

## Laserfiche

[www.lcwy.org](http://www.lcwy.org) (“Public Records” link on the left of page)

- **Note:** Leaving Laserfiche window idling can lock up the few licenses we have. Please close the window when you’re done.
- **Note:** Make sure pop-up blockers are disabled for this website
- **Note:** Search uses exact matches to return results. Due to some naming conventions or typos, information may have been entered in a different format or structure than you are used to. **Please use \* for best results.**



## Searching for Plat

- Click on “Search” tab
- If it doesn’t say “Field” on the left, click on “Customize search” and choose “Field”
- In “Field” Template highlight “Map Plats”
- Type in information-best to use broad search and narrow down later if necessary
- When typing in Township or Range make sure to put an N or W after the number (ex: 21N or 116W)
- Can also use \* as a wildcard to leave out characters for a broader search (ex. Nordic\*)
- Click on “Search” in bottom left corner
- “Help” link is at top center of screen for further information
- After Search, click on plat # under the “Name” column to view desired plat

## Search Deed or other Document (2001 or Newer)

- Click on “Search” tab
- If it doesn’t say “Field” on the left, click on “Customize search” and choose “Field”
- For “Field” Template highlight “Clerk Records”
- Type in information-use broad search first and narrow down later if necessary
- Best to search using \* as a wildcard, do not need N or W for Township or Range (i.e. 21 or 116)
- Click on “Search” in the bottom left corner
- After Search click document # under the “Name” column to view desired plat or document

## Show All of Plat/Document in Window

- Click the down arrow next to the % on tool bar and choose “Fit to Width”
- Click  or  to enlarge or reduce on screen

## Multiple Pages

- Click up or down arrow on top of page to scroll through pages

## Printing

- Make sure to turn off ALL pop-up blocking software for this site
- Click on PDF icon-top right-next to page number
- Click File, Print in the new window
- Can also save the PDF in any folder and view or print the file later