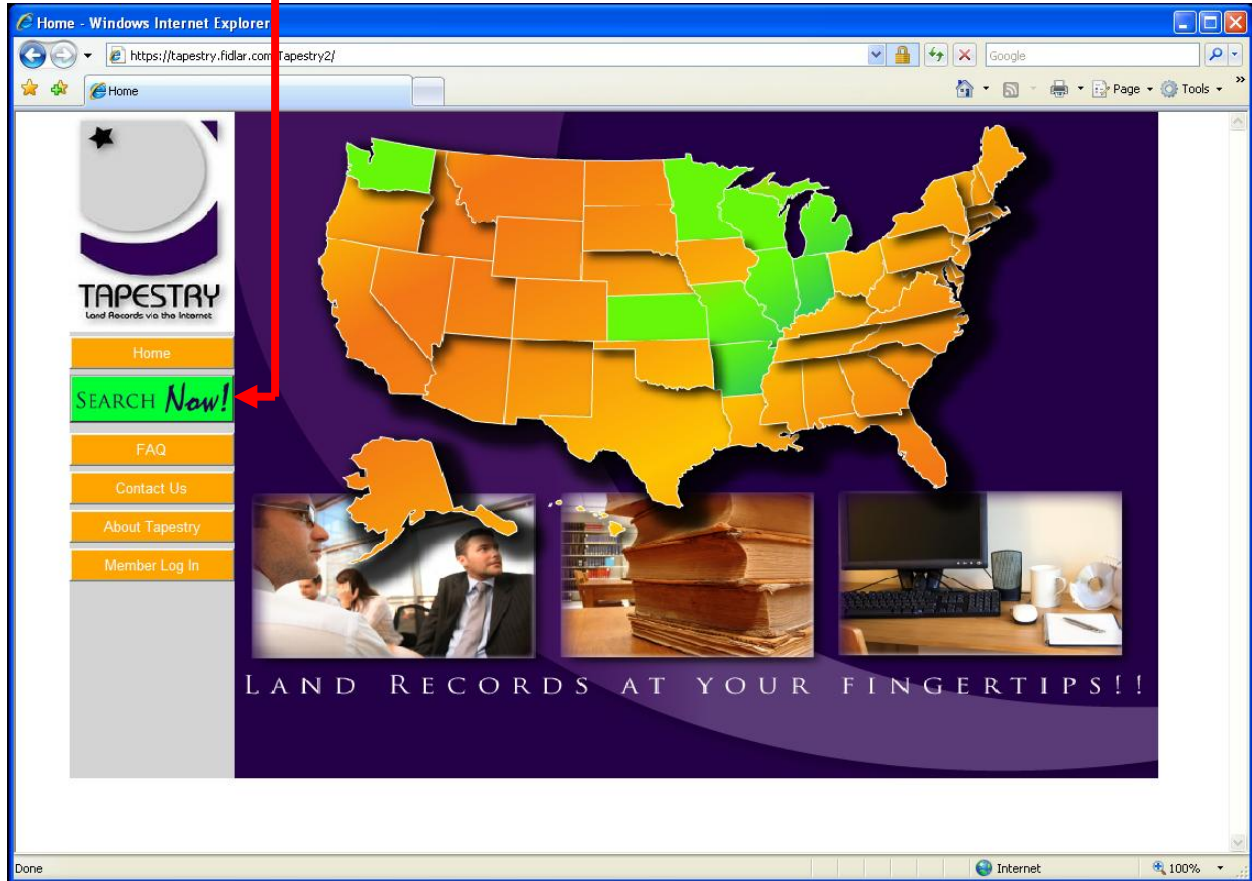# Tapestry 2 searching as a non-member

If you are not a member of Tapestry and would like to perform a "pay per use" search, click "Search Now!"

