
Using the Acclaim Web Search Features

This document includes information on how to use the Acclaim Web client to search for and print official records.

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Search Options

There are many different search types you can perform. The search options can be found along the top of the search page as well as the main search page.

Search Types Overview

Each search type has search tips to help you get the results you want.

NOTE: This is just an example of the many search types you can perform on the Web. The search types available to you may not be the ones shown here.



FIGURE 4-1: SEARCH NAVIGATION BAR

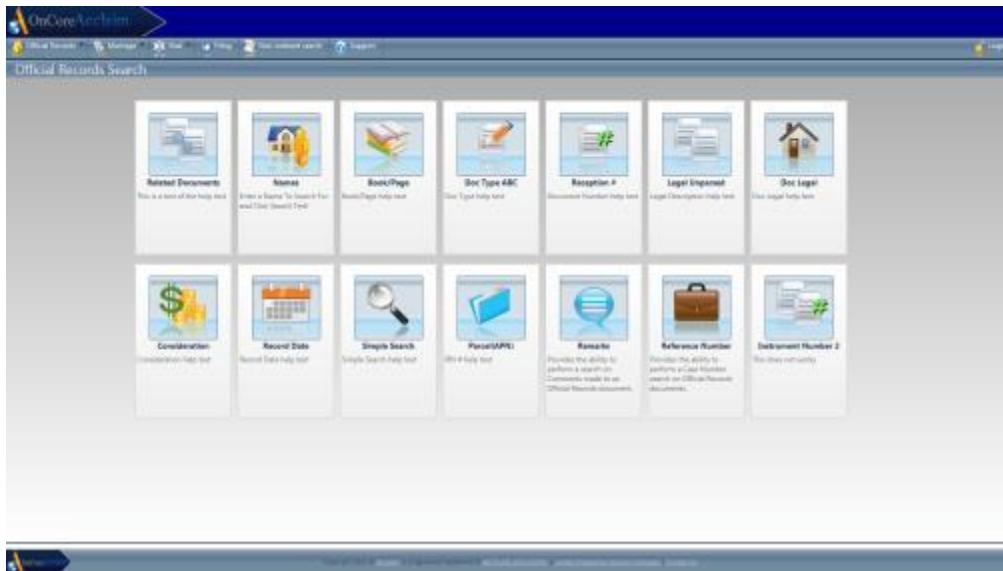
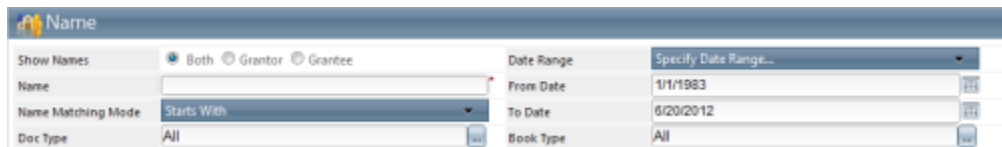


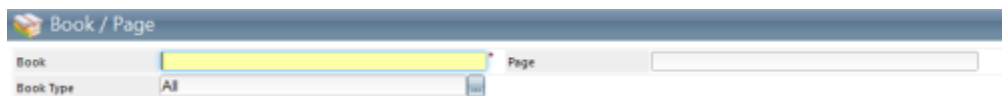
FIGURE 4-2: MAIN SEARCH PAGE

Official Records Searches

- **Names** – Search for party name or company.

A screenshot of the 'Name' search form. It includes fields for 'Show Names' (radio buttons for 'Both', 'Grantor', 'Grantee'), 'Name' (text input), 'Name Matching Mode' (dropdown menu set to 'Starts With'), 'Doc Type' (dropdown menu set to 'All'), 'Date Range' (dropdown menu set to 'Specify Date Range...'), 'From Date' (text input set to '1/1/1983'), 'To Date' (text input set to '6/20/2012'), and 'Book Type' (dropdown menu set to 'All').

- **Book/Page** – Search by Book Type, Book, and Page

A screenshot of the 'Book / Page' search form. It includes fields for 'Book' (text input), 'Page' (text input), and 'Book Type' (dropdown menu set to 'All').

- **Doc Type** – Search by document type(s) or categories

- **Clerk File # (Instrument #)** - Search by a book type and Clerk File (or instrument) number.

- **Legal Description** - Search by the unparsed legal description.

- **Doc Legal** - Search by parsed legal fields and book type.

- **Consideration** – Search by a lower range and upper range consideration amount.

- **Record Date** – Search a document by the date it was recorded

- **Simple Search** - Search by name and select a question to help guide search.

- **PIN #** - Search by parcel number, date, and doc type.

- **Comments** - Search by remarks made on official documents.

- **Case Number** - Search by the reference or case number.

Marriage Record Searches

- **Marriage by Date** - Search marriage records by date recorded or date of marriage.

- **Marriage By Name** - Search marriage records by name.

Vitals Searches

- **Vitals by Date** - Search birth and death records by date recorded.

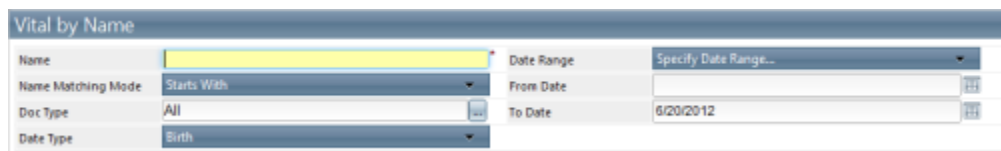


Vital by Date

Date Type: Birth | Date Range: Specify Date Range... | From Date: | To Date: 6/20/2012 | Doc Type: All | Date Type: Birth

TIP: In Johnston County, the earliest date should be entered as 1/1/1966.

- **Vitals By Name** - Search birth and death records by name.

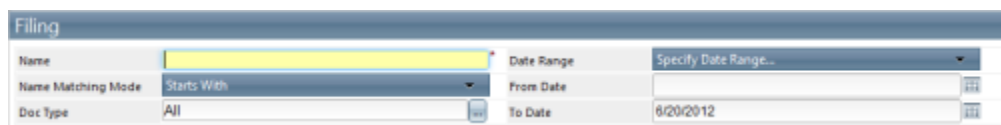


Vital by Name

Name: | Name Matching Mode: Starts With | Date Range: Specify Date Range... | From Date: | To Date: 6/20/2012 | Doc Type: All | Date Type: Birth

Filing Searches

- **Filing** - Search records by filing name information and doc type.



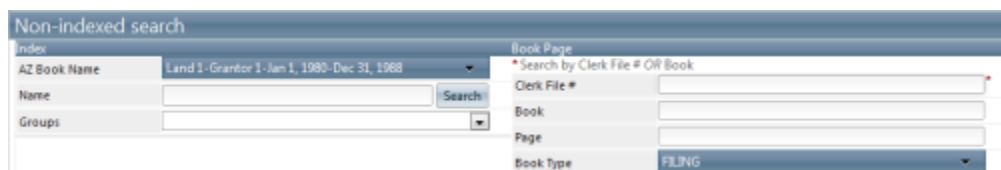
Filing

Name: | Name Matching Mode: Starts With | Date Range: Specify Date Range... | From Date: | To Date: 6/20/2012 | Doc Type: All

Non-Indexed (Alpha Index) Searches

- **Non-indexed** - Search through legacy indexes (PDFs) by alphabetical names, book/page, or by instrument ID.

