**Replacing an Incomplete Legal Description in PACS (from conversion)**

There are approximately 900 parcels that converted from Ascend to PACS with an incomplete legal description. Complete legals were converted into the Metes and Bounds field in the Legal Description panel. They maxed out at 2,000 characters (not words). The folks at PACS were able to do a query to find the legals that are exactly 2,000 characters. The list is saved at G:\Clericl\Seg Dept\Legal Descriptions\Incomplete Legals from Conversion. Our mission is to bring the complete legal over from Ascend to PACS on these parcels. We’ve repeatedly been told by IT that Ascend may be unavailable to our office in the future (maybe not so far future). It is important that these incomplete legals be copied from Ascend and pasted into PACS. Here are the procedures:

* Open the spreadsheet at the path shown above.
* Bring up a session of PACS 2019-2020 year layer and a session of Ascend.
* Choose a parcel to work on and open it in PACS and Ascend. In PACS, you will be working in the Metes and Bounds field, which is on the Legal Description panel, under Additional Legal.
* Compare the legal and the geo numbers to make absolutely sure the same parcel is open in each program.
* Notice that the legal in the PACS Metes and Bounds field is shorter than the one in Ascend.
* Copy the entire legal from Ascend. This should be done from the Summary screen in the Legal Description field. If it is done in any other screen in Ascend, the original legal description could be saved over. Please copy only from the Summary screen.
* Once copied, go to PACS, Legal Description panel, Additional Legal, Metes and Bounds. Highlight the entire legal. Right click and paste.
* The legal in PACS should now match the legal in Ascend.
* Verify that the legals match by using a Word document to check your work.
  + Open a Word document.
  + Copy the legal from PACS and paste into Word.
  + Look at the word count at the bottom of the screen and make note of it.
  + Open another Word document.
  + Copy the legal from Ascend and paste into the new Word document.
  + Look at the word count at the bottom of the screen and make note of it. It should be the same number as the Word document count from the PACS copy.
  + If the number does not match, repeat the steps above copying and pasting the legal from Ascend to PACS until the word count matches.