NOTE: While using the Tapestry site, DO NOT use Internet Explorer's page back and page forward buttons, use only the buttons built into the Tapestry website.
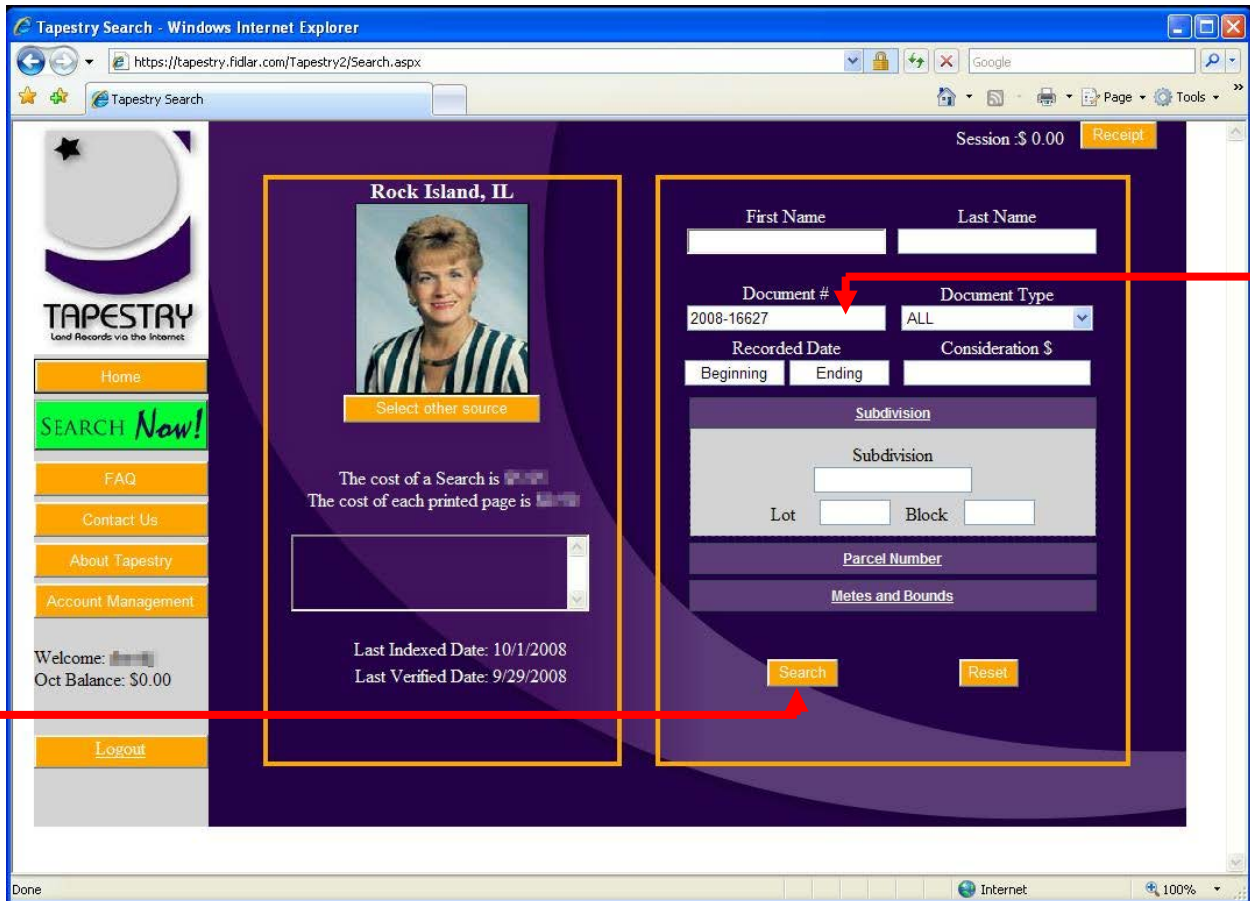
In the county list, scroll through and click on the county you would like to search.

