Familysearch Indexing   *For help - call Support - 1-866-406-1830*

(can call 24/7 - when need help with indexing). You can also do "share a batch" with support or with your ward or stake indexing consultants. Under file, click on share a batch, a box will pop up with the batch number, give that number to whoever you are calling and they will put it in and click share a batch and they will be in your batch with you and can walk you thru it.

Basic Indexing

Indexing is the process of transcribing the text (names, dates, places) on historical documents and putting them online in a searchable database. Family search indexing unlocks access to the world's records by making them searchable for free at FamilySearch.org.

Once records are indexed, people from all over the world can search for records that document the lives of their ancestors. Every record indexed is important because it helps document someone's life.

To get started – you need a name & password. Then download the indexing icon onto your desktop. Go to "Goggle" type in familysearch.org,   then, click on it. Next, click indexing, Next, click on "Get Help".   Next, click on the "indexer" line and 6 headings come up.

1. **Get Started** *(this helps you download the indexing icon onto your desktop).*
2. **Training Helps** *(Videos - how to index).*
3. **Language Helps**
4. **Tutorial** *(taking this will help you understand the process and get you started).*
5. **Basic Indexing Guidelines** *(Go thru these guides – they will help you as you index).*
6. **FAQs** *(has many answers to questions that might come up as you index).*

*The best way to start is to download a batch, open it, then click on "**project instructions**" on the lower right side. Read the summary of instructions, **look at samples**, etc. Then under **field helps** (lower right side), click on each column and it will give the requirements for that field/column. As you go thru these instructions (they only take a few minutes), you will be better prepared to index that batch. **Repeat** with each different kind of record or batch you do.*

It really helps to keep goggle open so you can look up cities, towns, counties, states, & countries to get correct spelling.

Favorite website for places *– go to google, put the name of the state you are indexing in*
Example - Illinois cities, towns and neighborhoods. The home page shows all the counties from that state and then you click on the first letter of the city or town and it gives you all the cities & towns that start with that letter. Quick, easy way to check for correct spelling of places & expand abbreviations.

The Indexing Process

Download a batch – on top left of home page, click on download batch. Scroll down, find and select batch (English records are from U S, United Kingdom, Canada & Australia, etc). Click on batch, click ok and it will open. (You can download up to 10 batches at one time). You have a week to index a batch or it will be taken back and given to another indexer. You can close & save a batch and come back to finish it later. Check your project instructions and view the samples.

Header Data Column – Before you index the batch you need to mark the image "Normal" (readable).

Other ways you can mark the image – duplicate or no extractable data, or unreadable. (99% of the time it will be normal). Once the image is marked normal you can go to the next column and start indexing. As you are indexing names & places sometimes the background will turn <u>reddish color</u>. That does not mean it is wrong – only that the system doesn't recognize it. You can use the look up list to check it. On the right side of the box with the name or place in it – there is a small black triangle. Click on it and click on look up list and it will show if the system recognizes it and how it might be spelled.

Next, you will index all the information in the columns on the image and then comes the Quality Check. It will take you thru all the reddish boxes – on the lower right there is a box that has you click "accept" to show they were typed in right. Next a box pops up "ready to submit? You click yes and it is submitted.

Some Indexing helps:
Always __set a goal__ for indexing. It helps you to keep indexing.
The system __capitalizes__ the first letter of names and places.
*__Asterisk__ * If there is an asterisk in the top of the column, it is a <u>required field</u>. If there is no info for that column put a blank in it. (control B). (Do Not blank all empty fields – only the required ones).*

At the __top left__ of a batch:
__Plus & minus signs__ – make image larger or smaller
__Sun__ – make image lighter or darker
__Black & white box__ – put image into negative (black background, white letters. Helps read it)
__Ruler__ –__Click view__ (top on left) click on <u>ruler</u> to turn it on (or off). Great help with long lists of names.
__No punctuation__ – unless it is part of the name (O'Brein or Danny's Car Wash).
__Add lines__ – When one image has multiple names (long list) you will need to add lines for each name. Count the names, click on __tools__ (upper left) put in the number of names on image and click ok. it will add that number of lines. (if you added too many lines can go to tools and correct number)

__Ditto Fields Below__ – On batches that have long lists, if a date or place is the same for all names you can right click the first entry and click <u>ditto fields below</u> and it will put it for all in that column .

Many batches tell you to type what you see and not correct place names or expand abbreviations. Other batches will tell you to correct spelling of place names and to expand abbreviations. Check your "Field helps" to know which way to do it.

If there is <u>no column for "titles"</u> (such as Mr, Mrs, Jr, Sr, Rev,etc) __DO NOT__ index titles, index only the names. If there is a title column – put titles there but <u>NO punctuation</u> If there are 2 titles you will index both with a space in between. Example: Mr Jr

__Organize or hide fields__ – This is great for any batch where you have to go back and forth in a record to get the info to index. (marriage records especially – they ask for so much info but all records don't have all the info. Some marriage records are just certificates with limited info to index. __Right click the top of any column__ – Click on organize fields, a box comes up with a list of all things that might be indexed on left side. There are four arrows in the middle – 2(up & down) and 2 (left to right), and there is a hide box on the right. You can highlight an item and then move it up or down with those arrows so you index the items in the order they appear Or. You can also highlight an item and use the L & R arrows to move them into the hidden box. When you hide a lot of items it helps so you don't have to tab thru so many empty fields.