, just click the **Return to Index** link.



13. To begin a new search, click the **New Historical Indexes Search** button to clear out the search criteria and results. To exit the search, click the **Return to Previous Page** button.

