

# Deed Reader Pro - Quick Start Guide (Title Mode)

## Getting Help

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

Help can be obtained by emailing [support@deedReaderpro.com](mailto: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](mailto:support@deedReaderpro.com).

## Plotting a Deed

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

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 DA | C |
|---|------|-----|-----|-----|-----|----------|-------------|-------------|--------------|----------|-----------|---------|----------|---|
| 1 | L    |     |     |     |     |          |             |             |              |          |           |         |          |   |
| 2 | L    |     |     |     |     |          |             |             |              |          |           |         |          |   |
| 3 | L    |     |     |     |     |          |             |             |              |          |           |         |          |   |
| 4 | L    |     |     |     |     |          |             |             |              |          |           |         |          |   |
| 5 | L    |     |     |     |     |          |             |             |              |          |           |         |          |   |

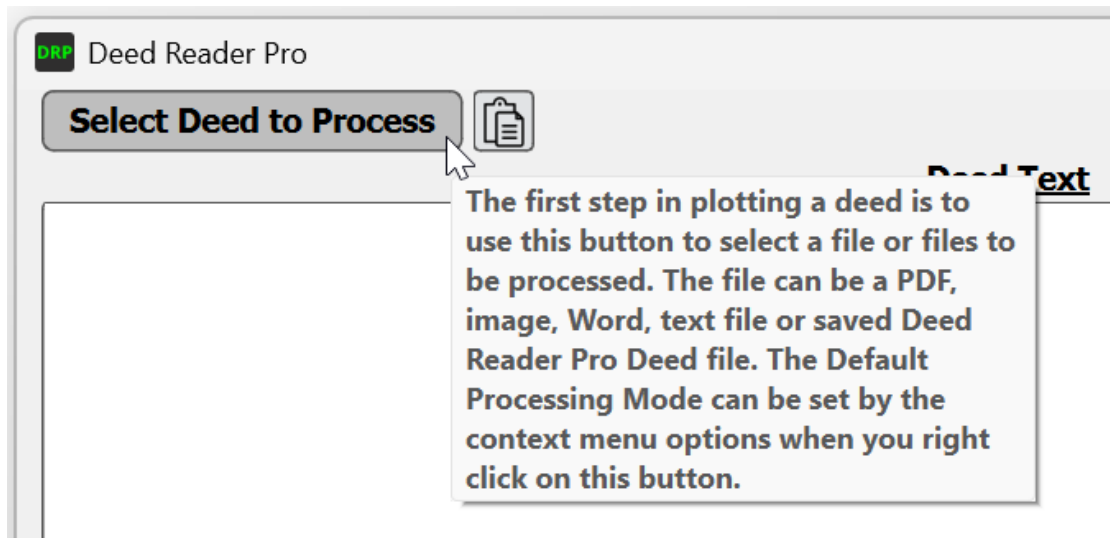
Plot Deed Text Deed File KML File Closure Report

Deed Info:

Closure Error: 0.00' Area: 0.000 Acres Perimeter: 0.00'

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 Options .



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 a links to the manuals, **User Registration** and License Agreement.

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. PDF files and image files can contain multiple metes and bounds descriptions. Word files should contain only a single metes and bounds description. If you need to process a Word file with multiple metes and bounds descriptions there are three options: 1) Convert it to a PDF, 2) Copy the text of each metes and bounds description to the clipboard use the Paste button (described below), 3) Edit the Word file to contain only a single metes and bounds description.

The Paste  button can be used load an image or text from the clipboard. Images can be stored 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.

After a file has been selected, processing will begin and the transcribed text will be displayed in the **Deed Text** window and extracted calls will be displayed in the **Call Table**.

Deed Reader Pro

Select Deed to Process File: OR\_537\_744.PDF

**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 deg. 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 deg. 27' W. 608.99 feet to an iron pin at the base of a pine tree,

thence with another new line S 15 deg. 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 deg. 34' E 111.10 feet to a spike

