TO SEARCH FOR THE GRANTOR & GRANTEE INDEX BOOKS IN AVA:

- Select "GRANTOR INDEX" or "GRANTEE INDEX" in the "Document Type" field in AVA.

- **Enter the first letter of the particular name** you are searching for in the "Last Name…" field of AVA.

- Click on the "SEARCH" button. The search results will display a list of all of the Grantor or Grantee Index pages that include the party names that begin with the alphabetical letter entered in the "Last Name…" field.
  - The Search Results display in date range / Alphabetical order descending (**most recent records at the top**).

GE1900-55-DO-DZ-KEY	GRANTEE INDEX	7/4/1776 7:01:00 AM
GE1900-55-DO-DZ-61	GRANTEE INDEX	7/4/1776 7:01:00 AM
GE1900-55-DO-DZ-59	GRANTEE INDEX	7/4/1776 7:01:00 AM

  - (NOTE: The value in the "Recorded Date" is simply a placeholder date required by AVA – it does not represent an actual recording date for any records in the search results.)
- The records are identified as follows:
  - The value in the "Document No" column identifies the following:
    - "GR" refers to the Grantor pages; "GE" refers to the Grantee pages.
    - The date range of each index book (e.g., 1900-1955) and the alphabetical range of the party names (e.g., "DO-DZ") listed in the pages of that record.
    - "Key" identifies the Key pages of each book.
    - The number at the end of any record (e.g., "61", "59" in the image above) refers to the page of the index book that is referenced in the key pages.
  - The value in the "Doc Type" column identifies the type of index book.
- To **view any record** in the search results, click anywhere on the row of the desired record then click on the image icon in the upper left of the row:
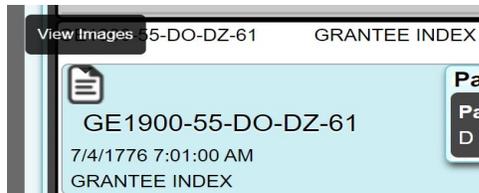
  - The image of the selected pages of the index book will display. An example of the "D" pages of a Grantee Index Book image is shown below.

- Utilize the tool bar below the image to **scroll through the pages**:

  - 🔍 Click on the **Magnifying Glass** button to **zoom in** or out of the image.

  - ⏩ Click on the **Double Arrow button** to **scroll through** the images one page at a time.

- In the Search Results, follow these steps to **locate a particular name** in an index book:

  - **1800-1970 INDEX BOOKS** (these contain both "Cutout" names and "Mixed Name Groups"):

    - Click on the image icon of the desired Key page to view the image. A portion of the "GR1801-99-DA-DN-KEY" page is shown below:

    - Click on the **Double Arrow button** below the image to **scroll through the pages** of the image.

    - Note the page number of the name you are searching then click on the "Back" button at the top of the screen to close the image and return to the search results.

    - In the Search Results, **locate the row that contains the letter range** (e.g., "DA-DN") and, for the "Cutout" names, **the page number** (e.g., "31") listed in the key page for the name you are searching.

    - Click on the image icon in that row to display the image of the desired page(s).

      - For the **"Cutout" name** list in the top portion of each Key page, the "Document No" contains the letter range and the page number listed on the Key page. An example of two of these records is shown below:

GR1900-55-DA-DN-29	GRANTOR INDEX
GR1900-55-DA-DN-27	GRANTOR INDEX

      - For the **"Mixed Name Groups"** names listed in the bottom portion of each Key page, the "Document No" contains only the letter range of the names—the page number is not listed but when you view the image, the correct page will open. An example of two of these records is shown below:

GR1801-99-DV-DZ	GRANTOR INDEX
GR1801-99-DUO-DUZ	GRANTOR INDEX

  - **1971-1996 INDEX BOOKS** (these contain only "Cutout" names):

    - Click on the image icon value of the desired Key page to view the image.

    - Note the page number of the name you are searching then click onthe "Back" button to close the image.

    - In the Search Results, **locate the row that contains the letter range** (e.g., "B-BN") listed in the key page for the name you are searching.

    - Click on the image icon in that row to display the image of the index pages for the names in the letter range selected.

    - To **scroll to the page number** noted on the Key page, click on the **Double Arrow button** or enter the desired page # in the **"GO TO PAGE"** field at the bottom of the image then click on the **"Go" button** to advance to the page.