

Lexington County Register Of Deeds Specialized Plat Printing

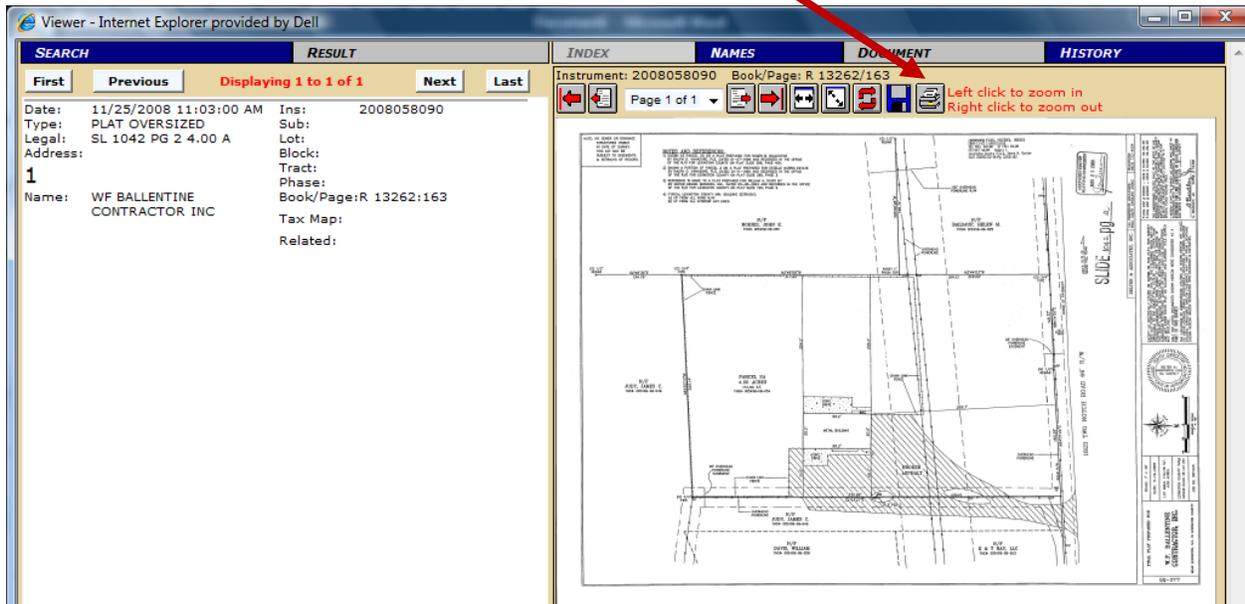
Foreword

This document provides instructions for printing large plats in a specialized format. This format cannot be printed from the Register Of Deeds (ROD) office, but it can be used on any external system that has the appropriate Adobe Viewer installed. Visit the ROD's homepage for Adobe information.

Printing Zoomed Only

To utilize this formatting option, you must have access to a word processor which will accept a pasted image (i.e. Microsoft Word). This option will allow you to zoom into a specific area on the plat and print only that area.

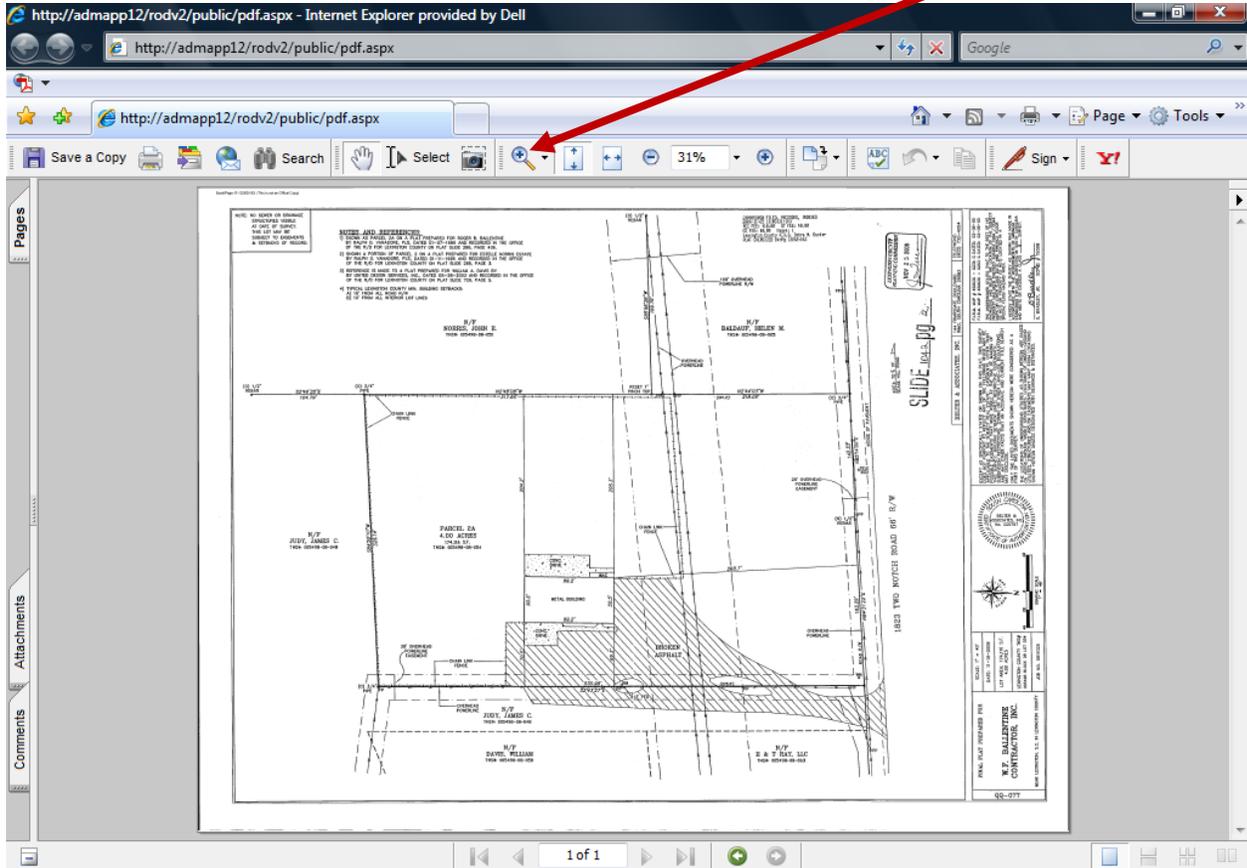
- 1) From the ROD Image Application, click on the **Printer** icon above the plat's image:



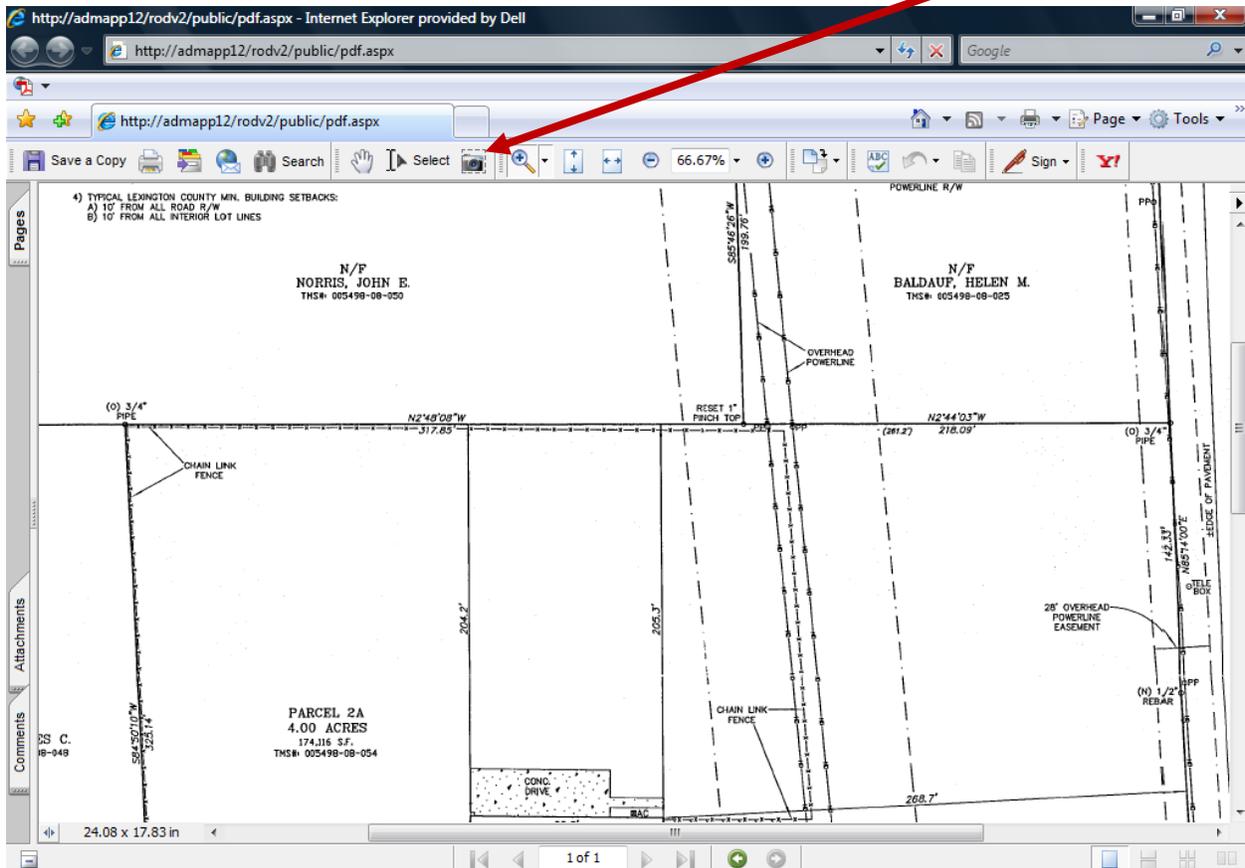
Once the **Printer** icon has been clicked, the plat image will be loaded into a separate page.

Prepared by: Lexington County Information Services

- 2) **Zoom** in on the area of the plat you would like to print. To zoom, click on the **Magnifying Glass** icon, then click on the area of the plat you would like to zoom into:



- 3) Once the area you like to print is displayed in the window, click on the **Camera** icon, then click in the middle of the plat once your cursor turns into a crosshair:



Clicking the **Camera** icon will save the area in the window to the clipboard. We can use the image in the clipboard to paste into your word processor.

- 4) Once the image has been saved to your clipboard, open up your word processor. Once you have a blank document, simply paste the image into the document (right clicking in Microsoft Word will give you the option to paste). You can then **Print** the image just like you would print any other document using the word processor.