



ARCASearch COMPASS RESEARCH SITE

Tutorial

Updated 01.21.2016

Version 1.1

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INTRODUCTION

The Historical Records Research Site (HRRS) is equipped with built-in features that allows for easy use and powerful information access.

All original materials have been converted to digital documents and are hosted in a searchable database. This computer based system allows easy access to your records.

Go to website address

Your website address:

HRRS Archive entry page

The screenshot shows the ARCA SEARCH website interface. At the top left is a logo consisting of a stylized orange and black triangle with a sunburst effect. To its right is the text "ARCASEARCH" in large orange and black letters, with the tagline "archive it.access it." below it. Below the logo and text is a grey bar containing the IP address "69.46.223.247". A dark blue button with white text reads "Access The Recorded Document Archives". Below this button is a section titled "Before you begin, please review the following system requirements:" followed by a bulleted list: "PC: Windows Sys 7 or newer, Internet Explorer 9 Recommended.", "PC: Adobe Acrobat Reader 9 or newer, with your browser set to view pdf files.", "Monitor resolution set to 1024 x 768 or higher.", and "Pop up blockers should be disabled for optimum viewing." Below the requirements is a "NOTE: Acrobat 9 or Above will not natively allow Hit Highlighting and may require a plug in." Below the note are two buttons: an orange button with white text "First-Time User Click Here" and a dark blue button with white text "Email Our Help Desk". Below these buttons is a section titled "Terms and Conditions of Use:" followed by a paragraph of text. Annotations with arrows point to the "Access The Recorded Document Archives" button (labeled "Access site documents"), the "Email Our Help Desk" button (labeled "Email help desk"), and the "Terms and Conditions of Use:" section (labeled "More information to setup screen for optimum viewing").

69.46.223.247

Access The Recorded Document Archives

Before you begin, please review the following system requirements:

- PC: Windows Sys 7 or newer, Internet Explorer 9 Recommended.
- PC: Adobe Acrobat Reader 9 or newer, with your browser set to view pdf files.
- Monitor resolution set to 1024 x 768 or higher.
- Pop up blockers should be disabled for optimum viewing.

NOTE: Acrobat 9 or Above will not natively allow Hit Highlighting and may require a plug in.

First-Time User Click Here **Email Our Help Desk**

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All materials contained in this Website are protected by copyright laws. You may use the materials for personal, informational, research and non-commercial purposes only. You may not alter or modify the materials in any way. Any other use of the material on this website, including reproducing, re-transmitting, republishing, redistributing or permanently storing any of the contents in any form for commercial use is strictly prohibited. You may not distribute content from this website or cause your user name and password to be made available to other individuals. Failure to comply with these terms and conditions may result in termination of your subscription, and/or taking the appropriate legal action against you."

Access site documents

Email help desk

More information to setup screen for optimum viewing

Click on “Access the Recorded Document Archives”

Direct Document Access: Instrument- All Records Book- Page- Get Record

Compass Research System Digital Archive Site

Browse Documents View PDF Document Word Search Documents View Retrieved PDF Document View Clipboard View Help

Filter By- All Books >> All Index Books >> Assignments and Agreements: Book 92 Browse Indexes

Sub Filtering Settings- All Letters

Reset Form Return Large Thumbs Search Statistics Will Appear Here Group Results

***NOTE: The active tab is a darker grey background with bold text.**

Site Function tabs:

Browse Documents View PDF Document Word Search Documents View Retrieved PDF Document View Clipboard View Help

Above are the tabs in the HRRS.

Common Types of Searches

There are **three** main types of searches to find a document.

- 1.) The first and most common search is to use the **Browse documents** tab. This is done by using the dropdown boxes to narrow your search and find specific books or documents (pages 5 & 6).
- 2.) The second most common search is **Keyword** on the Word Search Documents tab. To search here, enter the text that you would like to find in the documents (ex. names or locations) and documents with typed or printed text will be returned (page 7).
- 3.) The third most common search is **Direct Document Access**, located on the top of your Research site. This search is done by directly entering the book and page into the area on the top of the page in 'Direct Document Access' (page 8).