NOTE: This is a meta search. Once the information is found in the legacy index, another search on the information needs to be performed to actually view the Document Details.



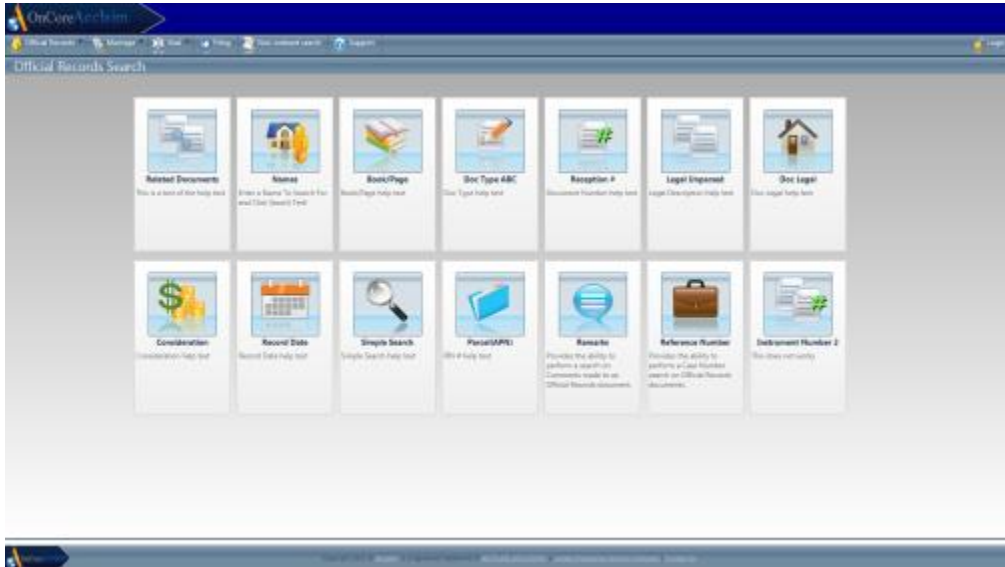
Non-indexed search

Index: AZ Book Name: Land 1 - Grantor 1 - Jan 1, 1980 - Dec 31, 1988 | Name: | Groups: | Book Page: Search by Clerk File # OR Book | Clerk File #: | Book: | Page: | Book Type: FILING

Performing Searches

Use the following steps to perform a search for a document on the Web.

1. Select the search type from the main page or the navigation pane.



2. Read and accept the disclaimer terms.
3. Enter the required search criteria, indicated by the dark gray fields and red asterisks * .

A screenshot of the 'Name' search form. The form includes fields for 'Name', 'Name Matching Mode' (set to 'Starts With'), 'Doc Type' (set to 'All'), 'Date Range' (set to 'Specify Date Range...'), 'From Date' (1/1/1983), and 'To Date' (6/19/2012). There are 'Reset' and 'Search' buttons at the bottom right. Below the form is a 'Search Tips' section with five numbered instructions: 1. Enter the name, Last name, First name like "Sparks, Sheldon". 2. Name must be atleast 3 characters long. 3. Select / Enter a beginning date. 4. Select / Enter an ending date. 5. Click Search.

FIGURE 4-3: NAME SEARCH, REQUIRED FIELD

4. Click the **Search** button.
5. The search results are displayed.
 1. If you perform a name search, a subset of the names appear in the **Select Names** window.

