FamilySearch Indexing: Indexing

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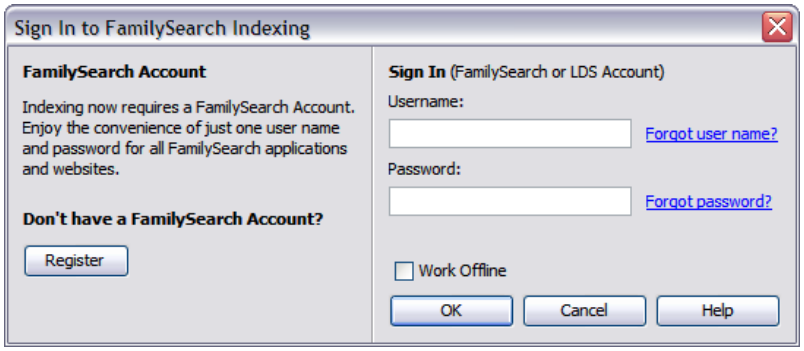
Index a Batch

Log in

1. On your desktop, click the **FamilySearch Indexing** icon, or on the FamilySearch indexing Web site **http://indexing.familysearch.org**, click **Begin Indexing**.
2. Enter your user name and password.
3. Click **OK**.



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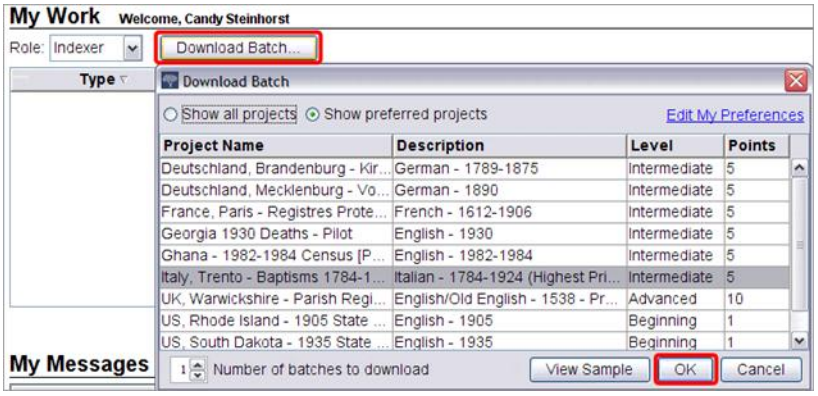
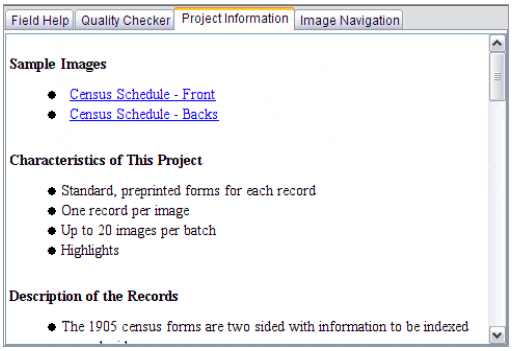
Download a Batch

1. Click **Download Batch**.
2. Click the name of the project you want to work on.
3. Select the number of batches you want to work on.
4. Click **OK**.



View Project Instructions

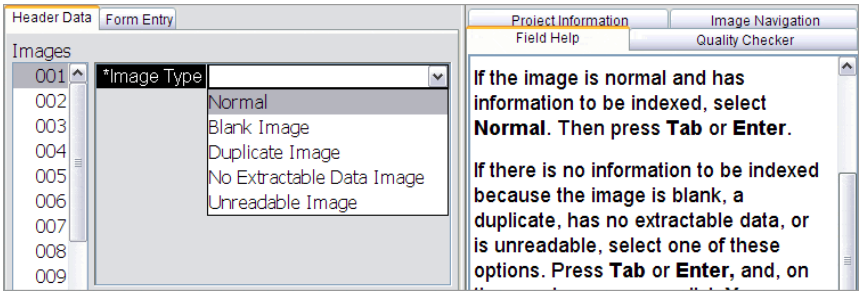
1. Click the **Project Information** tab on the right side of the data entry area.
2. If there are no instructions on the tab, click the **Indexing Project Home Page** link.
3. Read the project specific instructions.



