

Deed Reader Pro GIS / Title Quick Start Guide

Getting Help

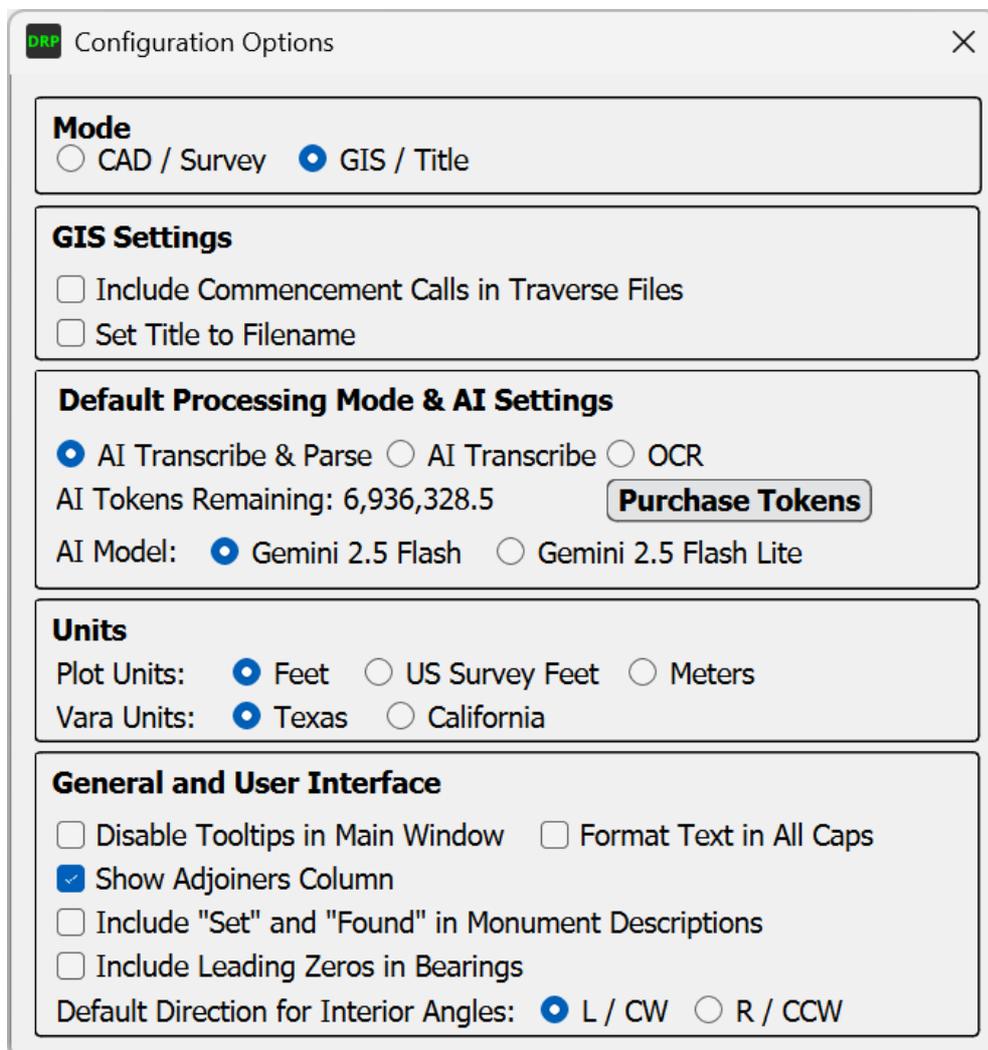
Please visit the [YouTube channel](#) for instructional videos on using Deed Reader Pro.

Help can be obtained by emailing support@deedreaderpro.com.

If you encounter any bugs or issues with Deed Reader Pro not working as expected please email a report of the issue along with the deed that caused the issue to support@deedreaderpro.com.

Plotting a Deed

GIS users should change the **Mode** to **GIS / Title** by opening the Configuration  menu and selecting this option. This will be done automatically if you select the GIS Mode in the Welcome screen.



Configuration Options

Mode

CAD / Survey GIS / Title

GIS Settings

Include Commencement Calls in Traverse Files

Set Title to Filename

Default Processing Mode & AI Settings

AI Transcribe & Parse AI Transcribe OCR

AI Tokens Remaining: 6,936,328.5 [Purchase Tokens](#)

AI Model: Gemini 2.5 Flash Gemini 2.5 Flash Lite

Units

Plot Units: Feet US Survey Feet Meters

Vara Units: Texas California

General and User Interface

Disable Tooltips in Main Window Format Text in All Caps

Show Adjoiners Column

Include "Set" and "Found" in Monument Descriptions

Include Leading Zeros in Bearings

Default Direction for Interior Angles: L / CW R / CCW

GIS / Title mode will optimize the interface for GIS users and Title industry. It will remove the CAD commands. It will add an option to export an Esri Traverse File that can be imported in ArcGIS Pro.

The graphical user interface is designed to work starting from top and then working towards the bottom in the process of plotting a deed.

Deed Reader Pro

Select Deed to Process

 AI Transcribe & Parse
 AI Transcribe
 OCR & Machine Parse

Deed Text

Process Deed Text

Call Table Call Table Updates:

	Type	Dir	Deg	Min	Sec	Distance	Description	Passing Dis	Passing Desc	Adjoiner	Curve Dir	Curve R	Curve D
1	L												
2	L												
3	L												
4	L												
5	L												

