

## Mecklenburg County Imaged Index Instructions

The Register of Deeds has switched retrieval systems for the historical land record index books from 1763-1990. In addition, many historical deed books have been re-scanned to get better quality images. Pages that were formerly two pages in a single image have been split. Page numbers have also been corrected.

There are eleven sets of year ranges for the index books. These index books are in two different formats.

The **books from 1970-1990** are in alphabetical order by either the last name for people or the business name. To search:

- Choose **Type** (Land)
- Choose **Subtype** (Grantor or Grantee)
- Choose **Year Range**
- Choose **Human/Corporation** (There is no distinction in this time frame between business and people)
  - If searching a person, input the entire last name or a portion of the last name. *Do not enter the first name.* The system will display a list of all name matches to the left and display the page with the first name on that list.
    - These names are in a loose alphabetical order. But, at that time, similar sounding names were often put in the same section, so this will make some names appear out of order. We have keyed both versions of the name, so just put in the name that you are searching and the system will display the first page that this name appears. The first names of people were not used to determine the order in the index.
    - For example, if you type in SMITH, the system will take you to the first page on which the name SMITH appears. To the left, a display will show all of the names that start with SMITH, including business names.
    - If you typed in SM, instead of SMITH, all of the names in the index that start with SM will be included in your list to the left of the image displaying. The image displaying will be the first name in alphabetical order that starts with SM.
    - To access any of the names on the left side of the display, click on the name that you would like to access and the system will display the page number that this name starts on.
- 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.
- **Viewing the image:** Once you have determined which document you would like to access, you can 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 in this date range.

The books from **1919-1969** are in a different format. For these books, each name was put on the same page or group of pages. So, for example, all of the SMITH and SMYTH names are on one group of pages.

- Choose Type (Land)
- Choose Subtype (Grantor or Grantee)
- Choose Year Range
- Choose Human/Corporation
- Once you search, the initial result will be a large section of pages. **Use the list on the left to click on the specific name that you need.** The names will be displayed in alphabetical order. (Note that the previous system listed the names in section number order, which required the user to basically look at all of the sections). If a section contained two or more spellings of the same name, such as SMITH and SMYTH, both will be listed separately in the list on the left and clicking on either will return the same set of pages. Click on these names to see all of the pages with the names listed.
- 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.
- **Viewing the image:** Once you have determined which document you would like to access, you can 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 in this date range.

The books from **1763-1918** are in a third format. That format is similar to the second format from 1919-1969. The only difference is that one page may contain multiple names, instead of dedicating a page to a single name. The search methods are the same.