Thanks to All

Thanks to all of you who helped index the 1940 US Census. Through the collective effort of more than 100,000 volunteers we indexed the names of more than 132 million individuals in record time! Those names are now freely searchable at FamilySearch.org.

Isn’t it amazing what we can accomplish when we all work together?

We now invite you to join us in the next phase of this unprecedented national service project by helping us index the immigration and naturalization records of millions of Americans.

These documents are similar in many ways to the indexing batches you’ve recently worked on but there are some significant differences as well. This document provides tips that will make the transition to a new project easier. Remember the steps to finding answers are the same, look in Field Help, Project Instructions, Project updates, and Basic indexing guidelines.

Passenger Lists

*Highlights*

There are no highlights to use as a guide when indexing passenger lists.

*Ruler*

How and what information was recorded is different for many passenger lists. The ruler can help you keep track of where you are indexing on the page.

**Step 1:**
Click View.

**Step 2:**
Click Show Ruler.

**Step 3:**
Move the Ruler to where you want it (usually the top) by clicking on the yellow bar and dragging it where you want.
**Note**: The ruler height can be adjusted by hovering over the edges of the yellow bar, and dragging the edge until it is the size you want. The color of your ruler will be the same color as your highlights.

**Step 4:**
Because the ruler and image move independently of each other, you can line the record up with the ruler by either clicking on the ruler or image and dragging until the information you want is aligned.

**Form Entry**

Entering information in form entry versus table entry allows you to enter all provided information for one individual at a time before moving to another record.

**Step 1:**
Click the Form entry tab.

**Step 2:**
Enter the individual's information.

**Step 3:**
Click tab to move to the next information field.

**Note**: When you have completed indexing a record, click tab on your keyboard to move on to the next record.

**Important Tips**

Passenger lists look and feel different for almost every port. There is no standard form.
If you come across an image that shows only the Ships name, the Captains information, etc., select **No extractable data** in the Header Data tab or Image Type column.

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**Adding and Deleting Lines**

Each time you index a passenger list you will have to add multiple lines. It’s best to adjust lines with the Table Entry View.

There are two methods to add lines.

The first method:

**Step 1:**
In the tool bar, click Tools.

**Step 2:**
Click Records per Image.

**Step 3:**
Enter the number of lines (records) you’d like to add.

**Note:** An easy way to determine how many lines to add would be to check if the form lines have numbers. Add the number listed on the last line of the page. You can always delete lines that you don’t use.
**Note:** Select Apply to all images when the number of records per image is consistent.

**Step 4:**
Click **Ok**.

**Note:** When you reach the last line added, a window will appear asking you if you’d like to add more images. If you have more records, enter the number of lines you need, and click ok. Otherwise, click cancel, quality check and submit your batch.

The Second Method:

**Step 1:**
Click on Add a record for this image to add a single row to the bottom of the form and table entry areas.

**Step 2:**
Click Insert a record before the current row to insert a single record before the row where your cursor is active.

**Note:** Each time you click on one of these buttons, a new line will be added.

**Deleting Lines**

After indexing each record if you find that you’ve added too many lines you will need to delete the extra lines rather than mark the extra lines as “blank”.

To do this Click Delete the selected record. Clicking this button will delete all of the record lines that are “blank”.

![Image of Add Record(s) window]

![Image of Add a record for this image]

![Image of Insert a record before the current row]

![Image of Delete the selected record]
Note: You can always use the undo button if you make undesirable changes to your batch.

Number of Images

You will only have one image per batch, with 1–50 records per image.

Naturalization Records

Highlights

Some naturalization records will have highlights.

Note: If highlights are being used on these documents it’s because there are several dates listed on the image. These highlights will help you determine the correct date to index.

Form

Often Naturalization Records are inconsistent from locality to locality and will change from project to project.

Records per Page

Naturalization records typically have one record per image.
**Number of Images**

Naturalization records will have 20–25 images per batch.

**Note:** For each image and record you will need to determine the image type (Normal, Blank Image, etc.).

For more information visit:
https://familysearch.org/us-immigration-naturalization