

Retrieving Plans in Laredo

Examples

Retrieve Plan Books: P0000-0000

<u>Beginning Doc Number</u>	<u>Ending Doc Number</u>
P0018-0070	P0018-0070

Retrieve Cabinets: C00-D00-0000

<u>Beginning Doc Number</u>	<u>Ending Doc Number</u>
C13-D02-0025	C13-D02-0025

Retrieve Plans for dated 2013 forward: P00000

<u>Beginning Doc Number</u>	<u>Ending Doc Number</u>
17025	17025

Once recording information is entered into Beginning Doc Number,
hit the Tab Key then click Find.

How to print Plans from Laredo:

The 'Stretched' print of a plan from Laredo has to do with its image orientation and print setting orientation.

Simple terms:

If the plan image appears Landscape, it must be printed Landscape.

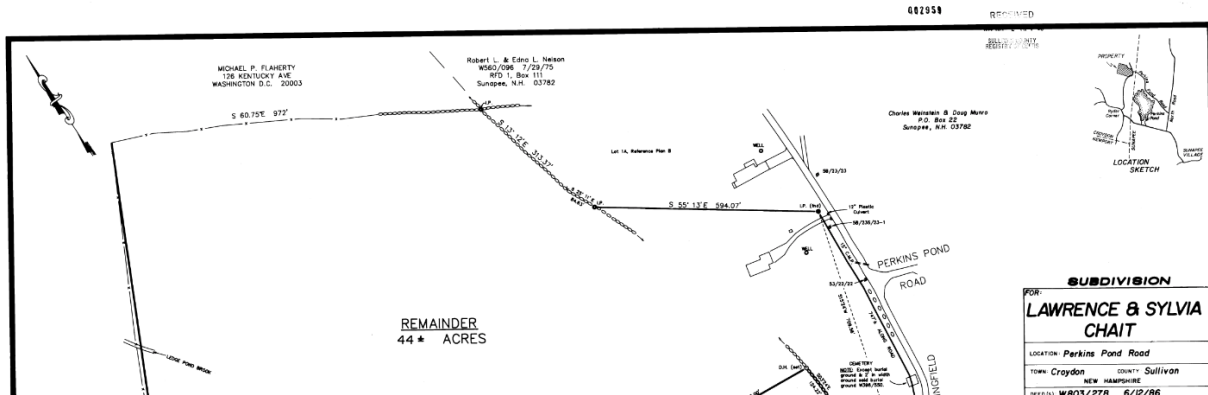
If the plan image appears Portrait, it must be printed portrait.

If you do not choose the correct orientation it WILL stretch the image.

Make sure the user has their 'show print dialog' box checked, this way they can choose the orientation (Landscape or portrait.)

Below are examples:

Landscape – Main wording and title blocks are running from left to right – choose to print Landscape from the print driver



Portrait – Main wording and title blocks are running up and down(sideways) -choose to print Portrait from the print driver:

