



Lesson 1: Indexing

In this lesson, you will learn the basic process of indexing records. You will also learn basic indexing guidelines and resources.

Estimated Time: 20 minutes
FamilySearch indexing
March 2010

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS



start



NEXT

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Navigation



When new features are added to FamilySearch indexing, this training will be updated as well.

- You can click the **Back** and **Next** buttons (bottom right) to advance from page to page. 
- You can also click the **Contents** button (bottom right) to jump to any page. 

If you cannot view the print materials or demonstrations, you may need to download and install Adobe Flash Player or Adobe Acrobat Reader. If you have any problems, please contact FamilySearch Support at: support@familysearch.org

For a printable copy of this lesson, including all the handouts and practice exercises, click **Contents** below.





Lesson Objectives

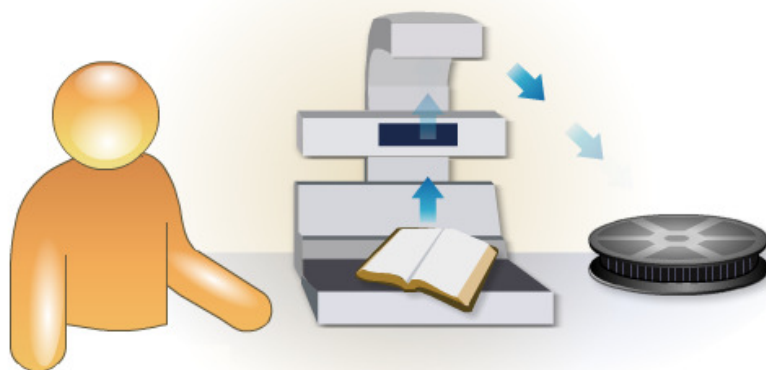
In this lesson, you will learn how to do the following:

- Download a batch.
- Index records.
- Use basic indexing guidelines.
- Find help resources.





How Does FamilySearch Indexing Work? 1 of 5





How Does FamilySearch Indexing Work? 2 of 5



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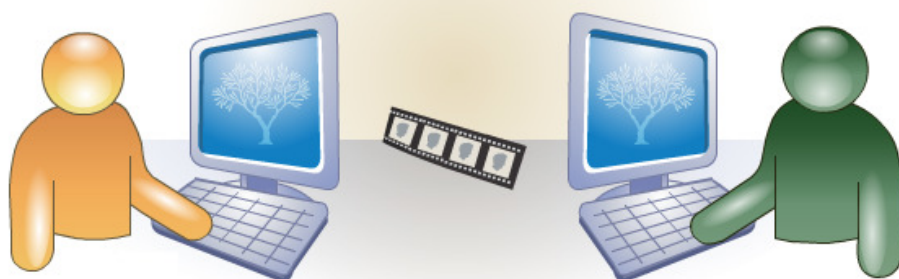
BACK



NEXT

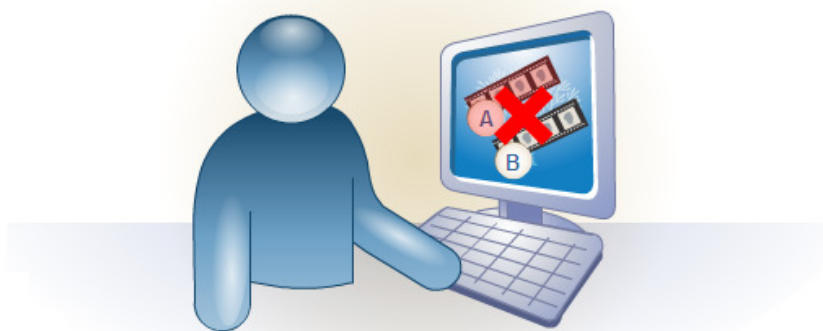


How Does FamilySearch Indexing Work? 3 of 5





How Does FamilySearch Indexing Work? 4 of 5



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NEXT

How Does FamilySearch Indexing Work? 5 of 5

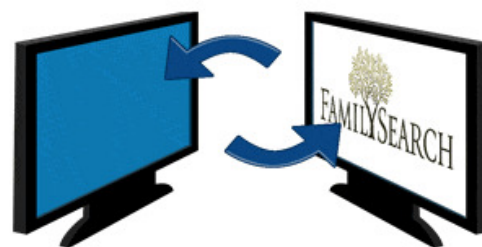


Download a Batch

When you index records on the Internet, your computer at home is communicating with a "server" computer. When you download a batch of records to work on, the batch is copied onto your computer, and when you submit it, the finished batch is copied back to the server and deleted from your computer.

You can stay online or connected to the Internet the whole time. Or you can download a batch to index, disconnect from the Internet, and work offline. This may be helpful if you have to pay extra for your connection time. When you are finished indexing the records, you can reconnect to the Internet and submit the completed batch.

Note: Batches are groups of one or more images that can often be indexed in 30-60 minutes.





Images and Records

A batch can have:

- One image, with several individuals listed, such as a census page.
- Several images, with only one or a few individuals listed on each image, such as a birth certificate.

You will copy specific pieces of information about all of the individuals on each image in the batch. The information about each individual becomes a record for that person. These records become a searchable index others will use to find information about an ancestor. Be sure to index all the individuals on an image, and all the images in the batch.





Using a Lookup List



As you enter information, you can view a "lookup list:" a collection of common names, places, or other types of information that can help you decipher a field. The lookup lists automatically download with your batch and are available as you index.

If you have trouble reading information in a field, you can check to see if the name or place appears in the lookup list.

Note: The lookup lists are intended as a guide to help you. The lists don't include every spelling variation, especially for names. If the name is not on the list, type what you see on the image.





Quality Check



As you index and move to the next field, if a red wavy line or colored background appears, it means the name or word you typed is not on the lookup list. It does not mean that what you typed is incorrect.

After you finish indexing, you do a quality check and recheck each field marked with a red wavy line or colored background. You may change the information in the field or indicate that what you entered is correct.



Help Resources



There are several resources available to help you.

- **Project instructions:** Read these instructions before indexing a batch. The instructions provide specific guidelines for how to list names, dates, places, and other information for an indexing project.
- **Field help:** As you move to each field, help is available on how to enter the information for that field.
- **Handwriting help:** You can look at examples of how letters may have been written to help you decipher them.
- **System help:** Press **F1** to view help about the indexing system, such as how to turn on and adjust highlights or rulers.
- **Ask a Question:** You can view a page where you can search for answers to common questions.
- **Support:** You can contact your local administrator or FamilySearch Support for questions or problems.
- **Share a Batch:** If you have a problem you cannot figure out, you can share your batch with someone else so he or she can see the problem you have with an image.

You can find out more about each of these resources in the system help.





Batch Due Dates



You can work on a batch, stop at any time, and return later to finish it. Your indexing work is automatically saved.

However, try to complete a batch in seven days. The system will warn you when a batch is due by turning the due date **red** when it is three days from the due date. If you have not completed the batch by the due date, the system will reassign the batch to another indexer. The other indexer can start where you left off.

If you need to, you can return a batch for any reason.





Activity: How to Index

To see how to index, click the demonstration below.

*To see this activity demonstrated, click **Guided Practice**.*

*To print a step-by-step handout of this activity, click **Handout**.*

Demonstration



[Guided Practice: How to Index](#)

Printed Materials



[Handout: How to Index](#)



Indexing Guidelines

An indexer's responsibility is to make a searchable index of the records. In most situations, you type what you see.

Over the centuries many variations of record-keeping rules were used by record keepers throughout the world. In order to standardize the information, a few basic guidelines have been created.

In addition to these general guidelines, you should always follow the project-specific instructions when indexing.

Child's Date	Parents	Witnesses.
1742	Nikolaas Volek	Hendrik Volek
Oct. 23	Metje d7	Arcaantje d7
1742	Machiël Jacob Stor	Klaartje Wannerma
1742	Wannemaker	Karagick Stor
1743	Harmer Benjamin Odel	Hendrik Slopper
Feb 6	Ellie d7	Hyntje d7
1743	Cornelis Bogert	Joost Jabuske
1743	Leysabeth d7	Carstynje d7
1743	Mantje Gack Brouwer	Adolf Siccort



Unreadable Records

If you cannot read the information on the document:

- If a field is unreadable, click  (Mark the field unreadable button).
- If the entire record is unreadable, click  (Mark the record unreadable button).

If a portion of a field is unreadable:

- Use a question mark (?) to indicate that you cannot read one of the numbers or letters. For example: H?ndley.
- Use an asterisk (*) to indicate that there are multiple numbers or letters you cannot read. For example: Dic*son.

	—	Arthur	Son	M
	—	Harold A	Son	M
254-257	247-337	Hendley Annie	Daughter	M
	—	Sarah	Daughter	M
	—	Edith	Daughter	M
	—	Annie	Daughter	M
	—	Ella	Daughter	M
	—	John	Daughter	M
255-258	247-337	Alison Ruth	Head	M



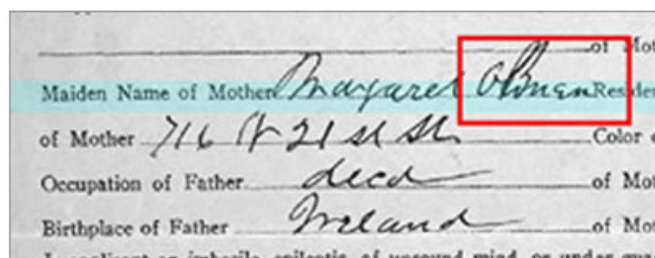
Unreadable Records: Practice 1 of 2

Click the correct answer, and then click the **Check Answer** button to check your answer.

What do you do with the mother's surname in this record? (Select one.)

- ☐ Click this button 
- ☐ Type ?en
- ☒ Type *en
- ☐ Type ...en

Check Answer



Incorrect. Since some of the name is readable, but some letters are not, type ***en**. You may also want to see if her surname is listed elsewhere on this record.





Unreadable Records: Practice 2 of 2

Click the correct answer, and then click the **Check Answer** button to check your answer.

What do you do with the husband's name in this record? (Select one.)

- ☐ Click this button 
- ☒ Type ? E Strickland
- ☐ Type *E Strickland
- ☐ Type E Strickland

5a IF MARRIED, WIDOWED, OR DIVORCED HUSBAND OF (OR) WIFE OF <i>E. E. Strickland</i>	
6 DATE OF BIRTH, (MO. DY. YR.)	
7 AGE <i>54</i> yrs. _____ mos. _____ dys.	
IF LESS THAN 2 YEARS state if breast fed Yes _____ No _____	IF LESS than 1 day _____ hrs. _____ mins.

Check Answer

Incorrect. Since only one letter is unreadable, type ? E Strickland.



Blank Fields and Records

If a required field or an entire record is blank:

- If a required field is blank, click  (Mark the field blank button).
- If the entire record is blank, click  (Mark the record blank button).

Note: If a nonrequired field is blank, you can leave it blank and press **Tab** to move on. You do not need to mark it as blank. However, if a required field is blank, such as the given name in this example, you must mark it as blank.

14					Mathew
15					Antonio Benetti
16		429	431		King John
17					Mad John
18					Numan Israel
19					
20		430	432		Meloyec Jacob
21					





Blank Records: Practice

Click the correct answer, and then click the **Check Answer** button to check your answer.

What do you do with this required given name field? (Note: Gibson is the surname.) (Select one.)

FULL	
3. NAME	- - Gibson
(a) If veteran,	(b) Social Security

- ☐ Type **Blank** in the field.
- ☐ Leave the field blank, and move on.
- ☒ Click  (**Mark the field blank** button).
- ☐ Click  (**Mark the record blank** button).

Check Answer

Incorrect. Click  (**Mark the field blank** button). If a required field is blank, you must indicate that it is blank.





Name Titles and Terms



Names are an important part of an index, including not only the principal individual's name, but also the names of the father, mother, and spouse.

As you index, type actual names in the Given Name and Surname fields. Do not type:

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

For example, if a wife is recorded with her husband's name, such as Mrs. John White, mark the Given Name as blank, list "White" as the Surname, and type **Mrs.** in the Titles and Terms field, if the field is provided. Otherwise, you do not include the "Mrs."

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.



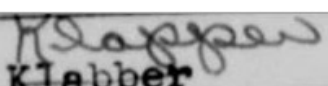
Corrected Information

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.

For example, in the record on the right, type:

Given Name: **Sophina**

Surname: **Klapper**



FULL NAME Mrs. Sophina Klapper		(b) Social Security No.
1) if veteran, name war		No. xxx xxxx
Sex F	5. Color or race W	6. (a) Single, widowed, married Widowed
(b) Name of husband or wife George Klapper		6. (c) Age of husband or wife if alive 10 year 1881
Date of deceased July		





Corrected Information: Practice

Click the correct answer, and then click the **Check Answer** button to check your answer.

What surname should you type for this record? (Select one.)

- ☐ Lowery
- ☒ Lowry
- ☐ Lowry or Lowery

Check Answer

a. (First)	b. (Middle)	
Fred	Lowry	Lowry
6. COLOR OR RACE	7. MARRIED, NEVER MARRIED, WIDOWED, DIVORCED (Specify)	8. DATE OF BIRTH

Incorrect. Type the replacement surname, which in this example is Lowry.



Punctuation

a. (First) <i>John</i>	b. (Middle) <i>R...</i>	c. (Last) <i>Davis</i>
6. COLOR OR RACE	7. MARRIED, NEVER MARRIED,	8. DATE OF BIRTH

a. (First) <i>John</i>	b. (Middle) <i>Buck</i>	c. (Last) <i>Harrison</i>
6. COLOR OR RACE	7. MARRIED, NEVER MARRIED,	8. DATE OF BIRTH

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, do not type the punctuation for the following names.

- James – Henry – Burke
- T-h-o-m-a-s R-e-a-d-y
- John "Buck" Harrison

Do type the punctuation for the following names:

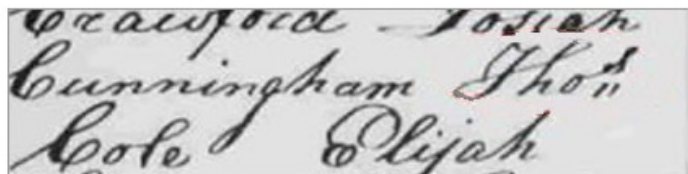
- William H O'Rourke
- Rose Chase-Hall

Do not type a period after an initial or abbreviated name.



Abbreviations

NAME OF DECEASED (TYPE OR PRINT)	a. (First)	b. (Middle)	c. (Last)
	Benj.	I	Conkle



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, for **Benj. I Conkle** you would type:

Given Name: **Benj I**
Surname: **Conkle**

Note: If the name is recorded more than once in a document, and one version is not abbreviated, list the full name.





Practice: Indexing

To practice indexing and view indexing help and resources, click the handout below to view the practice exercises. Then click the link below to sign on to FamilySearch indexing. You will be practicing on a real indexing batch.

*To print the practice exercises, click **Practice Exercises**.*

*To sign on to FamilySearch indexing, click **Sign On**.*

Exercises



[Practice Exercises: Indexing](#)

FamilySearch Indexing



[Sign On: FamilySearch Indexing](#)





Check Your Learning—1 of 3

*Click all answers that apply, and then click the **Check Answer** button to check your answer.*

As an indexer, you will be able to: (Select all that apply.)

- ☒ ☐ Download batches to your home computer.
- ☒ ☐ Use the lookup lists to help you enter data.
 - ☐ Take as long as you want to complete a batch.
- ☒ ☐ Work on a batch while connected to the Internet.
- ☒ ☐ Return batches that are too difficult.

Check Answer

Incorrect. As an indexer, you will be able to:

- Download batches to your home computer.
- Use the lookup lists to help you enter the information.
- Work on a batch while connected to the Internet.
- Return batches that are too difficult.





Check Your Learning—2 of 3

Click the correct answer, and then click the **Check Answer** button to check your answer.

A red wavy line under a name indicates that: (Select one.)

- ☐ You made a mistake.
- ☒ The name does not appear on the lookup list.
- ☐ There is a spelling error.

Check Answer

Correct. A red wavy line indicates that the name does not appear on the lookup list. It does not mean that the name has a problem.





Check Your Learning—3 of 3

Click the correct answer, and then click the **Check Answer** button to check your answer.

What is the first thing you should do after downloading a batch? (Select one.)

- ☐ Save the batch.
- ☐ Set a goal.
- ☐ Adjust the highlights.
- ☒ Read the project instructions.

Check Answer

Incorrect. You should read the project instructions after downloading the batch.



Download the Training

If you would like a version of this training that you can download and use in a classroom setting to train indexers, click the link below. All the handouts and demonstrations are included. You will not need an Internet connection. For instructions on how to use the download version, click the handout below.

Download Version

 [Files: Indexing Lesson](#)

Download Instructions

 [Handout: Instructions on Using the Download Version](#)





Survey

Please take a moment to complete a brief survey about this lesson. Your responses will help to improve the quality of the Church's online learning materials. Click the link below to start the survey. If you are not connected to the Internet, log on, and go to the following Web site:
<http://ldschurch.inquisiteasp.com/cgi-bin/qwebcorporate.dll?idx=GWGDEK>



[Begin Survey](#)

To print a certificate of completion for this lesson, click the link below.