S 37 deg. 00' E 421.40 feet to a spike,

S 31 deg 00' E 190.90 feet to a spike,

S 25 deg. 14' E 92.10 feet to a spike,

S 16 deg. 01' E 260.30 feet to a spike,

S 20 deg. 08' E 198.00 feet to a spike

and S 36 deg 20' E 110.00 feet to the place of beginning,

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                                 | Curve Dir | Curve R | Curve DA | C |
|----|------|-----|-----|-----|-----|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|------------------------------------------|-----------|---------|----------|---|
| 1  | L    | NE  | 0   | 27  |     | 1471.97' | Iron Pin In The Line Of The Tract Of Which This Is A Part                                                                                                                                                             |             |              | with the west line of Mary M. Pennington |           |         |          |   |
| 2  | L    | SW  | 89  | 27  |     | 608.99'  | Iron Pin At The Base Of A Pine Tree                                                                                                                                                                                   |             |              | with a new line through said tract       |           |         |          |   |
| 3  | L    | SW  | 15  | 1   |     | 285.85'  | Spike In The Center Of Said ...                                                                                                                                                                                       | 268.95'     | Iron Pin     | with another new line                    |           |         |          |   |
| 4  | L    | SE  | 42  | 34  |     | 111.10'  | Spike                                                                                                                                                                                                                 |             |              | with the center of said road             |           |         |          |   |
| 5  | L    | SE  | 37  | 0   |     | 421.40'  | Spike                                                                                                                                                                                                                 |             |              | with the center of said road             |           |         |          |   |
| 6  | L    | SE  | 31  | 0   |     | 190.90'  | Spike                                                                                                                                                                                                                 |             |              | with the center of said road             |           |         |          |   |
| 7  | L    | SE  | 25  | 14  |     | 92.10'   | Spike                                                                                                                                                                                                                 |             |              | with the center of said road             |           |         |          |   |
| 8  | L    | SE  | 16  | 1   |     | 260.30'  | Spike                                                                                                                                                                                                                 |             |              | with the center of said road             |           |         |          |   |
| 9  | L    | SE  | 20  | 8   |     | 198.00'  | Spike                                                                                                                                                                                                                 |             |              | with the center of said road             |           |         |          |   |
| 10 | L    | SE  | 36  | 20  |     | 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 KML File Closure Report

Closure Error: N 34°31'42" W 0.04' Area: 12.068 Acres Perimeter: 3750.61'

Deed Info: Harold W. True and Wanda Lee True  
Volume 537, Page 744

After processing a deed you should check the **Closure Error** at the bottom of the screen. If the deed does not close the calls in the Call Table should be reviewed to check if they loaded correctly. 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. When a cell is selected in Call Table, the corresponding text in the Deed Text window will be highlighted.

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           | <div> Delete This Row<br/> Add a Row Before This Row<br/> Add a Row After This Row<br/> Adjust This Call to Force Closure<br/> Clear Bearing, Distance and Curve Data<br/> Clear the Call Table and Deed Text </div> |             |              |
| 47 poles          |                                                                                                                                                                                                                      |             |              |
| 24 poles          |                                                                                                                                                                                                                      |             |              |
|                   |                                                                                                                                                                                                                      |             |              |

Alternatively you can edit and correct the Deed Text and then press **Process Deed Text** to process the Deed Text again. 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 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**.

If any call data that is needed to calculate a call is missing in the Call Table then "**Warning: Data in the Call Table is missing**" will be displayed at the bottom of the screen and cells missing data will be highlighted red. You will need to correct the Call Table and fill in the missing data. In this example you can see that the distance is missing for the 9th call:

|    | Type | Dir | Deg | Min | Sec | Distance | Description                                                                                                                                                                                                           | Passing Dis | Passing Desc | Adjoiner                     | Curve Dir | Curve R | Curve DA |
|----|------|-----|-----|-----|-----|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|------------------------------|-----------|---------|----------|
| 8  | L    | SE  | 16  | 1   |     | 260.30'  | Spike                                                                                                                                                                                                                 |             |              | with the center of said road |           |         |          |
| 9  | L    | SE  | 20  | 8   |     |          | Spike                                                                                                                                                                                                                 |             |              | with the center of said road |           |         |          |
|    |      |     |     |     |     |          | 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 |             |              |                              |           |         |          |
| 10 | L    | SE  | 36  | 20  |     | 110.00'  |                                                                                                                                                                                                                       |             |              | with the center of said road |           |         |          |

Plot Deed Text Deed File KML File Closure Report

Deed Info: Harold W. True and Wanda Lee True  
Volume 537, Page 744

Closure Error: S 20°7'49" E 197.96' Area: 11.929 Acres Perimeter: 3552.61'  
Warning: Data in the Call Table is missing