Enter the Image Type

Click the **Image Type** field, and select an item from the drop-down list. For example: normal, blank, duplicate, unreadable, no extractable data, or a project-specific item, such as birth certificate.

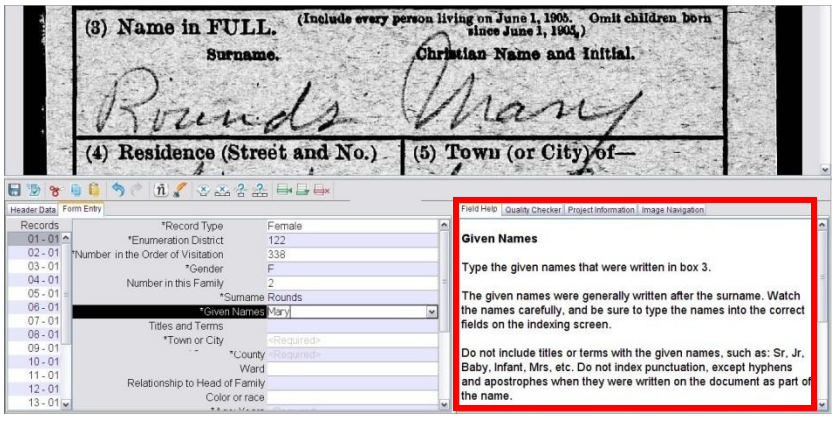
Note: For help, read the Field Help instructions on the right side of the data entry area.



Enter Information

1. Click on the first field to start typing the information from the document image.
2. Type the information as it appears in the document.
3. To advance to the next field, press **Tab** or **Enter**.

Note: For help, read the Field Help instructions on the right side of the data entry area.



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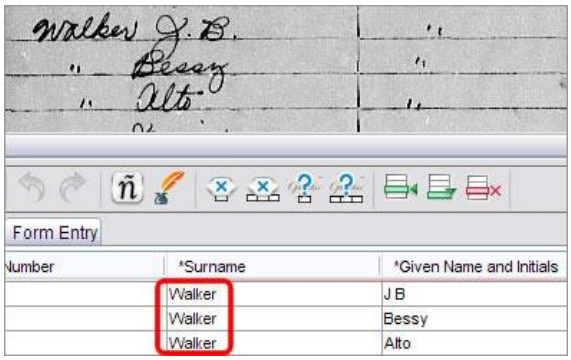
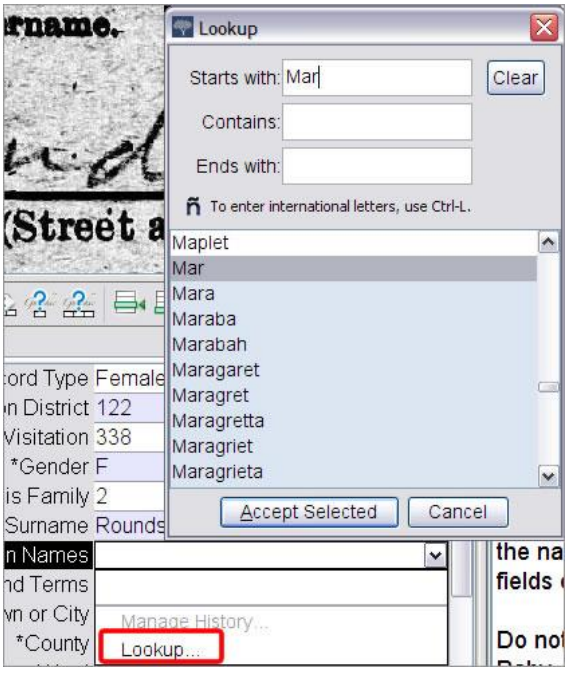
Duplicate Fields and Records



- To duplicate a field, click the empty field, and press **Ctrl+D**.
- To duplicate a column, click the first empty field, drag down the column to highlight all the fields you need, and then press **Ctrl+D**.
- To duplicate an entire record, click the empty record, and press **Ctrl+Shift+D**.