1. Browse Documents Search

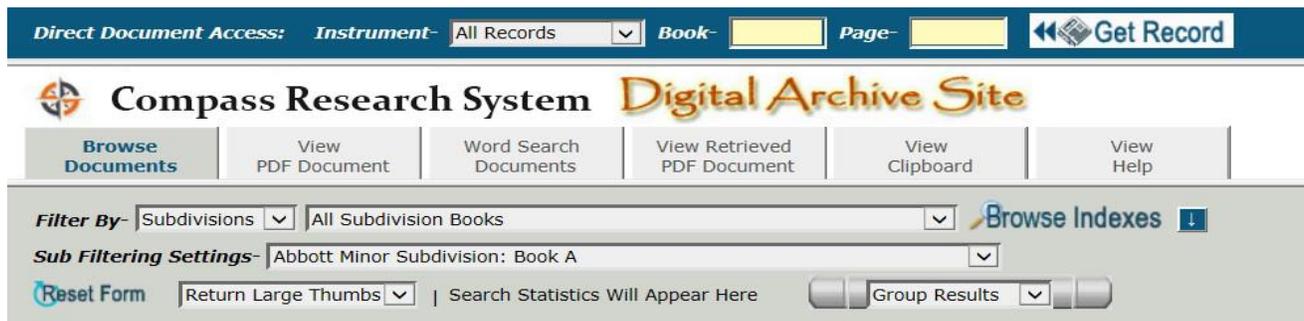


Browse Documents is the default tab that will be opened initially. This is where search criteria can be defined in the **Filter By** boxes. Once that is complete you can execute the search by clicking the **'Browse'** button on the right. The **Sub Filtering Options** dropdown box allows you to refine your search another step depending on the type of books selected. The **Reset Form** button will reset all the main dropdown boxes. Where **Return Large Thumbs** is shown, you can also select to return the small thumbs if you want to. Finally, in the **Group Results** box, when a selection is made you can choose to move between larger groupings of files (ex. 1-25 to 26-50).

Below are more examples of changing the filter by setting:



Above: You can choose between All Books, Subdivisions, Sec/Twp./Rng & Township Name.



Above: The dropdowns now relate to subdivisions when choosing Subdivisions as a selection.



Above: The dropdowns now relate to township/range when choosing it as a selection.



View PDF Document is the second tab on the right of the function tab and works in tandem with the first tab. Once a document is found in the Browse Documents category and the user can click on the image, it will then open the PDF image in the View Documents tab. There are a few dropdown menus on this tab as well. The first dropdown box will allow you to navigate throughout all the pages in the selected book, or the book that the selected page is in. Clicking the green arrows on the left or right of this dropdown will allow you to move one page backward and one page forward respectively. In the **PDF Behavior** dropdown box you can specify how you would like the PDF to show up when moving between pages (leaving the selection at PDF Behavior is the default). Finally, if you have a specific document that you would like to add to the clipboard, clicking the **Add to Clipboard** will add the document to the clipboard for later viewing, report creating, printing, emailing or saving the PDF files.

1. Keyword Search

The screenshot shows the 'Word Search Documents' tab selected. At the top, there is a navigation bar with 'Direct Document Access: Instrument-' followed by a dropdown menu set to 'All Records', 'Book-' with an empty text box, 'Page-' with an empty text box, and a 'Get Record' button. Below this is the site logo 'Compass Research System Digital Archive Site'. A horizontal menu contains six tabs: 'Browse Documents', 'View PDF Document', 'Word Search Documents' (highlighted), 'View Retrieved PDF Document', 'View Clipboard', and 'View Help'. The main search area includes a 'Select Search Type-' dropdown set to 'All Words', a 'Search Terms-' text box, and a 'Search Records' button. Below the search terms are 'Filter By Document Type-' dropdown set to 'ALL DOCUMENT TYPES:', a 'Search Fuzziness-' dropdown set to 'fuzziness: Off', and a 'Reset Form' button. At the bottom, there is a 'Search Statistics Will Appear Here' label and a 'Group Results' dropdown.