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

- L** - A **Line** in the parcel, lines are defined by a bearing (**Dir**, **Deg**, **Min**, and **Sec**) and distance (**Distance**).
- 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.
- 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.
- TL+** - A **Tie Line Continuation** is a line extending from the end of the previous Tie Line
- 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.
- RTL+** - A **Reverse Tie Line Continuation** is a line extending from the end of the previous

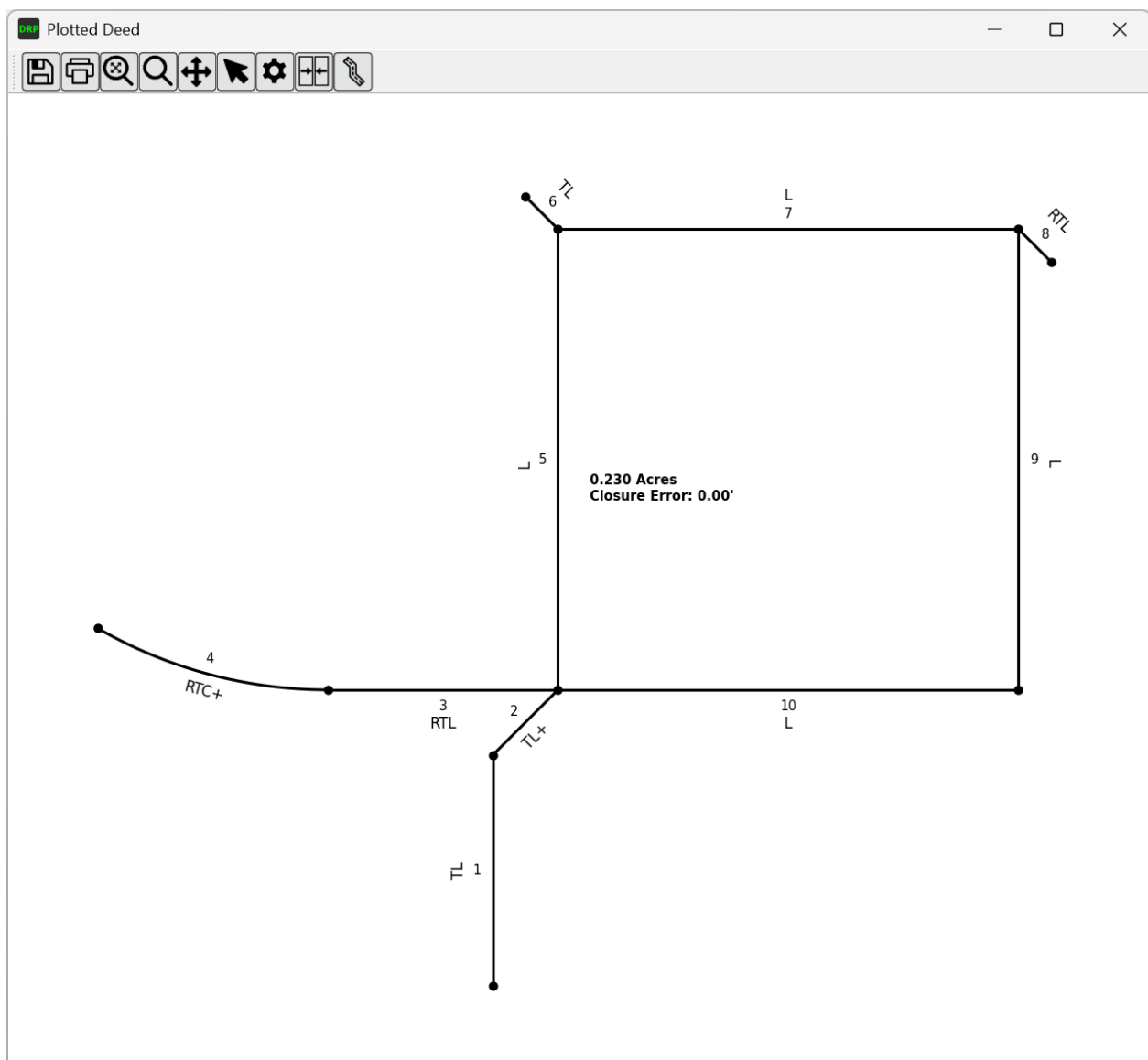
Reverse Tie Line.

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

### Line Types Example

The following screenshots demonstrate the call Types.

| Call Table |      |     |     |     |     |          |             |             |              |          | Call Table Updates: |         |          |           |          |            |            |             |
|------------|------|-----|-----|-----|-----|----------|-------------|-------------|--------------|----------|---------------------|---------|----------|-----------|----------|------------|------------|-------------|
|            | Type | Dir | Deg | Min | Sec | Distance | Description | Passing Dis | Passing Desc | Adjoiner | Curve Dir           | Curve R | Curve DA | Curve Len | Radial B | Tangential | Bearing In | Bearing Out |
| 1          | TL   | NE  | 0   |     |     | 50'      |             |             |              | TL       |                     |         |          |           |          |            |            |             |
| 2          | TL+  | NE  | 45  |     |     | 20'      |             |             |              | TL+      |                     |         |          |           |          |            |            |             |
| 3          | RTL  | NW  | 90  |     |     | 50'      |             |             |              | RTL      |                     |         |          |           |          |            |            |             |
| 4          | RTC+ | NW  | 75  | 0   | 0   | 51.764'  |             |             |              | RTC+     | Right (N)           | 100'    | 30°0'0"  | 52.360'   | N0°0'0"E | Yes        | N90°0'0"W  | N60°0'0"W   |
| 5          | L    | NE  | 0   |     |     | 100'     |             |             |              | L        |                     |         |          |           |          |            |            |             |
| 6          | TL   | SE  | 45  |     |     | 10'      |             |             |              | TL       |                     |         |          |           |          |            |            |             |
| 7          | L    | NE  | 90  |     |     | 100'     |             |             |              | L        |                     |         |          |           |          |            |            |             |
| 8          | RTL  | SE  | 45  |     |     | 10'      |             |             |              | RTL      |                     |         |          |           |          |            |            |             |
| 9          | L    | SE  | 0   |     |     | 100'     |             |             |              | L        |                     |         |          |           |          |            |            |             |
| 10         | L    | SW  | 90  |     |     | 100'     |             |             |              | L        |                     |         |          |           |          |            |            |             |



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.

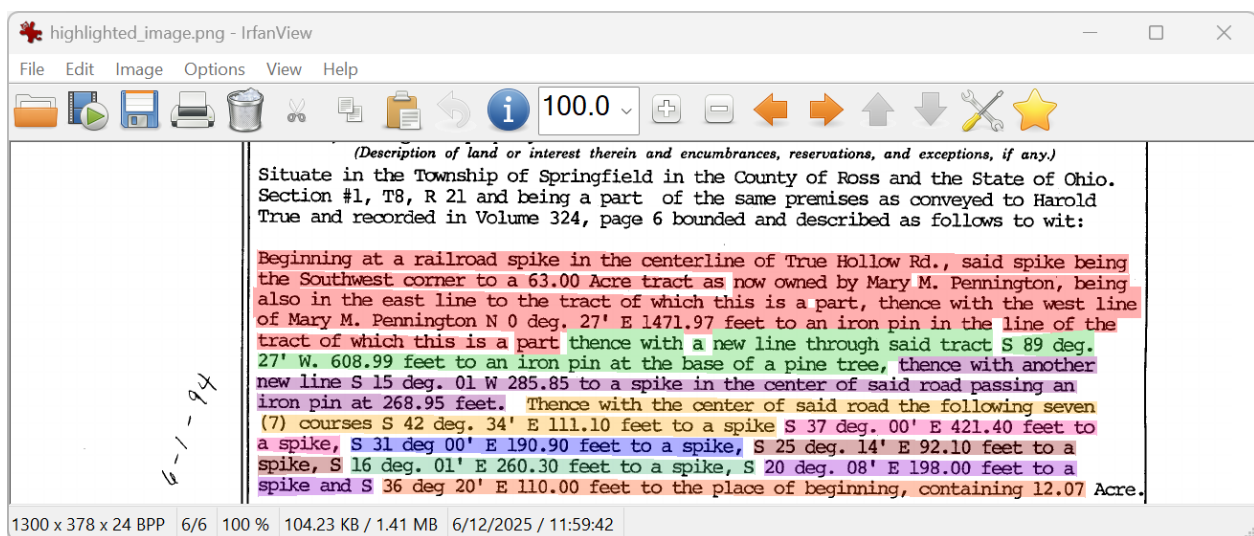
**Passing Dis** and **Passing Desc** in the call table displays the distance and description of monuments being passed in calls. Multiple passing distances and monuments separated by commas can be entered into these cells. If there are less descriptions of monuments entered than distances, the last monument 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.