[Print Certificate](#)

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End of Lesson

Congratulations. Now that you have completed the lesson, you should be able to serve as an indexer.

To exit this lesson, click the button below.





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Handouts



[Lesson and all the handouts](#)



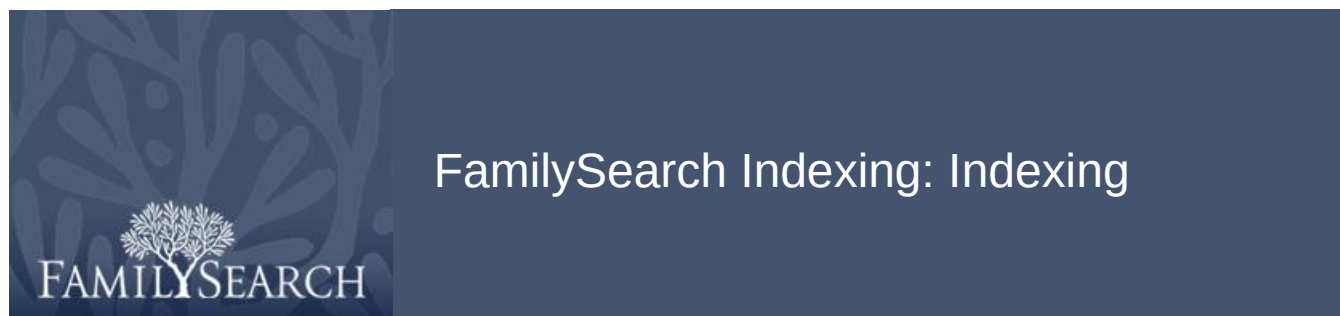


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Index a Batch

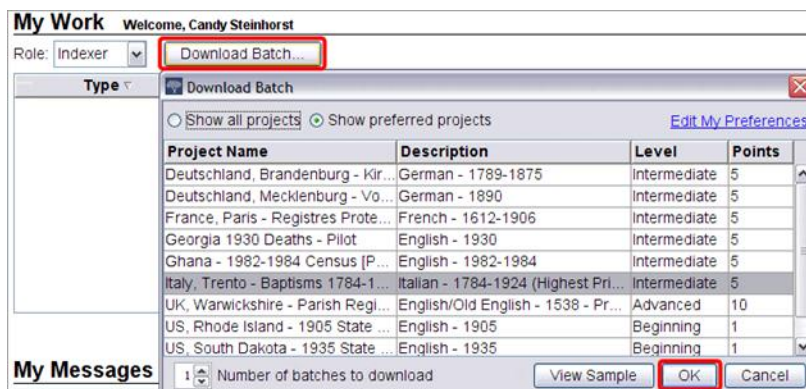
Log in

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**.

Indexing

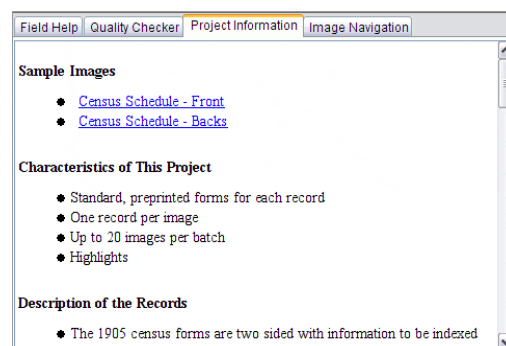
Download a Batch

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**.



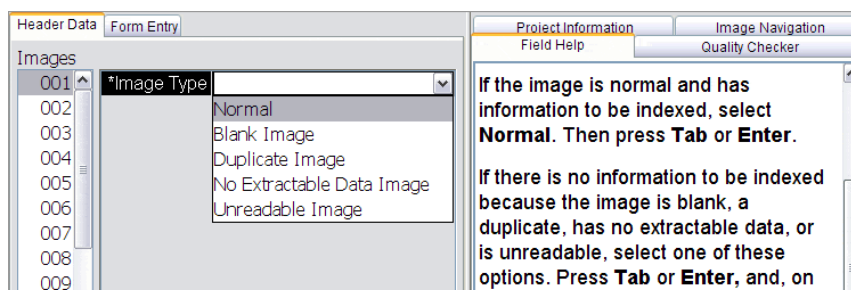
View Project Instructions

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.

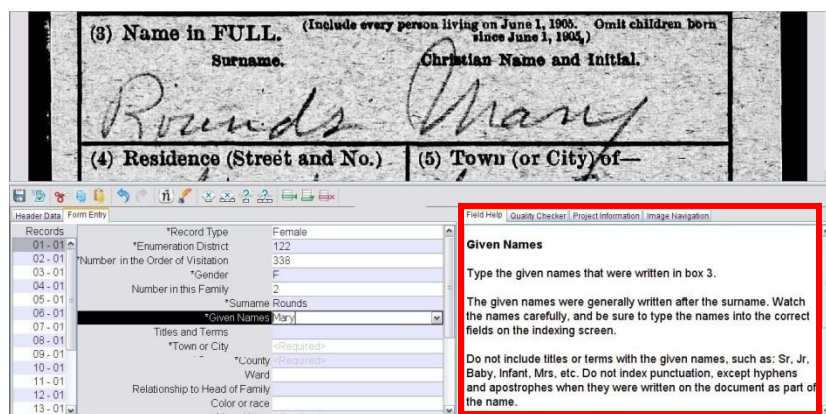


Note: For help, read the Field Help instructions on the right side of the data entry area.

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.



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**.

The image shows a document with handwritten names: "Walker J. B.", "Bessy", and "Alto". Below the document is a "Form Entry" table with three columns: "Number", "*Surname", and "*Given Name and Initials". The first row contains "Walker", "J B", and "Bessy". The second row contains "Walker", "Bessy", and "Alto". The third row is empty, and the "Walker" cell in the first column is highlighted with a red box.

