

How to Print Recorded Documents

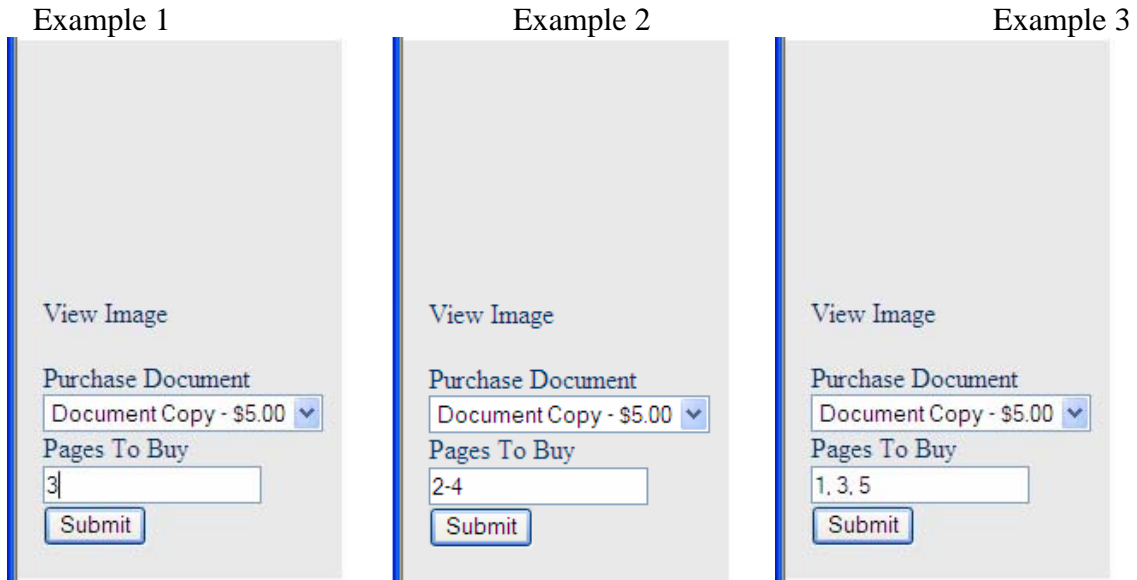
Many new users experience problems the first time they try to print a document from the NDRIN website. This document has been created to help resolve the most common of those problems. Below is a step by step outline of how to print the documents you have purchased. **Remember you have only one day in which to print the document.**

This process will start from the point when you decide you would like to purchase the document after viewing it.