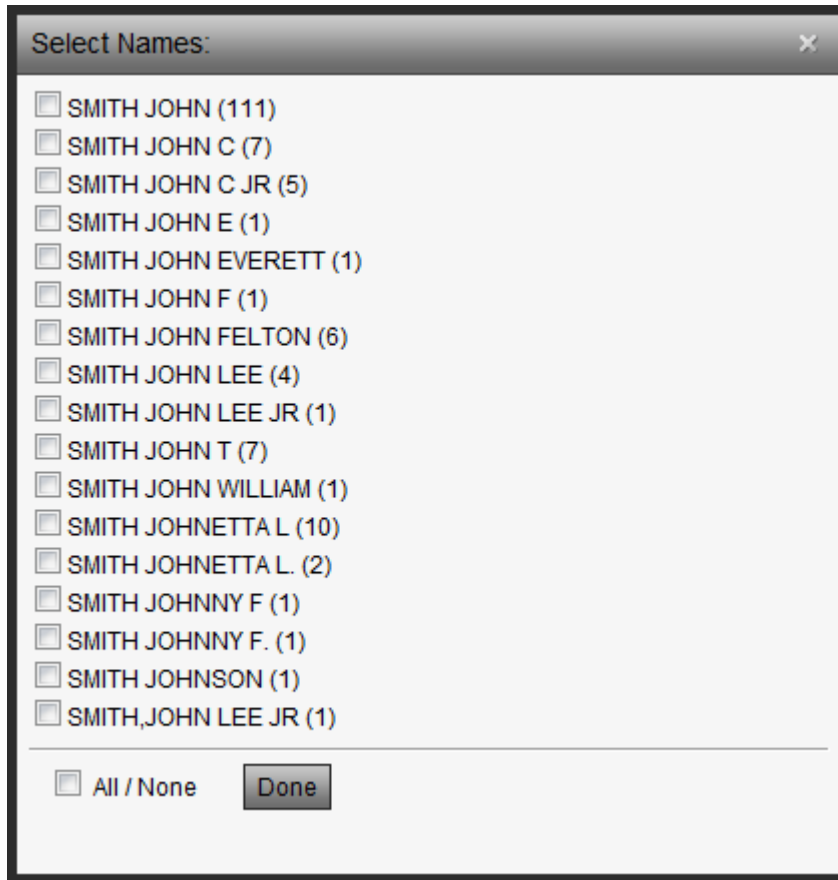


FIGURE 4-4: SELECT NAMES WINDOW

2. Select the names you want, and click **Done**.
6. The search results are displayed in the window.

Select Name	Subject Name	Record Date	Bus Type	Book Type	Book Page	Receipt #	Tax Legal	Remarks	Status	Consideration
ACME INC	1917 NATIONAL BANK	05/28/2012	APP	DK	113736	43622602508		COMMITTEE	120406	\$0.00
ACME INC	1917 NATIONAL BANK	05/28/2012	APP	DK	113736	43622602508		COMMITTEE	120406	\$0.00
ACME INC	1917 NATIONAL BANK	05/28/2012	APP	DK	113740	43622602510		COMMITTEE	120406	\$0.00
SEASIDE RESORT DEV CORP	DRYWOOD BEACH CLUB ASSN INC	05/28/2012	APP	DK	113741	43622602511		COMMITTEE	120406	\$0.00
SEASIDE RESORT DEV CORP	DRYWOOD BEACH CLUB ASSN INC	05/28/2012	APP	DK	113742	43622602512		COMMITTEE	120406	\$0.00
SEASIDE RESORT DEV CORP	DRYWOOD BEACH CLUB ASSN INC	05/28/2012	APP	DK	113743	43622602513		COMMITTEE	120406	\$0.00
SEASIDE RESORT DEV CORP	DRYWOOD BEACH CLUB ASSN INC	05/28/2012	APP	DK	113744	43622602514		COMMITTEE	120406	\$0.00
ALLOTTE INSURANCE COMPANY	ALLOTTE INSURANCE COMPANY	05/28/2012	APP	DK	113745	43622602515		TOOL BAR TEST	22	\$0.00
ALLOTTE INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERL	05/28/2012	APP	DK	113747	43622602516		TOOL BAR TEST	85	\$50,000.00
ALLOTTE INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERL	05/28/2012	APP	DK	113749	43622602517		TOOL BAR TEST	25	\$5,000.00
VAL-DER SAVERS	ACME INC	05/28/2012	APP	DK	113753	43622602519		COMMITTEE	120406	\$0.00
AMERICAN GENERAL FINANCE OF AMERL	ALLOTTE INSURANCE COMPANY	05/28/2012	APP	DK	113755	43622602524		TOOL BAR TEST	21	\$0,000.00
AMERICAN GENERAL FINANCE OF AMERL	ALLOTTE INSURANCE COMPANY	05/28/2012	APP	DK	113756	43622602524		TEST BAR	21	\$0,000.00
AMERICAN GENERAL FINANCE OF AMERL	ALLOTTE INSURANCE COMPANY	05/28/2012	APP	DK	113752	43622602518		TOOL BAR TEST	52	\$0,000.00
ALLOTTE INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERL	05/28/2012	APP	DK	113756	43622602544		TOOL BAR TEST	44	\$5,000.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/28/2012	APP	DK	113752	43622602507		21	21	\$1,000.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/28/2012	APP	DK	113752	43622602508		21	21	\$1,000.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/28/2012	APP	DK	113751	43622602509		21	21	\$1,000.00
AMERICAN GENERAL FINANCE OF AMERL	ALLOTTE INSURANCE COMPANY	05/28/2012	APP	DK	113753	43622602540		ALPHA TESTING	45	\$0,000.00
AMERICAN GENERAL FINANCE OF AMERL	ALLOTTE INSURANCE COMPANY	05/28/2012	APP	DK	113753	43622602541		ALPHA TESTING	45	\$0,000.00
ALLOTTE INSURANCE COMPANY	AMERICAN NATIONAL BANK	05/28/2012	APP	DK	113757	43622602542		TOOL BAR TEST	49	\$0,000.00
ALLOTTE INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERL	05/28/2012	APP	DK	113747	43622602506		1121	11	\$5,000.00
ALLOTTE INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERL	05/28/2012	APP	DK	113748	43622602507		1121	11	\$0,000.00
HOLLWOOD SANDS LTD	DRYWOOD BEACH CLUB ASSN INC	05/28/2012	APP	DK	113751	43622602508		COMMITTEE	120406	\$0.00
HOLLWOOD SANDS LTD	DRYWOOD BEACH CLUB ASSN INC	05/28/2012	APP	DK	113753	43622602509		COMMITTEE	120406	\$0.00

FIGURE 4-5: SEARCH RESULTS

- To view additional index information about a document (or view the images if you have a subscription account), click anywhere in the record's row. The **Document Details** window opens.

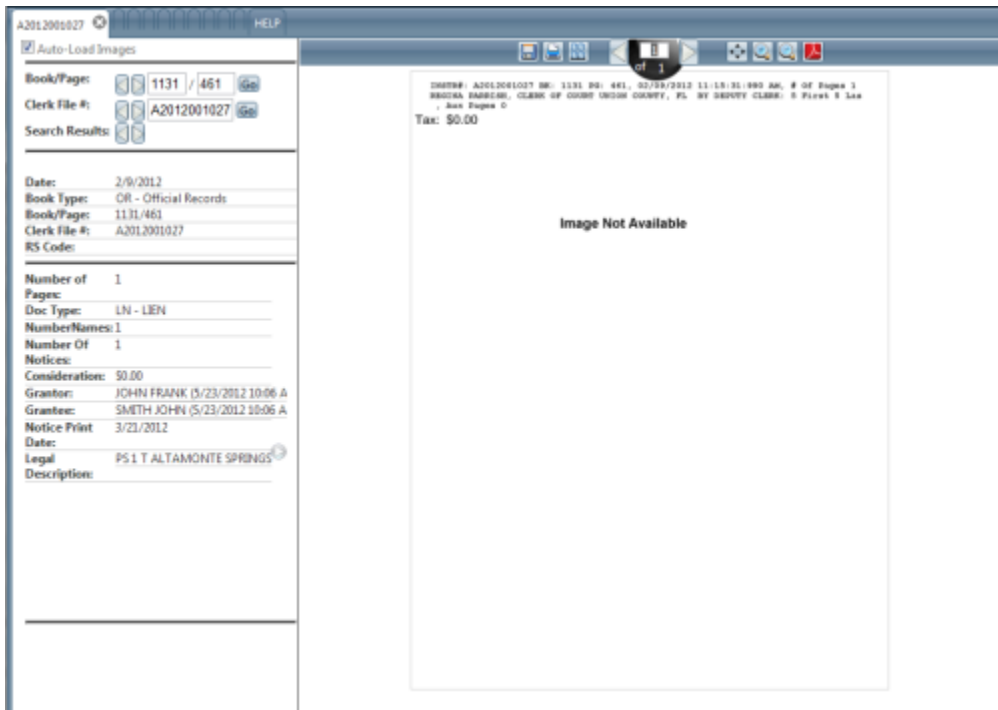


FIGURE 4-6: DOCUMENT DETAILS WINDOW


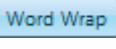

Working with Search Results

Once you complete a search, the results matching the criteria you selected appear in a table. To make finding or printing results easier, you can manipulate them in a number of ways.

- **Search Criteria** - Mouse over the Search Criteria button in the upper-left corner to show the search criteria the results are based on.



FIGURE 4-7: SEARCH CRITERIA SHOWING

- **Clear** : Use the Clear button in the upper-right corner to clear the search results and re-open the search entry fields.
- **Word Wrap** : Use the Word Wrap button in the upper-right corner to wrap the text in the columns, making it easier to resize the columns without hiding information.
- **Refresh** : Use this button to refresh the results with the latest indexed documents. The Released Through information at the top of the results shows you when these results were last received.