Number	*Surname	*Given Name and Initials
	Walker	J B
	Walker	Bessy
	Walker	Alto

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.

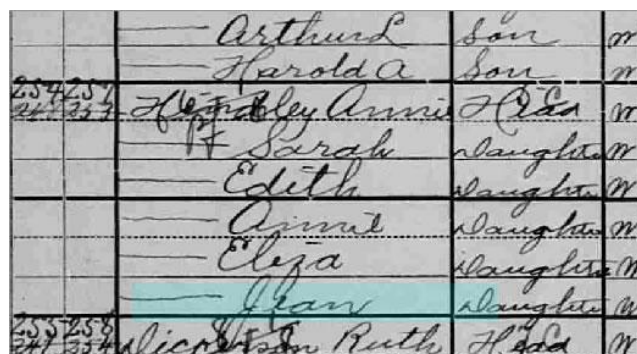
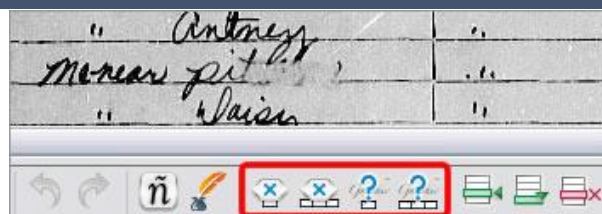
1. To use a lookup list, click in the field you want to index.
2. Click the **down arrow** at the end of the field, and click **Lookup**.
3. In the appropriate fields, type the letters you can decipher.
4. Select the name or information that matches the information in the document.
5. If you find a match, 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.

The image shows a "Lookup" dialog box with a search bar containing "Marj". Below the search bar are fields for "Contains:" and "Ends with:". A list of names is displayed, including "Maplet", "Mar", "Mara", "Maraba", "Marabah", "Maragaret", "Maragret", "Maragretta", "Maragriet", and "Maragrieta". The "Mar" entry is selected. At the bottom of the dialog are "Accept Selected" and "Cancel" buttons. In the background, a document is visible with a "Lookup..." button highlighted in a red box.

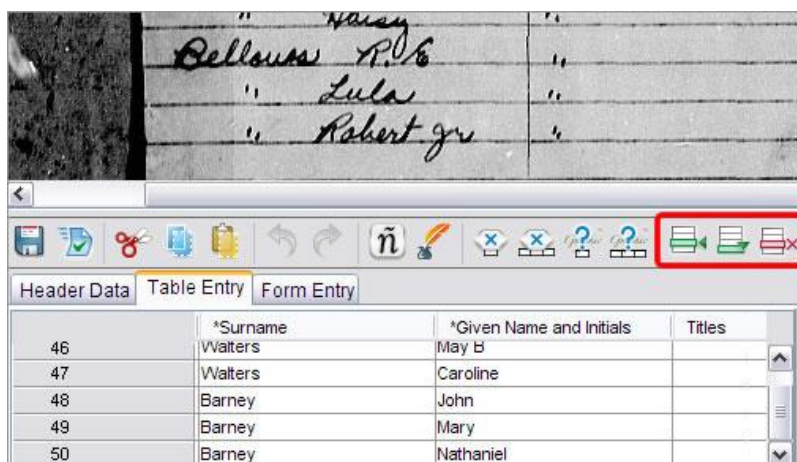
Mark Blank and Unreadable

- 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*sou.
- 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).



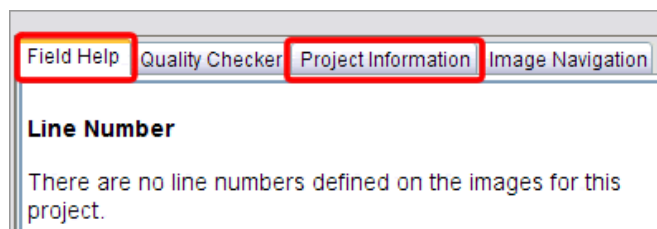
Insert and Add Records

- 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).



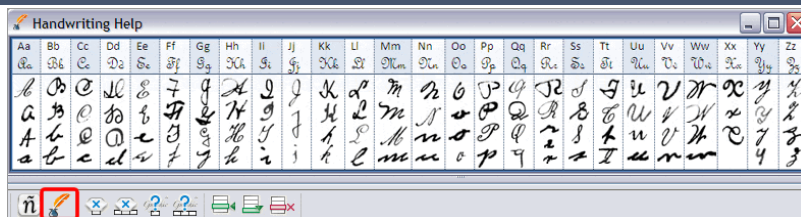
Find Help

- **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.

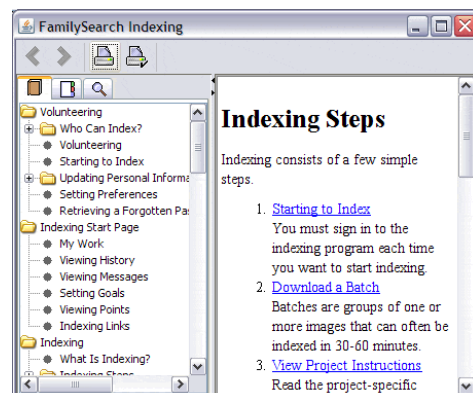


Indexing

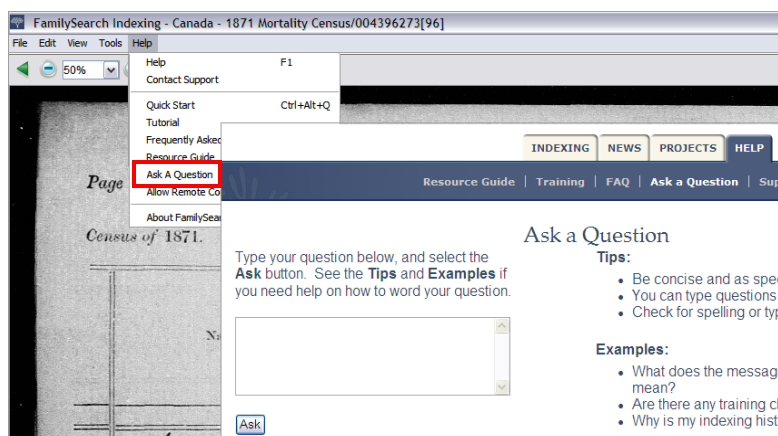
- **Handwriting Help:** Click  (Handwriting Help button) for examples of how different letters may have been written.