Word Search Documents is the third tab over. When selecting Word Search Documents, the first box on this page is **Select Search Type**. Here you can specify the type of search you want to use. The **Search Terms** box is where you will put the actual word(s) you are looking for. The next two boxes are more modifiers you can use to further refine a search. **Filter By Document Type** allows you to choose between the types of products in a dropdown box. **Search Fuzziness** is the ability to find a word even if it is misspelled. It is useful when a user is searching text that may contain typographical errors. Example: A search for water using a fuzziness of min would find water. Search the same word with a fuzziness of max and you will find waite and wale. The **Reset Form** button in the lower left will reset the boxes. The **Group Results** dropdown will give the user a range of files. To execute a search in Word Search Documents, click the **Search** button to the right of search terms.

The screenshot shows the 'View Retrieved PDF Document' tab selected. The top navigation bar is identical to the previous screenshot. The horizontal menu now has 'View Retrieved PDF Document' highlighted. Below the menu, there is a section for 'Other Pages in this Book-' with a 'Page' dropdown and navigation arrows, and a 'PDF Behavior' dropdown. To the right is an 'Add to Clipboard' button. At the bottom, there is a 'Documents Found in Search-' section with a 'Record Document' dropdown and navigation arrows.

View Retrieved PDF Document is the fourth tab over and works in correlation with the Word Search Documents tab. When a search result populates, click on the document, the PDF opens up in the View Retrieved PDF Document tab. The first dropdown on this page, **Other Pages in this Book** is used to navigate to the other pages located in the selected book. This can be done by either clicking the dropdown box and choosing a page or using the green arrow on the left or right to go backwards and forwards respectively. The **PDF Behavior** dropdown is used to alter how the PDF will appear. The Clipboard feature is also available when using Word Search Document.

3. Direct Document Access Search

Direct Document Access: Instrument- All Documents Method- Book & Page Book- Page-

The other main search feature is the Direct Document Access bar on the top of the page. Once you identify a particular book and page, you can enter those into their respective fields. You can do a search of all the records with those book and pages, or change the **All Records** dropdown to a selection more specific.

Using indexes to get the book and page works very efficiently. Below is an example:

General Index of Deeds: Grantee: Book 39, Page 3

Using the above book for example purposes, chose a name in the index. (Below is top entry on pg. 3

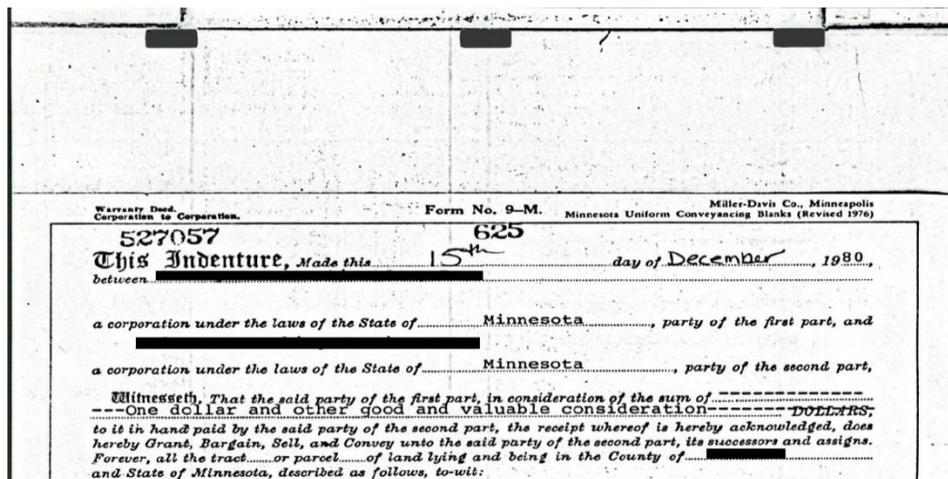
| Number of Instrument | GRANTEE | GRANTOR | WHEN FILED | | | | |
|----------------------|------------|------------|------------|-------|------|------|--|
| | | | Year | Month | Day | Hour | |
| | | | | A.M. | P.M. | | |
| 527057 | [REDACTED] | [REDACTED] | 1981 | Jan | 2 | | |

| DESCRIPTION | Sec. Lot | Twp. Block | Range | Fees Received | Book | Page | Kind of Instrument |
|-------------|----------|------------|-------|---------------|------|------|--------------------|
| | | | | | | | |

The above two small images would read across (2pg book). Using this information, enter the 488 and 625 into their respective fields, and choose Deeds. Next, click the Get Record button.

