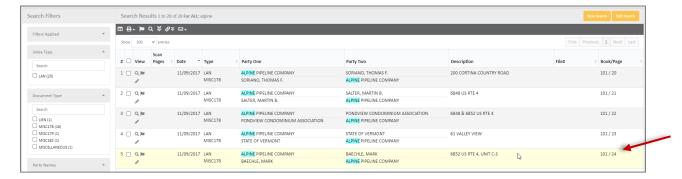
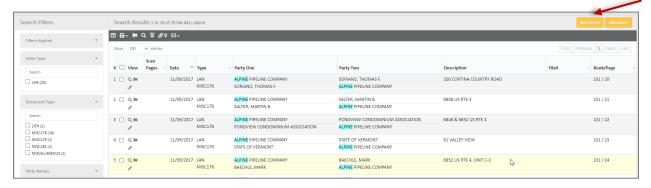
Record books for the last five years have been scanned and attached to one index entry per scanned book. This allows for viewing of the images associated with an electronic index record one book at a time. Each book is scanned under the book number and PAGE 1. Scrolling through the thumbnails will allow you to find the pages referenced in the electronic index.

- 1. Search for the document information.
- 2. Locate the document information for which you would like to see the image and note the book and page numbers.



3. Return to the search menu by clicking the **NEW SEARCH** button.



4. Select **BOOK PAGE** from the options menu on the **SIMPLE SEARCH** tab.



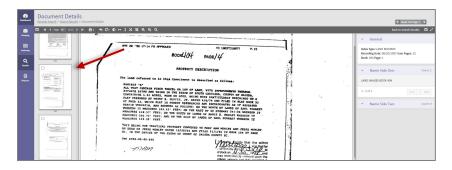
5. Type the book number of the record you would like to display, and page number 1. Then, click the **SEARCH** icon.



6. The following results will display. To choose the Images Book record, click on the VIEW DOCUMENT DETAILS icon



7. Begin to scroll through the thumbnails to locate the record you want.



You can also jump to the page associated with the record by typing the page number and pressing the enter key.