To narrow the county list by state,
choose a state from the "Choose a State"
dropdown menu.
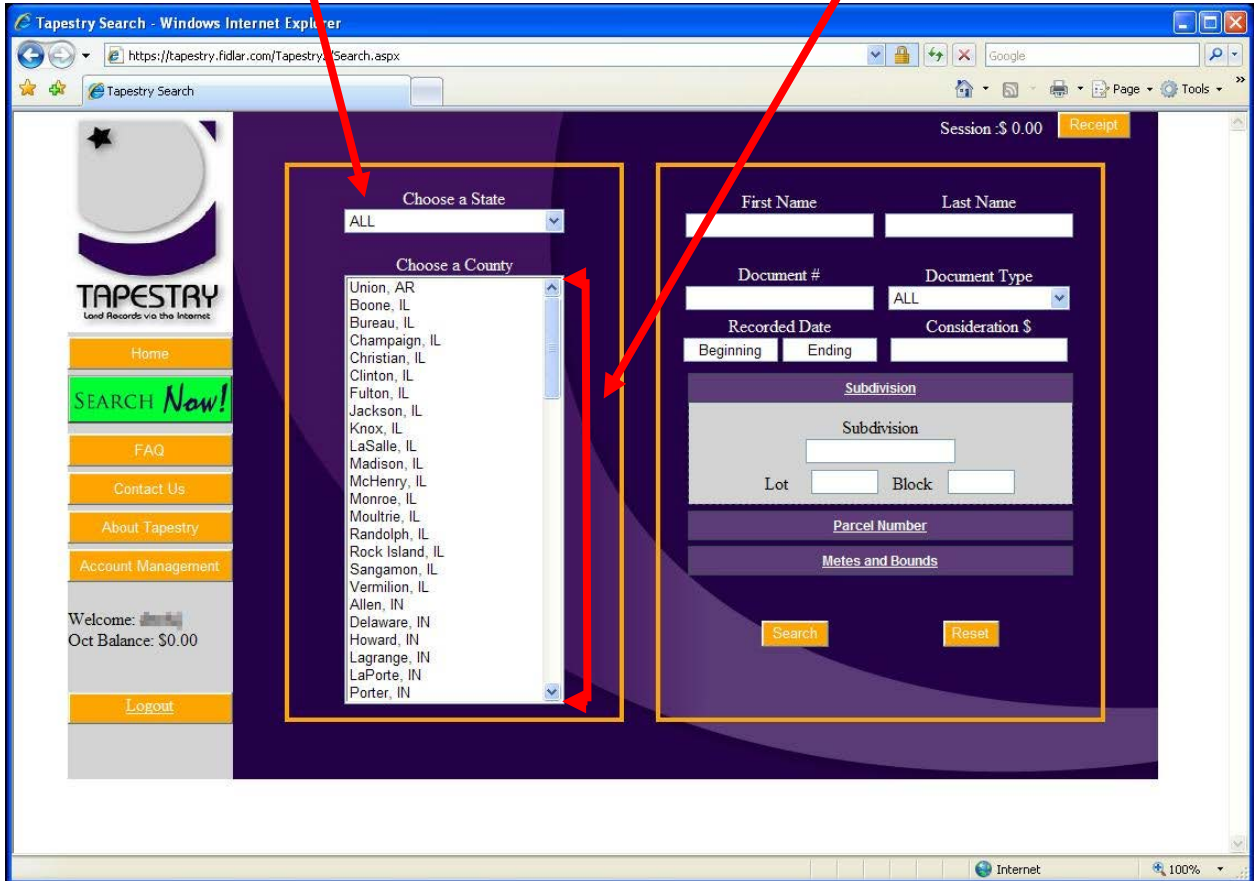
Enter your search criteria. In this tutorial, we will search by document number. Then click "Search."

NOTE: Each time you click "Search", a charge will be incurred.

