

Tips for Working with Requirements/Exceptions

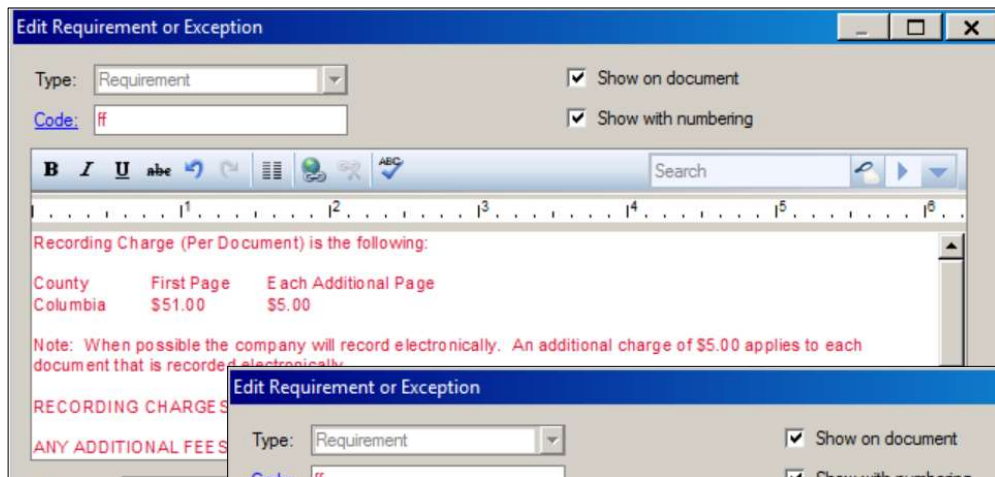
Would you like to view Requirements or Exceptions in a larger font on screen? Have you ever wanted a Requirement or Exception to appear on the next page? Refer to the appropriate section to learn how.

Increasing the Font Size on Screen

1. Double-click the exception or requirement you wish to view
2. Click (anywhere) in the text box
3. While holding the **Ctrl** key, use the scroll wheel on your mouse to enlarge (scroll wheel forward) or reduce (scroll wheel back)

This can also be used in the **Scrollable Field Editor** window (click **Ctrl + E** to open before enlarging the font).

Before



Edit Requirement or Exception

Type: Requirement ☒ Show on document
 Code: ff ☒ Show with numbering

B I U abc [Icons] Search [Icons]

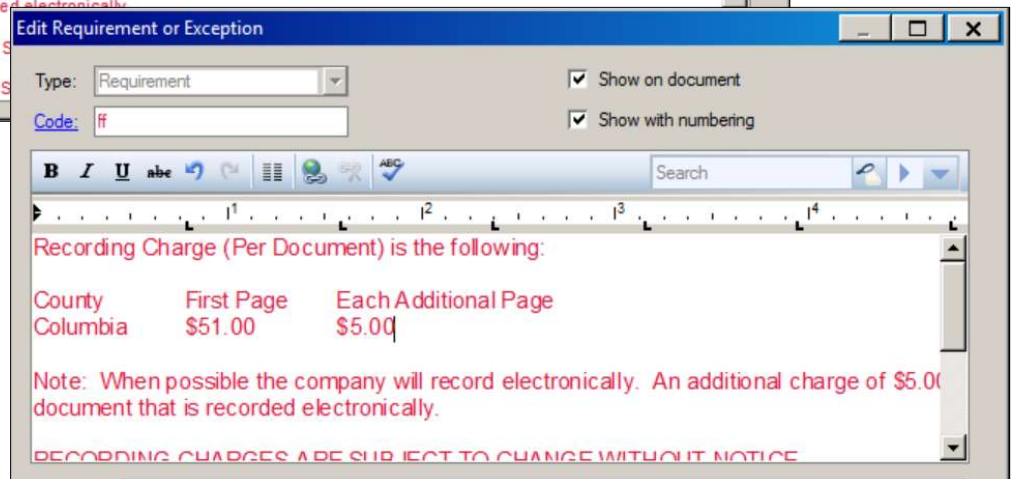
Recording Charge (Per Document) is the following:

County	First Page	Each Additional Page
Columbia	\$51.00	\$5.00

Note: When possible the company will record electronically. An additional charge of \$5.00 applies to each document that is recorded electronically.

RECORDING CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE

After



Edit Requirement or Exception

Type: Requirement ☒ Show on document
 Code: ff ☒ Show with numbering

B I U abc [Icons] Search [Icons]

Recording Charge (Per Document) is the following:

County	First Page	Each Additional Page
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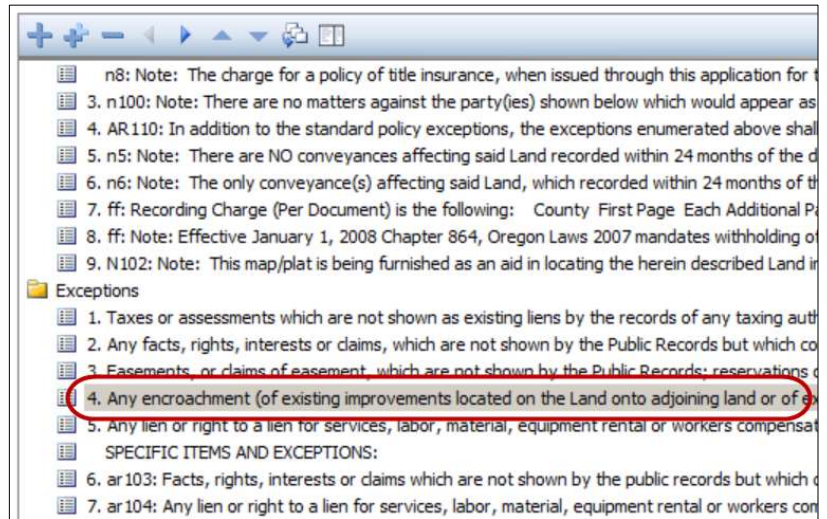
RECORDING CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE

NOTE: This is not a permanent change. Once you exit out of the requirement/exception window the font returns to the default size.

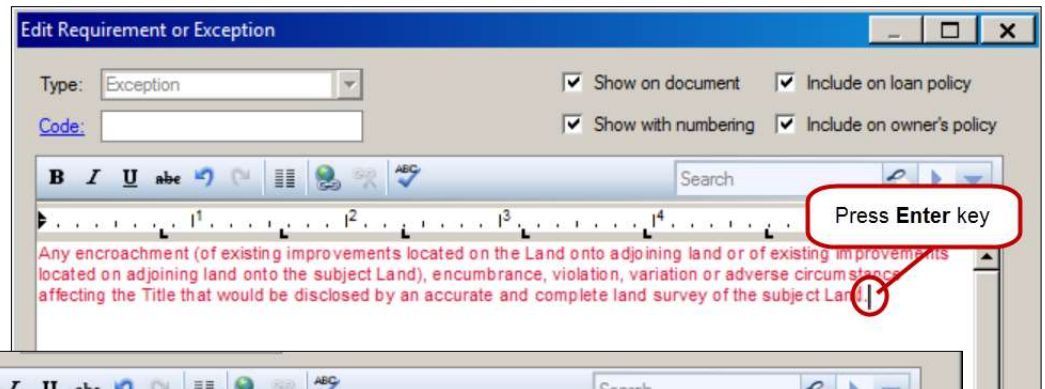
Tips for Working with Requirements/Exceptions

Adding a Page Break within Requirements or Exceptions

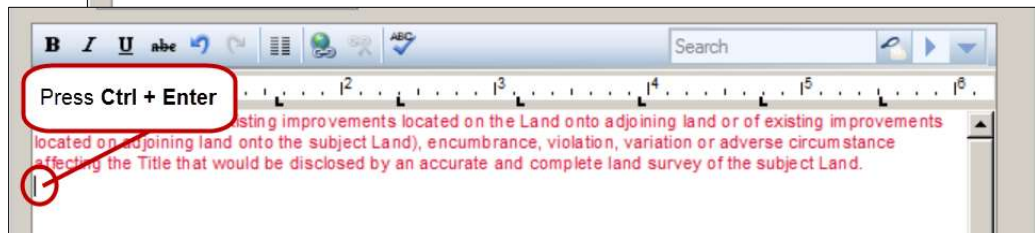
1. Double-click the exception or requirement you wish the page break to follow



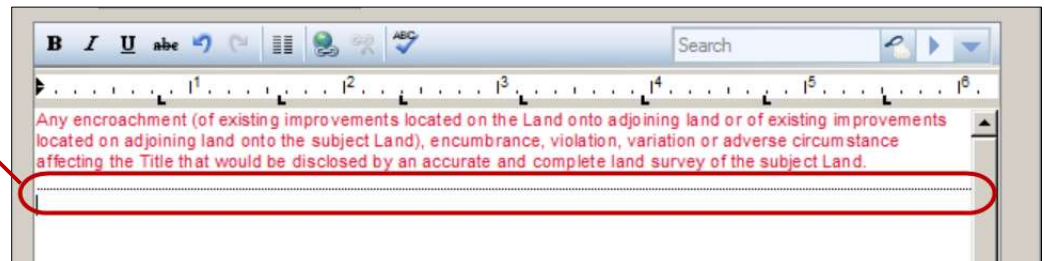
2. In the text box, place your cursor after the last character; press the **Enter** key



3. Press **Ctrl + Enter** keys



A dotted line shows in the text box; this is the page break.



4. Click the **OK** button to close

Tips for Working with Requirements/Exceptions

Anything entered after the exception containing the page break appears on the next page.

In our example, we wanted the page break to follow Exception 4.

GENERAL EXCEPTIONS:	
1.	Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency
2.	Any facts, rights, interests or claims which are not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
3.	Easements, or claims of easement, which are not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4.	Any encroachment (of existing improvements located on the Land onto adjoining land or of existing improvements located on adjoining land onto the subject Land), encumbrance, violation, variation or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the subject Land.
5.	Any lien or right to a lien for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the Public Records.
SPECIFIC ITEMS AND EXCEPTIONS:	
6.	Facts, rights, interests or claims which are not shown by the public records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.

Order No.: 473819000001

To remove the page break,

1. Open the entry with the page break
2. Place your cursor after the dotted line
3. Press the **Backspace** key to remove the dotted line

The page break (dotted line) is removed.