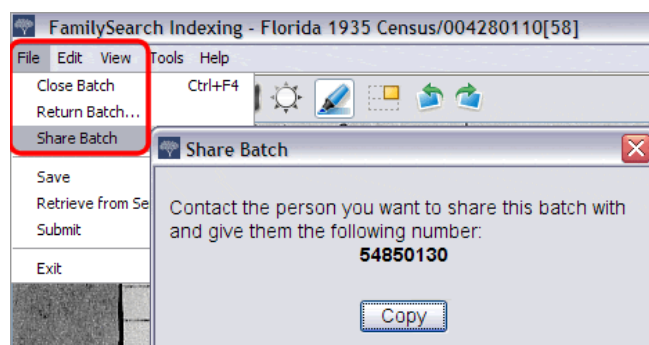
- **System Help:** Press **F1** for instructions on how to use the FamilySearch indexing screens.



- **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.



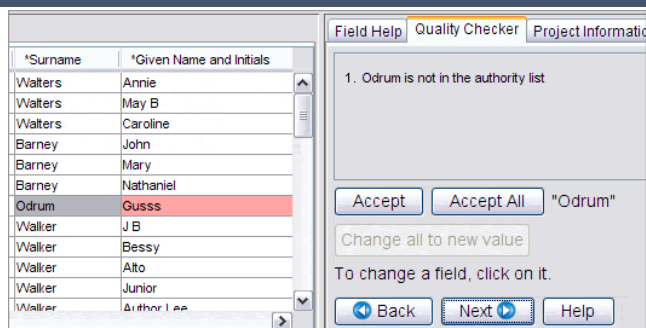
- **Share a Batch:** Click the **File** menu, and click **Share Batch**. Write down the number, and click **OK**. Give this number to a support person so he or she can view your batch to help you with a problem



Indexing

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.

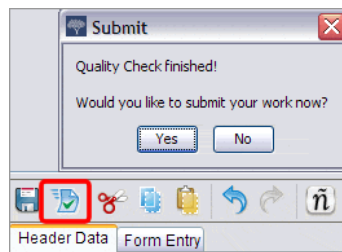
- To keep what you entered, click **Accept**.
- To keep what you entered for the same field in all records, click **Accept All**.
- To change what you entered, type the new data in the field.
- To change what you entered for the same field in all records, type the new data in the field, and click **Change 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.

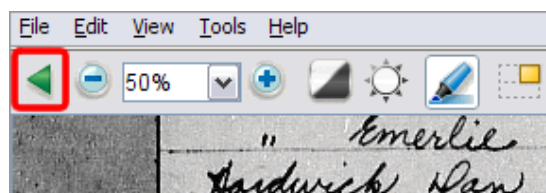
Click **Yes**. If it does not, click  (**Submit** button).

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).

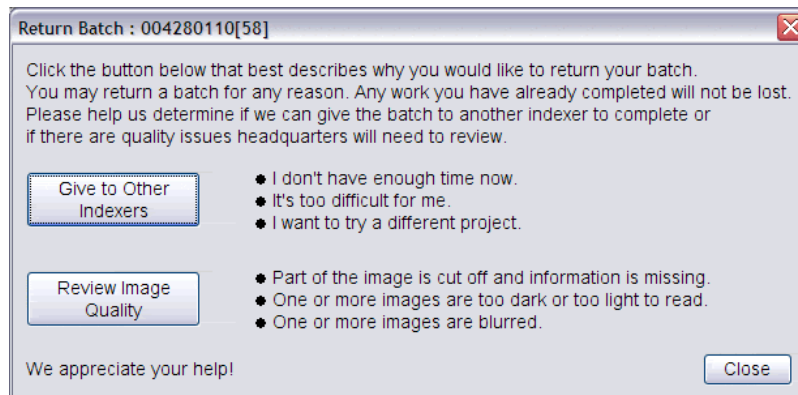


Return a Batch

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 principal'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.

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.

Form snippet showing "FULL NAME" field with handwritten "Infant female Carter".

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.

Form snippet showing "FULL NAME" field with handwritten "Mrs. Sophina Klapper" and "George Klapper".

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**

Form snippet showing "First", "Middle", and "Last" name fields with handwritten "John", "R...", and "James".

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**

Form snippet showing "NAME OF DECEASED" field with handwritten "Benj. I Conkle".

Place-Names

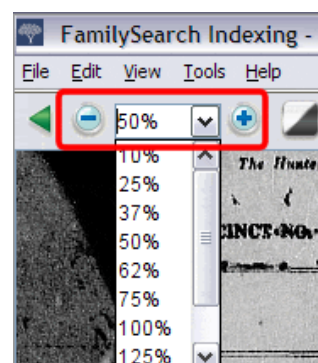
Each project will provide specific instructions on how to type place-names. Generally, type only the name of the place (for example, **London**, not "city of London"). Do not include terms such as "county of," "county," "resided in," "rural," "of," and so on. Do not type periods, commas, parentheses,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

Form snippet showing "PLACE OF BIRTH" field with handwritten "Scioto County".

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.

