

# Laredo - Panola County Land Records Search

- After entering the criteria you wish to search by, click **ADD**, then **FIND**
- % is a wild card and can be used in place of any letter(s) or number(s) in a search field for more results (For example: ANDERS%N will yield results of all spellings of ANDERSON, ANDERSEN)
- Rearrange Columns by Clicking & Dragging Header
- Sort Results by Clicking on the Header of Any Column or Sort Multiple Columns by **SHIFT+ Clicking Multiple Column Headers in the Order You Want to Sort Them**

<b><u>Search Party Name</u></b>	<b>Doe John or Doe J</b> ( <i>yields more results</i> ) <b>Party 1 = Grantor Party 2 = Grantee</b> Search 2 names at once by adding first name; ADD; enter second name; ADD; Find
<b><u>Search Doc Number</u></b>	Enter Beginning Doc Number; Tab; ADD; Find
<b><u>Search by Recording Date</u></b>	Enter Beginning Date; Tab; Enter Ending Date; ADD; Find
<b><u>Search Group</u></b>	Drop Down for Document Types; ADD; Find
<b><u>Reference Number</u></b>	May be Used to Search Specific Doc Number (docs recorded prior to 2020)
<b><u>Subdivision</u></b>	Includes Survey Names with Abstract Numbers, Subdivisions & Unit/Well Names. Start typing the Survey Name, Subdivision or Unit Name (example HOUSE); Tab (a list of possible names appears as a drop-down menu); Highlight your Choice; ADD; Find
<b><u>Address</u></b>	Includes Street Address <b>if</b> Indexed
<b><u>Associated Documents</u></b>	Allows Search for Docs that Reference an Earlier Recorded Doc, <b>if</b> Indexed. Enter Earlier Doc Number or Book and Page; ADD; Find
<b><u>Book Page</u></b>	Enter Book (Vol) and Page; ADD; Find
<b><u>View Image</u></b>	Click the Icon in the Img Column or on the Doc Number
<b><u>Increase/Decrease Image Size</u></b>	With your mouse in the Image Screen, CTRL- to Zoom Out, or CTRL+ to Zoom In, OR Zoom in on a portion of the image by clicking and holding the left mouse button while dragging the cursor anywhere on the image
<b><u>Print Index</u></b>	<b>Print Results</b> will print your search results screen (as it appears on screen) <b>Print Details</b> will print a detailed report of <b>all</b> search results <b>Print Selected</b> will print only the index information for the selected row(s)
<b><u>Print Document</u></b>	With the Image Open, Click Print on the Right Side, Choose Specific Pages or Entire Document, Click Show Print Dialog to Select Paper Size; Print  <b>Your Copies Will be Available at the Front Counter</b> <b>Printed copies are \$1 per page. All charges are due when the copies are printed.</b>