Plot
Deed Text
Deed File

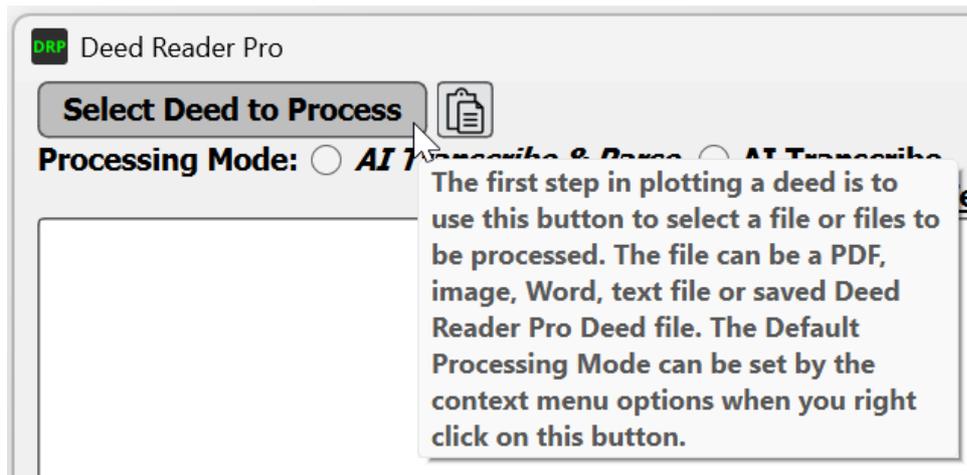
Deed Info:

Closure Report
Traverse File

Closure Error: 0.00' Area: 0.000 Acres

Warning: Data in the call table is missing

Deed Reader Pro will display tooltips when the cursor hovers over buttons, options and the line types in the Call Table. Tooltips display helpful text that describe how to use Deed Reader Pro. This option can be disabled from the Configuration menu.



The first step in plotting a deed is to choose the deed to process with **Select Deed File to Process**. The file can be a PDF, image, Word, text file or saved Deed Reader Pro Deed file. The length of time it takes to read the file depends on the number of calls in the deed.

The Paste  button can be used to load an image or text from the clipboard. Images can be stored on the clipboard with the Windows program, Snipping Tool. This is useful to reduce the processing time for a long PDF with multiple metes and bounds descriptions by clipping out a single metes and bounds description. Multiple snips can be pasted into Deed Reader Pro if multiple snips are needed to capture the full deed description. Press the  to process the image or images loaded from the clipboard.

Processing Mode displays the method that was used to process the deed and allows you to toggle between processing modes. The Default Processing Mode is indicated by italic font and is the processing method used when a file is opened and processed for the first time. The Default Processing Mode can be set by the context menu option when you right click on one of the modes or you right click on the Select Deed to Process button.

Processing Modes

AI Transcribe & Parse - the deed is transcribed by AI and the calls are parsed and extracted by AI. This is the setting that will provide the best results and processing should typically always be done in this mode. AI processing is done in the cloud using Google Gemini.

AI Transcribe - the deed is transcribed by AI but calls are parsed and extracted by Deed Reader Pro. This setting will process the deed the quickest and typically provides good results but does not parse deeds as well as AI.

OCR & Machine Parse - the deed is processed with the built in OCR (optical character recognition) engine and the calls are parsed and extracted by Deed Reader Pro. This method was developed before AI was able to transcribe and parse deeds and is inferior to using AI to transcribe deeds.

After a file has been selected, processing will begin and the transcribed text will be displayed in the **Deed Text** window after the deed has been transcribed to text.

In the top right corner are **Configuration**  and **Info**  buttons. The Configuration button allows the user to select different options and settings for the program while the Info button has links to the manuals, User Registration and License Agreement.

After a deed has been processed the extracted calls will be displayed in the **Call Table**. The data in a cell of the Call Table can be manually edited by clicking on the cell. If you click on a cell and begin typing, the existing contents of the cell will be replaced. If you double click on a cell the contents of a cell will be

highlighted with the cursor displayed at the end. Triple clicking on a cell will unselect the text and bring the cursor to the end of the text. A deed can manually be entered into the Call Table if desired. Right clicking on the Call Table (screenshot below) will present options to add and delete rows, **Clear the Call Table and Deed Text** and **Adjust This Call to Force Closure**. Row can be added and removed to the end of the Call Table with "CTRL +" and "CTRL -" keyboard shortcuts. **Adjust This Call to Force Closure** will calculate the bearing and distance for the selected call so that the deed closes.

Distance	Description	Passing Dis	Passing Desc
48 poles 18 links	Stone		
1 poles			
47 poles			
24 poles			

- Delete This Row
- Add a Row Before This Row
- Add a Row After This Row
- Adjust This Call to Force Closure
- Clear Bearing, Distance and Curve Data
- Clear the Call Table and Deed Text

If using OCR & Machine Parse mode, the Deed Text or Call Table will often need to be corrected before all the calls can be fully recognized. The optical character recognition engine may not recognize all characters correctly and some characters may need to be manually corrected to be able to plot your deed. If corrections to the Deed Text are made, **Process Deed Text** needs to be pressed to process the text and update the Call Table. All edits and corrections to the Deed Text should be made prior to editing the Call Table. All revisions made to the Call Table will be lost when you press Process Deed Text.

When a cell is selected, the corresponding text in the Deed Text window will be highlighted. If the cell is empty the mouse cursor will be moved to the area where the information for that cell is expected to be found. When you click on the text of a call in the Deed Text the corresponding call will be highlighted in the Call Table. These are useful features that can be used when editing the Deed Text.

Right clicking on the Deed Text window will present some useful options in the context menu. There is an option to **Clear the Call Table and Deed Text** and options to **Set Selected Text as Adjoiner** and **Set Selected Text as Monument**.