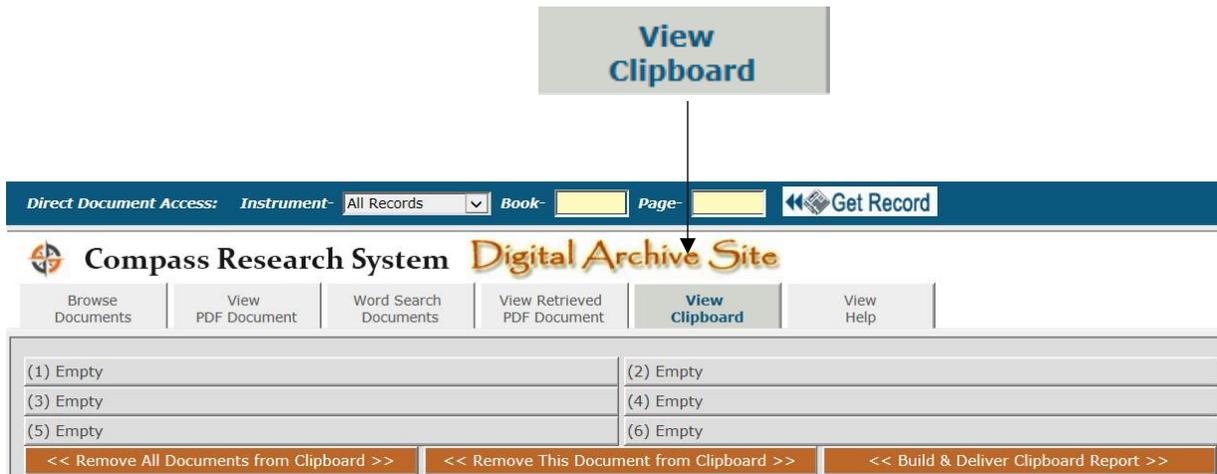
Direct Document Access: Instrument- Deed Records Method- Book & Page Book- 488 Page- 625

Below is a part of the result page of clicking Get Record.



To verify, the Number of Instrument matches 527057 and the page number 625 matches the index book as well.

Clipboard Feature



The fifth tab is View Clipboard. When you click Add to Clipboard on either Browse Documents or Word Search Documents it is sent to this tab. You can store up to 6 documents at one time. Each button (1-6) is selectable and will show you a preview of the image if you click the button. Once you have what you want on the clipboard, you can click the Build & Deliver Clipboard Report. Another window will pop up that will look like the image below:

The 'Archive Report Generator' window features a 'Report Name:' label followed by a text input field containing 'Report_20160114113417'. Below the input field are two buttons: 'Click to Create Report' (orange) and 'Cancel Report' (blue). A 'NOTES:' section follows, explaining that clicking 'Click to Create Report' will generate the report and return to this window, and that the report must be saved to the computer. It also notes that the report is independent from the main interface and should be closed when done.

This feature generates a combined PDF of your selected pages. The report name is generated with a timestamp. Example above is Report_20160202111447 (02/02/2016 at 11:14:47). If you would like to cancel this process, click the **Cancel Report** button. To continue, use the **Click to Create Report** button. This will open up another window with the combined PDF that can then be saved, emailed printed.