**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. By default the highlighted image will be automatically generated unless the

Automatically Generate Highlighted Images option is unchecked in the Configuration Options . Note that this feature uses a traditional OCR engine so only PDF and images that can be read by OCR will work for this feature. If the document is handwritten in cursive or has watermarks the highlighted image will not be able to be generated.



The .png image will open in the default program that Windows associates with .png files. [IrfanView](#) is a simple and lightweight photo viewer that works well for this application and you may wish to set it as the default program for PNG files. To do this, right click on a PNG file, then select Open With > Choose another app > select IrfanView and check the "Always use this app to open .png files". When using

If you view the "+" and "-" keys or "ctrl" and the mouse wheel can be used to zoom in and out on the image.

**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. Press Play  to turn back on automatic recalculation updates of Call Table.

**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.

**KML File** will interact with Google Earth to export a KML file.

**Closure Report** will save a closure report for the tract.

**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, Survey Info (Surveyor Name and Date of Survey) 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

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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  button 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 and the + and - keys can also be used to zoom in and out.

Pan  button allows you to pan the plot while holding down the left mouse button.

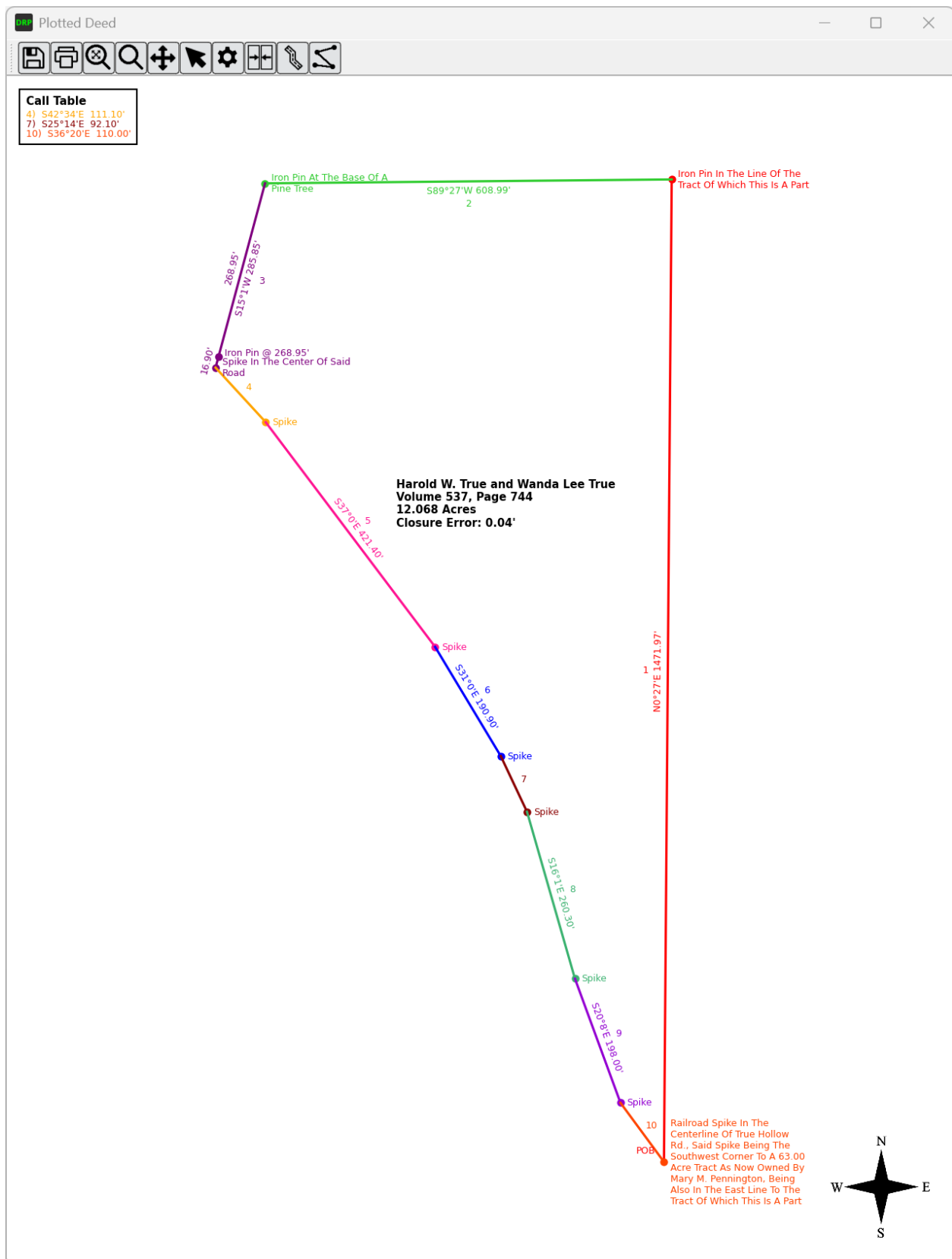
The Select  button will display the mouse cursor. When in this mode the text labels, the Call Table and the north arrow can be moved and re-positioned by clicking on these items and then dragging them. Note that when the plot is updated or resized, the positions of these items will be reset.