The first column of the Call Table is **Type** with the following options being available:

1. **L** - A **Line** in the parcel, lines are defined by a bearing (**Dir**, **Deg**, **Min**, and **Sec**) and distance (**Distance**).
2. **C** - A **Curve** in the parcel, curves are defined by the chord bearing, distance, curve direction (**Curve Dir**) and curve radius (**Curve R**). From these values the curve delta angle (**Curve DA**) and curve length (**Curve Len**) are calculated. Curves are always assumed to have a delta angle less than 180 degrees.
3. **TL** - A **Tie Line** is a reference line to a point or monument. Tie lines are also used for commencement calls that lead to the Point of Beginning. Tie lines are plotted in the direction that lead to the monument or point at the end of the previous call or to the Point of Beginning when the Call Table begins with TL calls. Tie Lines examples are shown in Example Deed 3.
4. **TL+** - A **Tie Line Continuation** is a line extending from the end of the previous Tie Line
5. **RTL** - A **Reverse Tie Line**, Reverse Tie Lines are the same as Tie Lines but plotted in the opposite direction, from the previous monument or point to the monument or point described in this call. Reverse Tie Lines are a selectable option in the Call Table but are currently read from the Deed Text.
6. **RTL+** - A **Reverse Tie Line Continuation** is a line extending from the end of the previous Reverse Tie Line.
7. **TC** - A **Tie Curve**, similar to a Tie Line but a curve
8. **TC+** - A **Tie Curve Continuation**, similar to a Tie Line Continuation but a curve
9. **RTC** - A **Reverse Tie Curve**, similar to a Reverse Tie Line but a curve. Reverse Tie Curves

are a selectable option in the Call Table but are currently read from the Deed Text.

10. **RTC+** - A **Reverse Tie Curve Continuation**, similar to a Reverse Tie Line Continuation but a curve

Reverse Tie Lines and Reverse Tie Curves are currently only options that can be selected in Call Table and these types are not read from the Deed Text.

The second column of the Call Table is the Direction (**Dir**) column. Direction: the direction of line or curve. The acceptable entries are **NW** or 1 (northwest), **SE** or 2 (southeast), **SW** or 3 (southwest), **NE** or 4 (northeast), **R** (angle right), **L** (angle left), **DR** (deflecting right), **DL** (deflecting left), **I** (interior angle with right or left direction as set in the Configuration menu), **I(L)** (interior angle turning left, parcel progresses in a clockwise direction) and **I(R)** (interior angle turning right, parcel progresses in a counterclockwise direction). A bearing in Qdd.mmss format can also be entered in this field.

The **Deg**, **Min**, **Sec** and **Distance** columns are for Degrees, Minutes, Seconds and Distance. The degree column can accept decimal degrees. The distance column will accept distances in units of feet, meters, poles, rods, perches, chains, links, yards and vara. The distances will be converted to feet or meters as specified by the "Plot Units" setting. Multiple distances can be entered into a distance cell and they will be added together for a total distance when plotted and processed. For example "10 chains 2 poles 5 links" could be entered for a total distance of $10 \times 66 + 2 \times 16.5 + 5 \times 0.66 = 696.30$ feet.

The **Description** is used for the monument description.

Passing Dis and **Passing Desc** in the call table displays the distance and description of monuments being passed in calls. Multiple passing distances and monuments separated by commas can be entered into these cells. If there are less descriptions of monuments entered than distances, the last monument description will be used for the distances without a stated monument description.

The **Adjoiner** column will display descriptions of the adjoining parcels and will be plotted in CAD unless the Adjoiner column is disabled in the Configuration Options.

The last 8 columns are used to display curve data when the call is a curve. Inputs used for curve calculations are displayed in a normal font while calculated values will be displayed in italic font.

Deed Reader Pro

Select Deed to Process File: OR_537_744.PDF

Processing Mode: AI Transcribe & Parse AI Transcribe OCR & Machine Parse

Deed Text

Situate in the Township of Springfield in the County of Ross and the State of Ohio. Section #1, T8, R 21 and being a part of the same premises as conveyed to Harold True and recorded in Volume 324, page 6 bounded and described as follows to wit: Beginning at a railroad spike in the centerline of True Hollow Rd., said spike being the Southwest corner to a 63.00 Acre tract as now owned by Mary M. Pennington, being also in the east line to the tract of which this is a part,

thence with the west line of Mary M. Pennington N 0° 27' E 1471.97 feet to an iron pin in the line of the tract of which this is a part

thence with a new line through said tract S 89° 27' W. 608.99 feet to an iron pin at the base of a pine tree,

thence with another new line S 15° 01' W 285.85 to a spike in the center of said road passing an iron pin at 268.95 feet.

Thence with the center of said road the following seven (7) courses S 42° 34' E 111.10 feet to a spike

S 37° 00' E 421.40 feet to a spike,

S 31° 00' E 190.90 feet to a spike,

S 25° 14' E 92.10 feet to a spike,

S 16° 01' E 260.30 feet to a spike,

S 20° 08' E 198.00 feet to a spike and S 36° 20' E 110.00 feet to the place of beginning, containing 12.07 Acre.

Executing a 0.82 acre tract conveyed to Christopher L. Gillespie and Kathy L. Gillespie on 21 July 1999, Ross County Deed Record