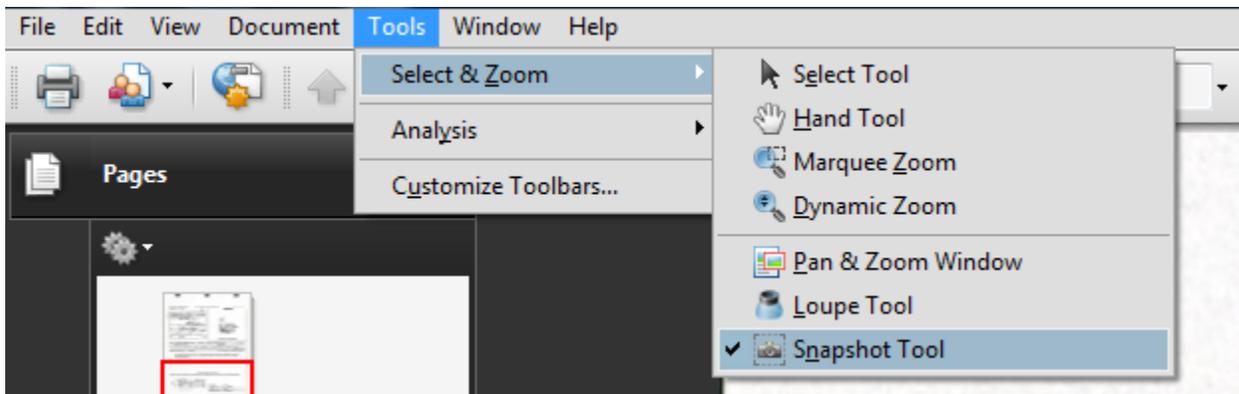
Help Feature



The final tab is View Help. It currently has this document in digital format.

Tip

If needing to print a single page of a two-page spread, snapshot (user selection) is helpful. This can be found in Adobe Reader 9 & DC.



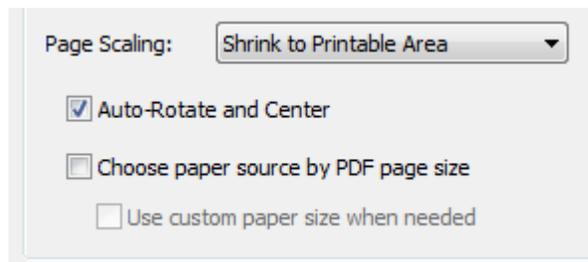
Above is where the Snapshot tool is located in Adobe Reader 9. When a selection is made on the PDF, right-click the selection and select Print.

Adobe Reader Information

Adobe Reader is the application that ArcaSearch uses to display PDFs. Adobe Reader 9 allows highlighting of searched terms (needs to be configured), where DC does not. DC is an updated version with newer features. Both can be used for viewing and printing.

The two main type of Adobe Reader that ArcaSearch uses are Adobe Reader 9 and Adobe Reader DC. With the correct setting in Adobe Reader 9 and using Internet Explorer as a browser, “hit highlighting” can be done. Hit highlighting is when the searched term is highlighted on the page so you will be able to see instantly what you are looking for.

Printing documents will it depends on the size of the paper you wish to print on. Reader will automatically Fit to Page. This option could cause some loss in image quality during printing if the paper is very large or very small. If the option in reader is selected it will also determine portrait or landscape printing. This is helpful when you have a 2-page spread image and would like to print it on a single page.



Above are settings for Adobe Reader 9 so it will automatically rotate, center and fit the page.

Hit Highlighting support

Adobe has removed the hit highlighting feature since Acrobat Reader X. A plug-in is needed to enable hit highlighting on versions X and XI. The latest version Acrobat Reader DC isn't fully supported yet.

| Product Name | Web Site | Supports hit highlighting |
|--------------------------------|---|---------------------------|
| Adobe Reader DC | http://www.adobe.com | No |
| Adobe Reader X, XI | http://www.adobe.com | Yes, with plug-in. |
| Adobe Reader 9 | http://www.adobe.com | Yes, with option change. |
| Adobe Reader through version 8 | http://www.adobe.com | Yes |

1. Check that the browser is using Adobe Reader to display PDF files on the client machine.

To test, this, open this link in your web browser on the client machine: <http://support.dtsearch.com/pdftest>

An Adobe Reader window will have a floating toolbar, like this:



When you press F8, a standard Adobe Reader toolbar will appear in place of the floating toolbar.

If the PDF file does not open in Adobe Reader inside the browser, then your web browser is not set up to use Adobe Reader for PDF files. To change your browser settings to use Adobe Reader, please see this Adobe article:

<http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html>

2. If Adobe Reader X or XI is installed; check that the plugin to enable hit highlighting is installed on the client machine.