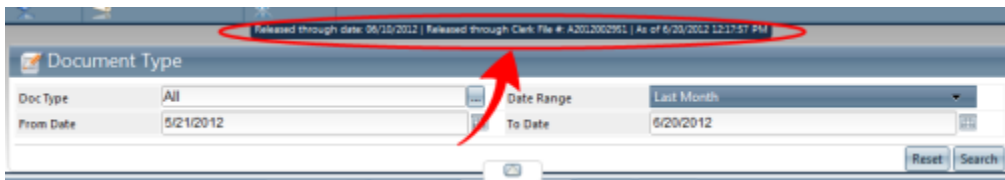


FIGURE 4-8: RELEASE THROUGH INFORMATION

NOTE: If you do not see the Release Through information, it may be due to a browser compatibility issue.

- **Search Form Toggle:** Use the Search Form Toggle arrow to hide or reveal the search form once the results have been displayed. This allows you to change the search criteria or create an entirely new search should you need to.



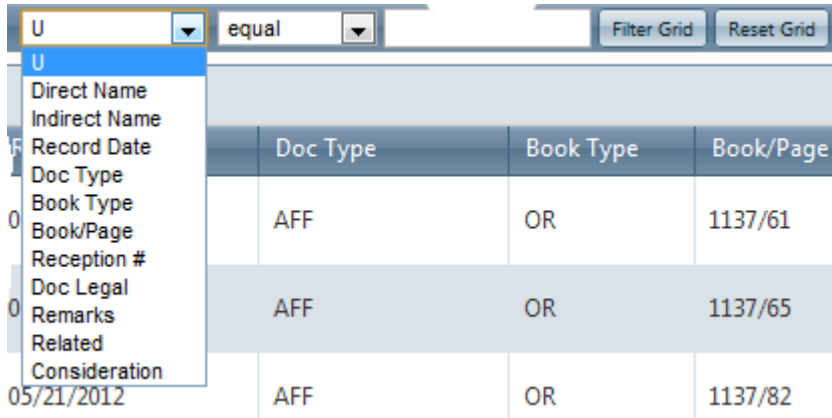
FIGURE 4-9: SEARCH FORM TOGGLED

Filtering Search Results

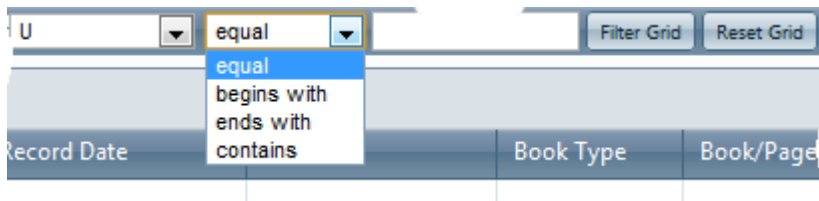
Filtering results allows you to narrow down the search and view only results that are most relevant.

Use the following steps to filter the search results.

1. Click the first down-arrow, and choose the column by which you'd like to filter.



2. Click the second down-arrow, and choose the matching type.



3. In the blank field, enter all or part of the criteria by which you'd like to filter, and then click the **Filter Grid** button. The results are filtered.

NOTE: Click the **Reset Grid** button to return to the full search results.

Printing Search Report Results

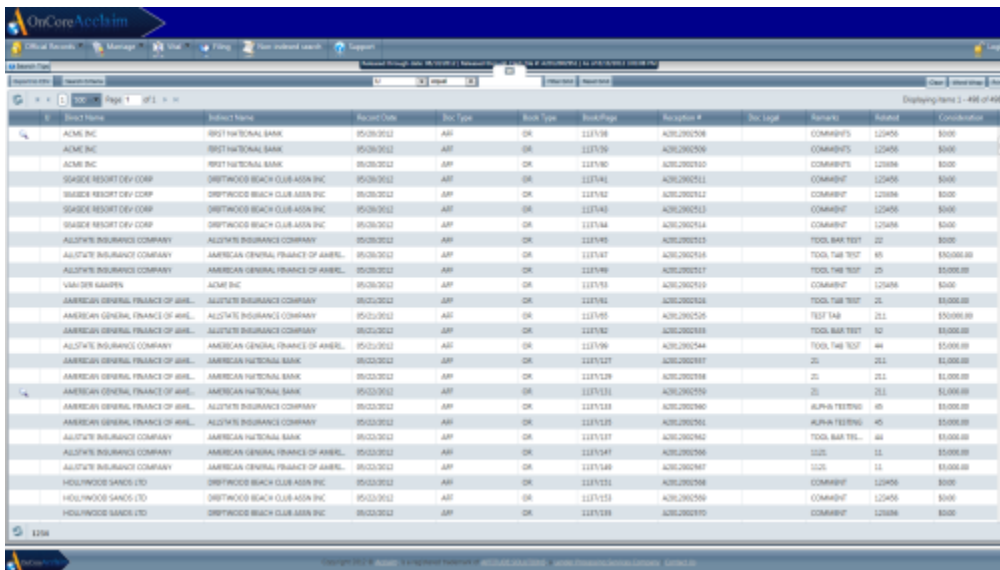
You may find it useful to print the results of a search as list with column headers. There are two ways to do this; using the Print button on the screen or exporting to a .CSV file and then printing from there.

Using the Search Results Print Button

Using the Print button in the search results is the fastest method, but generally does not provide desirable results. The reason for this is that it relies on the browser to distinguish what should be printed.

CAUTION: Often, the browser simply chooses what is viewable to you on the screen. It will not pick up areas to which you must scroll or navigate. This results in very small images, columns being truncated, or results being left off.