Lookup Lists

A lookup list is a collection of common names, places, or other types of information that can help you decipher a field. The list does not include every spelling variation, especially for names.



1. To use a lookup list, click in the field you want to index.
2. Click the **down arrow** at the end of the field, and click **Lookup**.
3. In the appropriate fields, type the letters you can decipher.
4. Select the name or information that matches the information in the document.
5. If you find a match, click the match, and click **Accept Selected**.
6. If you do not find a match, click **Cancel**, and type what you see in the document.

Note: A red wavy underline or colored background indicates that the name does not appear on the lookup list. It does not mean that what you typed is incorrect.

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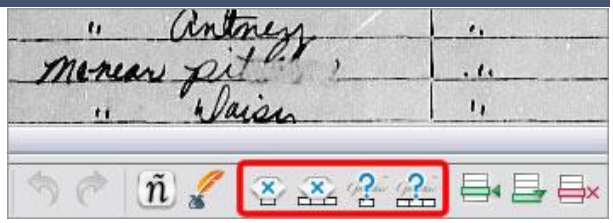
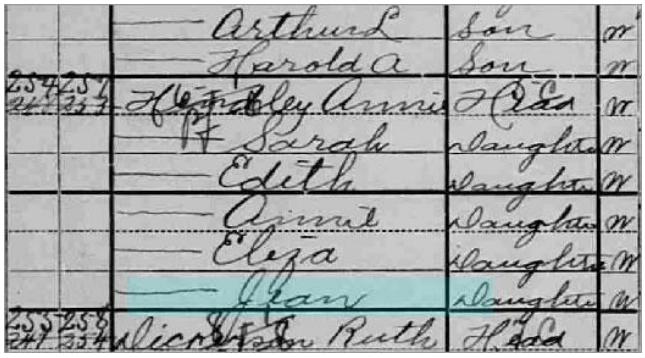
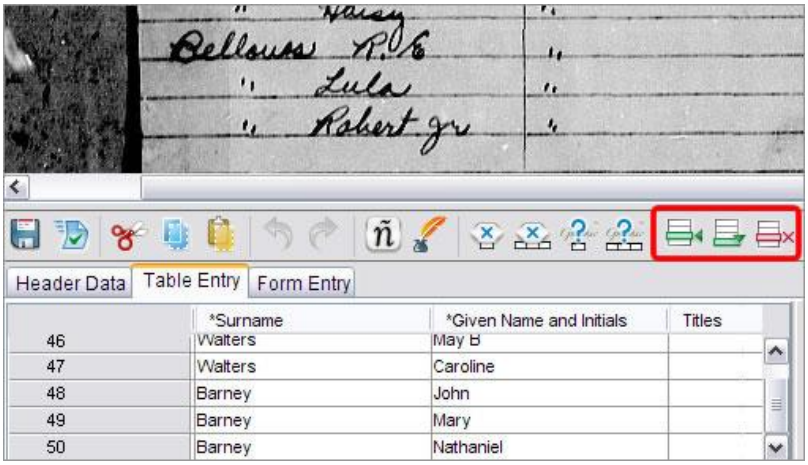
Mark Blank and Unreadable





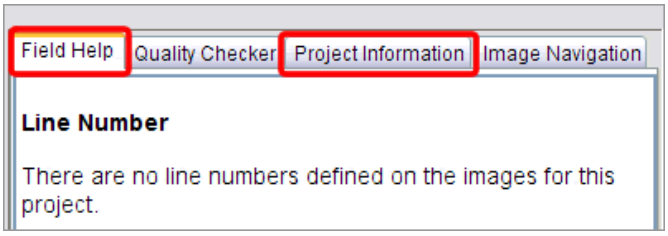
- If a required field is blank, click in the field, and click (**Mark the field blank** button).
- If an entire record is blank, click in a field for the record, and click (**Mark the record blank** button).
- If you cannot read one number or letter, use a question mark (?) to replace the number or letter you cannot read. For example: H?ndley.
- If there are multiple numbers or letters you cannot read, use an asterisk (*) to replace the numbers or letters you cannot read. For example: Di*son.
- If you cannot read any of the numbers or letters for a single field, click in the field, and click (**Mark the field unreadable** button).
- If an entire record is unreadable, click (**Mark the record unreadable** button).

Insert and Add Records



- To add a record at the bottom of the list, click (**Add Record** button).
- To insert a record, click on the record just below where you want to insert the missing individual, and click (**Insert Record** button).
- To delete extra record lines, click on the record to be deleted, and click (**Delete Record** button).

Find Help



- **Field Help:** Click the **Field Help** tab for instructions on how to index a specific field.

- **Project Instructions:** Click the **Project Information** tab for project-specific instructions. If no instructions are listed, then click the **Indexing Project Home Page** link.

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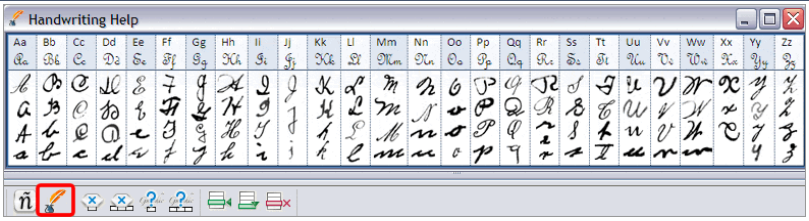
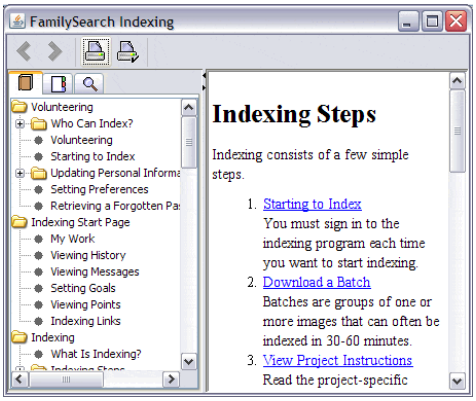
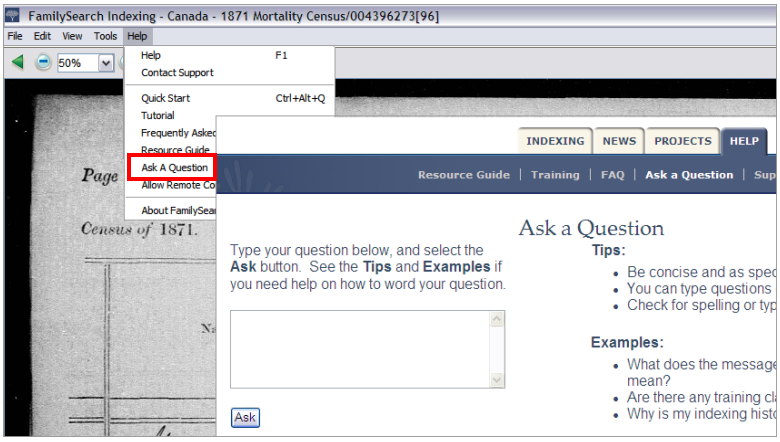
- **Handwriting Help:** Click (**Handwriting Help** button) for examples of how different letters may have been written.



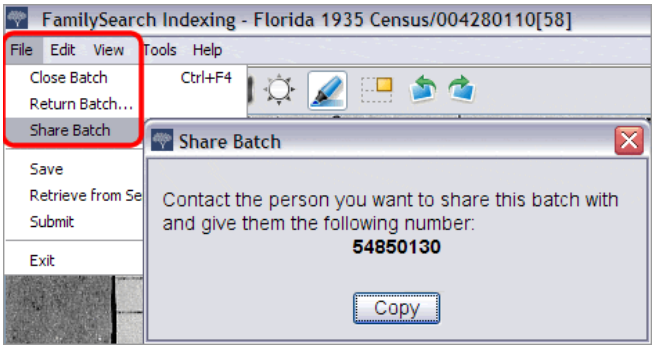
- **System Help:** Press **F1** for instructions on how to use the FamilySearch indexing screens.



- **Ask a Question:** Click the **Help** menu, and then click **Ask a Question** to find answers to common questions.
- **Support:** Click the **Help** menu, and click **Contact Support** to find the contact information for your local leader or FamilySearch Support.



