

Instructions for Catawba County Imaged Index (Scanned Index Books) Grantor and Grantee Indexing Data from January 1, 1955 - December 31, 1992

The Register of Deeds has completed the digital conversion of five sets of grantor land record index books (1955-1992) and four sets of grantee land record index books (1955-1983 and 1989-1992). This portion of the site allows the user to search these scanned land record index books. The index books are in two formats. From 1975-1992, the books are sorted in alphabetical order by last name or corporate name. For the time frame from 1955-1974, the books are in a “family style index” format. This index is 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 for each index type are listed below in detail.

Instructions for index books from January 1, 1955 through December 31, 1974

When searching:

- Choose **Type** (Land)
- Choose **Subtype** (1-Grantor or 2-Grantee)
- Choose **Year Range** (1955-1974)
- 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.

Instructions for index books from January 1, 1975 through December 31, 1992

(Note that there is no scanned Grantee index for 1984-1988 available at this time)

In order to search:

- Choose **Type** (Land)
- Choose **Subtype** (1-Grantor or 2-Grantee)
- Choose one of the **Year Ranges**
- Choose **Human/Corporation** (for these time periods, there was no distinction between people and business names)
- **Input the name or partial name** that you are searching for. The system will display a list of all name matches to the left and display the page with the first name on that list.
 - **The system will display all of the exact matches for names.**
 - If you type in SM, the system will display all names that start with SM on the left. The first displayed page will be the first name that starts with SM.
 - If you type in SMITH, the system will display all names that start with SMITH and will be displaying the first page that SMITH appears on.
 - You may double click on another name in the list of name matches on the left to display the first page where that name appears in the index for that time period.
- 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

- 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.