1. Perform a search for the results you'd like.



Related Name	Acquisition Date	Bus Type	Bank Type	Bank/Paid	Acquisition #	Bus Legal	Service	Status	Consideration
ACME INC	05/28/2012	APP	OK	112759	4261260208		COMMINT	123456	\$0.00
ACME INC	05/28/2012	APP	OK	112759	4261260208		COMMINT	123456	\$0.00
ACME INC	05/28/2012	APP	OK	112759	4261260210		COMMINT	123456	\$0.00
SEASIDE RESORT DEV CORP	05/28/2012	APP	OK	112751	4261260211		COMMINT	123456	\$0.00
SEASIDE RESORT DEV CORP	05/28/2012	APP	OK	112752	4261260212		COMMINT	123456	\$0.00
SEASIDE RESORT DEV CORP	05/28/2012	APP	OK	112748	4261260213		COMMINT	123456	\$0.00
SEASIDE RESORT DEV CORP	05/28/2012	APP	OK	112754	4261260214		COMMINT	123456	\$0.00
ALLOTTE'S INSURANCE COMPANY	05/28/2012	APP	OK	112756	4261260215		TOOL BAR TEST	22	\$0.00
ALLOTTE'S INSURANCE COMPANY	05/28/2012	APP	OK	112757	4261260216		TOOL BAR TEST	65	\$0.000000
ALLOTTE'S INSURANCE COMPANY	05/28/2012	APP	OK	112758	4261260217		TOOL BAR TEST	25	\$0.000000
VIA DER GAARDEN	05/28/2012	APP	OK	112753	4261260219		COMMINT	123456	\$0.00
AMERICAN GENERAL FINANCE OF AME...	05/28/2012	APP	OK	112751	4261260228		TOOL BAR TEST	25	\$0.000000
AMERICAN GENERAL FINANCE OF AME...	05/28/2012	APP	OK	112755	4261260256		TEST TAB	25	\$0.000000
AMERICAN GENERAL FINANCE OF AME...	05/28/2012	APP	OK	112752	4261260233		TOOL BAR TEST	52	\$0.000000
ALLOTTE'S INSURANCE COMPANY	05/28/2012	APP	OK	112756	4261260244		TOOL BAR TEST	44	\$0.000000
AMERICAN GENERAL FINANCE OF AME...	05/28/2012	APP	OK	112752	4261260287		25	25	\$1,000.00
AMERICAN GENERAL FINANCE OF AME...	05/28/2012	APP	OK	112752	4261260288		25	25	\$1,000.00
AMERICAN GENERAL FINANCE OF AME...	05/28/2012	APP	OK	112751	4261260259		25	25	\$1,000.00
AMERICAN GENERAL FINANCE OF AME...	05/28/2012	APP	OK	112753	4261260290		ALPHA TESTING	48	\$0.000000
AMERICAN GENERAL FINANCE OF AME...	05/28/2012	APP	OK	112752	4261260291		ALPHA TESTING	48	\$0.000000
ALLOTTE'S INSURANCE COMPANY	05/28/2012	APP	OK	112757	4261260292		TOOL BAR TEST	48	\$0.000000
ALLOTTE'S INSURANCE COMPANY	05/28/2012	APP	OK	112757	4261260293		225	12	\$0.000000
ALLOTTE'S INSURANCE COMPANY	05/28/2012	APP	OK	112758	4261260297		225	12	\$0.000000
HOLLYWOOD SANDS LTD	05/28/2012	APP	OK	112753	4261260298		COMMINT	123456	\$0.00
HOLLYWOOD SANDS LTD	05/28/2012	APP	OK	112753	4261260299		COMMINT	123456	\$0.00
HOLLYWOOD SANDS LTD	05/28/2012	APP	OK	112753	4261260310		COMMINT	123456	\$0.00

FIGURE 4-10: SEARCH RESULTS

2. Click the **Print** button in the upper-right corner.

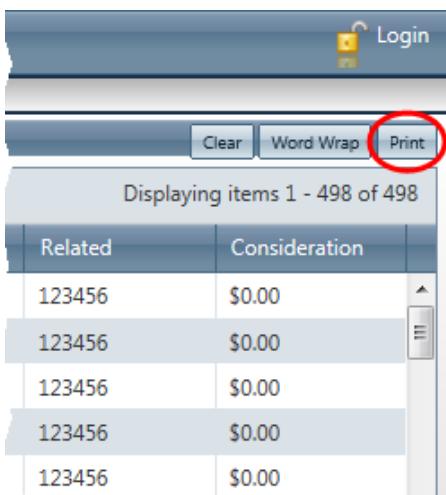


FIGURE 4-11: SEARCH RESULTS PRINT BUTTON

Exporting to CSV Before Printing

Although exporting to CSV (a spreadsheet) adds another step layer to the printing process, it provides the most flexibility when printing accurate and complete search records.

CAUTION: This method requires that you have a program that can read CSV files, such as Microsoft Excel.

To export to CSV and then print, follow these steps.

1. Perform a search for the results you'd like.

Direct Name	Account Name	Record Date	Doc Type	Bank Type	Book/Page	Receipt #	Doc. Legal	Remarks	Related	Consolidated
ALCM INC	FIRST NATIONAL BANK	05/28/2012	APP	DK	113738	A3622607508		COMMITTEE	125406	\$0.00
ALCM INC	FIRST NATIONAL BANK	05/28/2012	APP	DK	113739	A3622607509		COMMITTEE	125406	\$0.00
ALCM INC	FIRST NATIONAL BANK	05/28/2012	APP	DK	113740	A3622607510		COMMITTEE	125406	\$0.00
SEASIDE RESORT DEV CORP	SHYWOOD BEACH CLUB ASSN INC	05/28/2012	APP	DK	113741	A3622607511		COMMITTEE	125406	\$0.00
SEASIDE RESORT DEV CORP	SHYWOOD BEACH CLUB ASSN INC	05/28/2012	APP	DK	113742	A3622607512		COMMITTEE	125406	\$0.00
SEASIDE RESORT DEV CORP	SHYWOOD BEACH CLUB ASSN INC	05/28/2012	APP	DK	113743	A3622607513		COMMITTEE	125406	\$0.00
ALLOTTE'S INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERL	05/23/2012	APP	DK	113787	A3622607518		TOOL TAG TRST	22	\$0.00
ALLOTTE'S INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERL	05/23/2012	APP	DK	113787	A3622607518		TOOL TAG TRST	85	\$50,000.00
ALLOTTE'S INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERL	05/23/2012	APP	DK	113788	A3622607517		TOOL TAG TRST	25	\$0,000.00
ALLOTTE'S INSURANCE COMPANY	AMERICAN GENERAL FINANCE OF AMERL	05/23/2012	APP	DK	113788	A3622607517		TOOL TAG TRST	125406	\$0.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	113782	A3622607514		TOOL TAG TRST	25	\$0,000.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	113785	A3622607516		TEST TAG	25	\$50,000.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	113782	A3622607513		TOOL TAG TRST	32	\$0,000.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	113796	A3622607544		TOOL TAG TRST	44	\$5,000.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	1137127	A3622607897		25	25	\$1,000.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	1137129	A3622607898		25	25	\$1,000.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	1137131	A3622607899		25	25	\$1,000.00
AMERICAN GENERAL FINANCE OF AMERL	ALLOTTE'S INSURANCE COMPANY	05/23/2012	APP	DK	1137133	A3622607900		ALPHA TESTING	40	\$5,000.00
AMERICAN GENERAL FINANCE OF AMERL	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	1137133	A3622607900		ALPHA TESTING	40	\$5,000.00
ALLOTTE'S INSURANCE COMPANY	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	1137137	A3622607902		TOOL TAG TRST	40	\$5,000.00
ALLOTTE'S INSURANCE COMPANY	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	1137147	A3622607906		TOOL TAG TRST	11	\$5,000.00
ALLOTTE'S INSURANCE COMPANY	AMERICAN NATIONAL BANK	05/23/2012	APP	DK	1137149	A3622607907		TOOL TAG TRST	11	\$5,000.00
HOLLWOOD SANDS LTD	SHYWOOD BEACH CLUB ASSN INC	05/23/2012	APP	DK	1137151	A3622607908		COMMITTEE	125406	\$0.00
HOLLWOOD SANDS LTD	SHYWOOD BEACH CLUB ASSN INC	05/23/2012	APP	DK	1137153	A3622607909		COMMITTEE	125406	\$0.00
HOLLWOOD SANDS LTD	SHYWOOD BEACH CLUB ASSN INC	05/23/2012	APP	DK	1137159	A3622607910		COMMITTEE	125406	\$0.00

