

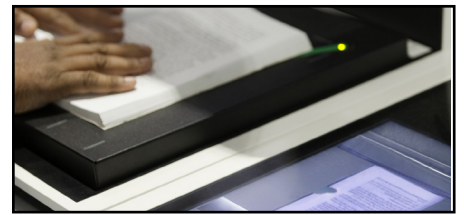
How to provide easy online access to grantee and grantor indexes

- ✓ Save staff time and effort with Preservica Starter
- ✓ Provide easy online access to researchers

Available in
Starter

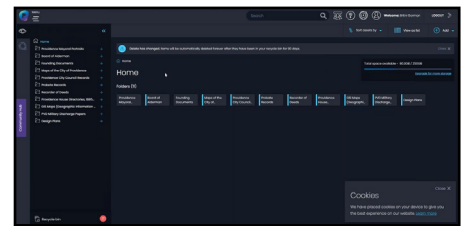
1

Scan or convert indexed books to PDF or an appropriate file format



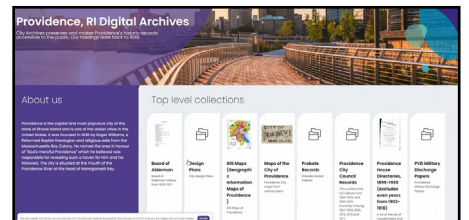
2

Create and navigate to your Recorder of Deeds folder and any relevant Grantor sub-folders



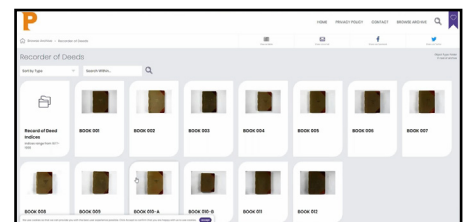
3

Upload the scanned versions of your indexes to Preservica Starter



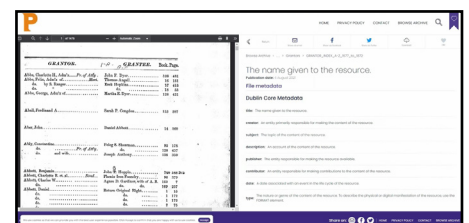
4

Add in Dublin Core or MODS metadata as required



5

View the file thumbnail in your access portal and open it to verify rendering and usability



6

Provide your portal URL to Title Researchers to enable them to access index books and complete preliminary research online



Want to see it in action?

Watch the video with Britni Gorman,
Providence City Archives

Watch now