Adobe Reader X and XI require a plug-in to enable hit highlighting. For information on the plug-in and a link to download it, please see <http://download.dtsearch.com/pdfhl>

To see if the plug-in is installed, click Start > All Programs > dtSearch PDF Search Highlighter > dtSearch Pdf Search Highlighter Options. If these options are not present in your start menu, the plug-in is not installed.

If you have the plug-in installed and PDF highlighting still does not work, you may have Adobe Reader "Protected Mode" or "Protected View" enabled. To change this setting, run Adobe Reader and click Edit > Preferences > Security (Enhanced). When Protected Mode or Protected View is enabled, Adobe Reader blocks the plug-in. There are two ways to fix the problem:

- (1) Disable Protected Mode or Protected View in Adobe Reader, or
- (2) Install Adobe Reader XI, and click the "Trust this host" banner that pops up the first time you open a retrieved PDF file. This is preferable to disabling Protected Mode generally because it lets you preserve the security benefits of Protected Mode on untrusted sites.

3. If Adobe Reader 9 is installed, enable hit highlighting in Adobe Reader

Adobe Reader 9 disables hit highlighting by default. To enable hit highlighting,

- (1) Open Adobe Reader
- (2) Click **Edit > Preferences > Search**, and
- (3) Check the box labelled **Enable search highlights from external highlight server**.

The same procedure applies to Adobe Acrobat 9.

<http://support.dtsearch.com/dts0117.htm>

After plugin is installed you must enable the hit-highlighting plugin.

To enable hit-highlighting plugin

1. Start Menu
2. All Programs
3. dtSearch PDF Search Highlighter
4. dtSearch PDF Search Highlighter Options
5. Uncheck the box "Verify that highlighting requests are only sent to compatible servers(recommended)
6. Click OK

Test hit highlighting:

1. Go to your research site (Using Internet Explorer)
2. In search terms field type any word
3. Click "Search Records"
4. Click any of the listed files to bring up the PDF
5. The PDF should load and the search word will be highlighted like attached image.

Mortgagee may effect such repairs as it may reasonably deem necessary to protect the property, at the expense of the mortgagor. The Mortgagor covenants and agrees to repay such sums so paid and all expenses so incurred by the Mortgagee, with interest thereon from the date of payment, at the rate set forth in the note secured hereby until repaid, and the same shall be a lien on the said premises and be secured by the said note and by these presents and in default of making such repayments, the whole amount hereby secured, if not then due, shall, if the said Mortgagee so elects, become due and payable forthwith, anything herein contained to the contrary notwithstanding.

8. That in the event the property covered hereby is sold under foreclosure and the proceeds are insufficient to pay the total indebtedness secured hereby, the Mortgagor binds himself **personally** to pay the unpaid balance, and the Mortgagee will be entitled to a deficiency judgement.

9. That if the premises, or any part thereof, be condemned under any power of eminent domain, or acquired for a public use, the damages, proceeds, and the consideration for such acquisition, to the extent of the full amount of indebtedness upon this Mortgage, and the Note secured hereby remaining unpaid, are hereby assigned by the Mortgagor to the Mortgagee and

WORD SEARCH TYPES

1. Boolean Search

Using Boolean Search:

Under Search Options/Type you will find an option for “Boolean”. This search option is the most powerful and also the most complicated. For that reason, we have dedicated the following section to its use.

A Boolean search request consists of a group of words, phrases, or macros linked by connectors such as **AND** and **OR** that indicate the relationship between them.

| Search Request | Explanation |
|-----------------------|---|
| apple and pear | both words must be present |
| apple or pear | either word can be present |
| apple w/5 pear | apple must occur within 5 words of pear |
| apple pre/5 pear | apple must occur 5 or fewer words before pear |
| apple not w/5 pear | apple must not occur within 5 words of pear. |
| apple and not pear | only apple must be present |
| name contains smith | the field name must contain smith |
| apple w/5 xfirstword | apple must occur in the first five words. |
| apple w/5 xlastword | apple must occur in the last five words. |

If you use more than one connector, you should use parentheses to indicate precisely for what you want to search. For example, **apple and pear or orange juice** could mean (apple and pear) or orange, or it could mean apple and (pear or orange).