FIGURE 4-14: SEARCH RESULTS

2. Click the **Export to CSV** button in the upper-left corner.

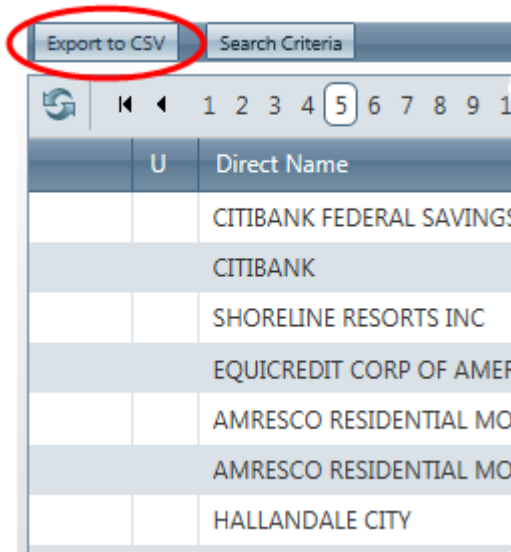


FIGURE 4-15: SEARCH RESULTS EXPORT TO CSV BUTTON

- Depending on the Web browser you use, you will need to either select to **Open** the file or **Save** it to your computer.



FIGURE 4-16: EXAMPLE OF SAVE BANNER IN INTERNET EXPLORER

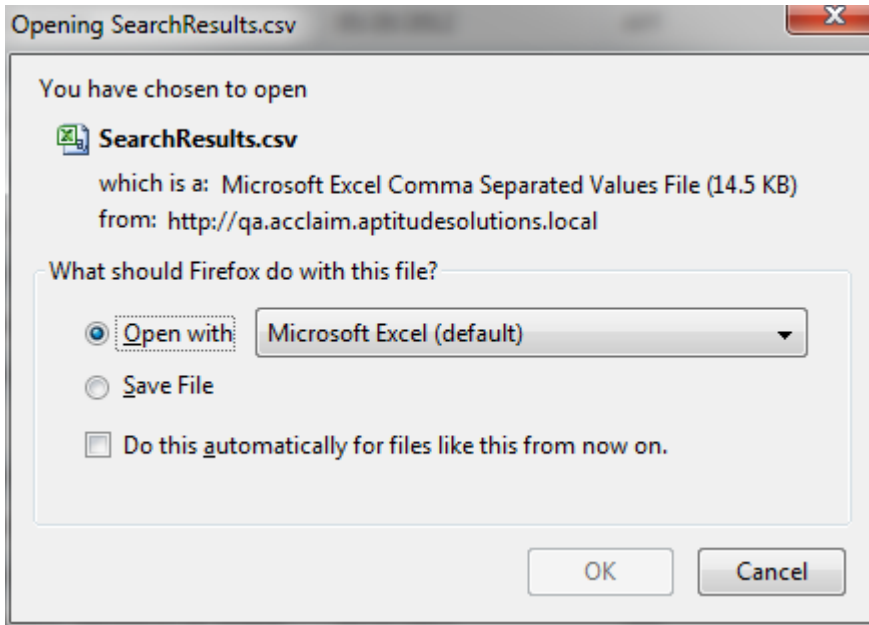


FIGURE 4-17: EXAMPLE OF SAVE DIALOG BOX IN FIREFOX

- Open the file, and use the program's advanced print settings to ensure that all columns are printed and readable. You may want to change the following settings:
 - Page Orientation:** Change to Landscape
 - Scaling:** Change to reduce the size of the printed material
 - Margins:** Reduce to increase printable area

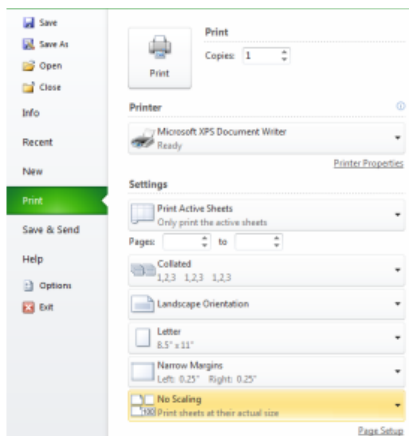


FIGURE 4-18: EXAMPLE OF EXCEL'S PRINT OPTIONS

Viewing Document Details

Use the following steps to view the details of a document.

1. Access the document image after performing a search or using a direct link.

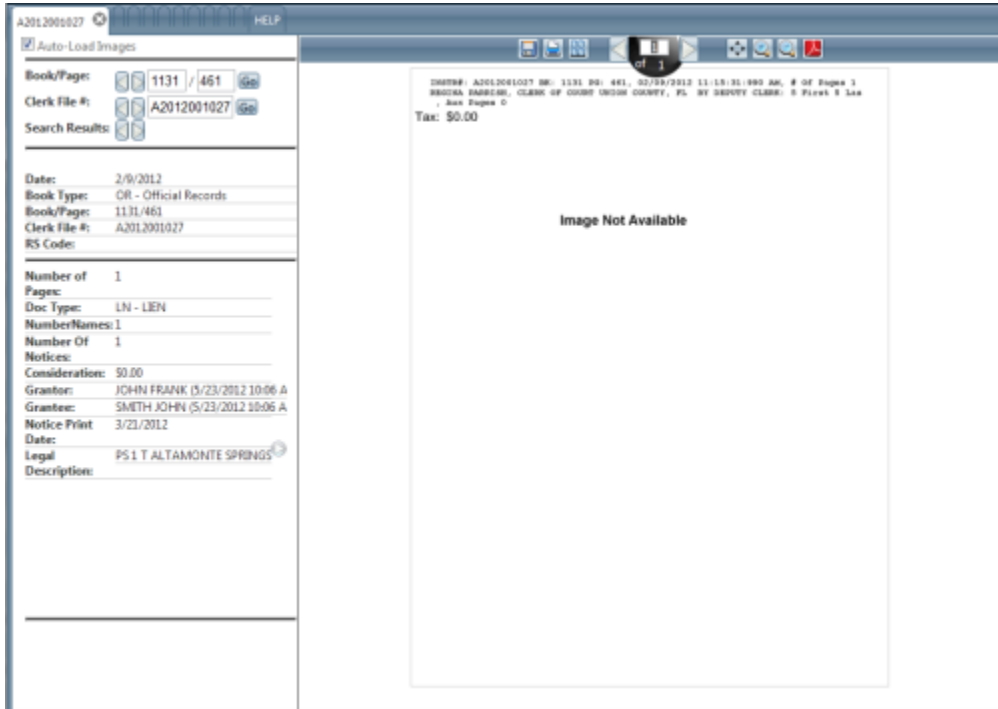



FIGURE 4-19: DOCUMENT DETAILS WINDOW


2. To view more of the document, use the Document Tools above the image.




FIGURE 4-20: DOCUMENT TOOLS

-  **Save As:** Use this button to open a small drop-down list and choose one of the two formats to save the document, either **TIFF** or **PDF**.