Process Deed Text View Highlighted Image Tract: 1 Next >>

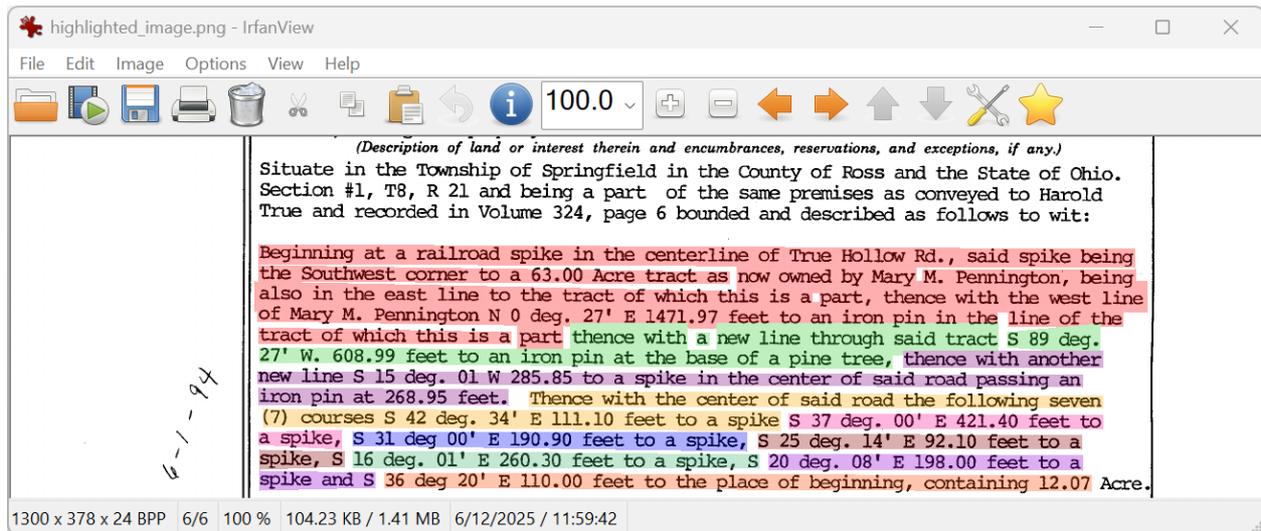
Call Table Call Table Updates: II

	Type	Dir	Deg	Min	Sec	Distance	Description	Passing Dis	Passing Desc	Adjoiner
1	L	NE	0	27	0	1471.97'	Iron Pin			with the west line of Mary M. Pennington
2	L	SW	89	27	0	608.99'	Iron Pin At The Base Of A Pine Tree			with a new line through said tract
3	L	SW	15	1	0	285.85'	Spike In The Center Of Said Road	268.95'	Iron Pin	with another new line
4	L	SE	42	34	0	111.10'	Spike			with the center of said road
5	L	SE	37	0	0	421.40'	Spike			with the center of said road
6	L	SE	31	0	0	190.90'	Spike			with the center of said road
7	L	SE	25	14	0	92.10'	Spike			with the center of said road
8	L	SE	16	1	0	260.30'	Spike			with the center of said road
9	L	SE	20	8	0	198.00'	Spike			with the center of said road
10	L	SE	36	20	0	110.00'	Railroad Spike In The Centerline Of True Hollow Rd., Said Spike Being The Southwest Corner To A 63.00 Acre Tract As Now Owned By Mary M. Pennington, Being Also In The East Line To The Tract Of Which This Is A Part			with the center of said road

Plot Deed Text Deed File Deed Info: Harold W. True and Wanda True Volume 537, Page 744

Closure Report Traverse File Closure Error: N 34°31'42" W 0.04' Area: 12.068 Acres

View Highlighted Image will generate a .png image of the original PDF or image file with the calls highlighted to match the corresponding colors in the Deed Text and Call table. This is helpful for reviewing the deed and Call Table.



Tract specifies which metes and bounds description from the selected file is being shown and processed. The <<Prev and Next >> buttons are used to decrease and increase which tract is shown and processed. The **Next >>** button becomes available when more than 1 tract is found in a file.

Call Table Updates - Press the Pause button to pause automatic recalculation updates of Call Table. When paused the Call Table will not automatically recalculate after data in a cell is changed. This can be used to allow faster data entry into the Call Table, especially when the plot window is open or it can be helpful when trying to enter curve data. Press the Refresh button to update the Call Table when table updates are paused.

Plot will generate a plot of the deed in a new window. See the [Plot Window](#) section of this manual for information about the Plot window.

Deed Text will save the Deed Text to a text file.

Deed File will save a .drp (Deed Reader Pro) file that can be opened in Deed Reader Pro to restore the current deed.

Closure Report will save a closure report for the tract.

Traverse File can be used export an [Esri Traverse File](#) that can be imported in ArcGIS Pro. The entered Point of Beginning coordinates are used for the starting point ("SP") coordinate in the traverse file. It is recommended that you enter a Point of Beginning coordinate near the actual location of the parcel to minimize the distance the parcel needs moved after it is imported. You can also choose a starting point in ArcGIS Pro with "Set Start" prior to importing the traverse file and this will overwrite the starting point coordinates in the traverse file.

Line Layer sets the layer for the line work in your CAD program.

Text Layer sets the layer in your CAD program that the text labels are contained in.

Color sets the color for the lines and text in CAD

Closure Error is the distance and bearing between the point of beginning and last point.

Area is the area of the parcel.

Deed Info displays information that is extracted from the deed when transcribed with AI. The following fields are extracted: Deed Type, Grantee, Grantor, Record (Volume and Page), Prior Record, Date Recorded, County, Tract Title, Called Area, PLSS Reference, Parcel Number and Address. Press the Deed Info button to view a table with all the fields and to show the option to save the deed information to a Word or Excel file. The information in Deed Info window in the main window can be displayed and plotted

in the plots and in CAD. To customize the format and fields displayed, right click on the window and select **Configure Displayed Deed Info**.

Plot Window

The Plot Window can be opened by pressing the Plot button in the main window.

The Save  button will save an image or PDF of the plot.

The Print  button will allow you to view a print preview of the plot and then print it.

The Zoom Extents  buttons zooms to the extents of the plot.

The Zoom  button zooms in on a window with the left mouse button and zooms out when a window is selected with the right mouse button. The mouse wheel can also be used to zoom in and out.