IMPORTANT:

Noise words, such as “if,” “and,” “the” are ignored in searches because they are so prevalent in the language. Including these as actual search words would overwhelm the search function.

2. Words and Phrases

In a Boolean search, you do not need to use any special punctuation or commands to search for a phrase. Simply enter the phrase the way it ordinarily appears. You can use a phrase anywhere in a search request. Examples follow:

apple w/5 fruit salad

If a phrase contains a noise word, dtSearch will skip over the noise word when searching for it. For example, a search for statue of liberty would retrieve any document containing the word statue, any intervening word, and the word liberty.

Punctuation inside of a search word is treated as a space. Thus, can't would be treated as a phrase consisting of two words: can and t. The string 1843©(8)(ii) would become 1843 c 8 ii (four words).

“AND” connector

Use the **AND** connector in a search request to connect two expressions, both of which must be found in any document retrieved. For example: **apple pie and poached pear** would retrieve any document that contained both phrases.

(apple or banana) and (pear w/5 grape) would retrieve any document that:

- (1) contained either apple OR banana, AND
- (2) contained pear within 5 words of grape

“OR” connector

Use the **OR** connector in a search request to connect two expressions, at least one of which must be found in any document retrieved. For example, **apple pie or poached pear** would retrieve any document that contained apple pie, poached pear, or both.

“W/N” connector

Use the **W/N** connector in a search request to specify that one word or phrase must occur within N words of the other. For example, **apple w/5 pear** would retrieve any document that contained apple within 5 words of pear. The following are examples of search requests using W/N:

(apple or pear) w/5 banana (apple w/5 banana) w/10 pear (apple and banana) w/10 pear

Some types of complex expressions using the **W/N** connector will produce ambiguous results and should not be used. The following are examples of ambiguous search requests:

(apple and banana) w/10 (pear and grape)
(apple w/10banana) w/10 (pear and grape)

In general, at least one of the two expressions connected by **W/N** must be a single word or phrase or a group of words and phrases connected by **OR**. Example: **(apple and banana) w/10 (pear or grape) (apple and banana) w/10 orange tree**

ArcaSearch uses two built-in search words to mark the beginning and end of a file: **xfirstword** and **xlastword**.

The terms are useful if you want to limit a search to the beginning or end of a file. For example, **apple w/10 xlastword** would search for apple within 10 words of the end of a document.

The **pre/N** connector is like **W/N**, but it also requires that the first expression must occur before the second. Example:

(apple or pear) pre/5 banana

“NOT” and “NOT W/N”

Use **NOT** in front of any search expression to reverse its meaning. This allows you to exclude documents from a search. Example:

apple sauce and not pear

“NOT” standing alone can be the start of a search request. For example, **not pear** would retrieve all documents that did not contain pear.

If **NOT** is not the first connector in a request, you need to use either **AND** or **OR** with **NOT**:

apple or not pear not (apple w/5 pear)

In this instance, the **NOT W/** (“not within”) operator allows you to search for a word or phrase not in association with another word or phrase. Example:

apple not w/20 pear

Note that unlike the **W/** operator, **NOT W/** is not symmetrical. That is, **apple not w/20 pear** is not the same as **pear not w/20 apple**. In the **apple not w/20 pear** request, ArcaSearch searches for apple and excludes cases where apple is too close to pear. In the **pear not w/20 apple** request, ArcaSearch searches for pear and excludes cases where pear is too close to apple.

3. All Word Search

“All word” search

An “All word” search uses every word in the search window; thus, the search returned must contain each word.

Example search:

1. Select an “All word” search from the drop-down search menu
2. Type “apple orange pear”
3. Click the “Search” icon
4. The returned text are only documents that contain all the words “apple” & “orange” & “pear”

4. Any Word Search

“Any word” search

An “Any word” search uses each word in the search window and returns documents that have a match with any of the words.

Example search:

1. Select an “Any word” search from the drop-down search menu
2. Type “apple orange pear”
3. Click the “Search” icon
4. The returned text are only documents that contain any of the words “apple” or “orange” or “pear”