NOTE: Saving a document requires an account that allows this action.

-  **Print:** Use this button to open a small drop-down list, and choose to either print all pages as PDF, print the current page as a PDF, or print the current viewable area of the page.

NOTE: Printing a document requires an account that allows this action.

-  **Toggle Thumbnail View:** Use this button to toggle thumbnail images along the left side of the pages in the current document.



- **Previous Page, Next Page:** Use these buttons to move to the next or previous page of the current document. Alternatively, you can type the page number in the center text box to jump to that page.
- **Fit Width or Height:** Use this button to fit the page in the current window, either choosing to maximize its width or height.
- **Zoom +, -:** Use these buttons to zoom in or out on the image.
- **View as PDF:** Use this button to toggle the view in the Document Details window to a PDF. While in PDF view, you can choose to display all pages and then use the side scroll bar to navigate through the pages.

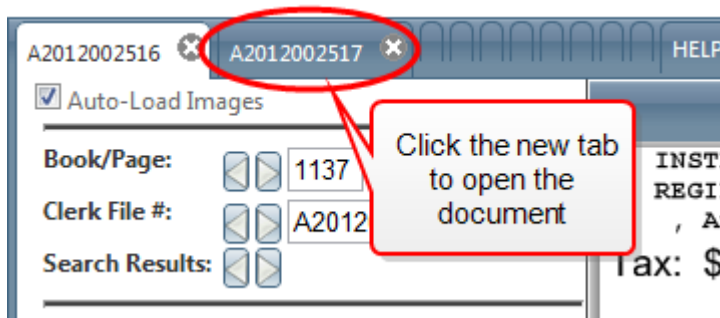
TIP: The View as PDF mode will remove the image tools, and you must switch back to the normal view to make them available again. However, while in PDF view, you can mouse over the PDF image and view the available commands your computer's PDF viewer has available to you.

3. To view other documents from the search results, use the navigation buttons in the left pane.

Date:	2/9/2012
Book Type:	OR - Official Records
Book/Page:	1131/461
Clerk File #:	A2012001027
RS Code:	
Number of Pages:	1
Doc Type:	LN - LIEN
Number Names:	1
Number Of:	1
Notices:	
Consideration:	50.00
Grantor:	JOHN FRANK (5/23/2012 10:06 A)
Grantee:	SMITH JOHN (5/23/2012 10:06 A)
Notice Print Date:	3/21/2012
Legal:	PS 1 T ALTAMONTE SPRINGS
Description:	

- **Book/Page** - Use the arrow buttons to move to the previous or next page in the current book, regardless of whether it appeared in the results. Alternatively, you can type a book or a page into the text boxes, and then click the **Go** button to jump to specific record.
- **Clerk File #** - Use the arrow buttons to move to the next or previous instrument number (or system generated number), regardless of whether it appeared in the results.
- **Search Results** - Use the arrow buttons to move to the next or previous document listed in the search results.

When you use the left navigation pane buttons, new documents do not open in the current tab. Instead, they will load in the *next tab to the right*. You must click the tab to view its contents because Acclaim Web will not switch to it automatically.



Printing Documents

When you find document records in the Web search, you can print them out for later use.

Once you find a document you'd like to print, there are three different choices for printing it: print all the pages of the document, print the current page, or print the current view of the current page (to retain a zoom-enhanced view, for example).

Printing All Pages

To print all pages of the document in the Document Details window, follow these steps.

1. Ensure the document you want to print is showing in the **Document Details** window.

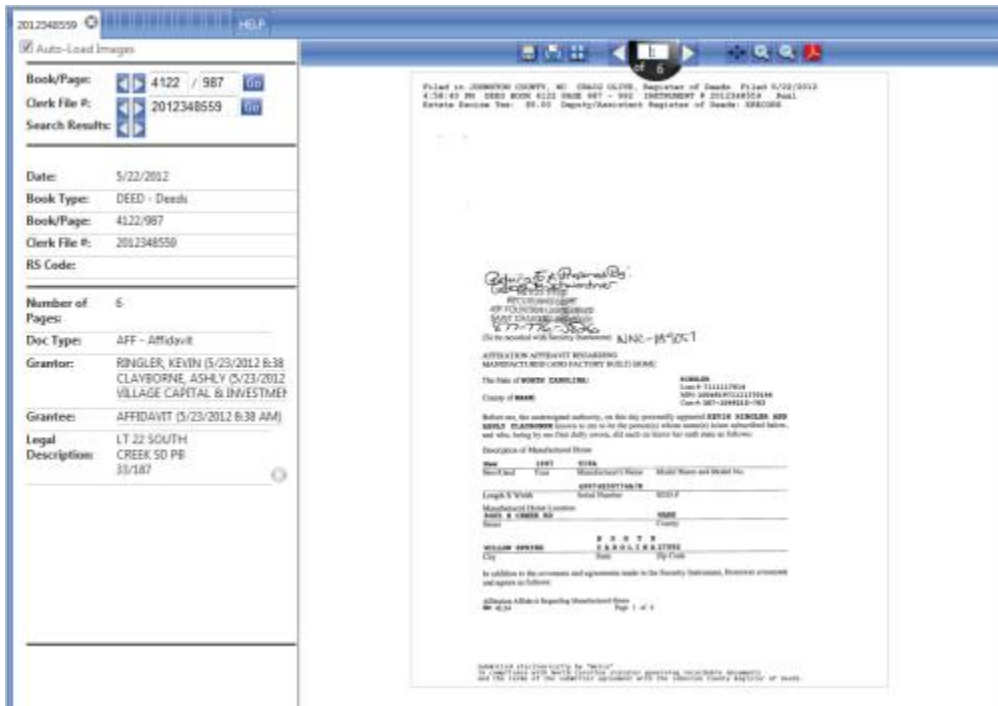



FIGURE 4-21: DOCUMENT DETAILS WINDOW

2. Click the **Print**  button on the image toolbar, and then select **Print all pages as Pdf** option in the drop-down.

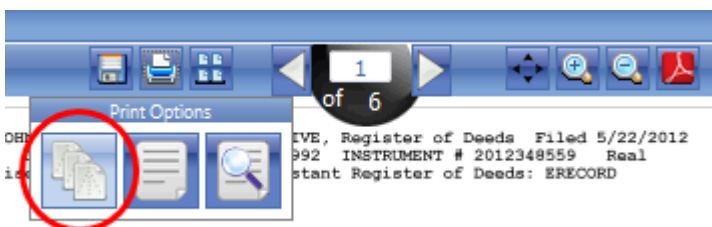


FIGURE 4-22: PRINT OPTIONS, PRINT ALL PAGES

CAUTION: At this point, if you have pop-up blockers enabled in your Web browser, you may receive a pop-up alert. You will need to allow pop-ups to continue printing the document as a PDF.