- **Share a Batch:** Click the **File** menu, and click **Share Batch**. Write down the number, and click **OK**. Give this number to a support person so he or she can view your batch to help you with a problem



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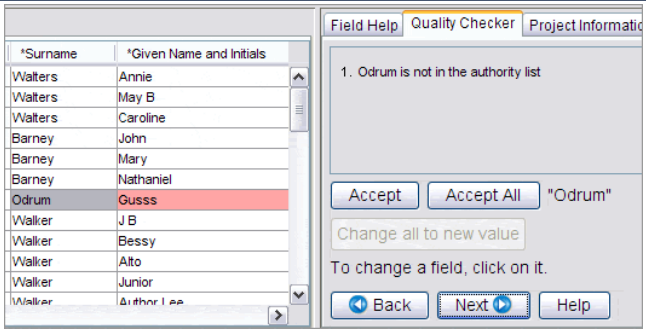
Quality Check

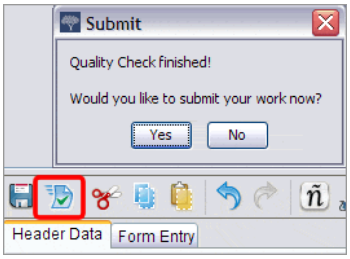


When you are finished indexing, the Quality Checker window replaces the Field Help window on the right side of the data entry area. The first marked field appears, along with an explanation of why the information needs to be rechecked.

Recheck the information you entered with what you see on the image.

- To keep what you entered, click **Accept**.
- To keep what you entered for the same field in all records, click **Accept All**.
- To change what you entered, type the new data in the field.
- To change what you entered for the same field in all records, type the new data in the field, and click **Change all to new value**.
- When you click an **Accept** or the **Change all to new value** button, the quality checker automatically moves to the next marked field. If it does not, click **Next**.

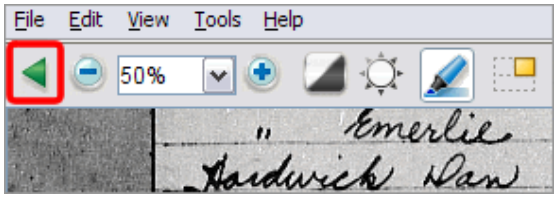
Submit a Batch



1. After the quality check is complete, a message appears asking if you want to submit the batch.

   Click **Yes**. If it does not, click (**Submit** button).
2. On the Batch Submitted message, click **OK**.

Return to the Start Page



To return to the FamilySearch indexing start page, click (**Return to Start Page** arrow).

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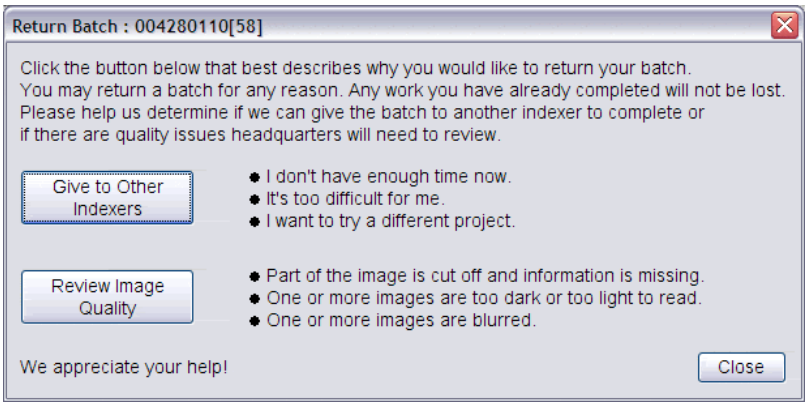
Return a Batch

If after viewing a batch you realize that you will not be able to work on the batch, either because it is difficult to read or for any other reason, you may return the batch.



1. Click the **File** menu, and click **Return Batch**.
   - To return a batch so it may be indexed by another indexer, click **Give to Other Indexers**.
   - To indicate that the image has a problem and should be reviewed by an administrator, click **Review Image Quality**.

Basic Indexing Guidelines

Basic indexing guidelines are instructions that apply to all projects. You can use these guidelines to answer questions that you have while indexing. At times, there will be exceptions to these basic rules that will be noted in the field help and project instructions. Be sure to review the project instructions before indexing a batch. You can refer to the field help as you index.

Type What You See

Most of the time you will enter what you see on the record. If there is an exception, it will be listed in the field help and project instructions.

Interpreting Difficult Handwriting

Before you begin indexing a project, try to become familiar with the handwriting style used by the clerk. This will help you to more correctly interpret names, dates, and places. To interpret handwriting that is difficult to read, do the following:

- Compare how similar letters and numbers were written. If one or two letters are difficult to read, look for the same letters in familiar words that can be read.
- Compare the pincipal's name to the names of the father, mother, spouse, or other names in the record.
- If an index exists for the record, check to see if it will help clarify the entry. Or compare the name to supplementary documentation with the record, such as a certificate of correction.
- Use the Lookup list to see if a similar name is listed. Lookup lists may be helpful in clarifying names and places. It is important to use the lists to help read the entry, but the list should not replace what is actually on the record.
- If you still cannot read the handwriting, type as many letters as possible for each name. Use a question mark (?) to replace one missing letter and an asterisk (*) for several missing letters.

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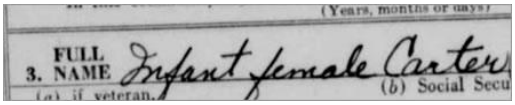
Name Titles and Terms

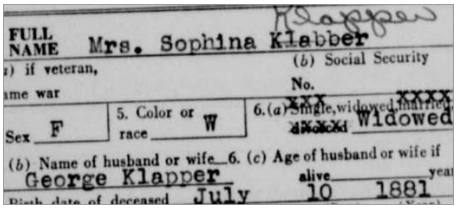


Names are an important part of an index. As you index, type actual names in the Given Name and Surname fields. Do not type:

- **Titles**, such as Jr., Sr., Mrs., Señor, Señora, Don, Doña, Captain, Dr., and so forth.
- **Terms**, such as not named, unknown, stillborn, twin, infant, and so forth.

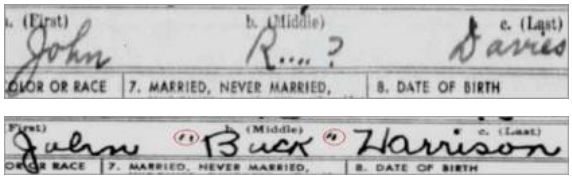
Review the project instructions. Some projects have a Titles and Terms field for this information. Other projects may specify that titles and terms are not included in the index.

Corrected Information



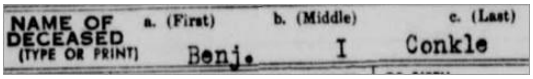
On some records, a clerk may have corrected, crossed out, or replaced information. Type the replacement data. If information is crossed out and not replaced, then type the crossed out data.

Punctuation



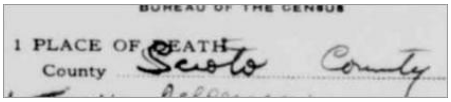
Some punctuation is necessary, and some is not. If punctuation, such as a hyphen (-) or apostrophe (‘), is normally part of a name, type it. If not, do not include it. If there are quotes or parentheses around a name, index only the name. Do not include the quote marks or the parentheses. For example: **William H O’Rourke** or **Rose Chase-Hall**

Abbreviations



Sometimes names are abbreviated or a portion of their letters are written raised above the rest of the name, resembling a ditto mark. Type the abbreviation as it is recorded on the document. Do not type a period at the end of the abbreviated name. Do not guess what the abbreviation stands for. For example: **Benj I Conkle**

Place-Names



Each project will provide specific instructions on how to type place-names. Generally, type only the name of the place (for example, **London**, not “city of London”). Do not include terms such as “county of,” “county,” “resided in,” “rural,” “of,” and so on. Do not type periods, commas, parentheses, or semicolons between levels of localities.