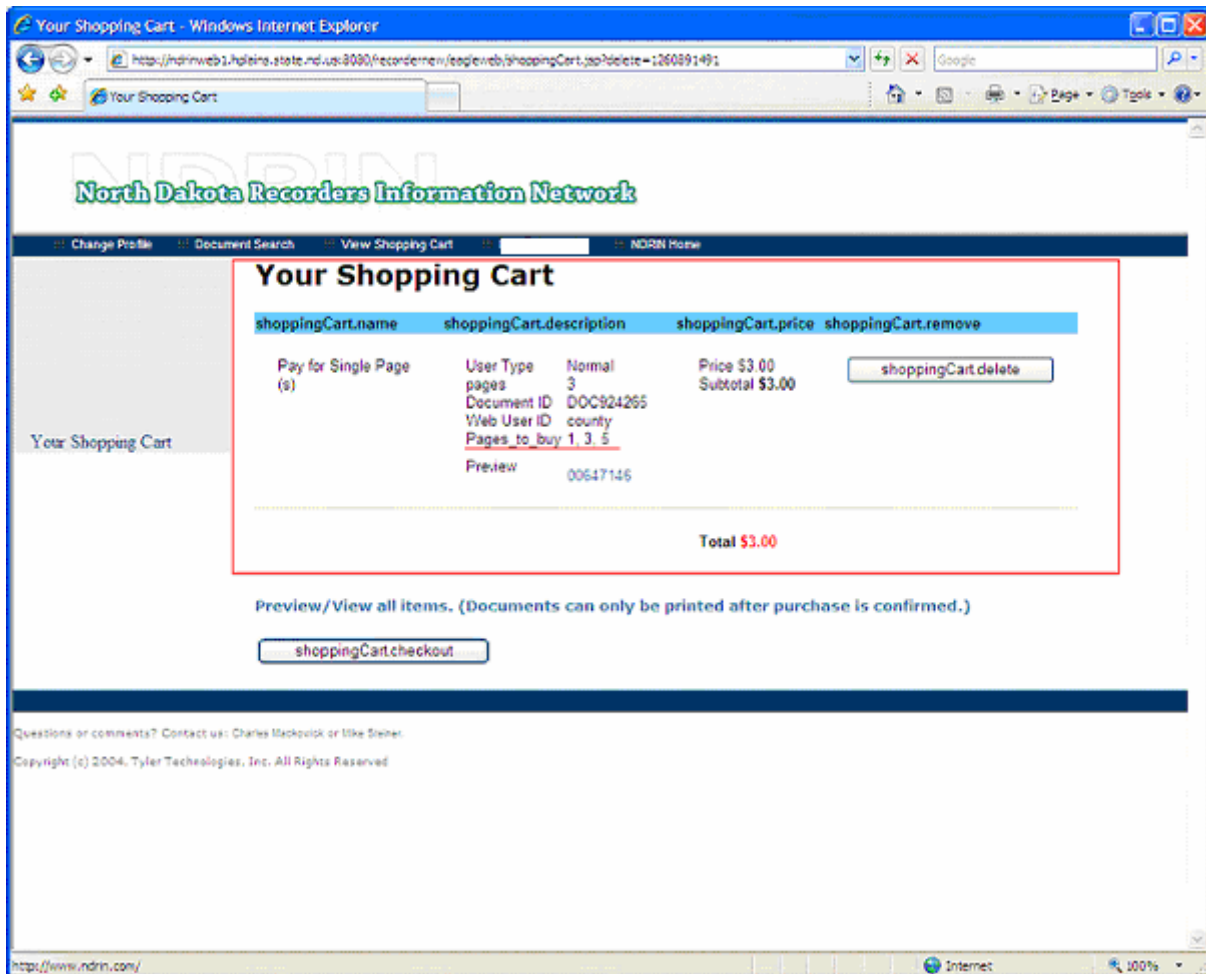
Below is a screen shot of a document in the PDF web viewer. In the upper left hand corner in a box outlined in red is the area we will be focusing on. If you wish to purchase the entire document you can just click on the submit button.

The screenshot shows a Windows Internet Explorer browser window displaying the North Dakota Records Information Network (NDRIN) website. The browser's address bar shows the URL: <http://ndrinweb1.hplsins.state.nd.us:8080/recordernew/teagleweb/viewAttachment.jsp?docName=00647146&d=DOC924265.A>. The website header includes the NDRIN logo and navigation links: Change Profile, Document Search, View Shopping Cart, and NDRIN Home. A sidebar on the left contains a red-outlined box with the following elements: a "View Image" link, a "Purchase Document" section with a dropdown menu set to "Document Copy - \$5.00", a "Pages To Buy" input field, and a "Submit" button. The main content area displays a recorded mortgage document. At the top of the document is a circular seal for Williams County, ND, and a recording stamp that reads: "COUNTY RECORDER, WILLIAMS COUNTY, ND 07/17/2007 08:08AM I certify that this instrument was filed and recorded Karl Evenson, County Recorder by *Jeff M... [Signature]* 647146". Below the stamp is a barcode and the number "647146". The document text includes: "State of North Dakota" and "Space Above This Line For Recording Date", followed by "MORTGAGE (With Future Advance Clause)". The first section, "1. DATE AND PARTIES", states the date is 07-11-2007 and lists the mortgagors as Todd Sletvold and Nancy Sletvold, with their address in Williston, ND. The lender is identified as First National Bank & Trust Co. of Williston. The second section, "2. MORTGAGE", begins with "For good and valuable consideration, the receipt and sufficiency of which is acknowledged, and to secure". The browser's status bar at the bottom shows the URL <http://www.ndrin.com/> and a zoom level of 100%.