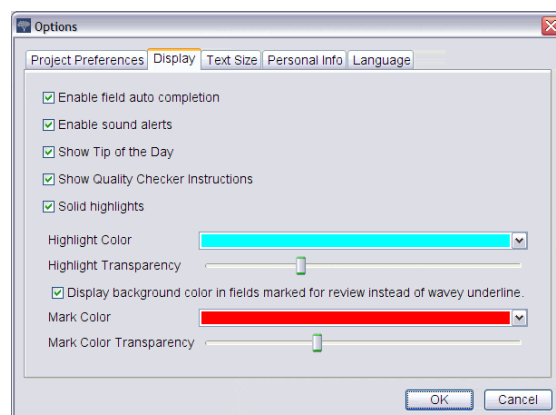
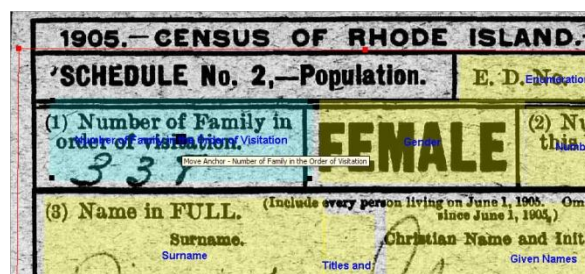
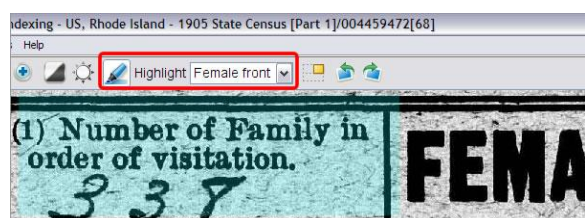


Highlights

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**.

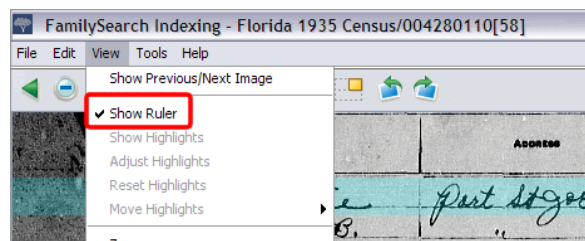


To change the highlight color or transparency, click the **Tools** menu, click **Options**, and then click the **Display** tab.

Indexing

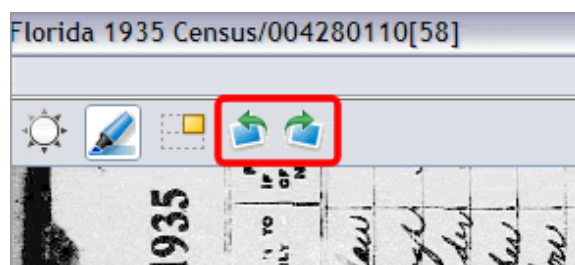
Ruler

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

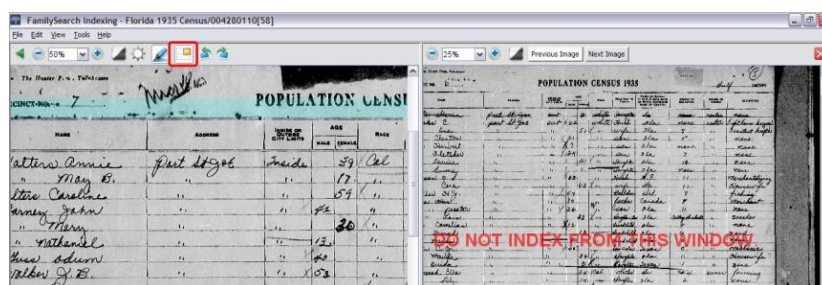
1. To rotate the image 90 degrees counterclockwise, click  (**Rotate Left** button).
2. To rotate the image 90 degrees clockwise, click  (**Rotate Right** button).



Show Previous or Next Image

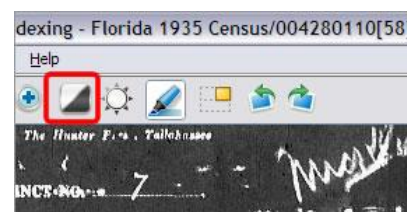
You may need to see an image previous to the one in your batch or following the one in your batch to include all the information for an individual.

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.



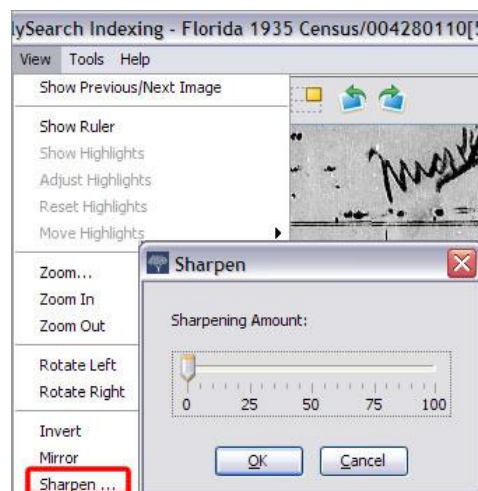
Invert

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



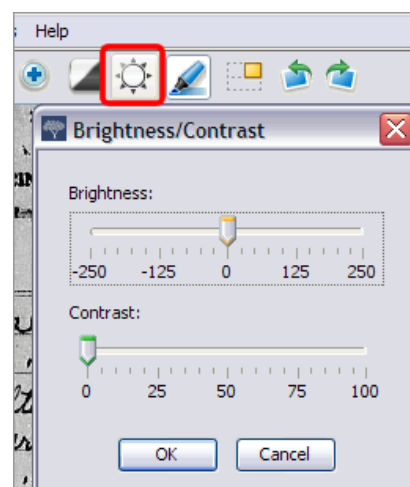
Sharpen

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**.





FamilySearch Indexing Practice: Indexing

For this practice exercise, go to the FamilySearch indexing Web site at <http://indexing.familysearch.org>, click **Begin Indexing**, and sign in. This is a large practice which introduces you to several features of the indexing program. If needed, break the practice up into several sessions. You will be working on a real indexing batch.