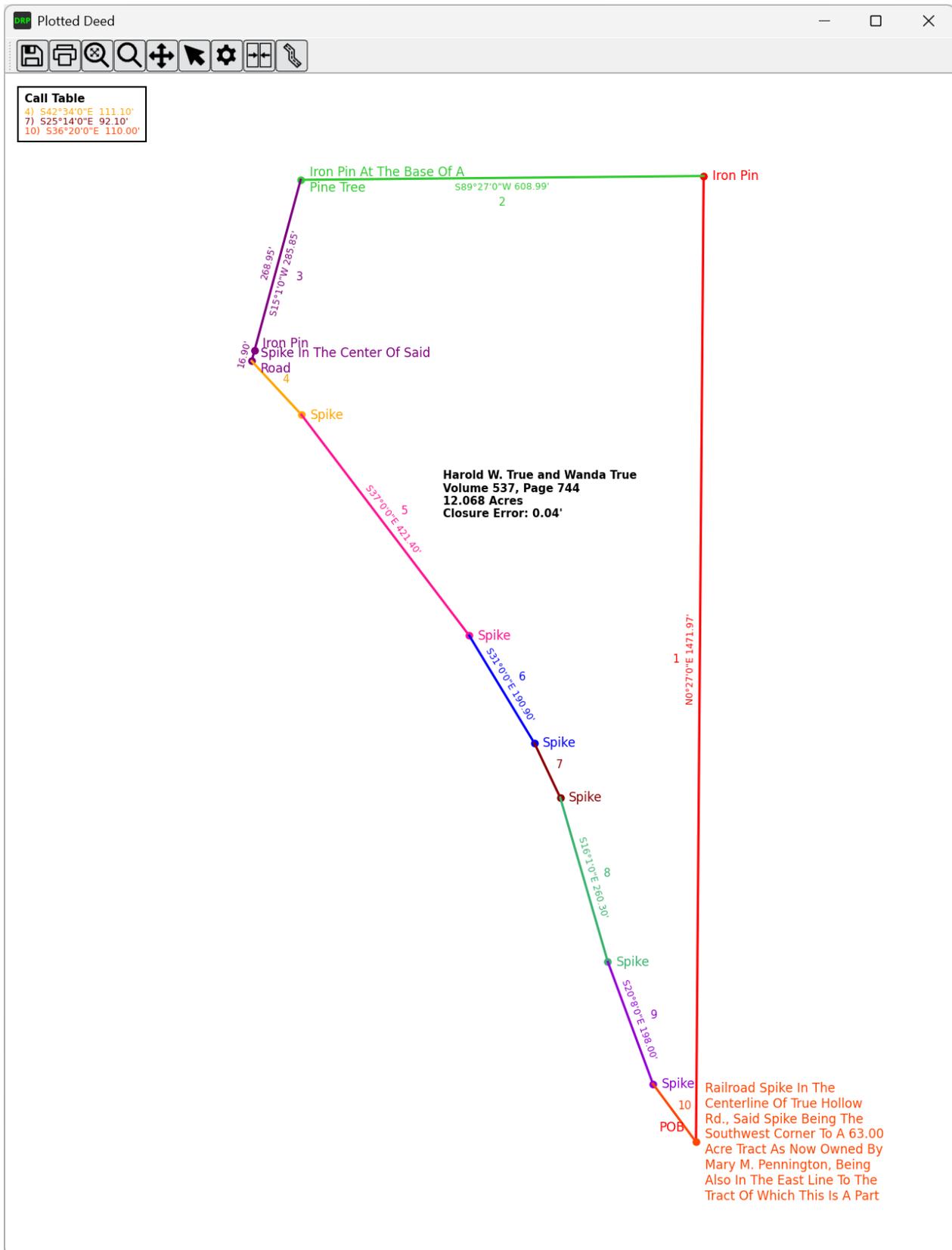
Pan  button allow you to pan the plot while holding down the right mouse button and zoom in and out while holding the left mouse button. To zoom in hold down the mouse and drag diagonally up or to the right. To zoom out drag it diagonally down or to the left.

The Select  button will display the mouse cursor. When in this mode the text labels, the Call Table and the north arrow can be moved and re-positioned by clicking on these items and then dragging them. Note that when the plot is updated or resized, the positions of these items will be reset.

The Configuration  button in the Plotted Deed window will open the Plot Configuration Options screen. In this screen you can specify what is plotted on the plot, the text sizes, the plot size and rather or not to show a border.

The Merge  button is used to combine multiple tracts into a single plot. When you press it will add the current tract to a new [Merged Plot Window](#). Additional tracts can then be added to this plot by pressing the Merge button again after another tract is plotted.

The **Centerline Easement**  button is used to add a centerline easement to Merged Plot. You will be prompted to enter the centerline offset width for the easement after pressing this button.

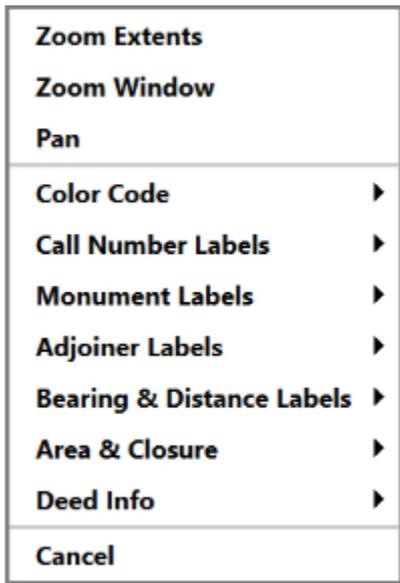


Mouse and Keyboard Actions in Plot Window

Escape will cancel zoom and pan modes.

The **Mouse Wheel** can be used to zoom in and out. This is the fastest way to zoom in and out.