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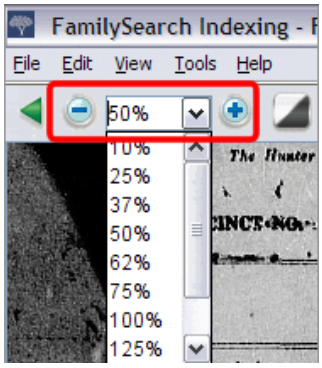
Working with Images

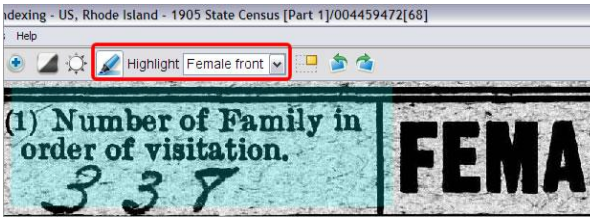
Image Size



- To increase the image size, click (**Zoom in** button).
- To decrease the image size, click (**Zoom out** button).
- Click the **Zoom** drop-down list, and select a percentage size.

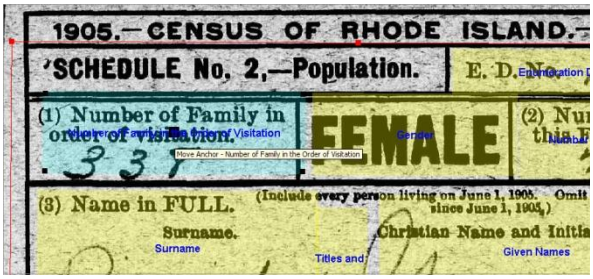
Highlights

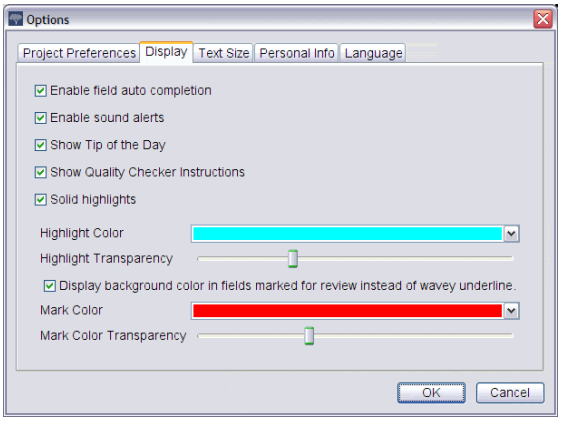
To turn highlights on, click the (**Highlighter Pen** button). **Note:** Not all projects have highlights available.



To adjust highlights, click the **Highlight** drop-down list, and select an option. To adjust the highlights further:

1. Click the **View** menu, and then click **Adjust Highlights**.
2. Move the mouse over the document image until you see a yellow grid of highlights with a thin red border.
   - Move all the highlights at once by moving the cursor over a yellow box until the four-pointed arrow appears, and then click and drag the **grid** to line up the highlights with the fields to index.
   - To better match rows and columns, click and drag the **red squares** on the corners and sides one at a time to line up the highlights with the rows and columns.
   - To move a single yellow box or column of yellow boxes, click and drag the **black square** on the center of each yellow box.
3. To return to data entry mode, click the **View** menu, and then click **Adjust Highlights**.





To change the highlight color or transparency, click the **Tools** menu, click **Options**, and then click the **Display** tab.

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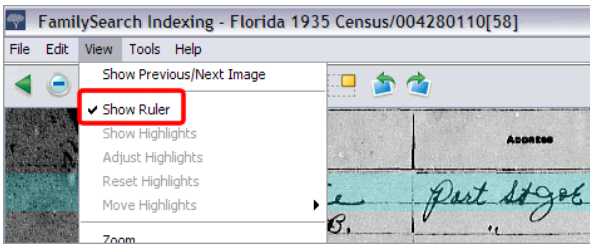
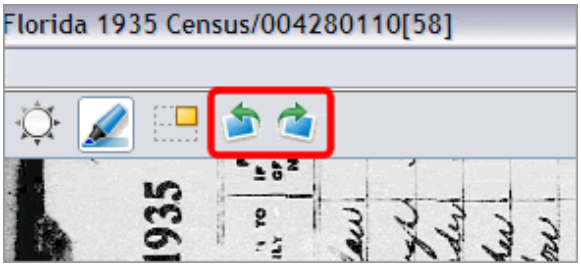
Ruler



1. Click the **View** menu, and click **Show Ruler**.
2. To move the ruler, click the **ruler**, and drag it to the position you want.
3. To move the image, click and drag the **image** to place the image line you want in the ruler.
4. To change the ruler width, click and drag the **edge** of the ruler.