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.

The **Polyline**  button is used to add the data in the Call Table to Merged Plot as a polyline instead of a tract.



### 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. The **+** and **-** keys can also be used to zoom in and out.

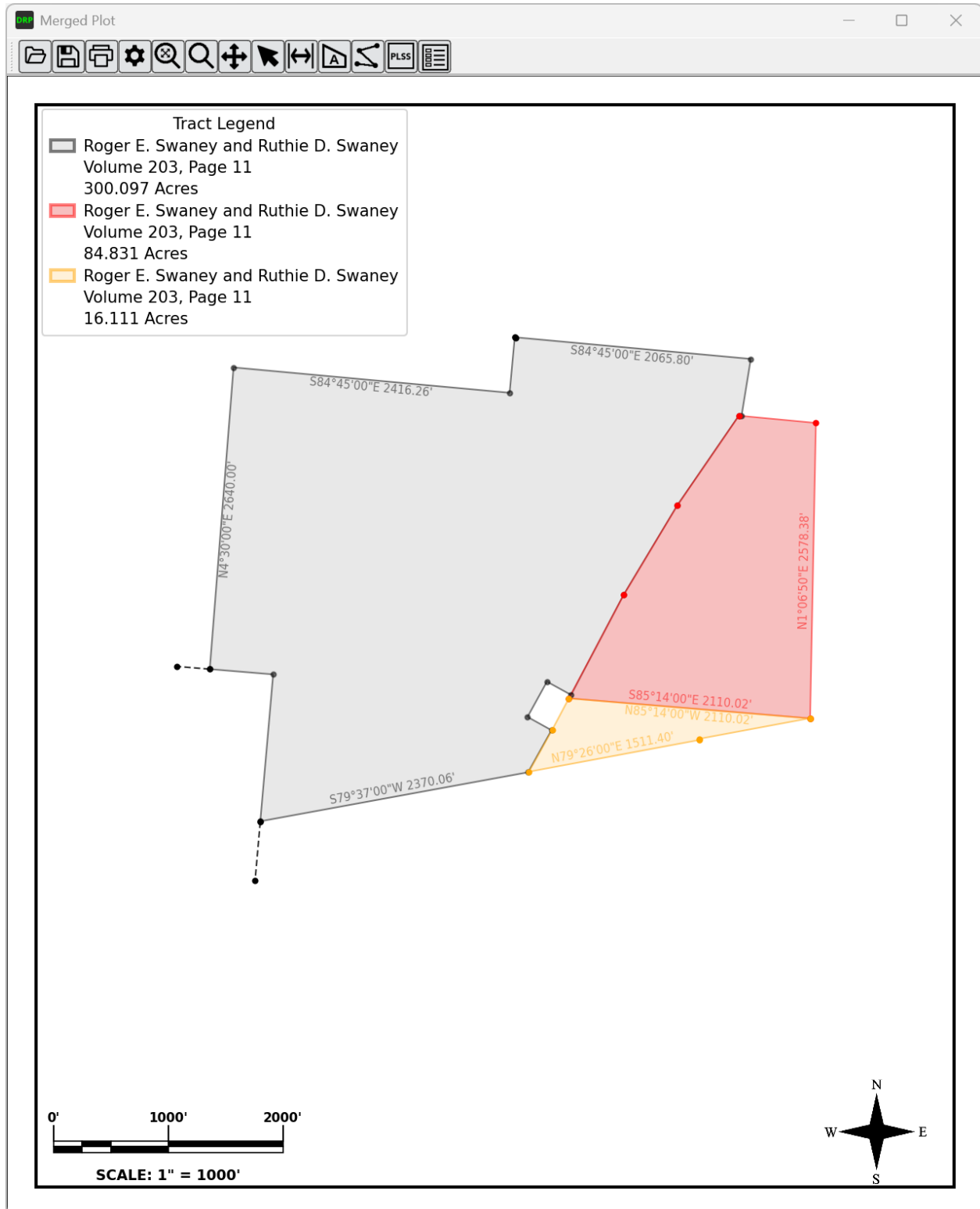
**Right Click** will cancel zoom and pan modes and display a context window with zooming, panning shortcuts and options to configure what is displayed in the plot.

