Tax Sale List for News Paper

1. From the function key prompt select "F5" Delinquent reports, next select "F8" Tax Sale prep, then "F1" News Paper Advertizement and select "userfile" for your printer.

	Printer Menu
	[0] laser_4100 [1] laser_4300
	[2] laser_color
	[4] userfile
	[6] CANCEL PRINT
Prir	nter Selection: <mark>0</mark>

2. Select "L" for list



3. The year and date should be populated for you if your Municipal Information file was updated for the 50 day list, press <enter> for the year, and <enter> for the date next enter the amount waived as a whole number (10.00).

DELINQUENT PROPERTY TAXES FOR TAX	SALE SORTED BY BLOCK & LOT
Enter the tax year	: 14
Enter the date of sale	: 10/15/15
Enter amount to be waived	: 10.00

4. To access the news paper listing click <start> <my computer> look for your user name with a reference to the tax server, double click to access your files.



5. Look for the file "your_login_name.txt"



Next <right mouse click>, then <click> <open with>

Copy Paste Shortcut Clipboard Organiz	velete Re	Open New Print	es Ope	Edit Select none History Invert selection en Select	
(→ → ↑ → This PC → Joe on tax Serv	ver (S:)	Scan joe.txt Open with		Firefox	
 Documents Downloads james (jameslaptop) 	Name	TortoiseSVN WinZip Restore previous versions	 <th>Microsoft Visual Studio 2008 Notepad OpenOffice Calc OpenOffice Writer</th><th>Size ^</th>	Microsoft Visual Studio 2008 Notepad OpenOffice Calc OpenOffice Writer	Size ^
 Jim (jim-pc) mastertest (mastertest-pc) 	► Im ■in	Cut Copy		WordPad Choose default program	977 KB 220 KB
Music orkie (mastertest-pc) Pictures	in In: jo	Create shortcut Delete Rename	4	I/1/2003 11:37 AM BIDDERS2 File I/6/2011 1:47 PM Firefox HTML Doc	0 KB
 Videos OS_Install (C:) BD-RE Drive (E:) 	🧏 jo 📄 joe.txt 🚺 joe.zip	Properties	1	3/27/2015 4:00 PM Adobe Acrobat D 3/28/2015 11:04 A OpenOffice.org X. 0/23/2008 3:40 PM Compressed (zipp)	69 KB 2 KB 228 KB
	knohos	ete	3	2/4/2009 12:33 PM File	1 KR

You should select <word> or which ever word processor you are using in my case I'm using <openoffice writer>

6. You can edit this document like you would any other document and you can <copy> and <past> this data in to your own document or insert you own verbiage for the newspaper add.

				To Date of Sale							
Year	Block	Lot	Qualifer	Other	Owner	1	Interest &	c Cost			
2014	10	4	+Q0312	FERNANDEZ, DANIEL E & GINA L DIZZIA 377.03							
2014	26	17.09)	FRANKLIN POINT ASSOCIATES LLC 7,687.77							
2014	31	6.01		BIRD	, LORETTA	ANN	9,	540.38			
2014	31	24.05	5	LAU	ER,FREDR	IK R. & DIA	NE M.	861.88			
2014	35	14		FEE, I	ERIK C		148.37				
2014	35	16	Q0147	M	ICHISK, RO	DBERT		157.12			
2014	36	6		SHOC	KLEY, CHI	USTINA M		2,884.26			
2014	38	4		POSTE	ER, THEOD	ORE J & AN	AY L ET	ALS 7,900	.87		
2014	38	20	+Q0191	K	URTZ, EDV	VARD E		4,636.35			
2014	38	28		PUTE	RBAUGH,	GERTRUDE	Ε	100.36			
2014	39	9	+Q0212	RI	EICH, GAR	Y CHRIS &	DOLORE	ES 4,780	0.37		
2014	41	5	Q0219	FA	DIL, RICHA	ARD FAMIL	Y LP	198.14			
2014	42	6	+Q0231	SA	UL, JAREI	O MICHAEL	r	1,294.12			
2014	43	20	+Q0295	R	EICHARDI	MANFRED)	328.48			
2014	43	22	+Q0250	M	IICHISK RO	DBERT G.		410.79			
2014	44	2		SWIDI	ER FLOREI	NCE ESTAT	E	2,893.61			
2014	44	5	Q0250	MI	CHISK, RO	BERT G		268.50			
2014	49	40	+Q0282	R	ICHARDSC	N, BENJAN	AIN J & F	KENDRA L	6,337.56		
2014	50	7		MILN	ES, DORIS	EST % B MI	LNES	4,133.86			