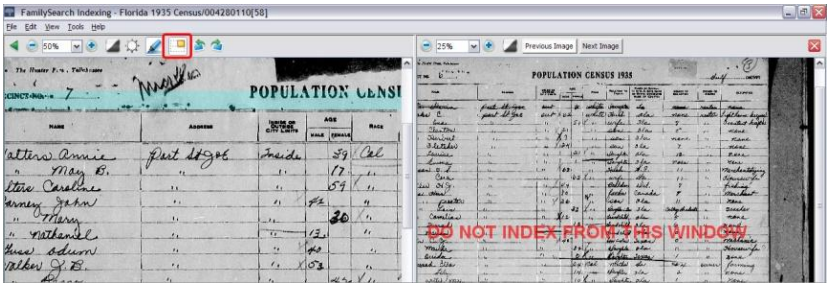
Rotate



1. To rotate the image 90 degrees counterclockwise, click (**Rotate Left** button).
2. To rotate the image 90 degrees clockwise, click (**Rotate Right** button).

Show Previous or Next Image

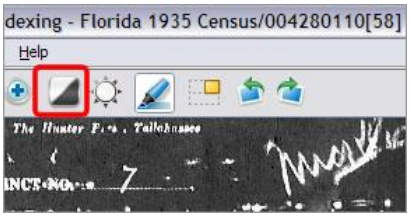
You may need to see an image previous to the one in your batch or following the one in your batch to include all the information for an individual.



1. Click (**Show Previous or Next Image** button).
2. Enter only the information you need. Do not index other information.
3. When you are finished, click (**Show Previous or Next Image** button) again to return to viewing just the image in your batch.

Invert

To invert an image (to white writing on a black background), click (**Invert** button).



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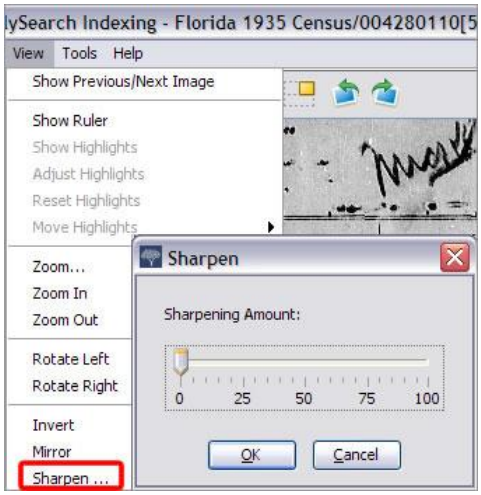
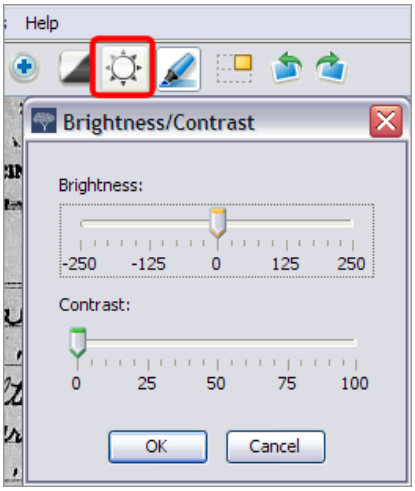
Sharpen

1. Click the **View** menu, and click **Sharpen**.
2. Click and drag the **slider** to select the amount of sharpening.
3. Click **OK**.



Brightness and Contrast

1. Click (**Brightness and Contrast** button).
2. To darken the image, move the brightness **slider** to the left of zero.
3. To lighten the image, move the brightness **slider** to the right of zero.
4. To change the contrast, click and drag the **slider**.
5. When you are finished, click **OK**.



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