

LAREDO Desktop Search

Coos County NH Search Notes

Log into your Laredo (Main accounts: Your account number is the user name)

Left Hand Side of Screen

Click “**Search**” on left hand side of screen to search and open the index.
Use “**Clear**” after each different search criteria when you are done with it & moving onto another search type.

Search Party Name

Party Name: Type last name & first name (**no comma**) or type business name.
Choose All Parties or Party 1 (**grantor**) or Party 2 (**grantee**), now click “**Add**” then choose “**Find**” on the left hand side of your screen.

Recording Information

Plan numbers are entered in this search area.

Beginning Doc Number: Click between the lines, area turns white, now type plan number & choose “**Find**”.

Plan example: **1A – present #**

Pocket Folder Plan example: **P-3F-1PL-32**

Plan File Rod Plan example: **PF-1R-1PL-1**

Plan Book example: **PB1**

Attachment example: **A4406 – A7532**

Miscellaneous example: **M1 – M140**

Notice of Lien: **N1 – N1413**

Old Age Lien: **OL1 – OL1022**

General File: **GF1 – GF172**

US Liens: **L1 – L2525**

Beginning Recording Date & Ending Recording Date: Self explanatory

Search Group: Click between the lines, area turns white & you will be able to choose a search type. Then you can search a specific name, date or town criteria for that search type. Now choose “**Find**”.

Right Hand Side of Screen

Township: Choose when searching a specific town.

Book & Page: Choose when searching by book & page.

Survey Map (This heading is misleading don’t assume you are not using it correctly)

If you have selected “**Township**”

Name: Click between the lines, area turns white, now type town and click “**Add**”

Then you can go to the search areas on the left, search a specific name or a specific date criteria for that town. Now choose “**Find**”.

If you have selected “**Book & Page**”

Enter the book & page, now click “**Add**”. **Book and page plans** will also be added here. (Please note you can add several books & pages.) Now choose “**Find**” on the left hand side of screen.

Index & Feature Tutorial

Clear any searches you may have entered.

Choose Book & Page.

Enter Book 1491 Page 502, click “**Add**”

Enter Book 600 Page 1, click “**Add**”

Go to the left hand side of your screen and choose “**Find**”

Go to the “**Assoc Doc**” column, look down the column and click where it says “**Multi Assoc Doc**”. This feature allows you to look at each cross-reference that we indexed from the document, without having to go out & search the books & pages. Click off to the side of the index and the box will go away.

Clicking the dark box in the “**Img**” column will open your document.

The right hand side of your screen has all of the image options.

Notice half way down you will see “**Srch Doc**”, by clicking that and choosing the “**Next**” button below you can go to the next document that you added to your *name or book & page* search criteria in the beginning. Use “**Seq Doc**” to go to the next page of a older document that says page 1 of 1 (top center of your screen) to check if there are other pages.

Printing

When you have your image open on the right hand side of the screen is the “**Print**” button.

Print Options box opens

Choose what you want for pages

“**Show Print Dialog**” will allow you to see which printer you are printing to when you go to print your documents. I suggest you use this option if you are uncertain which printer you set up.

“**Quick Print**” allows you to print the document immediately **without** sending it to the Print Queue. (Caution there is no way to change your mind about this print)

Print Format: If you choose “**Fit To Page**” this helps with older documents that were done on microfilm and print out shrunk.

If you have not chosen to use “**Quick Print**” your prints are waiting in the queue for your review.

Choose **“Done”** now you are back at your index, look to the left hand side of the screen and choose **“PRINTS(#)”**. Review your prints, remove any unwanted and choose **“Print All”**