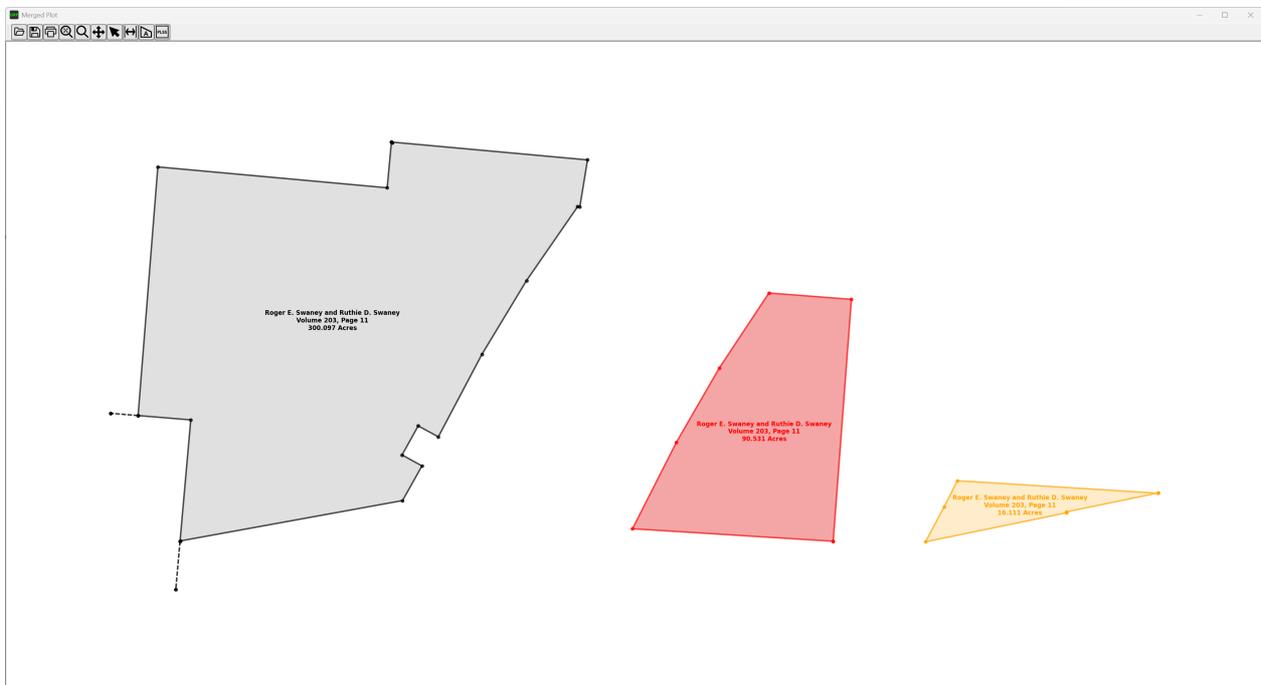
Right Click will cancel zoom and pan modes and display a context window with zooming, panning shortcuts and options to configure what is displayed in the plot.



Merged Plot Window



The Merge button in the [Plot Window](#) is used to combine multiple tracts into a single plot. When you press it will add the current tract to a new plot. Additional tracts can then be added to this plot by pressing the Merge button again after another tract is plotted. Tracts sent to the Merge Plot will remain in this plot until this window is closed. Tracts from multiple different documents can be added.



Example of 3 tracts from the same document

Merged Plot Toolbar Menu



The **Open** button is used open saved Merged Plot .



The **Save** button is used to save a Merged Plot (use Open to open it) and / or an image of the Merged Plot.



The **Print** button is used to print the plot.



The **Zoom Extents** buttons is used to zoom to the extents of the plot.



The **Zoom** button is used to select an area to zoom in.



The **Pan** button is used to pan around the plot.



The **Select** button is used to exit the pan and zoom modes and select objects in the plot to be moved or edited, by default, Select is the default toolbar mode.



The **Measure** button is used to measure and label a distance on the plot, to delete a distance, right click on it and clicking **DeleteDistance Measurement**.



The Area tool is used to measure and label an an area, to delete an area, right click on it and clicking **Delete Area Measurement**. The area can also be converted to a tract by right clicking on it and selecting the **Covert to Tract** option.



The **Section** button is used to add a standard section (5280' x 5280') section to the plot. Sections are created with lock feature on so to move a section you will need to unlock if first (right click on it). The standard section is shown with quarter section lines. Quarter-quarter, quarter-quarter-quarter, and quarter-quarter-quarter-quarter lines can be shown with context menu options (right click on section). An option to Edit Dimensions of the section also exists and custom bearing and distances for the sides of the section can be entered.

Move and Rotate Operations

The following options are available to manipulate tracts in the Merged Plot window.

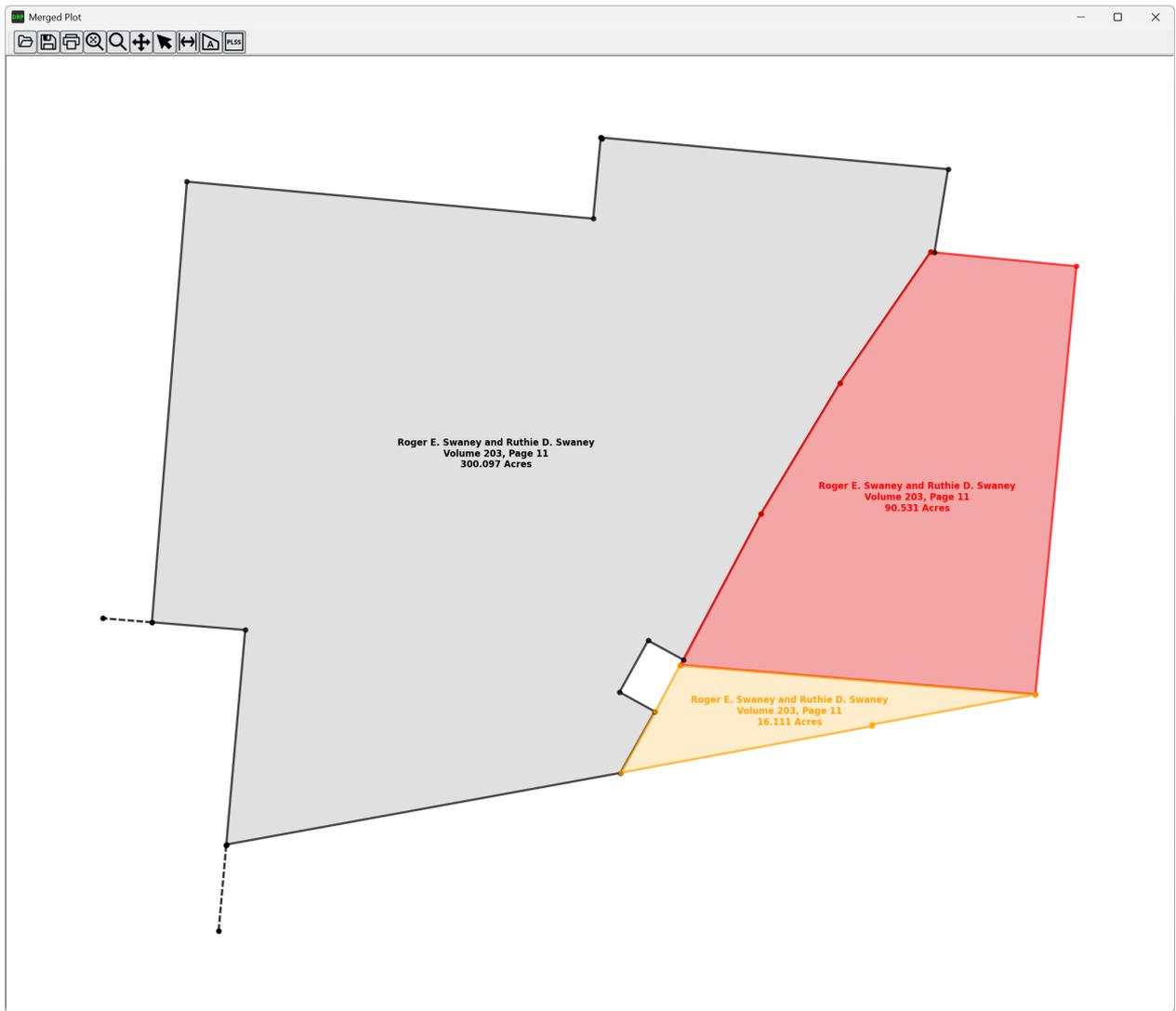
Move - To move a tract you can click anywhere inside the tract and drag it to a new location while holding down the left mouse button. If you click and hold a node of the tract and drag near a node of another tract, the dragged tract node will snap to the node where it is released. You can move tract labels by clicking and dragging near the center of the text.