- Depending on the browser you use, a preview of the PDF and the **Print** dialog box will open.

From here, you can select the printer, page orientation, and other printer-controlled settings.

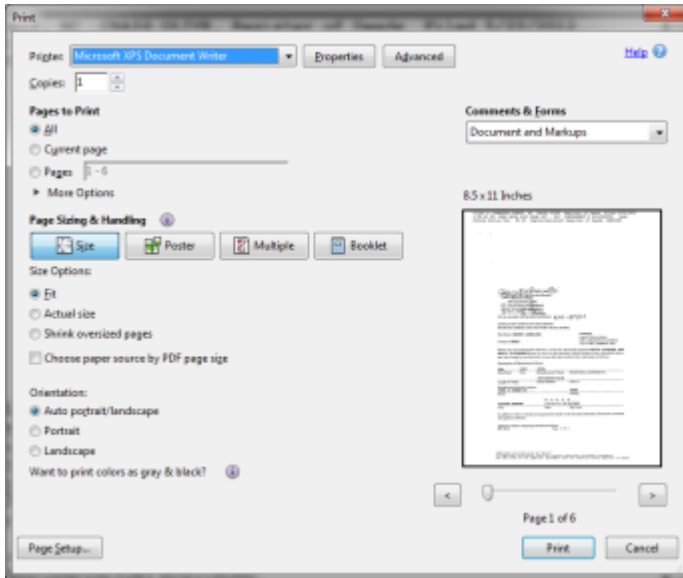


FIGURE 4-23: EXAMPLE OF PRINT DIALOG BOX

- Select your preferred settings, and click the **Print** button.

Printing the Current Page

To print all pages of the document in the Document Details window, follow these steps.

- Ensure the document you want to print is showing in the **Document Details** window.

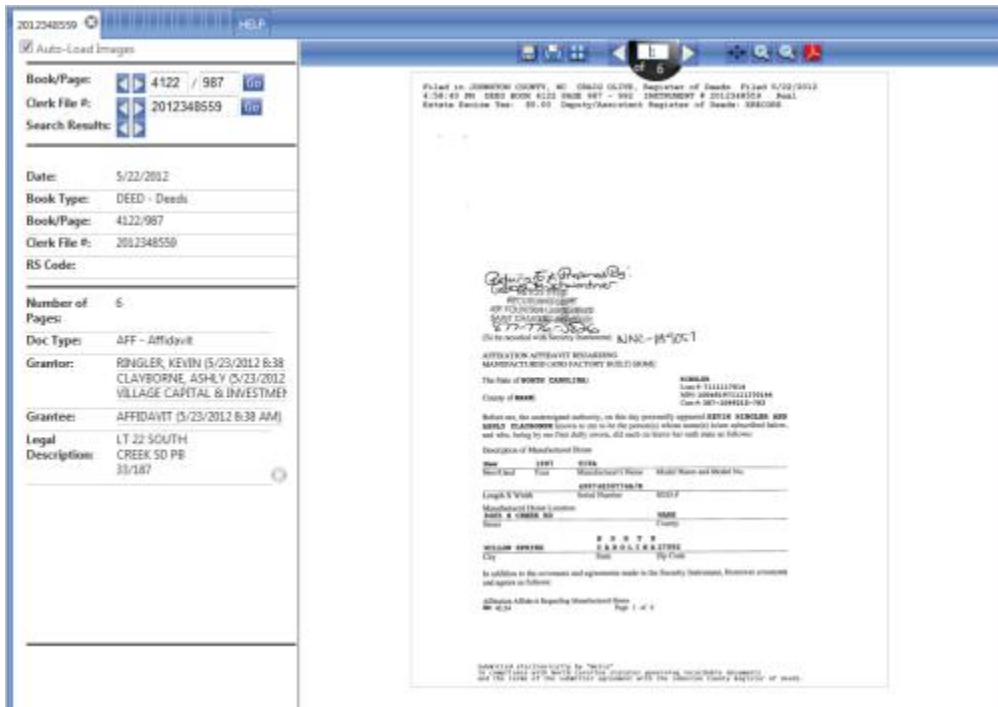



FIGURE 4-24: DOCUMENT DETAILS WINDOW

2. Click the **Print**  button on the image toolbar, and then select **Print Page as Pdf** option in the drop-down.

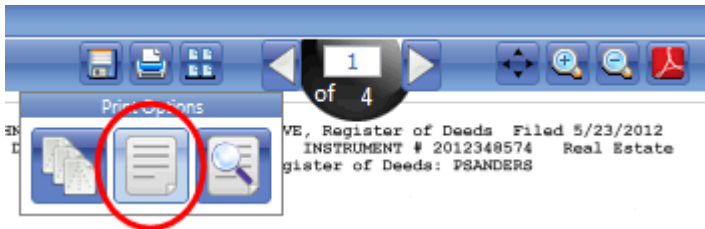


FIGURE 4-25: PRINT OPTIONS, PRINT CURRENT PAGE

CAUTION: At this point, if you have pop-up blockers enabled in your Web browser, you may receive a pop-up alert. You will need to allow pop-ups to continue printing the document as a PDF.

3. Depending on the browser you use, a preview of the PDF and the **Print** dialog box will open.
From here, you can select the printer, page orientation, and other printer-controlled settings.

NOTE: Because you chose to only print the current page, you will not see any of the selections for multiple pages in the printing options.

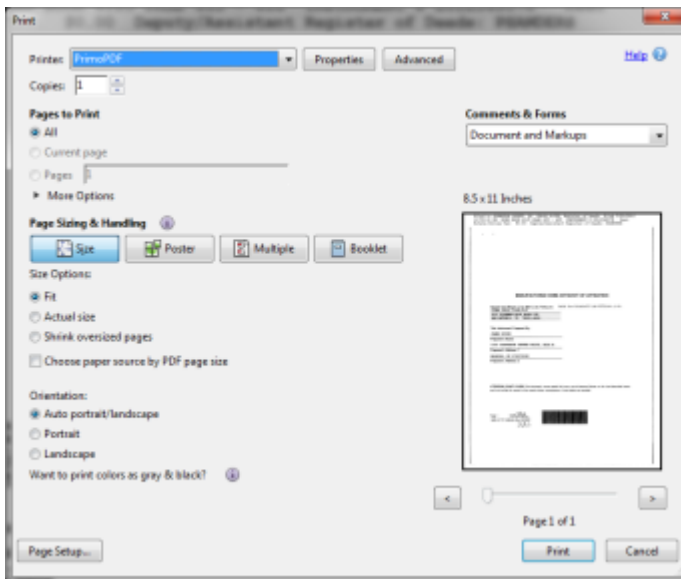


FIGURE 4-26: EXAMPLE OF PRINT DIALOG BOX

4. Select your preferred settings, and click the **Print** button.