NOTE: Searching Hints:

When searching by ANY field, if are unsure of the spelling, you can use a percent symbol to make the search a wild card. For instance, in the "Last Name" field, if you enter "JOHN%", this will return any matches starting with "JOHN", an example of this would be the last name of "JOHNSON", "JOHNS", or "JOHNSTON". If you do not find any search results, try broadening your search (less fields of criteria).

Search Key:

First Name: Enter a party's first name.

Last Name: Enter a party's last name. If the party is a business, enter the business name in this field.

NOTE: If the party name, first name, last name, or business name contains an apostrophe, please type a percent symbol in place of the apostrophe. EXAMPLE: "Bob's General Store" should be typed in "Bob%s General Store" (excluding double quotes).

NOTE: Some counties index the first name and last name in the "Last Name" field, if so, the "First Name" field will be disabled.

Document #: Enter the document number.
Document Type: Select a doc type to narrow your search from the drop down menu.
Recorded Date: Enter a recording date range for the document.
Consideration $: Enter the consideration amount for the document.

Subdivision: Enter the subdivision name.
Lot: Enter the lot number.
Block: Enter the block number.

NOTE: The subdivision name MUST be identical to how the county entered the subdivision. When searching by Lot and/or Block, you must enter a subdivision name.

Search Key continued:

Parcel Number: Enter the parcel number of the document.

NOTE: The parcel number MUST be identical to how the county entered the parcel number.

Section: Enter the section of the document.
Township: Enter the township of the document.
Range: Enter the range of the document.
Quarter: Enter the Quarter of the document.

NOTE: In Tapestry, only quarters can be searched, Tapestry does not allow you to search by quarter / quarter.

NOTE: Direction can NOT be searched, only numerical values (i.e. "12" NOT "12N")

On the disclaimer page, review the term and conditions to continue on you will need to mark the checkbox "I agree to the terms stated above". Now click on the "Continue" button.

NOTE: You will not be able to proceed to the next page until you have agreed to the terms and conditions.
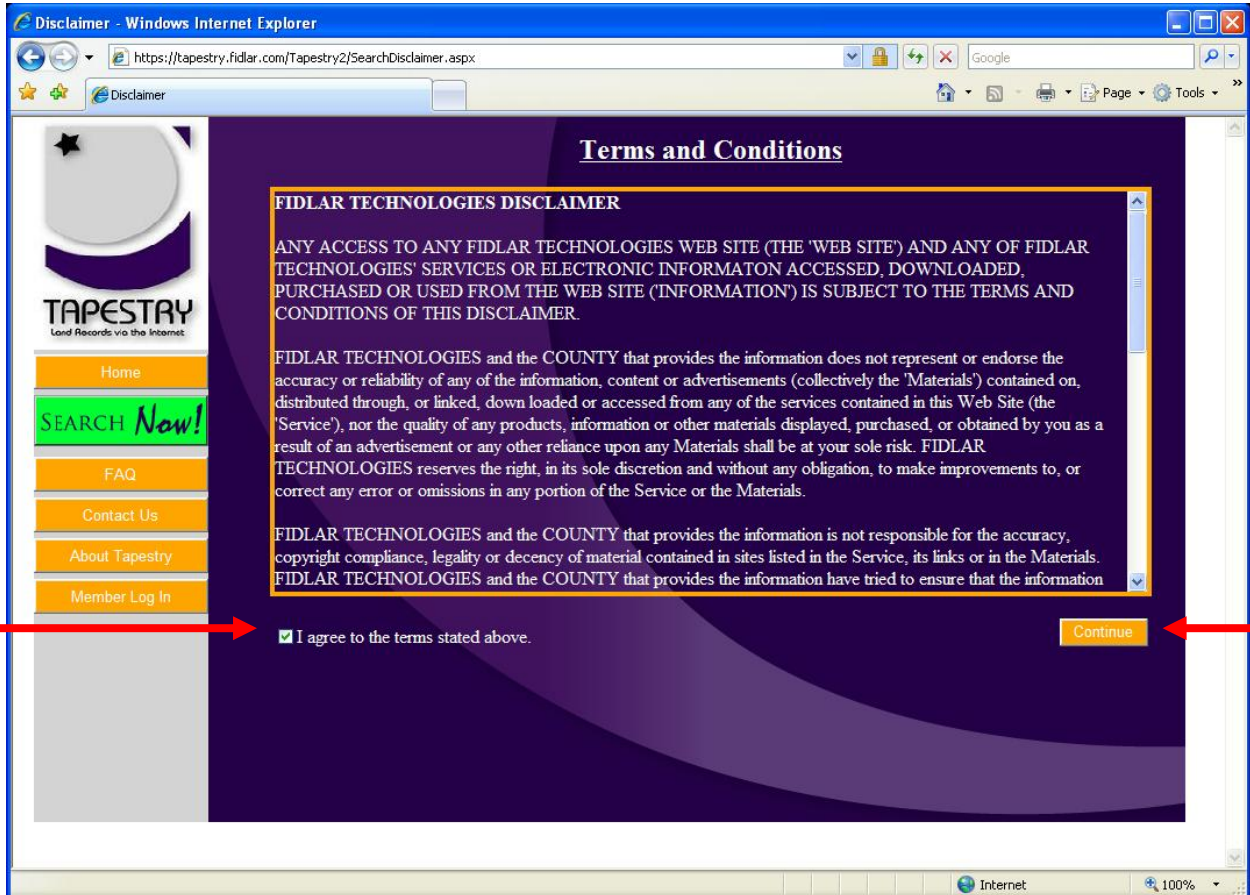
On the credit card information page, enter your card information and then click the "Continue" button. NOTE: each field must be completed in order to continue.