|                                        |   |
|----------------------------------------|---|
| <b>Zoom Extents</b>                    |   |
| <b>Zoom Window</b>                     |   |
| <b>Pan</b>                             |   |
| <b>Color Code</b>                      | ▶ |
| <b>Call Number Labels</b>              | ▶ |
| <b>Monument Labels</b>                 | ▶ |
| <b>Adjoiner Labels</b>                 | ▶ |
| <b>Bearing &amp; Distance Labels</b>   | ▶ |
| <b>Title</b>                           | ▶ |
| <b>Area &amp; Closure</b>              | ▶ |
| <b>Deed Info</b>                       | ▶ |
| <b>Tie Lines Between POB &amp; POC</b> | ▶ |
| <b>Scale</b>                           | ▶ |
| <b>Cancel</b>                          |   |

## 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 **Configuration** button is used to set the settings for the Merged Plot.

**Merged Plot Configuration Options**

**Merged Plot Default Settings**  
These settings will apply to new tracts added to the Merged Plot. To change the properties for an existing tract, right click on it.

- ☒ Fill Tracts with Color
- ☒ Show Nodes
- ☐ Lock Tracts
- ☐ Show Reminder to Add Tracts to the Merged Plot
- ☒ Insert New Tracts at the Same Insertion Point
- Lineweight: ☒ Light ☐ Medium ☐ Heavy
- Labels: ☒ Inside Tracts ☐ In Legend

**Merged Plot Window Settings**

- ☒ Show North Arrow ☒ Show Scale
- ☒ Show Border      Size: ☒ 1/4" ☐ 1/2"
- ☐ Show Title:
- Default Plot Size: ☒ Letter (Portrait) ☐ Letter (Landscape)



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 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.

