

**Instructions for Union County Imaged Index  
(Scanned Plat and Condo Index Books)  
Indexing Data from 1842 through December 31, 2004**

The Register of Deeds has completed the digital conversion of the plat and condo index book covering plats filed from 1842 – December 31, 2004. This portion of the site allows the user to search this scanned index book, which was scanned to replicate the actual index book in the office. This book is not in alphabetical order, but rather in alphabetic sub letter sections (such as Aa-Ak). In addition, condominiums are included as a separate “set out.” Specific instructions are listed below in detail.

**Special Note Regarding the Condos Set Out**

There is a single book that contains all plat filings, including condominiums from 1842-2004. This book contains a message at the start of the book that all condominium plats for this time frame can be found at the beginning of the Co-Cq section and *may* also be found in the alphabetic section that contains the name of the condo. If you are searching for a condo, then you may need to look in *both locations* on this index.

In addition, we have created a separate index choice under the type options entitled “Condos Set Out.” If you are looking for a condo, you may choose this search option to see the two pages that contain all of the condo index entries for this time period.

**Images Available  
All Historical Plat and Condo Images Have Been Digitized and  
Current Filings are Scanned on a Regular Basis**

The book and page reference for each plat is listed in the index book. If the plat reference is C-1, this indicates Condo book 1, and the searcher should choose Condo from the book type list and use book 1, not book C-1. All other book references are for the plat book. These references may be to numeric books (such as 1, 2, or 3) or to alphabetic books (more current plats such as A, B, or C). If the reference is to an alpha book, choose plat from the document type list and type in the letter.

**Search Instructions**

When searching:

- Choose **Type** (1-Plat and Condo^ or 2-Condos Set Out^) and press **next**
- Choose **Subtype** (you will have only one option) and press **next**
- Choose **Year Range** (there is only one year range for both) and press **next**
- Choose **Human/Corporation** (this will be the only choice)
  - 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, for Co-Cq,

there will be a Condo set out on the left side of the screen. 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**, choose the **book type** (Plat or Condo) from the drop down menu at the top of the screen and **type** in the **book and page** at the top right of the screen and **click** on “view page.” If the image has been digitized, the image will be displayed in a new window.

### Additional Features

- **DOWNLOAD PLAT:** If you are viewing the image of a plat or condominium, you will have the option to download the plat that you are viewing to your computer. Once on your computer, you will be able to print to any available printer, including an oversized printer. The images have been scanned to include the original dimensions of the scan, so you may be able to print a one-to-one scaled version of the plat.
- 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 25 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.