The search results page will display any matches to your search criteria. To view the document details or the image(s) for a document, hover over the record (it will highlight the record in orange) then click on the record.

NOTE: The search results page may display duplicate records because of multiple party names on the document (the "Last Name" field). It will not matter which record you click because the document number is the same.

NOTE: The print button on the search results page is available if you want to print the search results records (THIS PRINT AN EXACT LIST OF THE SEARCH RESULTS DISPLAYED, NOT ANY IMAGES). If you choose to print the search results it will prompt you as shown below.

Search Results Key:

New Search: Click to perform a new search.

First Results Page: If your search results are more than 1 page, click to return to the 1st page of results.

Previous Results Page: Click to return to the previous page of results.

Print Results: Click to print the list of search results (text) only.

Next Results Page: Click to go to the next page of results.

Last Results Page: Click to go to the last page of results.

After you click the record, the document details page displays. The details page gives you specific information related to the document that was selected. To preview the image(s) for the document, click on the image button.

Doc Details Key:

Return to Results: Click to return to your search results.

First Document: Click to view the document details of the first document in your search results.

Previous Document: Click to view the document details of the previous document in your search results.
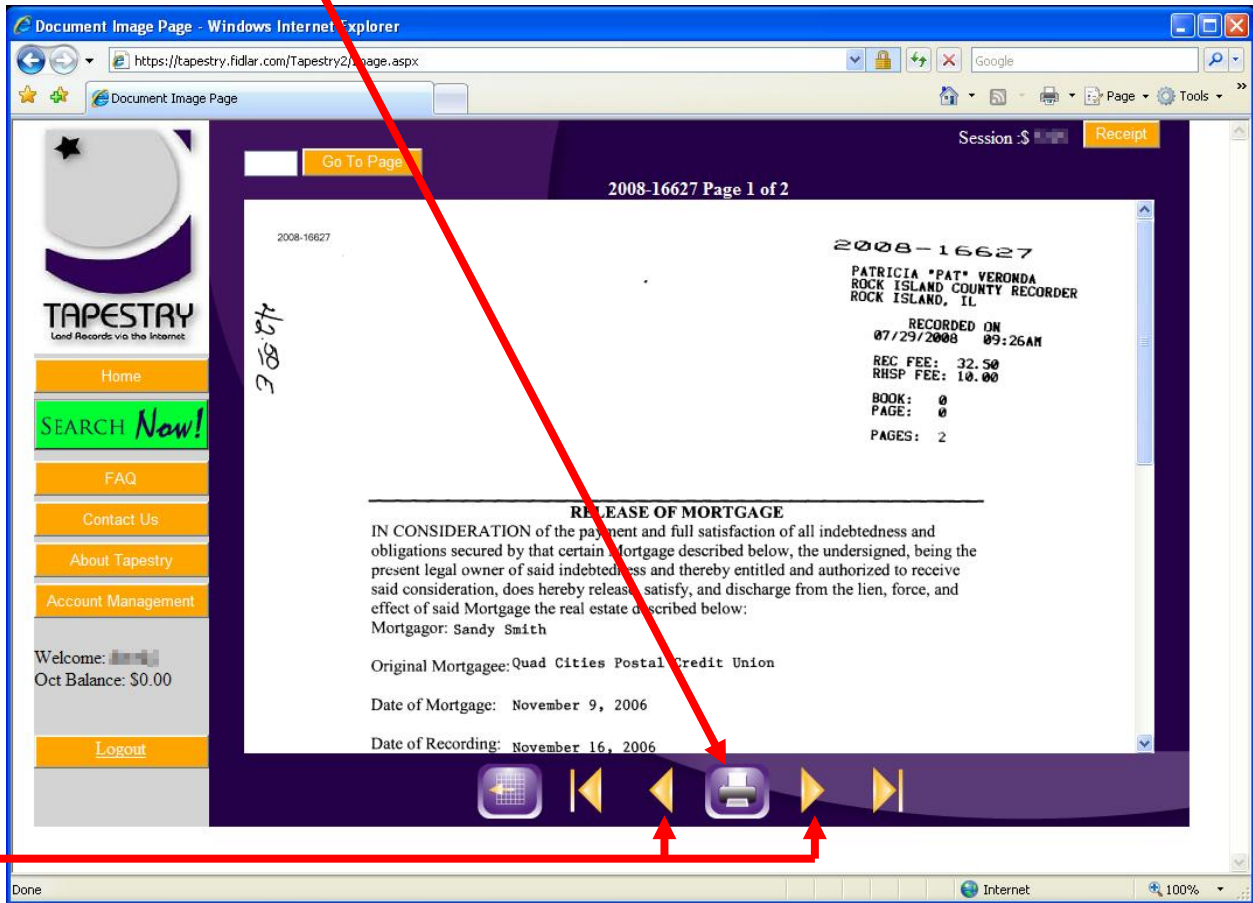
View Image: Click to preview the image(s) of the current document.

Next Document: Click to view the document details of the next document in your search results.

Last Document: Click to view the document details of the last document in your search results.

On the preview page, you can preview each of the images before purchasing them by using the arrow buttons at the bottom of the page. Once you are ready to purchase the image(s), click on the printer button.

NOTE: the printer button does not charge you for the image(s) yet, this is done on the next page.

Preview Image Key:

Return to Results: Click to return to your search results.

First Page: Click to preview the first image of the current document.

Previous Page: Click to preview the previous image of the current document.

Print Image: Click to print the image(s) of the current document.

Next Page: Click to preview the next image of the current document.

Last Page: Click to preview the last image of the current document.

Go To Page: When previewing images, enter the page number (i.e. 1,3,6,10) and click "Go To Page" to skip directly to the image to preview.


Receipt: At anytime using Tapestry, you can click the "Receipt" to view and print an itemized total of your charges.

