

## **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Indexing is the process of transcribing the text (names, dates, places) on historical documents and putting them online in a searchable database.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).

# How to Index an Obituary

Great Falls Tribune  
Page 2B APR. 11 1993

## Erin Adams

Erin Adams, 82, a retired boutique owner, died in a boating accident while on a family fishing trip at Whitefish Lake on Friday.

A memorial service will be at 2 p.m. at Linford's Funeral Home.

Born on Apr 26, 1911, at Buffalo, New York, she studied fashion at Buffalo State and owned several boutique stores, including "The Woolly" in Grand Rapids, specializing in wool sweaters and apparel. Besides selling wool items, she also taught classes with Catherine Beavers on knitting and crocheting.

She married Robert Adams in 1938. They moved to Great Falls in 1962.

Survivors include a step-son, Gary Adams of Marysville, Wash.; two daughters, Mrs. Ben (Mary) Pederson of Great Falls, and Mrs. Barbara Bennett of Bozeman, nine grandchildren, and three great-grandchildren.



Adams

## Example for Erin Adams

Record Type: **Deceased**

Deceased's Given Names: **Erin**

Deceased's Surname: **Adams**

Deceased's Titles or Terms: *Press **Tab** to skip this field.*

Deceased's Gender: **F**

*Because the article referred to Erin as "she," we know she is female.*

Age: **82**

Death Month: **Apr**

Death Day: **11**

*When no death date was given, use the publication date.*

Death Year: **1993**

Death Town or City: *Press **Tab** to skip this field.*

Death County: *Press **Tab** to skip this field.*

Death State or Country: *Press **Tab** to skip this field.*

Birth Month: **Apr**

Birth Day: **26**

*Do not index a place-name unless it was given in the obituary.*

Birth Year: **1911**

Birth Town or City: **Buffalo**

Birth County: *Press **Tab** to skip this field.*

Birth State or Country: **New York**

Name of the Newspaper: **Great Falls Tribune**

*Index Ben and Mary as separate individuals.*

The rest of the records would be indexed as shown below.

Record Type	Relationship to Deceased	Given Names	Surname	Titles or Terms
Other	Nonrelative	Catherine	Beavers	
Other	Husband	Robert	Adams	
Other	Son	Gary	Adams	
Other	Daughter	Mary	Pederson	Mrs
Other	Son-in-Law	Ben	Pederson	
Other	Daughter	Barbara	Bennett	Mrs

Six entry lines are provided to index names from each obituary. You may need to add entry lines or mark some blank, depending on the number of names in the obituary. If there are fewer than six names in an obituary, mark the unused entry lines as blank (press **CTRL+Shift+B**, or click ). If there are more than six names, add entry lines (click ).

# Unearthing Family History Treasures

## Indexing Obituaries and Death Notices

Obituaries and death notices are not your typical record; they're AWESOME! Here's what some indexers have said:

*"I just indexed an obituary for a woman who had a total of 97 listed living descendants!"*

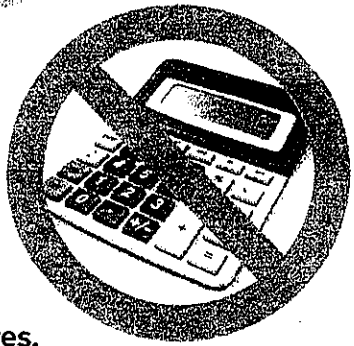
*--Stan J.*

*"I just indexed the obituary of a famous Sci-Fi author"*

*--Shayne H.*

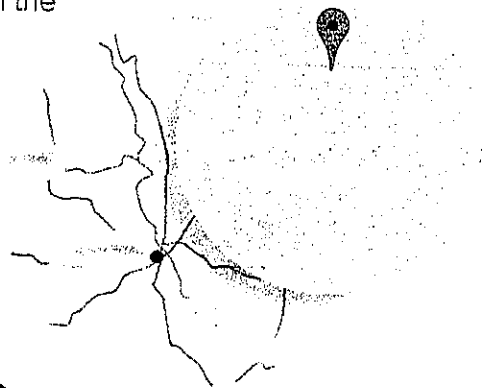
*"I indexed the obituary of my high school principal."*

*--Kathleen H.*



### Read It All; Then Index.

Start by reading the entire obituary; then index the deceased person, followed by all other people in the order they appear.

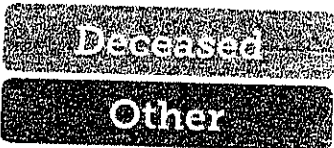


### Don't Calculate Dates.

If the death date was not specified, use the most recent date on the document, such as the date of the newspaper article.

### Note:

In addition to obituaries, you may find estate sale notices, newspaper articles, or reports of car accidents. Index all documents that give death information. Please note that some death details may not be suitable for young or tenderhearted indexers.



**Two Record Types.** Use **Deceased** for the deceased person; use **Other** for everyone else.



**Select the Closest Relationship** from the list. For example, if a relative was listed as a stepson or adopted son, which is not on the list, then index him as **Son**.