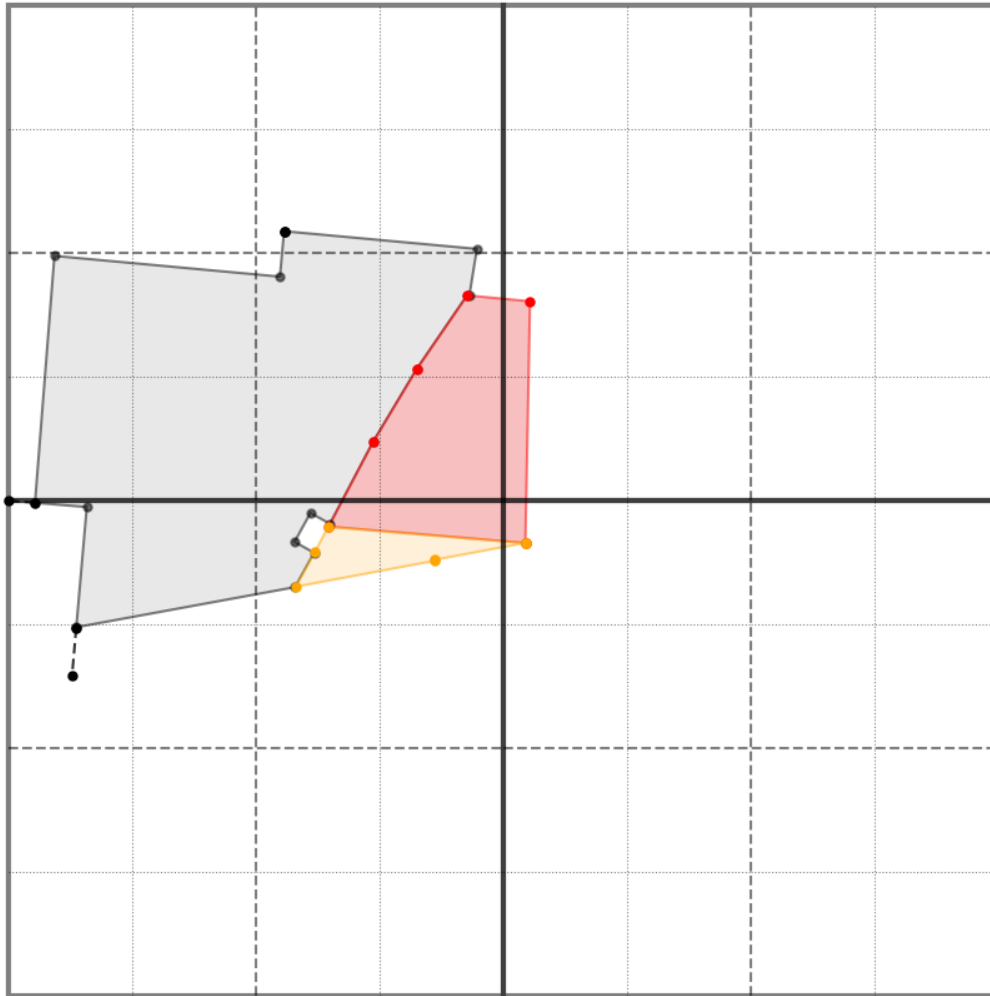


The **Polyline** tool is used to draw a polyline on the plot. Click points on the plot to add a node. Press **B** or **D** while drawing a polyline to open **Traverse Entry Tool** to manually enter a bearing and distance for the next segment.

To end the polyline press the Esc key or right click the mouse.



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). Additional sections can be added by click the Section button again. You can then reposition the sections as needed.



*A plot with 4 standard sections added showing the quarter-quarter lines*

An option to **Edit Section Dimensions** of the section also exists and custom bearing and distances for the sides of the section can be entered. To access this feature right click on the section that you want to edit.

 Edit Section Dimensions

Select which side to calculate automatically, then enter bearings and distances for the other 3 sides.

☐ Calculate North
 ☐ Calculate East
 ☐ Calculate South
 ☒ Calculate West

North Side

Bearing:

Distance:

East Side

Bearing:

Distance:

South Side

Bearing:

Distance:

West Side

Bearing:

Distance:

**West Side: Will be calculated**

Calculate Selected Side

OK Cancel



The Tract Legend is used to show or hide the tract Legend. Clicking a tract label in the Tract Legend will cause the tract to flash in the plot.

### Move and Rotate Operations

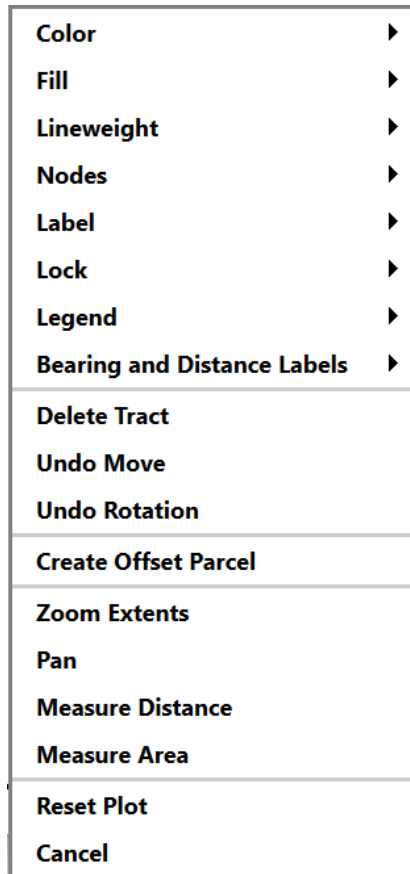
The following options are available to manipulate tracts in the Merged Plot window.

**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.

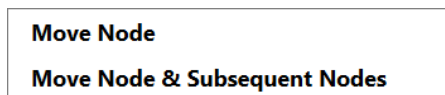
**Rotate** - You can rotate a tract by clicking and holding the left mouse button on a line of tract, then drag to the line of another tract and when you release the mouse button the line and tract will rotate to match the line where it is released. If a node of the line being rotated is near a node of the line it is being rotated too, the tract will also be positioned so that the nodes snap together. After a tract is rotated the rotation angle will be displayed along with an option to Undo the rotation.

### **Right Click Context Menu Options**

If you right click on a tract you will be presented the follow options:



If you right click on a tract or polyline nodes options to move the Node exists.



### **Offset Parcels**

If you right click on a parcel line there is a **Create Offset Parcel** option. This can be used to handle descriptions with an exception being described as on offset from one of the parcel lines.