On the print options page, you can click to either:

- Print only the current page you last previewed

- Print all pages for the document

- Print selected pages (1,2,9,10)

Once you are ready to print, click the "Print" button. NOTE: Clicking the "Print" button charges you for the image(s). All images from Tapestry are generated as PDFs, please make sure you have Adobe Acrobat installed before clicking the "Print" button.
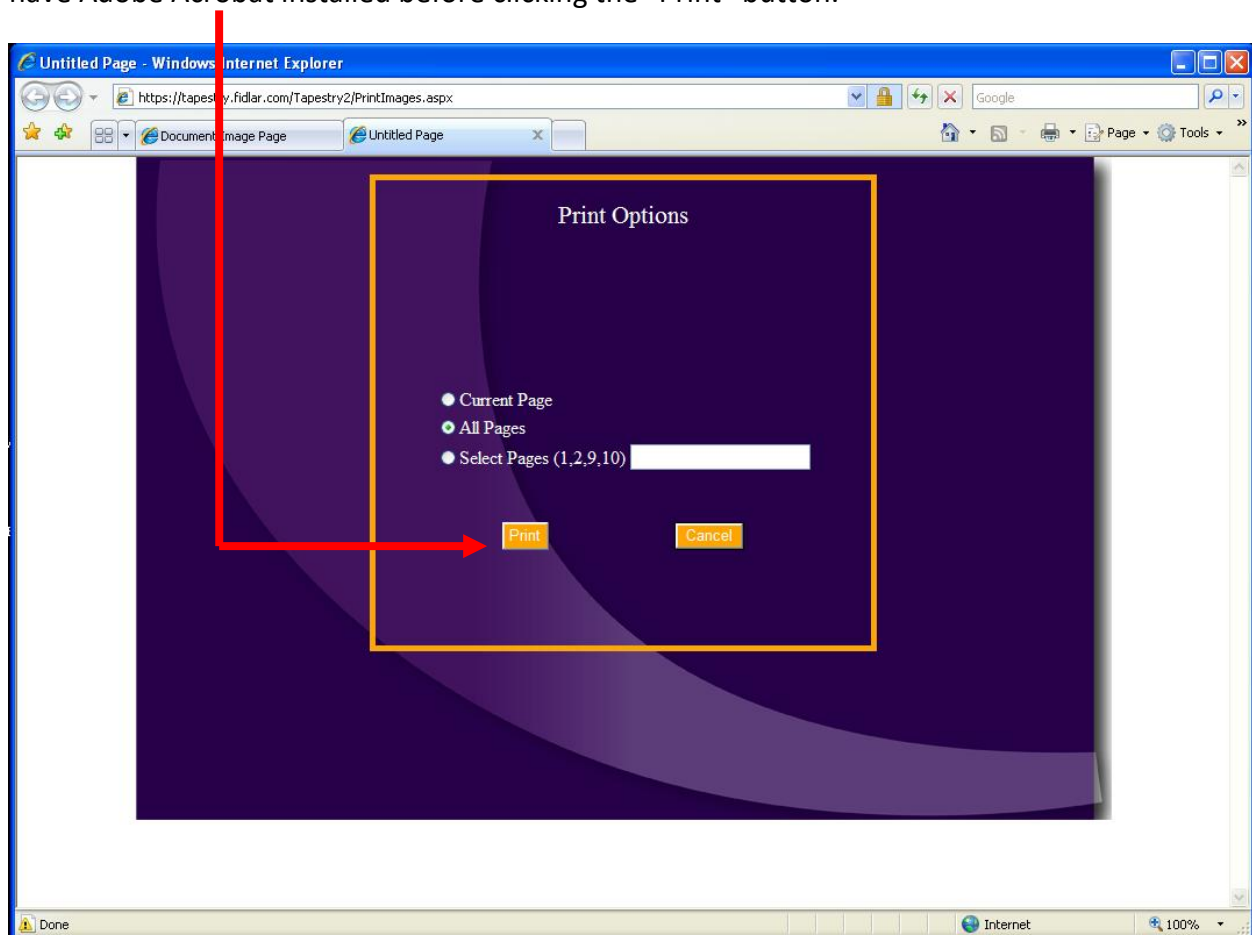
On the print images page, you have the option to either print the image(s) directly from your web browser or you have the option to save the PDF to your computer to print later.
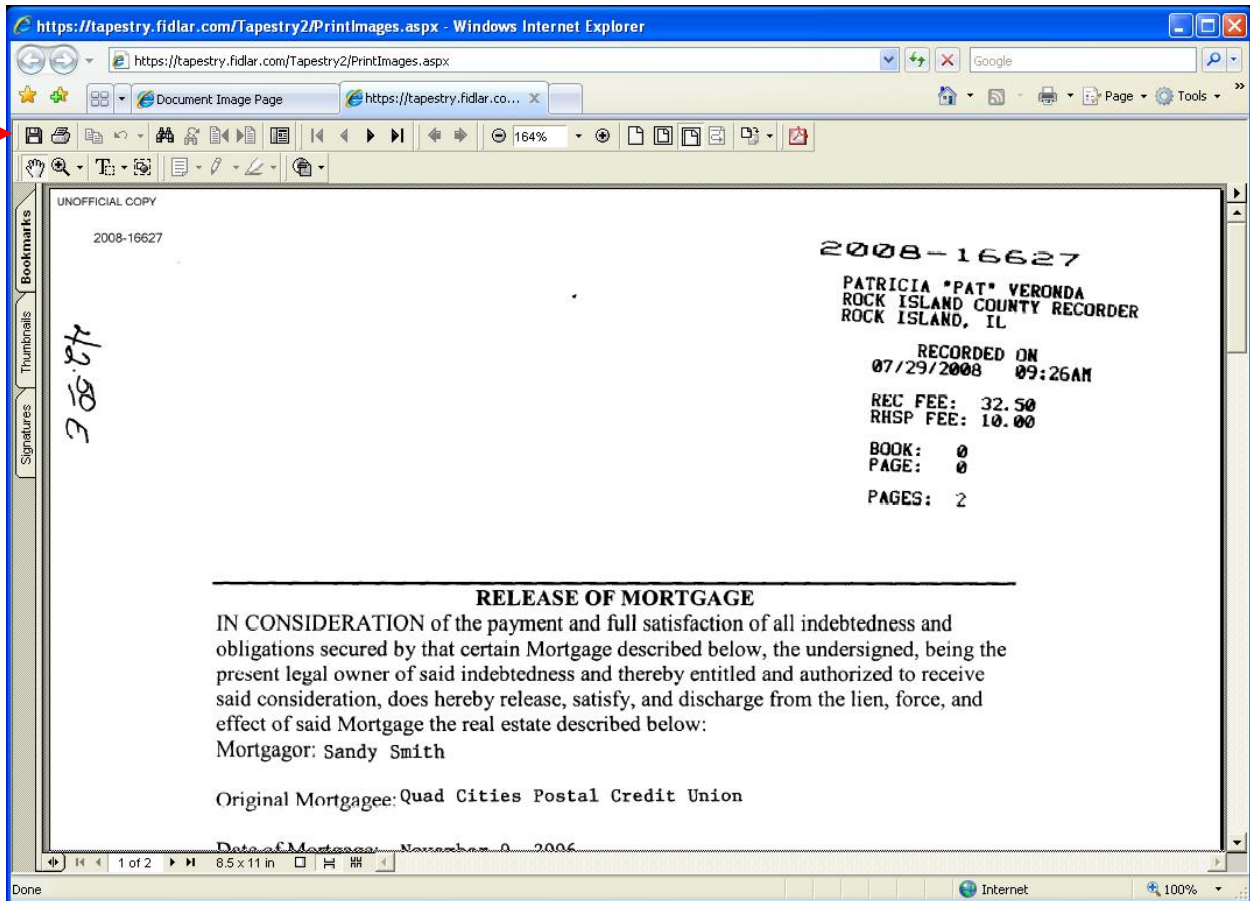
When you are done printing or saving the image(s), you will want to close only the window/tab that the image(s) is displayed on.