Rotate - You can rotate a tract by clicking and holding the right mouse button on a line of tract, then drag to the line of another tract and when you release the mouse button the line and tract will rotate to match the line where it is released.

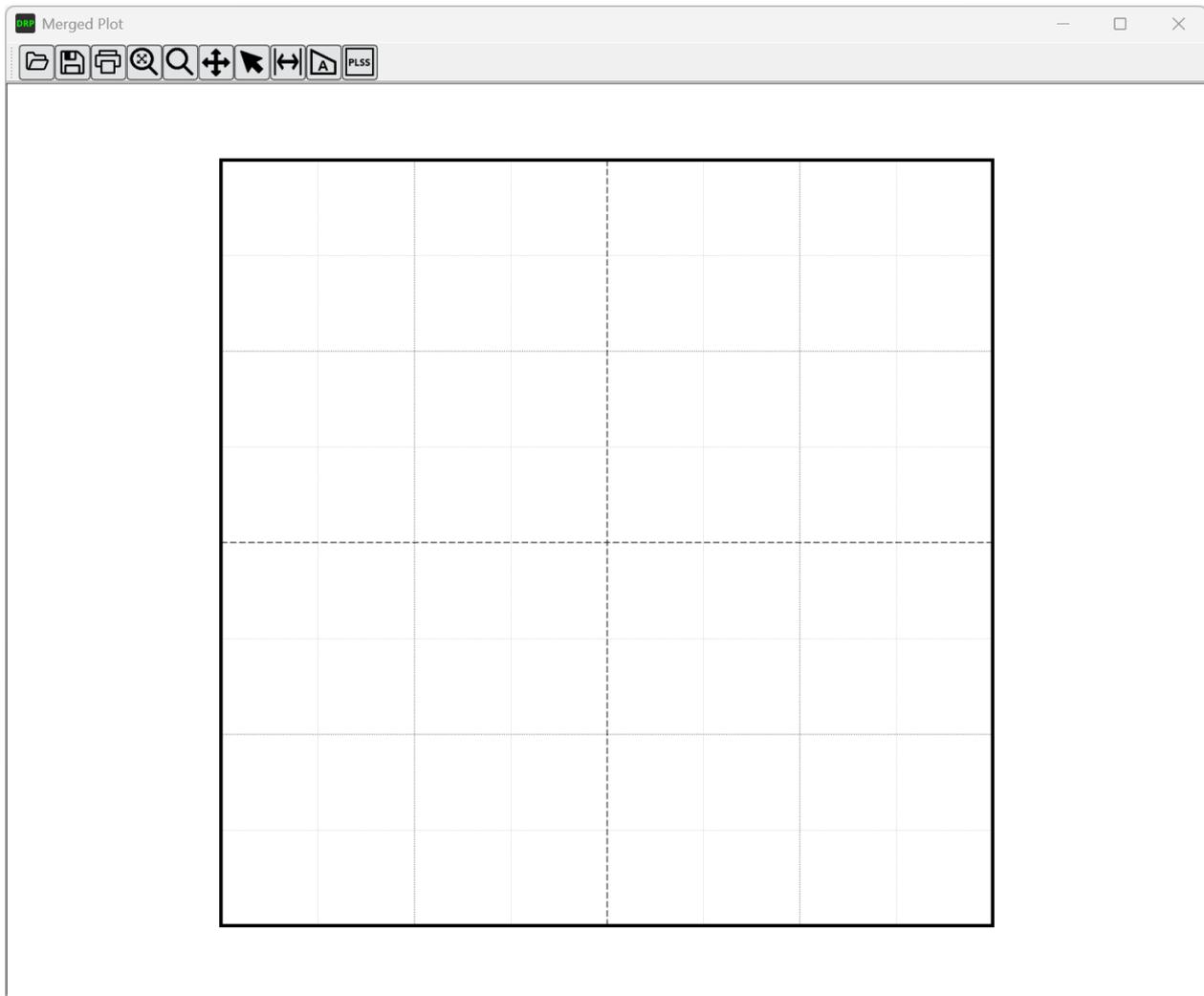
Right Click Context Menu Options

If you right click on a tract you will be presented options to change the Color of the tract, turn the Fill on and off, adjust the Lineweight, turn the Nodes on and off, turn the Label on and off, Lock the tract to prevent it from being moved and rotated and an option to Delete the tract.