The process is a bit different for purchasing single pages or multiple pages. For a single page, just type the page number you wish to purchase in the pages to buy box “example 1”, for multiple pages that are in order you can type the starting page then a dash then the ending number “example 2” , for multiple pages that are not in order you would type the page number then a coma and hit space bar then the next number, a coma and so forth “example 3” until you have all the pages you wish to print. Then click on the submit button.



Once you click the submit button you will be brought to your shopping cart. This is where you would verify that you have the correct pages you wish to purchase for printing. I have outlined the area for a submission with the example three from above. Note that pages 1, 3, and 5 show on the pages_to_buy line.



You now have the document that you want and the pages from that document you wish to purchase in your shopping cart. You can now click on the shoppingCart.checkout button.

You will then be taken to a confirmation page similar to the one below. To continue on and print the document you will have to click on the confirm button at the bottom of the page. Clicking the back button will bring you to your shopping cart.

Note that once you click on the confirm button you have purchased the document.

Confirm Purchase - Windows Internet Explorer

http://ndrinweb1.holains.state.nd.us:8080/recordnew/eagleweb/tenderPOST.jsa?tenderType=tyler.finance.houseaccount.Ho

Google

Confirm Purchase

North Dakota Records Information Network

Change Profile Document Search View Shopping Cart NDRIN Home

Confirm Purchase

confirm.houseAccountName
County Recorders Account

confirm.houseAccountBalance
\$106.00

shoppingCart.name	shoppingCart.description	shoppingCart.price	shoppingCart.remove
Pay for Single Page(s)	User Type Normal pages 3 Document ID DOC924265 Web User ID county Pages_to_buy 1, 3, 5 Preview 00647146	Price \$3.00 Subtotal \$3.00	shoppingCart.delete

Total \$3.00

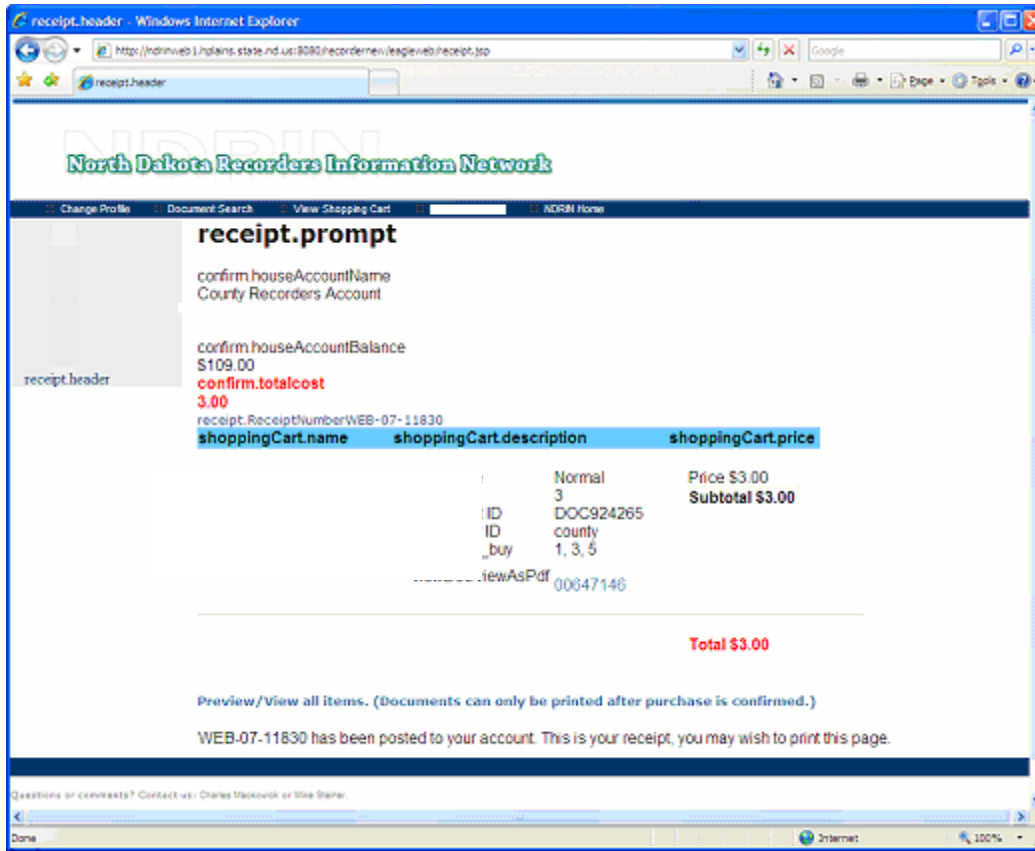
Preview/View all items. (Documents can only be printed after purchase is confirmed.)