Practice Exercises

Do the following:

My Work Page: My Messages

1. In the My Messages section, double-click a message from the list to view.
2. Read the message, and click **Close**.

My Work Page: Download a Batch

3. At the top, click **Download Batch**. Notice it shows your preferred projects with a highlight on the highest priority project.
4. At the top, click **Show all projects**. Notice that all projects are listed. Notice the difficulty level and points for various projects.
5. Click on a project to select it. Click **View Sample**.
6. This is a sample of what the images look like. Click **Return to the Project Selection Dialog**.
7. To download the batch, click **OK**.
8. On the message about project-specific instructions, click **Close**.

Adjustments to the Indexing Screen

9. Click on the **image** area, and drag it to move the image.
10. Try using the **scroll bars** to move the image up and down or across.
11. On the lower right side, click the **Image Navigation** tab.
12. Click and drag the **dark rectangle** to move around the image.
13. At the top, click  (**Zoom In**) or  (**Zoom out**) to change the image size.
14. In the Zoom box, try selecting a different percentage to change the image size.
15. Click  (**Highlight**) to turn on highlights if they are available. If available, click the **Highlight** drop-down list to see what options are available.
16. Click the **View** menu, and click **Show Ruler**.

Indexing Practice

17. Try clicking and dragging the ruler to move it. You can use highlights and rulers to help you keep track of where you are indexing on an image. To turn off the ruler, click the **View** menu, and click **Show Ruler** again.

Data Entry

18. On the lower right side, click the **Project Information** tab. Read through the information about this project. You should always read the project instructions before indexing a new project.
19. At the bottom left corner is an indication of the number of images and number of records in this batch. If there is more than one image, click on an image number on the lower left side.
20. Notice how you can jump to any image in the batch. Return to image 1. Image Type should be the first field.
21. On the right side, click the **Field Help** tab. Read the help for the Image Type field.
22. Click the **Image Type** field, and select the appropriate item from the drop-down list.
23. Press **Tab**. The system will automatically advance to the next field.
24. Fill in the information for several fields, using **Tab** to move to the next field. If needed, review the Field Help for instructions.
25. On a name field, click the **arrow** on the right, and select **Lookup**.
26. Try typing in a few letters of the name. If you find the name, click it, and click **Accept Selected**. Otherwise, click **Cancel**, and type what you see on the image.
27. Click  (**Handwriting Help**). Notice the examples of how letters may have been written. Close the Handwriting Help window.
28. Click  (**International Letters**). You can click one of these diacritic characters to add it. Close the International Characters window.
29. Click  (**Return to Start Page**). Notice that the batch is listed in the My Work area. Notice the due date and percent complete.
30. Click **Return Batch**. Notice the options. Click **Close**.

Help Resources

31. On the My Work page, click the batch to highlight it, and click **Work on Batch**. Notice that it starts where you left off.
32. Click **Help**, and then click **Contact Support**. Notice that it lists the contact information for your local administrator and FamilySearch Support.
33. Click **Help**, and then click **Frequently Asked Questions**. Notice that it opens a new page with the frequently asked questions. Close this page.
34. Click **Help**, and then click **Resource Guide**.
35. Under **Indexers**, click **User Guide**. This is a comprehensive guide to the indexing system.
36. Explore some of the other guides available, including language and handwriting guides. Then close the page.
37. Click **Help**, and then click **Ask a Question**.
38. Type in a question, and click **Ask**.
39. From the search results, read one of the answers. Then close the window.
40. Click the **File** menu, and click **Share Batch**.

Indexing Practice

41. The system displays a number you can give to a support individual so he or she can view your batch and help you with questions or problems. The user guide includes the instructions on how to use the share batch feature. Click **Copy**.

Finish the Batch

42. Finish indexing all the names and all the images for this batch.
43. When you are finished, the Quality Checker tab should show so you can recheck any fields with marked information.
44. Recheck all the fields displayed by the quality checker.
45. On the submit batch message, click **Yes**. You have now completed one batch.

Changing Text Size or Language

46. Click the **Tools** menu, and click **Options**.
47. Click the **Text Size** tab. You can change the size of the field text.
48. Click the **Language** tab. You can select the language for the application, field names, and field help.
49. Click **OK**. If you made a change, the change will not show until the next time you sign in to indexing.

My Work Page: My Goals

50. On the My Work page, from the My Goals tab, click **Set New Goal**.
51. In the Period Ending Date field, enter a desired date. **Note:** The current date will automatically be entered in the Period Beginning Date field.
52. In the Number of Records field, enter the desired value.
53. Click **OK**.
54. Notice your goals listed on the My Goals tab.

My Work Page: My History

55. Click the **My History** tab.
56. Read how points are calculated.
57. Click **Names Submitted** to view your history.
58. Click **Close**.

My Work Page: Indexing Links

59. Click the **Indexing Links** tab.
60. Click **FamilySearch Indexing**.
61. Click the **Help** tab, and then click the **My Info** link.
62. Sign in by entering your user name and password, and then click **Sign in**.
63. Review your information. Notice that you can edit your e-mail address and change your user name and password.
64. On the left, click the **My Preferences** link.

Indexing Practice

65. Click the **Edit** button.
66. Select the level of project difficulty and any languages you would like for your preferred indexing projects.
67. Click **Save**.
68. At the top, click the **Projects** tab. This is a list of the projects currently being indexed.
69. At the top, click the **Partner Projects** link. This is a list of projects currently being indexed by participating genealogical and historical societies.
70. At the top, click the **News** tab. This is general news about FamilySearch indexing.
71. Return to the FamilySearch Indexing My Work page. Under the Indexing Links tab, click **FamilySearch Record Search**. If you want, try searching for an ancestor, and view their information in an original document. After records are indexed, they are made available on Record Search.
72. Return to the FamilySearch Indexing My Work page. Under the Indexing Links tab, click **FamilySearch Research Wiki**. This is a collection of information about genealogical research and records.