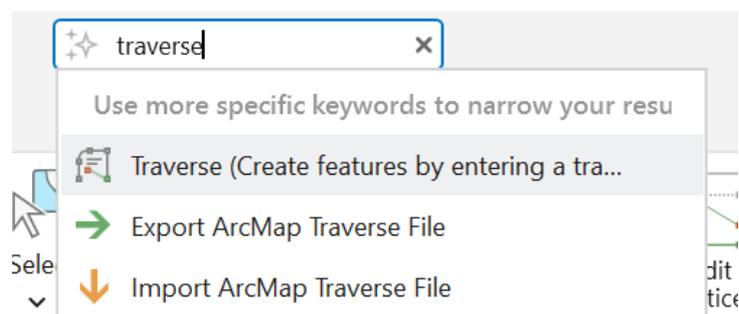
Example of 3 tracts from the same document after being rotated and moved together



Example of a Standard Section with Quarter-Quarter-Quarter lines being displayed

Traverse Reports

To use the [Traverse](#) tool search for 'traverse' in ArcGIS Pro and select the Traverse option.

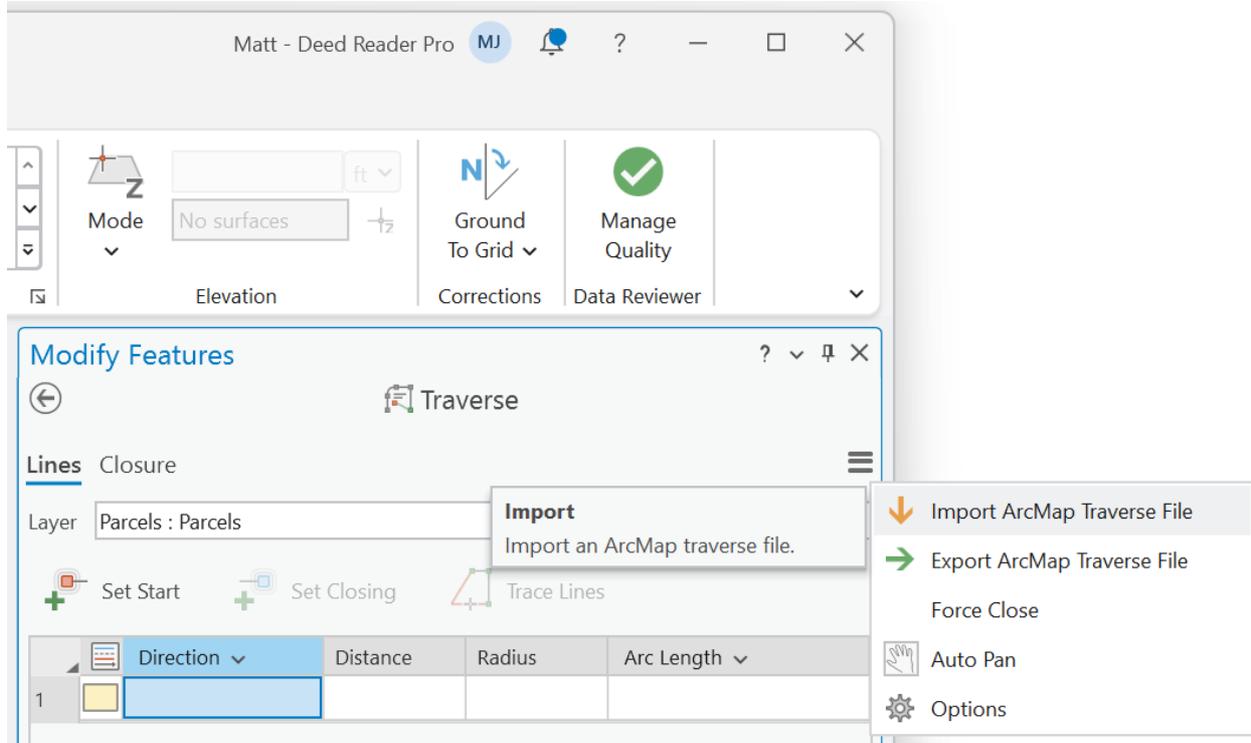


The **Include Commencement Calls in Traverse Files** option will include the commencement calls in traverse file if commencement calls exist in the Call Table. For these to be imported into ArcGIS Pro properly, it appears that the layer must be set to a Line layer rather than a Polygon layer.

GIS Settings

Include Commencement Calls in Traverse Files

To import the Traverse File click  button and choose Import ArcMap Traverse File.



When importing into a Polygon layer you will need to click the Finish button to complete the polygon. The insertion point can be changed with Set Start.

Modify Features ? v 🔍 ✕

←
 Traverse

Lines Closure ☰

Layer Parcels : Parcels ▼

Set Start
 Remove Closing
 Trace Lines

	Direction ▼	Distance	Radius	Arc Length ▼
1	N31°00'03"E	209.89		
2	N33°45'58"E	134.73		
3	N50°21'48"W	200		
4	N29°38'12"E	165		
5	N15°15'25"E cb		-400	253.12 c
6	S78°36'29"E	515.81		
7	S26°00'00"W	366.3		
8	S0°00'00"W	210		
9	S45°00'00"E	156.2		
10	S84°58'57"W	635.12		
	S84-58-57W QB ▼			

Misclose Distance: 0 ft
 Misclose Ratio: Exceeds 1:100,000
 Calculated Area: 345,031.02 sqFt
 Closure Method: Compass (default)

Finish
New

[Learn more about entering traverse dimensions](#)