(You will be charged)

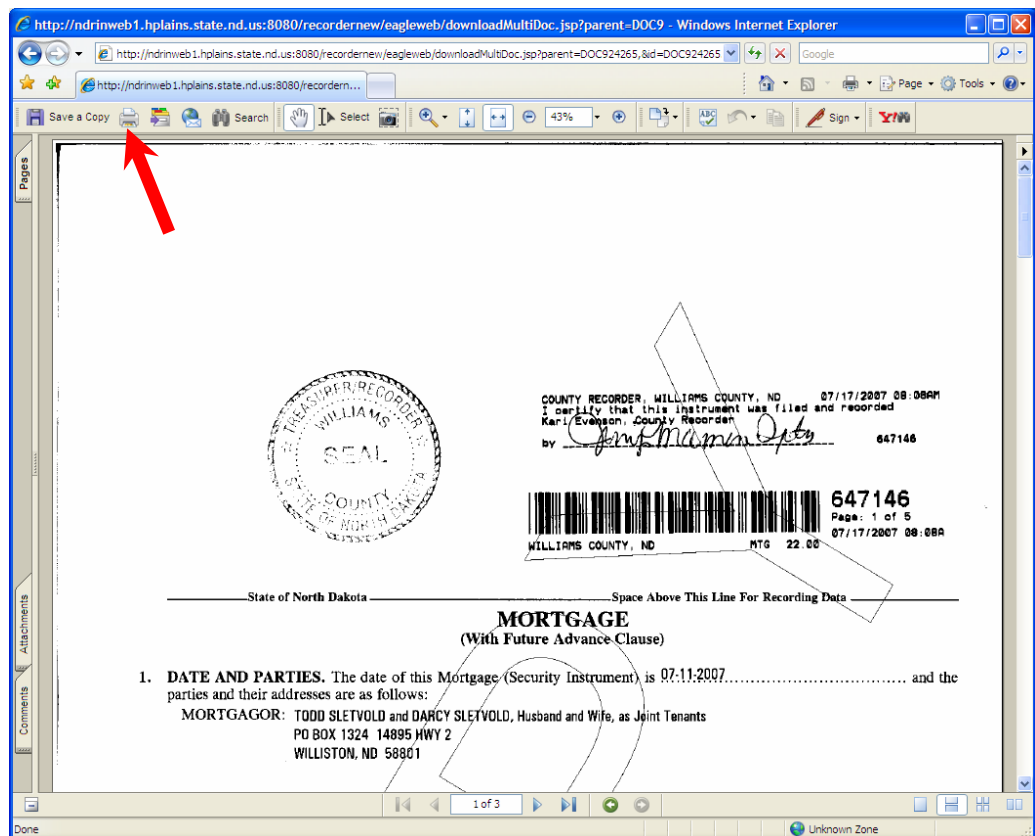
Questions or comments? Contact us! Charles Mackowick or Mike Steiner.

Done Internet 100%

Once you confirm purchase you will be brought to the purchased document receipt page, it will look similar to the below. At this point we suggest printing your receipt. At the bottom of the page is a link entitled [Preview/View all items \(Document can only be printed after purchase is confirmed.\)](#) click on the link to be brought to the PDF webpage viewer again.



Once the page opens you will be able to print the pages you have purchased. Below is an example of what you can expect. To print you can click on the printer Icon.



Your print screen will then open. Below is an example of the print screen that opens when printing. As you can see the Page Scaling is set to reduce the document to the margins of the printer. This is very important as some documents will not fit within the borders of the page you print to. Click on the OK button and the document will be sent to your printer.

